

## Request for Undergraduate Addition/Deletion/Change of Department Honors Option

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Registrar, and College Dean. 2. Submit the form to the Honors College Curriculum Committee. 3. After attaining the signature of the Honors College Curriculum Chair and the Dean of the Honors College, send the paper copy to the current University Curriculum Committee (UCC) Chair. 4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to the current UCC Chair.

College: \_\_\_\_\_ Department/Division: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### ACTION REQUESTED:

Check action requested:    _____ Addition    _____ Deletion    _____ Change
Within which Major is/will the honors option be listed (please provide code as well): _____

### RATIONALE:

--

### CURRICULUM: Number of Hours and Courses; Indicate Required/Optional

--

### OTHER REQUIREMENTS: GPA, etc.

--

### NOTIFICATION REQUIREMENTS:

Attach a copy of written notification regarding this curriculum request to the following:
1. If this honors option requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.
2. Send a copy of this completed form to the Marshall University Catalog Editor.

### SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: _____	Date: _____
Registrar: _____	Date: _____
College Dean: _____	Date: _____
Honors College Curriculum Committee Chair: _____	Date: _____
Honors College Dean: _____	Date: _____
University Curriculum Committee Chair: _____	Date: _____
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science _____	Date: _____