

Honors Course Proposal/Agreement

This form must be downloaded, completed in Adobe Acrobat, signed and submitted to the CAD Honors Advocate prior to final term scheduling is complete and before shopping carts open.

New Course/Proposal

Request to offer pre-approved course

Course Name _____

If previously offered, course number _____

Faculty Member's Name _____

Co-Taught? If yes, additional faculty member's name _____

School/Department _____

Semester proposed: Fall Spring Summer Term:

Course Location

Main Campus

Global

Study Abroad _____

Faculty Responsibilities

- Publicize course and recruit Honors students in collaboration with the CAD Honors Advocate, RIT Honors Office, and if traveling abroad, RIT Global
- For study abroad courses, faculty are required to follow the CAD study abroad guidelines
- Faculty may sign non-honors students, with appropriate GPAs, into the course after open registration
 - **NOTE:** If traveling abroad, all registrations will be done by the assistant dean

Compensation

- Faculty should work with their school director to determine if the course is part of their course load or an overload.
 - Funds for approved courses will be transferred from the Honors Office to the College of Art and Design.
 - Faculty payment will be determined by the dean's office

Note

Honors and Study Abroad courses will be posted in SIS once approved by Dean's Office.

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Signatures

Faculty Name _____ Title _____

Signature _____ Date _____

Faculty Name _____ Title _____

Signature _____ Date _____

School Director's Name _____

Signature _____ Date _____

Associate Dean of Undergraduate Studies

Signature _____ Date _____

RIT Honors Director

Signature _____ Date _____

When all signatures are complete, the CAD Honors advocate will provide copies of this document to:

- *CAD Dean/Associate Dean*
- *CAD Financial Director*
- *CAD Scheduling Office*
- *CAD Study Abroad Committee/RIT Global, if applicable*
- *RIT Honors Program Director*