Creating a New Honors Colloquium taken in a Subsequent Semester

These instructions provide guidance for proposing a new honors colloquium for students who have completed the root course and are completing the colloquium and in a subsequent semester. Following the procedure outlined will expedite the colloquium review and approval process.

Different instructions apply if establishing an honors colloquium for students who are completing the root course and the honors colloquium concurrently.

Definition

An honors colloquium is a faculty-generated, one-credit honors enrichment of a non-honors course. Subsequent honors colloquia are identified by the root course level, an ending number of "91," and the suffix “H” (e.g., ANTHRO 291AH).

- Colloquia offered in a subsequent semester must carry a prerequisite specifying that the student has completed the root course with a grade of B or higher.
- The last two digits of the colloquium course number must be "91" and have the suffix "H" (e.g., 291AH).
- The colloquium carries no more than 1 or 2 credits.

Establishing a course number for subsequent-semester colloquia

To set up the course number for a subsequent-semester honors colloquium:

- Start with the root course subject and course level (e.g., BIOCHEM 275)
- Change the ending number to "91"
- Add a letter (i.e., A-G or I-Z)
- Add the suffix “H”

As an example, a subsequent-semester honors colloquium for BIOCHEM 275 would become BIOCHEM 291AH.

Establishing colloquium

Before the honors colloquium can be created, an appropriate "91" course must be established as the basis for the "91H" colloquium. The department's scheduling
representative should set up a course in CAPS (Class Automated Proposal System) without the suffix "H" (e.g., BIOCHEM 291A) and enter a note to Registrar's office saying that the course is being created in the catalog in order to submit an honors proposal.

**Proposing a subsequent-semester honors colloquium**

**PROPOSE COLLOQUIUM**

**Log in and create proposal**

1. Log into the UMass Course and Curriculum Management System.
2. Click Create Proposal.
3. Scroll down to Honors Programs.
4. Click Add an Honors Component to an Existing Course.

**Provide course information**

5. Follow the directions to create your proposal. As you work, the system will guide you in filling out the required forms.
6. Under Honors Options, choose There will be an Honors Section.
7. Make sure that you have provided all the necessary basic information for your proposal, such as proposal title, course title, and course number. This information cannot be changed after the proposal has been saved as a draft.
8. Be sure to provide adequate information in response to the question: *Please describe the specific enrichment for students in the honors version of this course.* Include expectations such as number of pages of papers; any team work, class project, or oral presentation; frequency of group meetings and meetings with the professor; expectations for research/development of research questions; kinds and amount of readings, etc.
9. When prompted, Save as a Draft.

**Complete additional forms and submit**

10. To retrieve saved proposal draft, click My To Do List and then click Edit next to the target proposal.
11. Follow the on-screen directions to finish editing your saved proposal. You may need to complete additional forms or add attachments. You can edit and save your draft over multiple sessions spanning multiple days.
12. You can select Withdraw Proposal if you no longer want to submit.
13. When your proposal is ready, scroll to the Actions Section at the bottom of the proposal page and click Submit Proposal.

For help, see the Curriculum Help or Support sections of the UMass Course and Curriculum Management System.

**Approval Process**
After submission, the honors colloquium proposal is reviewed through these stages:

1. The proposal is first reviewed by the honors program director (HPD) in your department. [NOTE: The system will show “Honors Committee: [your department’s name].”]
2. After the HPD’s review, the proposal goes to your department chair for review/approval.
3. It then goes to Commonwealth Honors College for approval.
4. From Commonwealth Honors College it will go to the Registrar’s office.

**Note:** To ensure that your proposal has been properly routed to Commonwealth Honors College, view Proposal History to check the approval status. If the proposal history shows the Faculty Senate as part of the approval chain, please contact Technical Support so the proposal can be redirected to Commonwealth Honors College. Honors colloquia do not need to route through Faculty Senate approval.

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