

Electronic Honors Credit Learning Agreements (eHCLAs): A Factsheet for ACES James Scholars and Their Instructors For the Calendar Year 2018-2019

General Overview of Honors Credit Options

All ACES James Scholars need to complete **four courses with honors credit** before they graduate. To fulfill this requirement, scholars are expected to earn at least one **H** grade (denoting honors credit) during each academic year until this requirement has been met. Scholars can earn honors credit through completing a course with an electronic Honors Credit Learning Agreement (eHCLA – see below for details) or by taking a course or section that is offered for honors credit (for example, **ACES 396** or **ACES 399**). To find such courses, take a look at the Course Explorer (<http://courses.illinois.edu>) to find specific honors course offerings that would be of interest to you. (There is no need to submit an eHCLA to earn honors credit in a course or section that is being offered for honors credit.)

The electronic Honors Credit Learning Agreement (eHCLA) is a web form that enables you to earn honors credit in a regular course without enrolling in specially designated honors courses or honors sections. Successful completion of each eHCLA is noted on your transcript, with an **H** appearing beside the letter grade for the course. Honors credit earned in specially designated honors courses or honors sections is also denoted by an **H** next to your letter grade.

eHCLA Guidelines

- Prior to submission of your eHCLA form, ask the instructor of the course if you may apply to earn honors credit by doing an honors assignment. The approval and acceptance of eHCLAs are at the discretion of your instructor, who may also specify topics or areas of investigation.
- The following process will need to be followed for your eHCLA to be successfully submitted, approved, and recorded.

1. Submit the eHCLA form online at http://go.illinois.edu/ACES_HCLA.
2. The link will be emailed to your instructor for review and approval.
3. You will receive an email confirmation once your eHCLA has been reviewed and approved by your instructor and the Assistant to the Honors Dean.

- With the approval of the instructor, any University of Illinois course taken for a standard letter grade at the **100, 200, 300, or 400** levels may be converted into an honors credit course using an eHCLA. This includes sixteen-week, twelve-week, and eight-week courses offered during the fall and spring semesters and during the summer sessions. Honors credit cannot be earned in courses that are being taken with the credit/no-credit (CR/NC) option.

eHCLA Due Dates for the Academic Year 2018-2019

*** Spring 2019 ***

- Deadline to submit an eHCLA for any spring semester course = **Friday, March 29 at 5:00 PM (CDT)**
- Deadline to cancel or modify an eHCLA for any spring semester course = **Wednesday, April 24 at 5:00 PM (CDT)**

***** Summer 2019 *****

- Deadline to submit an eHCLA for any summer session course = **Friday, July 12 at 5:00 PM (CDT)**
- Deadline to cancel or modify an eHCLA for any summer session course = **Thursday, July 25 at 12:00 noon (CDT)**

***** Fall 2019 *****

- Deadline to submit an eHCLA for any fall semester course = **Friday, November 1 at 5:00 PM (CDT)**
- Deadline to cancel or modify an eHCLA for any fall semester course = **Wednesday, December 4 at 5:00 PM (CST)**

The Honors Assignment: Scope and Content

- The shape of your honors assignment is limited only by your imagination (subject to academic standards of professionalism) and the approval of your instructor. Possible types of honors assignments may include (but are not limited to) the following:

- ✓ Research papers (8-10 or more pages in length)
- ✓ Essays or literature reviews
- ✓ Research for preparing new course units or segments
- ✓ Special laboratory experiments
- ✓ Stratified opinion surveys
- ✓ Course or course unit evaluations
- ✓ Research for developing new courses or new teaching methods
- ✓ Service learning or community engagement projects
- ✓ Preparation of videos, blogs, or photo essays
- ✓ Creating and maintaining social media outlets (e.g., Facebook, Instagram, Twitter, YouTube, etc.) pertaining to a course-related topic
- ✓ Participation in the REACT Program, which is available through selected Chemistry (**CHEM**) courses (<http://www.scs.illinois.edu/~kidsnchem/index.php>)
- ✓ Successful completion of the Illinois Leadership Certificate Program (<http://leadership.illinois.edu>), which can be substituted for one eHCLA on the Honors Completion Plan.

- Your honors assignment needs to be completed before the end of the academic term. You and your instructor should meet every so often to discuss your progress. You should expect to devote at least fifteen (15) additional hours of work time to your honors assignment throughout the academic term. If you wish to cancel an honors assignment already in progress, then you should notify your instructor and Rob Chappell via email at least one week before the end of the academic term.
- It is not necessary to submit an eHCLA request for a **396** (honors undergraduate research) course in order to earn honors credit. Please note, however, that although James Scholars are free to enroll in **396** courses (or in **ANSC 398, section B** for Animal Sciences majors) as often as allowed by their respective departments, only one (1) honors undergraduate research course will be counted toward the fulfillment of the “four courses with honors credit before you graduate” Milestone of Achievement on your Honors Completion Plan (HCP).

Grading Procedures

At the end of the academic term, based on your letter grade and the outcome of your honors assignment, your instructor will determine if honors credit will be granted for the course. Your instructor is the sole judge of whether honors credit will be earned. Honors credit will be granted if:

- ✓ You were enrolled in the ACES James Scholar Honors Program and/or the Campus Honors Program (Chancellor's Scholars) during the academic term in which you took the course.
- ✓ You have completed the honors assignment successfully and earned a grade of at least **B-** in the course.
- ✓ An **H** grade is chosen by the instructor in **Web for Faculty**.

NOTE: It is your responsibility to contact your instructor if an anticipated **H** grade does not show up on your grade report or transcript to seek clarification and/or correction of the grade in question.

Helpful Hints for Earning Honors Credit

- If you plan to earn honors credit in a Chemistry (**CHEM**) course through the REACT (a/k/a Kids & Chemistry) Program, please be sure to list **Dr. Tina Huang (NetID = thuang)** as your instructor on your eHCLA web form to ensure its accurate and timely approval. **Please Note:** You will need to register for REACT Program honors credit both through our ACES eHCLA system (http://go.illinois.edu/ACES_HCLA) and the REACT Program's web portal (<http://www.scs.illinois.edu/~kidsnchem/index.php>).
- Because a course grade of at least **B-** is needed in order to earn honors credit, you are encouraged to undertake honors assignments in courses that genuinely interest you and in which you can reasonably expect to do well.
- To ensure that you will have plenty of time to complete an honors assignment, be sure to discuss your proposed eHCLA with your instructor well in advance of the due dates listed above.
- Consider completing one eHCLA per semester so that you can finish off your "four courses with honors credit" before the start of your junior or senior year. Planning ahead will ensure that you have enough time to complete your ACES Undergraduate Research project before you graduate.
- The Honors Program reserves the right to decline any eHCLA that is submitted past the applicable due date, so please be sure to submit your eHCLA on time in order to avoid surprises and disappointments.

Transfer Credit Policy

ACES James Scholars who enter the Honors Program upon transfer from another accredited institution may use **one** honors credit course from their previous institution to count toward the "four courses with honors credit" requirement. If you would like to explore this option, please contact Rob Chappell to schedule an appointment, and be sure to bring along a course syllabus and any documentation of the honors credit coursework that you completed (such as graded assignments). The Honors Dean will determine if the honors coursework will be accepted as counting toward fulfillment of your "four courses with honors credit" requirement. You will receive a written response from the Honors Dean, documenting the decision on your request to transfer honors credit.

Contact Information

Questions or concerns about eHCLA policies and procedures may be directed to Rob Chappell, M.A., Assistant to the Honors Dean, 217-244-1684, rchappel@illinois.edu.

The ACES James Scholar Honors Program
Room 128 Mumford Hall
Office Hours: Weekdays 8:30 AM-12:00 N & 1:00-5:00 PM