POLICY MEMO  
SUBJECT: APPLICATION PROCEDURE FOR HONORS COLLEGE RESEARCH 3980  
DATE: 26 January 2010

Honors Research is required of all Honors College (HC) students for graduation with one of the cum laude designations. It is initiated by the student and is done in conjunction with a professor of the student's choosing. While it is usually the case that the professor is in the student's major, any eligible OU professor may direct Honors College Research 3980.

The form for initiating Honors Research 3980 is available from the HC front office and is largely self-explanatory (see attached). There are, though, a few points to keep in mind.

1. The student must have junior standing with a cumulative GPA of 3.0 and a 3.25 in his/her major.
2. The professor must be term appointed, tenured, or in tenure-track position.
3. ALL lines must be completed by the student, professor, and/or the professor's home department as applicable.
4. The professor must either fill out the “STATEMENT OF COURSE OBJECTIVE OR BRIEF OUTLINE OF COURSE,” “BIBLIOGRAPHY AND/OR LABORATORY PROCEDURE TO BE FOLLOWED,” and “EVALUATION FOR COURSE GRADE WILL BE BASED UPON” spaces, or directly supervise and review the student doing so.
5. After completing ALL lines to include home-department approval signatures, the student should return the contract to the HC front office.
6. The Associate Dean will review the contract and, once approved, give the student electronic permission for enrollment. This permission is granted by the Honors College for logistical and record keeping purposes. Any non-Honors College advisor or representative who has the authority to grant permission for a 3980 course is STRONGLY encouraged to defer the student to the Honors College for authorization. The student’s Honors status and graduation with Honors often depends on this.
7. The student must then enroll in the course via OU’s normal enrollment procedures.
8. When the student completes research per the professor’s approval, the student MUST file a copy of the final draft with the HC front office.

In most cases Honors Research 3980 is taken for 3 credit hours, although this is not always the case. However, please keep in mind that these three hours are very important for the student in completing the required number of hour necessary for graduation with Honors.

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