

# L&S Honors Green Sheet

## General Information

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*Occasionally, students encounter classes they would like to study in more depth, but there is no Honors component available. In such situations, the Honors program has a process by which Honors credit can be added to a class: the Green Sheet.*

## What is a Green Sheet?

The Green Sheet is an opportunity for you to make a non-Honors course into an Honors course. In collaboration with the course instructor, you will develop an Honors project for the course with the goal of creating an enriching Honors experience that goes above and beyond the regular course requirements. As such, the Honors project must be completely separate from existing course requirements and assignments. (So we will not, for example, approve an Honors project paper that is an extension of an existing paper assignment.)

You will describe your project as part of the Green Sheet proposal. The proposal is a signed contract between you and the course instructor ratified by the L&S Honors program. It is your opportunity to clearly describe the details of your project and to convincingly articulate why it qualifies as an Honors experience. The hallmarks of an Honors experience are:

- A richer understanding and appreciation of the course topic
- Greater contact with the course instructor
- Experiences that enhance your mental flexibility and explore diverse perspectives to a topic or problem

### **Eligibility:**

- You must be declared as an L&S Honors degree candidate, pursuing either Honors in the Liberal Arts, Honors in the Major or Comprehensive Honors.
- You must have completed at least one honors-designated course in a previous semester and achieved a grade of B or better (exceptions may be made for Honors in the Major students).
- You cannot have completed four Green Sheets previously (there is an undergraduate career maximum of four Green Sheets, though exceptions may be made for Honors in the Major students).
- You cannot submit more than one Green Sheet in a semester (exceptions may be made for Honors in the Major students).
- The course you wish to Green Sheet:
  - Must take place during the Fall or Spring semesters, or a Summer session of 8 weeks or longer
  - Must not carry an Honors designation in the UW-Madison timetable (i.e., no H, !, or % symbol)
  - Must not have an equivalent course that carries an honors designation (i.e., you cannot submit a Green Sheet for Psychology 210 if Psychology 280, the Honors-only equivalent, is offered).
  - Must carry Letters & Science, or “C” credit
  - Must not be an Independent Study, Directed Study, or Internship

For further information, see reverse side of this handout.

# How do I Green Sheet a course?

- We strongly suggest that you meet with an Honors Academic Advisor before beginning the Green Sheet process.
- In collaboration with the course instructor, develop an Honors project, and type up a detailed description of the project. Make sure to have the instructor sign a hard copy of the description to indicate that it accurately reflects your mutual discussions and understanding of the work being proposed.
- Complete the Green Sheet Proposal Form which is accessible on the Honors website [[www.honors.ls.wisc.edu](http://www.honors.ls.wisc.edu) > For Current Students > [Green Sheets](#)]. The Green Sheet proposal form will need to be signed by both you and the course instructor.
- Produce and complete a Course Change Request Form in your Student Center. Like the Green Sheet proposal form, this form must be signed by both you and the instructor. For tutorial on how to generate a Course Change Request Form, please go to <http://registrar.wisc.edu/demos.htm> and click on "[Course Change Request](#)."
- Submit your completed Green Sheet proposal, Course Change Request form, and attached project description (all signed) to the L&S Honors Program Office (Washburn Observatory, 1401 Observatory Drive) by the end of the eighth week of classes, (or the end of the fourth week of classes, if you are submitting a Green Sheet for an 8-week summer course).

## The Review Process:

- Upon receipt of the Green Sheet proposal, the L&S Honors Program advising team will read and evaluate whether the proposed project fulfills the program's requirements of being an appropriate Honors experience.
- If the proposal does not fulfill the requirements and expectations for a Green Sheet, or if clarification is needed, you will be given the opportunity to revise and resubmit the proposal. This revision needs to be completed and submitted by the deadline provided. If the revision is not received within this period, the Green Sheet will be automatically rejected.
- Upon approval of the Green Sheet proposal, the Honors office will process the necessary paperwork to have the Honors designation attached to the course. This course will be recorded as an Honors-optional (%) course on your transcript. Honors credit will be added to the class once a grade of B or better has been achieved.

## Sample Green Sheet Proposals and Projects:

We encourage you to consider creative approaches to your Honors project. Sample Green Sheet proposals and projects can be found on the Honors website [[www.honors.ls.wisc.edu](http://www.honors.ls.wisc.edu) > For Current Students > [Green Sheets](#)]. The list is categorized by breadth area (Humanities, Social Science and Natural Science). You will find individual and group projects, introductory and advanced work, and a multitude of different presentation formats.

We urge you to create your honors projects with care. Time spent exploring different possibilities and designing a unique project will not only improve the quality of the work, but the extra effort will lead to a more enriching experience for everyone involved.

**Questions?** Make an advising appointment with an Honors Academic Advisor by calling (608) 262-2984, come to drop-in advising, or email [honors@honors.ls.wisc.edu](mailto:honors@honors.ls.wisc.edu)

### College of Letters & Science Honors Program

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