

**OFFICE OF THE REGISTRAR**  
**West Quad Center**  
**Tel (718) 951-5491**

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Recommendation for Departmental Honors in \_\_\_\_\_

Student's Name \_\_\_\_\_  
Last First Middle

CUNYfirst Empl ID: 

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Date of graduation:  June  February  September \_\_\_\_\_  
Year

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List all courses completed in major department (including prescribed, elective, elementary & advanced):

<u>Course</u>	<u>Number</u>	<u>Credits</u>	<u>Grade</u>	<u>Course</u>	<u>Number</u>	<u>Credits</u>	<u>Grade</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

List all courses in major department still to be completed:

<u>Course</u>	<u>Number</u>	<u>Credits</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PLEASE DO NOT WRITE IN THIS SPACE.**  
If recommendation for honors is denied,  
reason for denial is:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Requirements for Departmental Honors**

**There shall be conferred at graduation the degree with honors for excellence in the student's field of special interest as demonstrated by the attainment of a scholastic index of at least 3.50 in all the advanced work in the major, the satisfactory completion of at least three credits in honors work at an advanced elective level (or its equivalent as determined by the individual department and the Committee on Course and Standing), and the recommendation of the department concerned, subject to the approval of the Committee on Course and Standing.**

**To satisfy the prescription of three credits in honors work at an advanced elective level, a student may offer ANY of the following, provided the grade is not less than "B."**

- 1. An honors course (i.e., titled Independent Research, Independent Study, Seminar, Senior Thesis, etc.).**
- 2. An advanced elective course involving an independent study project beyond the normal requirements, for which the instructor has assigned an honors notation to an academic grade of A or B.**
- 3. An advanced elective course which the student completes by independent study validated by examination.**

**The recommendation of the department may depend upon the completion of additional requirements, such as passing a comprehensive examination, satisfactorily completing specific types or sequences of courses, presenting a satisfactory thesis, attaining a specific general scholastic index, or participating in a co-curricular activity related to the work of the department.**

**The Committee on Course and Standing recommends that department requirements for honors be publicized regularly so that students may be aware of them as well as of the general college requirements for departmental honors.**