Year-by-Year Honors Graduation Checklist

Transfers

- ☐ Begin your Honors experience by becoming familiar with the Honors graduation requirements.
- ☐ Be sure you register for two Honors classes per semester.
- ☐ Plan to meet with an Honors counselor before registering for next semester courses – all new students, including transfers, are required to do so.
- ☐ It is recommended that you meet with your academic advisor before meeting with an Honors counselor. Come to your Honors appointment prepared to discuss your schedule for the upcoming semester.
- ☐ Familiarize yourself with the Honors Advising Worksheet on the my.american.edu portal
- ☐ As a transfer student who is probably taking mostly upper-level classes, you should carefully consider whether you will graduate with general University Honors or University Honors in your major.
- ☐ You may choose to supplement one or more of your upper-level classes (300-500) to earn Honors credit. Remember to submit an Honors supplement form for every course you plan to earn Honors credit. Honors credit for work in a graduate course is not automatic. For any 500-level graduate course, you must submit a graduate course supplement form.

Freshmen

- ☐ Begin your Honors experience by becoming familiar with the Honors graduation requirements.
- ☐ It is strongly recommended that you take two Honors classes per semester during your freshman year.
- ☐ Meet with an Honors counselor before registering for next semester courses – all new students, including freshmen, are required to do so. It is recommended that you meet with your academic advisor before meeting with an Honors counselor. Come to your Honors appointment prepared to discuss your schedule for the upcoming semester.
- ☐ Familiarize yourself with the Honors Advising Worksheet on the my.american.edu portal.

Sophomores

- ☐ Continue to take the recommended number of Honors classes – two per semester – during your sophomore year.
- ☐ As you transition from lower-level classes (100-200) to upper- level classes (300-500), you may choose to supplement one or more of your upper-level classes to earn Honors credit. Remember to submit an Honors supplement form for every course you expect to

qualify for Honors credit. Honors credit for work in a graduate course is not automatic – to earn Honors credit for any 500-level graduate course, you must submit a graduate course Honors supplement form.

- ☐ If you plan to study abroad either in your sophomore or junior year, as many Honors students do, be prepared to potentially miss an entire semester or year's worth of Honors credits. It is recommended that you meet with an Honors counselor prior to studying abroad to review your credits to be sure you are on track to meet Honors graduation requirements.
- ☐ Meeting with an Honors counselor during your sophomore year, though not mandatory, is recommended.

Juniors

- ☐ By now, you should be at least halfway through completing your Honors requirements.
- ☐ As a junior who is probably taking mostly upper-level classes, you should carefully consider whether you will graduate with general University Honors or University Honors in your major.
- ☐ Remember that if you choose to supplement non-Honors courses for Honors credit, including graduate courses, you must submit the appropriate Honors supplement form(s).
- ☐ During the spring semester, you, like all juniors, will be required to meet with an Honors counselor to discuss a range of issues, including your proposed class schedule for the coming term, any plans to study abroad, your progress in meeting Honors requirements, and any preliminary ideas you may have regarding your Capstone project.
- ☐ If you are not already engaged in some research or other project that might serve as the foundation for your Capstone, begin thinking about the kind of Capstone project you might pursue, and consider consulting with faculty and an Honors counselor to assist you in the process. The Capstone is usually completed during the senior year, but exploring possible Capstone ideas as early as junior year will enhance your Capstone experience – and outcome.
- ☐ If your graduation date has changed – for example, you are planning to graduate early – please notify the Honors Program.
- ☐ The summer before your senior year, you will receive an audit e-mail from the University Honors Program regarding your academic status and your progress in the Honors program. Use this to review your status and guide your planning for your senior year so that you will complete all the Honors requirements necessary to graduate.

Seniors

- ☐ Capstone, Capstone, Capstone! If you have not yet begun your Honors Capstone by fall semester, planning for a spring Capstone should be well underway.
- ☐ Attend a Capstone information session, held at the start of every semester.
- ☐ Remember to consider applying for a Capstone grant.

- ☐ Carefully review any paperwork required in connection with the Capstone you are planning, including the Honors Program Capstone form (universally required), the Registrar's independent study form, etc. Be sure to consult the Honors staff if you have any questions.
- ☐ Consider applying for a place in the annual spring Honors Capstone Research Conference. Remember, it is not necessary to have completed your Capstone to apply or to participate. You can present your project as a "work in progress."
- ☐ Review your Honors Advising Worksheet to make sure the information is correct and that you are poised to meet all requirements, including a 3.5 cumulative GPA, in order to graduate.
- ☐ It is strongly recommended, though not mandatory, that you meet with an Honors counselor to ensure you are on track and will indeed graduate with Honors.
- ☐ Apply to graduate on the my.american.edu portal.
- ☐ Pay close attention to University Honors Program e-mails from "honors@american.edu," as these will contain important, time- sensitive information, regarding senior events and requirements, including your Capstone and graduation.
- ☐ Your Capstone abstract is due in April to the University Honors Program. Begin drafting this well in advance and finalize it with input from your Capstone advisor. Your abstract will be included in the annual Capstone Abstracts publication, along with your Capstone advisor(s)'s name(s), released at the annual University Honors Program Convocation in May.
- ☐ Consider applying to be the student speaker at the University Honors Program Convocation.
- ☐ You are required to submit an electronic and "hard" copy of your Capstone work, along with a completed Library Permission Form. No student will be cleared for graduation until s/he has submitted all of these to the Honors Program.
- ☐ R.S.V.P. and attend the annual University Honors Program Convocation.