

## Electronic Honors Credit Learning Agreements (eHCLAs): A Factsheet for ACES James Scholars and Their Instructors

### *General Overview*

All ACES James Scholars need to complete **four courses with honors credit** before they graduate, earning at least one **H** grade (denoting honors credit) during each academic year until this requirement has been met. 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.

### *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 eHCLA 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](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 Honors Program staff.

- 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. The course must be taken as a standard letter grade course.

### *eHCLA Due Dates for the Academic Year 2016-2017*

#### **\*\*\* Fall 2016 \*\*\***

- Last day to submit an eHCLA for a first half-session course: **Friday, September 16**
- Last day to cancel an eHCLA for a first half-session course: **Friday, October 7**
- Last day to submit an eHCLA for a semester course: **Friday, October 14**
- Last day to submit an eHCLA for a second half-session course: **Friday, November 11**
- Last day to cancel an eHCLA for a semester or second half-session course: **Wednesday, November 30**

**\*\*\* Spring 2017 \*\*\***

- Last day to submit an eHCLA for a first half-session course: **Friday, February 10**
- Last day to cancel an eHCLA for a first half-session course: **Friday, March 3**
- Last day to submit an eHCLA for a semester course: **Friday, March 10**
- Last day to submit an eHCLA for a second half-session course: **Friday, April 7**
- Last day to cancel an eHCLA for a semester or second half-session course: **Wednesday, April 26**

**\*\*\* Summer 2017 \*\*\***

- Last day to submit an eHCLA for a twelve-week course: **Friday, June 23**
- Last day to submit an eHCLA for an eight-week course: **Friday, July 7**
- Last day to cancel any summer eHCLA: **Thursday, July 27**

***The eHCLA Assignment: Scope and Content***

- The shape of your eHCLA assignment is limited only by your imagination (subject to academic standards of professionalism) and the approval of your instructor. Possible types of eHCLA 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 activity
- ✓ Completing a special assignment during an ACES Study Abroad experience (required approval in advance by Dean Lee)

- Your eHCLA 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 eHCLA assignment

throughout the academic term. If you wish to cancel an eHCLA assignment already in progress, then you should notify your instructor and Rob Chappell via email at least one week before the last meeting of the course.

### **Grading Procedures**

At the end of the academic term, based on your letter grade and the outcome of your eHCLA 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 during the academic term in which you took the course.
- ✓ You have completed the eHCLA 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**.

### **Helpful Hints**

- 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](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 eHCLA 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 eHCLA assignment in any course, 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 with Dean Lee, and be sure to bring along a course syllabus and any documentation of the honors credit coursework that you completed (such as graded assignments). Dean Lee 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 Dean Lee, documenting her decision on your request to transfer honors credit.

### ***Contact Information***

Questions or concerns about eHCLA policies and procedures may be directed to:

- Dr. Soo Lee, ACES Honors Dean → 217-333-3380, [soolee@illinois.edu](mailto:soolee@illinois.edu)
- Rob Chappell, M.A., Assistant to the Honors Dean → 217-244-1684, [rchappel@illinois.edu](mailto:rchappel@illinois.edu)

***The ACES James Scholar Honors Program***  
**Room 128 Mumford Hall**  
**Dean Lee and Rob’s Office Hours: 1:00-5:00 PM Weekdays**