

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

### **General Overview**

All AHS James Scholars must complete an honors project each semester (Fall/Spring) they participate in the program, earning at least two H grades (denoting honors credit) during each academic year. If necessary, students can opt to complete two honors projects in one term. 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.
- With the approval of the instructor, any Fall/Spring University of Illinois course that is at least 2 credit hours at the 100, 200, 300, or 400 levels may be converted into an honors credit course using an eHCLA. However, the course must be taken as a standard letter grade course (Credit/No Credit option is not allowed).
- 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/AHS\\_HCLA](http://go.illinois.edu/AHS_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 AHS Undergraduate Student Affairs staff.

[NOTE: You must submit an eHCLA for every class in which you wish to earn honors credit. This includes taking two courses for honors credit in one term (two separate eHCLA submissions are required), participating in Study Abroad, enrolling in a Campus Honors Program (CHP) class, and completing an RST or CHLH internship.]

### **eHCLA Due Dates for the Academic Year 2017-2018**

*Fall 2017 Term:* Last day to submit an eHCLA is on Friday, September 22, 2017.

*Spring 2018 Term:* Last day to submit an eHCLA is on Friday, February 9, 2017.

## 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
  - ✓ Informative interview of a professional in the field (to inform a paper or topic of study)
  - ✓ 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
  - ✓ Completing an AHS Study Abroad experience
  - ✓ Participation in the REACT Program, which is available through selected Chemistry (**CHEM**) courses (<https://chemistry.illinois.edu/newsroom/public-engagement-and-outreach/REACT>)
- 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 Assistant Dean Adams ([gadams4@illinois.edu](mailto:gadams4@illinois.edu)) 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:

1. You were enrolled in the AHS James Scholar Honors Program during the academic term in which you took the course.
2. You have completed the eHCLA assignment successfully and earned a grade of at least **B-** in the course.
3. An **H** grade is chosen by the instructor in **Web for Faculty** on Enterprise.

## Helpful Hints

- If you plan to earn honors credit in a Chemistry (**CHEM**) course through the REACT 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 AHS eHCLA system ([http://go.illinois.edu/AHS\\_HCLA](http://go.illinois.edu/AHS_HCLA)) and the REACT Program's web portal (<https://chemistry.illinois.edu/newsroom/public-engagement-and-outreach/REACT>).
- 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.
- The AHS Undergraduate Student Affairs staff 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.

## Contact Information

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

- Dr. Gretchen Adams, AHS Assistant Dean [gadams4@illinois.edu](mailto:gadams4@illinois.edu), 217-333-2130
- Carol Firkins, Academic Advisor [cfirkins@illinois.edu](mailto:cfirkins@illinois.edu), 217-333-2307

*AHS James Scholar Honors Program  
Room 219 Huff Hall  
Office Hours: 8:30AM – 5:00PM*