How Research/Creative Work Counts for Honors Second Level

Getting involved in undergraduate research or creative work is a great way to fulfill the required 12 semester hours of second-level credits for University Honors. Remember, 12 semester hours is the minimum, but you can certainly do more and there are several options to make sure it counts.

Converting Research Hours to Credit Hours
The appropriate number of credit hours earned is determined by the following calculation:
- 1 credit hour for each 3 hours of work per week
- For example: if you work 9-10 hours per week on the research/creative project over the course of a semester, you will earn 3 credits toward Experiential Learning.

Scenario One
I have already been doing research or creative work with a faculty or staff member outside of the classroom, but I never registered it as a course for credit. How do I get second-level Honors credit for past experiences?

1. No problem! You can still earn 12+ semester hours of Honors second-level credit for research, even if you did not register for it in the past, by reporting it to Honors any time before you graduate.

2. How do I report this to the Honors Program?
   - You will need to fill out the Research Verification Form, which can be found on the Honors website under either the “Experiential Learning” tab or the “Forms and Deadlines” tab.
   - You can complete the Research Verification Form at the end of each semester/summer to report the work that you did. This way, your progress on second-level requirements will show on your degree audit so it is easier to keep track of how many more credits you need.
   - Alternatively, you can fill it out once before you graduate to account for all experiences.

Scenario Two
I will be starting research/creative work and want to make sure I get it on my transcripts. What should I do?
-or-
I am already involved and want to start getting research on my transcripts in the future. What should I do?

1. Figure out how many credits are appropriate (see above), based on the number of hours you are/will be working on your project.

2. Find a course that best fits your needs. There are several options to choose from:
   - HONR:3994 Honors Research Practicum – This is a variable credit registration (1-3) that is graded on a letter grade (A-F) basis. You will need to complete the appropriate forms to register for this course at the beginning and end of the semester you are registered.
   - URES:3992 – This is a 0-credit hour course designed to have research experiences show up on students’ academic records. There are no fees or tuition associated with this course and is a good starting option for students who are volunteering. If you are getting PAID to do research, you should utilize this option, as you
should not get pay and credit for the same experience. This can be used during the academic year and summer terms.

- **URES:3993** - This is a variable credit registration (1-4 hours) that is graded on an S/F basis.
- **URES:3994** - This is a variable credit registration (1-4 hours) that is graded on a letter grade (A-F) basis.
- **Research courses in your major** - These are usually titled “undergraduate research” or “independent research study”. Please note that some restrictions apply for these (ex. what will count towards completing that major, if you’re working with a faculty/staff outside of your major department, etc.). Check with your major department about this before registering for these courses.

3. How do I report all of this to the Honors Program?
   - Any time you are registered for a research course, you MUST fill out the Research Verification Form to report and earn your Honors second-level experiential learning. This form can be found on the Honors website under either the “Experiential Learning” tab or the “Forms and Deadlines” tab.
   - The only exceptions are if you are registered for HONR:3994 (this is an Honors course, so automatically counts) or if you are registered as an ICRU Research Fellow (more info below).

**Scenario Three**

I am/will be getting paid to do research or creative work, but I still want to make sure I get my experience on my transcripts. What should I do?

1. That’s great! The general rule is that you can’t get credit and pay for the same work. But, we’ve figured out a way to get around that!

2. Register for **URES:3992 Undergraduate Research/Creative Projects**. This a 0-credit hour course designed to have research experiences show up on students’ academic records. There are no fees or tuition associated with this course, which means that it can be used during the academic year and summer terms!

3. How do I report all of this to the Honors Program?
   - You will need to fill out the Research Verification Form, which can be found on the Honors website under either the “Experiential Learning” tab or the “Forms and Deadlines” tab.
   - You can complete the Research Verification Form at the end of each semester/summer to report the work that you did. This way, your progress on second-level requirements will show on your degree audit so it is easier to keep track of how many more credits you need. Alternatively, you can fill it out once before you graduate to account for all experiences.

**Scenario Four**

I am doing research/creative work as a part of Honors in the Major work. What should I do?

1. **Honors in the Major** is separate from University Honors, but if you complete the Honors in the Major requirements, it will count for all 12 of the University Honors second-level requirements!
   - Honors in the Major is exactly what it sounds like – you do an honors thesis or senior project in your major. This usually requires research or creative work to complete, which is why it counts as research for University Honors. However, your major department sets the requirements to graduate with honors in that major, so you HAVE to go and talk to your department to find out what those requirements are.
   - Honors in the Major usually happens in your junior or senior year, but it is best to inquire about this in earlier than later, because there are usually research design classes that are required to complete Honors in the Major. That way, you can plan your schedule accordingly.
2. How do I report this to the Honors Program?
   o You don’t have to do anything until the semester you graduate. You’ll turn in the Honors in the Major application form to the Honors Program by the due date and we’ll let you know what to do next!

**Scenario Five**

I am doing research/creative work as an ICRU Research Fellow. What should I do?

1. If you apply and are selected as an [ICRU Research Fellow](#), your experience will count for University Honors second-level!

2. How many hours will I earn as an ICRU Research Fellow?
   o ICRU Summer Research Fellowship - 6 credit hours for each summer you complete.
   o ICRU Academic Year Research Fellow - 3 credit hours for each semester you complete.

3. How do I report this to the Honors Program?
   o As an ICRU Research Fellow, you will be registered for URES:3995 and do not need to add any additional registrations to reflect this experience on your transcripts. Honors will automatically count this and add it to your degree audit.

**Other Questions? Please contact us!**

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