To obtain HP authorization of a Non-HP Independent Research Course:

- Review the HP Authorization Form below.
- Consult with the course instructor to ensure that he/she agrees to the Certification on the form.
- After successful completion of the course and before graduation, complete and submit the form and syllabus to Dr. Monica Halka, with a cc to your course instructor via email:
  
  To:    monica.halka@carnegie.gatech.edu
  Cc:    [course instructor]
  Subject:  HP Authorization of Independent Research Course

- Dr. Halka will review your submitted form, and will email you to indicate whether your course is authorized by the HP, with a cc to Honors Program Academic Advisor, Ms. Nicole Leonard.
**HP Authorization Form***

**Name & Course Information:**

Your name:

Independent Research Course designator & number: (e.g. ME 4803)

CRN #:

Course title:

Name of instructor:

Semester/year:

Number of course credits:

Letter grade earned for all credits:

Brief description, including student’s research deliverables for the course (100 words or fewer).

Attach full course syllabus.

**Certification:**

The above student and instructor (listed and cc’d above) certify that:

1. The course was completed for credit on a letter-grade basis.

2. The research experience included significant student-faculty, student-graduate student, student-post-doc, or similar interaction and oversight.

3. As part of the course requirements, the student submitted research deliverables to the instructor or other persons providing oversight, which may include a research or creative written work, or contributions to data or other aspects of research projects.

*All documentation must be submitted to HP a minimum of 30 days before expected graduation date.