University Honors Program
Semester Non-Enrollment Policy

Given students receive a variety of benefits, including the privilege of priority registration, the University Honors Program maintains a continuous enrollment requirement. That is, students are required to register for at least one Honors class experience each semester. An Honors class experience is defined as at least one stand-alone Honors course, mini-section, in-course contract, or Honors Capstone course. The University Honors Program strongly prefers students to register for stand-alone University Honors courses.

On occasion, however, there can be legitimate reasons for a particular student not enrolling in an Honors class experience in a given semester. If a University Honors student wishes to petition for non-enrollment, he or she must (1) meet with the program advisor and (2) complete the Request for Semester Non-Enrollment in University Honors Courses form. These steps must be completed by the last day of September for the fall semester and the last day of February for the spring semester or the student will be deactivated from the University Honors Program. Students are strongly encouraged to act earlier as there is no guarantee a request will be approved. Normally, the University Honors Program will not approve more than two non-enrollment requests during a student’s undergraduate program of study.

The University Honors Program considers the following circumstances legitimate rationales for the approval of a waiver of the continuous enrollment requirement.

1. A student in good standing in the University Honors Program temporarily withdraws from the University for medical, family, or personal reasons.

2. A freshmen or sophomore has satisfied all the requirements for Lower Division Honors.

3. A junior or senior has satisfied all the requirements for Upper Division Honors.

4. A student is engaged in a University-sponsored or approved full-time engaged learning experience (e.g. study abroad program, off-campus internship, etc.).

Other extenuating circumstances will be considered on a case-by-case basis.
REQUEST FOR SEMESTER NON-ENROLLMENT IN UNIVERSITY HONORS COURSES

This form should be used sparingly and there is no guarantee a particular request will be approved. Given students receive a variety of benefits, including the privilege of priority registration, the University Honors Program maintains a continuous enrollment requirement. Before submitting this statement, carefully read the University Honors Program’s semester non-enrollment policy statement.

Please complete in ink. Please return this form to the University Honors Center (Campus Life Building 110) in person or by e-mail (honors@niu.edu) or fax (815-753-9507). A copy will be placed in your University Honors file and a copy will be returned to you. You should keep the returned copy for your records.

I request permission not to enroll in a University Honors class experience in ____ Spring ____ Fall 201__. The reason(s) for seeking a waiver of the continuous enrollment requirement is/are:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student’s printed name: _____________________________

____________________________

ID Number Year in school Date of request

____________________________________

____________________________________
e-mail address Phone number

Permission granted: ____ Permission denied: _____

Reason(s): ______________________________________

______________________________________________

______________________________________________

University Honors Program Official’s Signature Date