

**Pre-approval Form for Course Enrichment Expense**

*Submit this form electronically to the Honors Program Office*

Each 3-credit Honors class is eligible to receive $250 for pre-approved materials or activities that enrich or facilitate the academic aspect of the course. This money is paid as a reimbursement after original receipts for the approved materials or activities are received by the Honors Program Office.

**a) Contact Information**

|  |  |
| --- | --- |
| Faculty Name |  |
| College |  |
| Preferred email |  |
| Preferred phone # |  |

**b) Class Information**

|  |  |
| --- | --- |
| Course Number |  |
| Course Title |  |
| Term Offered |  |
| Credit Hours | 3 |

**c) Description of Enrichment**

Enrichment grants are appropriate for expenses that directly benefit students such as local excursions that connect students to course content in experiential ways, printing posters for presentations, meals with guest speakers, etc.

In the space below, provide a typed description of the proposed enrichment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Honors Program Office** | | **Date** | **Initials** |
| *Funds Approved* | *$250* |  |  |
| *Recorded (RIT HP office)* | |  |  |
| *Communicated to faculty* | |  |  |

Honors Program Approval Signature and Date

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*Form revised: December 2019*