

**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**

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: October, 2018*