Honors Contract Release Form Instructions

***Step One:*** Download form

***Step Two:*** Select “Enable Editing” at the top of the form. If you do not see the “Enable Editing Option” select “View” and then “Edit Document”

***Step Three:*** Complete form by typing the appropriate information in the correct spaces.

***Step Four:*** Save form to your computer (optional)

***Step Five***: Print form and sign it.

***Step Six:*** Have your instructor sign the form.

***Step Seven:*** Submit it to the Honors Program Office.

HONORS CONTRACT RELEASE FORM

Student Name: Click here to enter text. Tartan ID# Click here to enter text.

Student Email: Click here to enter text.

**Reason for requesting Release**

[ ]  Time Constraints

[ ]  No Longer interested in project

[ ]  Other: Click here to enter text.

**Please check the following boxes and sign below:**

[ ]  I am requesting to be released from the Honors Contract for the class listed below.

[ ]  I have contacted the instructor and received permission to be released from the Honors Contract for this course. The instructor has signed this form or sent release notification via email to honorsprogram@sinclair.edu .

[ ]  I understand that I will not receive Honors Credit on my official transcript for this course.

[ ]  I understand that I will be subject to the terms concerning Contract Release (if applicable) that were stated on the Honors Contract that I signed for the course listed below

[ ]  By signing this form consent to having my records updated accordingly.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dept.  | Course | Section | Course Name | Instructor’s Name | Instructors Signature |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |  |

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Honors Office Use Only

Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Rcv’d: \_\_\_\_\_\_\_\_\_\_\_\_ Records Notified : \_\_\_\_\_\_\_\_\_\_\_\_\_

 Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_