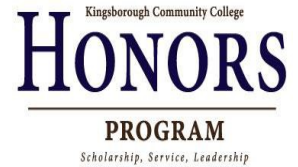


Honors Office (M-377)

Phone: 718-368-5365
Email: honors@kbcc.cuny.edu
Website: www.kbcc.cuny.edu



HONORS ENRICHMENT COMPONENT (HEC) SIGN-OFF SHEET

The signatures below indicate that the Honors Enrichment Component is complete in accordance with the Honors standards established at Kingsborough Community College, and does not contain plagiarism, abides with CUNY Academic Integrity Policy, and reflects the Honors criteria set by the National Collegiate Honors Council.

Instructor, please sign and submit this form to the Honor Office (scan and email) to (honors@kbcc.cuny.edu), after you have given your student their final “course grade” and “HEC grade.” **DEADLINE FOR THIS FORM: Final Exam Day.** It takes 8-10 weeks before the honors notations show up on your final transcript.

Part A. STUDENT: Please complete part A and email this form to your professor. Please email the honors office at (honors@kbcc.cuny.edu) and tell us who is your honors professor/and class name by the third week of class.

Last Name _____ First Name _____

CUNY ID _____ GPA _____

Email Address _____ Phone Number _____

Part B-INSTRUCTOR: Certifying Completion of the Honors Enrichment Component

HEC Course Name _____ Course Number _____

Section _____ Class Number _____

HEC Grade _____ Course Grade _____

Last Name _____ First Name _____

Department _____ Email Address _____

Signature _____ Date _____

Instructor, please sign and submit this form to the Honor Office (scan and email) to (honors@kbcc.cuny.edu), after you have given your student their final “course grade” and “HEC grade.” This form needs to be submitted by your last final exam date. You can also use the “Faculty Grade Form,” located at <http://www.kbcc.cuny.edu/honors/Homepage.html>
We hope to be moving towards a “dynamic form” platform soon.