

INSTRUCTORS' HONORS GRADING ROSTER
 Please email the honors grade form to: Honors.Forms@kbcc.cuny.edu

For more information about the Honors Program:
<http://www.kbcc.cuny.edu/honors/Homepage.html>

Please do not email this form to any other email address. You will receive a notification from the Honors Program that we received your honors grades form within 72 hours. Thank you!

Deadline for Honors Grades: Your final exam date for each semester

If you are an adjunct faculty member, you are required to complete a timesheet too (send us an email for the timesheet)

Grades submitted after the semester has ended will be processed at the end of the following semester. It takes about 8-10 weeks before the Honors Notations appear on the student's transcripts. Please note that a student has to earn a B+ or higher in both their regular classwork and additional honors assignments/research in order to earn an Honors Notation in class each term. Thank you for all your support!

Semester & Year: _____
 Department: _____
 Date Submitted: _____

INSTRUCTOR's Name Last, First & EMPL ID	COURSE SEC/CODE /Class	STUDENT'S FIRSTNAME	STUDENT'S LAST NAME	STUDENT'S EMPL ID	COURSE GRADE	HEC GRADE	HONORS CONTRACT GRADE
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Ex. Hope, Bob
 Faculty EMPL: 18888888

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Liaison's Office	Liaison's Extension
S261	x5906
D303	x5647
V115E	x4908
S222	x5748
M331	x5515

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see listed Honors Enrichment (HEC) and All-Honors courses. If you cannot find an HEC or All-Honors course, consider asking your professor for an Honors Contract.