How To Write An Addendum Proposal

An addendum should be a project, paper, research, or presentation that enriches a class. When completed the addendum will change the regular credits to Honors credits which can be used to fulfill the 24 credits needed to complete the program.

When writing a proposal it is important to include when it will be due, how this project is going above and beyond the expectations of the class, and what will be included in the project. Remember to work with your instructor when writing the proposal, he or she will need to approve it before it is submitted to the Director.

1) Talk It Out:
Start by discussing with your professor what both of your thoughts are for a project. Bring a couple ideas with you, this way the project will truly be something you are interested and invested in. Make sure to ask when he or she would like it due and if there are any times he or she wants you to check in with him or her (i.e. would he or she like a rough draft turned in and when?). Cover all the particulars, what does he or she want you to cover in your paper or discuss in your presentation?

2) Check All the Boxes:
Complete the addendum form with them making sure the project fulfills at least three of the requirements on the checklist.

NOTE: Don’t forget to have the professor sign the form and make sure you have the correct Course Name, your three letter/three digit Course Number (i.e. COM 230), and the five digit Call Number (the call number for the previous example would be 30062). These can be found easily in your ‘Concise Schedule’ on Vulcan Information Portal (VIP). Above your schedule you will see a bar that looks like this: The first column ‘CRN’ is the Call Number followed by the ‘Course’ or Course Number and the ‘Title’ is, of course, the full Course Name.

3) Explain It All:
Now take all the points and details you discussed with your professor and write them out in full sentence, paragraph format. This is the actual proposal section of your application. It can be hand written (neatly) or typed, just make sure it is grammatically correct, staple it to your packet and turn it all into the office. Do not forget to explain the length of the project and when it will be due.

4) Don’t Wait:
Addendum proposals are always due on the fourth Friday of the semester. Don’t wait until the last minute. Professors are not always available to meet with you and sometimes they want some time to think your proposal over.
That’s it! If you have completed all the steps you just have to wait for approval! If you still have questions please feel free to visit the Addendum FAQ section of the Honors Program page or stop by the

(By Emma Will, 8 August 2013)