Request to Modify an Approved Distinction Project Feb 2017

Almost every scholarly project will take a few unexpected turns between conception and completion. This will be true for Distinction Projects as well. If your project takes one of those unexpected turns, the Distinction Project Supervisor and Honors Advisor should be consulted and may approve modest changes. Larger changes must be reported to HonorsPAG through the Honors Director for their formal approval.

Changes that require only the approval of the Distinction Project Supervisor and Honors Advisor include

* Shifting of details of deliverables or their deadlines
* Minor modification of research questions or thesis
* Modest adjustments in methodology
* Change in plans for presentation of results

Larger changes require completion of this form and include but are not limited to

* Change in the project’s faculty supervisor
* Change in a major component of the project such as
	+ Type of final product (e.g. planned a book manuscript, now doing research paper)
	+ Major shift in methodology (e.g. planned survey, now mining established data)
	+ Change in location (e.g. planned time abroad, now changing country location)
	+ Change in completion date for project if shortened or if extended by at least one term
	+ Change in credit sought
	+ Requesting an increase in budget or change in types of expenses

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**Student name:** Click or tap here to enter text.

**Project Faculty Supervisor:** Click or tap here to enter text.

**Complete only those sections below that are changes.**

1. **Describe any significant changes in the project’s Goals, Methodology, Location, or Type of Final Product**. Click or tap here to enter text.
2. **Please explain the reasons for the change.** Click or tap here to enter text.
3. **If your project is not obviously tied to your major or minor, describe your qualifications or how you will develop those qualifications.** Click or tap here to enter text.
4. **Explain any change in project supervisor:** Click or tap here to enter text.
5. **Describe any changes in the duration of the project and why they are needed**: Click or tap here to enter text.
6. **Describe any changes to credit sought. List what you originally asked for when your proposal was approved, what you would now like, and reasons for the change**. Click or tap here to enter text.
7. **Describe any changes in budget requested including what you will spend money on, not just total budget. Please know that additional money may not be available, but you may ask. Please provide a justification.** Click or tap here to enter text.
8. **Is there anything else that the Honors Director or HonorsPAG should know?** Click or tap here to enter text.

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Supervisor signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Honors Advisor signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_