

**MASSACHUSETTS BOARD OF HIGHER EDUCATION**

**COMMONWEALTH HONORS PROGRAM APPLICATION CHECKLIST**

For each of the following items, write the page number of the item's location. Please follow the order of material as indicated below.

<b>Item</b>	<b>Page Number</b>
I. Letter of support from president/ chancellor	
II. Evidence documenting fulfillment of the following criteria: Please refer to the Approval Process for Commonwealth Honors Programs for detailed review criteria.	
A) Mission and goals of program	
B) Organization and Administration	
C) Admission Criteria	
D) Transfer Criteria	
E) Program Curriculum	
F) Graduation Criteria	
G) Program Resources: Include Program Budget for Current Year and Projected Budget for Following Year	
H) Description of the approval procedures for new courses.	
III. Chart showing student enrollment in the honors program and in individual honors courses for the past three years.	
IV. Descriptions of all honors courses taught during the past three years.	
V. A description of the approval procedures for new courses.	

Please return two (2) copies of your application and checklist to:

**Commonwealth Honors Program Executive Committee  
C/O Director of Academic Policy  
Board of Higher Education  
One Ashburton Place Room 1401  
Boston, MA 02108**