



OVERVIEW

Honors students can earn Honors credit by contracting an upper-level course in their major or minor (or in some cases a related field) by completing additional assignments. A student may contract a maximum of six hours for Honors credit (unless granted special permission).

HONORS CONTRACT PROCESS

Students are encouraged to identify the course they wish to contact prior to the start of the semester, discuss the contract with the instructor, and complete the requisite paperwork. Students should make every effort to arrange the contract with the faculty member as soon after they register for the course as they can, but no later than the first week of classes. Contracts must be submitted to the University Honors Program no later than the first Friday after the beginning of classes for the semester.

HONORS CONTRACT REQUIREMENTS (for student and instructor)

- The student must complete additional work beyond the general requirements for the course.
- The student and faculty member together should set the focus and requirements for the Honors work.
- All Honors contracts are subject to the approval of the Honors Program staff.
- Approximately half the chosen work should be completed by the mid-term.
- The student must receive a “B” or better for the course.
- The Honors work should be graded pass/no pass or satisfactory/unsatisfactory.
- The student must submit a copy of completed work to the Honors Program to be included in the student’s file.
- Honors Program staff will contact the instructor to verify successful completion of the work.
- Students contracting a senior seminar must explain the reason why they are unable to take the courses designated as senior seminars for the semester and must attach a copy of the course syllabus.

SUGGESTED ASSIGNMENTS (to be completed *in addition* to other course assignments)

Service-learning and journal of experience: at least 45 hours of volunteer work and 20 pages of reflective writing on the hours worked

Independent research: research hours outside of class and paper, poster, or PowerPoint presentation of research results; may include lab and/or library hours

Research assistant: at least 3 hours/week working with faculty on research interests, a log of hours, and a 5 page written summary of the completed research

Extended presentation of independent research: at least 15 minute oral presentation to the class or other large group on a topic researched independently; could include conference presentations

Intensive writing: at least 20 pages beyond course requirements; may be split into multiple smaller writings; may be research-focused or creative

Cultural explorations: could include original artwork, theatrical performances, visits to museums/performances/local businesses, interviews, public surveys, etc. A written journal or paper of at least 10 pages should accompany all projects in this category.

VOIDING THE CONTRACT

If the student and/or instructor choose to void the contract, the Honors Program must be notified by the drop deadline. After this date, the student must appeal to the Program Director for special permission to void the contract. If the student does not void the contract and fails to complete the contract work, the student will receive an incomplete for the course.



Students who wish to contract a course for Honors credit should complete this form and the required short answer question/s, have it signed by the faculty member, and submit it to the University Honors Program for approval by the first Friday of classes.

COURSE INFORMATION (all information must be completed)

Student Name	Student Banner ID #
Student email	Student phone
Instructor Name	Semester and Year
Instructor 's Office and Phone Number	Instructor e-mail
Course Number & Title (example: PSY 404-01: History of Psychology)	

Course Type (select one)

- This course is in my major area.
- This course is in my minor area.
- This course is not in my major or minor area (additional information required).
- This course is a Senior Seminar.

Short Answer (Please type your responses on a separate piece of paper and attach it to the form. Be sure to include your name and Banner ID number on the responses page)

- All students:* Specifically describe the Honors work to be completed, including deadlines, specific topics, and page lengths of work.
- Only complete if seeking to contract a non-major, non-minor course:* Please explain your reasons for contracting this particular course and how this course contributes to your overall course of study.
- Senior Seminars:* In addition to submitting the information above, students looking to contract a course for senior seminars must explain the reason why they are unable to take the courses designated as senior seminars for the semester and must attach a copy of the course syllabus. Please note that senior seminars are multidisciplinary courses that are reading and writing intensive.

Statement of Commitment

I have read and understand the requirements for the Honors contract. I understand that if I decide not to fulfill these requirements that I must notify the University Honors Program of my intent to void the contract by the drop with a “W” deadline for the semester. After that time, I must either appeal to the Honors Director or uphold the contract. If I do not void the contract and fail to fulfill the contract requirements, I will receive an incomplete grade for the course which will remain until I complete the requirements.

Signatures/Date:	For Honors Program Use Only
Student: _____ / /	Date Received:
Faculty Sponsor: _____ / /	Approval Signature:
	<input type="checkbox"/> Completed project <input type="checkbox"/> Did not complete project

UNIVERSITY HONORS PROGRAM