



Honors Course Contract

PURPOSE: An Honors Course Contract was established for an Honors student to use in a **rare** circumstance in order to convert a regular course into an honors-level experience and then earn Honors credit on the student's transcript. The student must reach out to the professor in the semester prior to taking the course to determine if it is feasible to pursue this option. The professor must agree to enhance the course to honors caliber. Certain classes simply cannot be contracted. Contracting a course is never preferable to taking an actual Honors class as it is not a full honors experience.

NOTE: An Honors Course Contract must be arranged and the paperwork completed and submitted to Honors Coordinators, Professor Fencik or Professor Moschberger, by the end of the semester prior to the contract course start date. **Only one (1) contract course is permitted and only when necessary.**

PART A: AGREEMENT:

Student Name: _____ Student ID #: _____
Email: _____ Major: _____
Cell Phone: _____ Anticipated Graduation: _____

I request permission to receive Honors designation for the following:

Course Title: _____
Course Code / Number / Section: _____
Term: _____ Year: _____ Name of Professor: _____

PART B: PROPOSAL: To be completed by student and professor. Provide a description explaining how the contract course will be enhanced to meet honors criteria. Attach an additional page if necessary.

PART C: ASSESSMENT: To be completed by professor. Please provide a brief description of how the Honors Contract Course will be assessed. Attach an additional page if necessary.

How often will you meet with the student to monitor progress? _____

Basis for Honors Credit (check all that apply):

- Integrate Honors-level work across the course (papers, exams, readings, etc.)
- Paper at superior depth
- Special and/or Creative project
- Oral presentation
- Other: _____
- Other: _____

IMPORTANT: If the student does not fully complete the Honors component of the course (as agreed upon in this Honors Course Contract), then the student will not receive Honors credit and the course will revert to a traditional course on the transcript. In this event, the student will be graded according to the traditional course syllabus.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

RETURN TO ONE OF THE FOLLOWING MAILBOXES FOR FINAL APPROVAL:

*** PROFESSOR FENCIK'S MAILBOX IN MAS 049 ***
*** PROFESSOR MOSCHBERGER'S MAILBOX IN MAN 111 ***

FOR ADMINISTRATIVE USE ONLY:

Fencik/Moschberger Approval: _____ Date: _____

[IF APPROVED, SUBMIT TO JOAN FOR ENTRY INTO THE SYSTEM]