



Other activities, such as grant writing, service learning, or community-based research

**Signatures Required:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Honors Program Director \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

**Complete and Submit this section when the work for the course is completed. Completed forms with memos and attachments should be submitted to Karin Widener in MS 239.**

**The deadline for filing paperwork indicating the successful completion of the Honors Contract is normally the last day for submitting grades for the semester.**

\_\_\_\_\_ [Student's Name] received a final grade of \_\_\_\_\_ in  
\_\_\_\_\_ [Course]

\_\_\_\_\_ [Student's Name] received a final grade of \_\_\_\_\_ on the  
Honors Contract Project/Work.

Do you consider this Honors Contract to be successfully completed? \_\_\_\_\_

Have you attached the completed honors work (paper, lab report, or recording/assessment of oral presentation) to this form? \_\_\_\_\_

Comments on the Student's Work

Comments on the Honors Contract Process

**Signatures Indicate Confirmation of Honors Credit:**

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Honors Program Director \_\_\_\_\_ Date \_\_\_\_\_

## NOTES TO INSTRUCTORS AND STUDENTS

- An Honors Contract is an agreement between a student (usually a member of the Honors Program) and an instructor to complete a course at a mutually agreed upon “Honors” level. When a student completes a course and an Honors Contract project according to the standards agreed to, that student will receive an Honors Credit for the course, and this Honors Credit is noted on the student’s transcript.
- In order for a student to graduate with an Honors Degree designation on her diploma, she must complete 30 hours of “honors-designated” coursework. Approximately 12-15 hours of that coursework comes from honors sections of Transitions I, Transitions II (now optional), Foundations I, Foundations II, GWIC, and the Senior Capstone Seminars (now optional). Six (sometimes less, occasionally more) credit hours are assigned for the honors thesis project in the student’s discipline. The remaining 9-12 hours of honors credit are earned by “contracting” for honors in regularly scheduled classes.
- These classes are normally 300- or 400-level courses. In some cases, 200-level courses that are not surveys may qualify for Honors Credit if a rationale is provided for counting them.
- At least one contracted honors course must be from outside the student’s primary major so students may (and will) register for Honors Contracts in courses outside their major field of study.
- **A student must receive a grade of B+ or higher in the course and a grade of B+ or higher on the Honors Contract Project to receive honors credit for the course.**
- Compared to the “normal” workload for a class, an Honors Contract should require both *quantitatively more* and *qualitatively better* work from the student. We usually think in terms of 10-15% additional effort beyond standard course requirements, but more importantly, an Honors Contract should involve the student in qualitatively deeper work than that completed for “regular” credit.
- Instructors may assign work such as additional reading, writing, researching, presenting, etc. (or combination) appropriate to the course, but the emphasis should be on student-initiated work that looks more deeply a focused issue, question, or work related to the course. Whenever possible, the student should generate her own question and develop her own research reading list and/or experimental design.
- The Honors Contract is intended to help students develop close relationships with faculty mentors and therefore the student and the instructor should meet regularly outside of normal class meetings to discuss the Honors work.

A weekly meeting is recommended, but in some cases, a more periodic schedule may be advantageous.

- The fruits of an Honors Contract should be presented publicly either to the class, an open public gathering, a departmental meeting, or an appropriate scholarly venue.
- **At the Conclusion of the Semester, the instructor *must* submit a memo with a description of the completed work, statements of the final grade *for the project* and *for the course*, and a brief description of the student-faculty interaction in completing the project. Whenever possible, please submit a copy of the student work as well. Until the instructor submits paperwork on the completion of the project, the student cannot receive Honors Credit for the course.**

### Notes on Registration and Paperwork

- 1) The student must register for the regularly scheduled session of the course for which she hopes to receive “Honors” credit. After registration, it is the student’s responsibility to contact the professor of record to see if he or she is willing to enter into an Honors contract and to discuss what the enhancement would entail. If the student and faculty member come to an agreement, they should complete the appropriate Honors contract paperwork immediately and deliver that paperwork with the signatures of the student and instructor, a project description, and a copy of the course syllabus (when available) to the Honors Director for approval.
- 2) The Honors Director will present approved contracts to the Dean of the Faculty for his signature. When a contract has been approved, both the instructor and student will receive a pdf copy of the contract – the original will stay on file with the Honors Director.
- 3) The deadline for *completing* all the steps in the paperwork for an Honors designation is the end of the add/drop period (generally one week after the start of classes, see the academic calendar).
- 4) Near the end of the semester, both student and instructor will receive a reminder email of the contract that will include a .pdf copy of the signed contract.
- 5) Instructors should submit a signed copy of the contract indicating completion of the project as well as any supporting documentation or comments to the Honors Director. In the absence of instructor confirmation, no Honors Credit will be awarded. Students are ultimately responsible for coordinating with instructors to make sure that all paperwork is completed and submitted.
- 6) When all the paperwork is complete, the Honors Director notifies the Registrar to record the course on the student’s record with the notation “with honors.”