

## Honors Contract Application

- **All Honors contract applications must be on this form**, even if the student is not in the Honors College; departmental forms will be returned.
- Completed and signed applications are due by the end of the second week of classes.
- Honors contracts are only available for junior-senior level courses (3000 level or higher) taught by faculty members (not TAs, adjuncts or part-time instructors).
- Frequent, regular meetings to review progress (e.g., biweekly ½ hour meetings) are required.
- A grade of B+ is required in the course to receive Honors credit; a B or less receives regular credit only.
- Students must have  $\geq 3.0$  GPA and may only complete two contracts during their academic career.
- All items and signatures are required unless otherwise noted; incomplete application will be returned.

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

ASU Email: \_\_\_\_\_@appstate.edu Phone: (\_\_\_\_) \_\_\_\_\_

Expected graduation term: \_\_\_\_\_ First semester at ASU: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ GPA of previous semester \_\_\_\_\_

Pursuing (check all that apply): \_\_\_\_\_ University Honors \_\_\_\_\_ Dept/College Honors (dept: \_\_\_\_\_)

Have you completed an Honors contract previously? \_\_\_\_\_ No \_\_\_\_\_ Yes (Max of two Honors contracts)

If yes, provide the course dept/ number and semester: \_\_\_\_\_

Proposed contract course number and dept. (e.g., BIO 3301): \_\_\_\_\_

Title of course: \_\_\_\_\_ Semester enrolled: \_\_\_\_\_

Instructor's name and dept: \_\_\_\_\_

Instructor's faculty title (e.g., Assistant Professor): \_\_\_\_\_

Instructor's ASU email: \_\_\_\_\_@appstate.edu

Reason for contracting *this specific course* and how work fits with your Honors curriculum and future goals:

Please list any prior Honors courses and any other relevant courses to the proposed Honors contract:

<u>Department, Number &amp; Name</u>	<u>Hours</u>	<u>Semester</u>	<u>Grade</u>
Ex: HON 2515: Fear of the Other	3	Spring 2010	A-

**Both pages must be completed**

Honors contracts require both quantitatively and qualitatively more work from the student, usually 10-15% additional effort beyond standard course requirements, such as additional reading, writing, researching, presenting, etc. (or combination) appropriate to the course. **The students and instructor must meet regularly outside of normal class meetings to discuss the Honors work.** Ideally, this should be every other week for at least 30 minutes.

Specific schedule of frequent, regular meetings between student and instructor *outside* of class (**required**):

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<p><b>Honors Contract Activities:</b> Please specifically describe the extra effort required for the Honors contract- identify the length of papers, scope of extra projects, etc. Enter "N/A" if not applicable.</p>
Literature and/or library research
Laboratory research activities or computational activities
Presentation at a disciplinary meeting or authorship/ co-authorship of a submitted publication
Poster or oral presentation at a departmental gathering, class meeting, or undergraduate research day
Other activities, such as grant writing, service learning, or community-based research

I agree to these Honors contract requirements. I will contact the Honors College if these requirements are not met.

\_\_\_\_\_  
Signature of student (**required**)

\_\_\_\_\_  
Signature of instructor (**required**)

\_\_\_\_\_  
Signature of Dept/ College Honors Director  
(required if course is in dept/college with an Honors program)

\_\_\_\_\_  
Signature of Dept. Chairperson of Instructor (**required**)

**Students must submit this completed form with all of the necessary signatures to the Honors College office in 285 Appalachian Hall by the end of the second week of classes.**

Incomplete applications will be returned.

**Honors College Use Only:** \_\_\_ Approved \_\_\_ Denied \_\_\_ Returned to student because:

\_\_\_\_\_  
The Honors College Director

\_\_\_\_\_  
Date

## Honors Course Contract Guidelines

In exceptional circumstances, a qualified Honors student needs Honors credit for a non-Honors course; therefore, he/she commits to an “Honors contract” with the course instructor. The purpose of an Honors contract is to permit a student with valid reasons to take an enriched course to meet Honors requirements. The Honors contract may be in the student’s major, minor, or as an elective.

**All students must complete this form**, even if the Honors contract is for departmental/ college Honors only; **departmental contract forms will be returned**. This form is the contract between the student and instructor. It specifies what work above and beyond the standard course requirements will make the course an Honors experience, and indicates the criteria upon which the student’s performance will be evaluated.

1. **Honors contract applications are due by the end of the second week of classes.**
2. Honors contracts require approximately 10-15% more work than the regular course requirements. Examples of additional work can include:
  - A. Reading and writing assignments that extend qualitatively (and possibly quantitatively as well) beyond regular course expectations.
  - B. Opportunities for in-class student presentation of research performed independently under the professor’s guidance, when other students are not required to present.
  - C. Library, laboratory, or computer work that the faculty member considers an Honors-level experience to foster greater student understanding of the course material.
  - D. Involvement in special events such as travel, lectures, performances, or other creative activities for which the student will give formal account to the instructor.
  - E. Other activities as determined by the professor and student.
3. **The student and instructor are expected to meet regularly and frequently outside of class to discuss the Honors work. Ideally, this should be at least every other week for at least 30 minutes.**
4. Junior-senior (3000-4000) level courses that are not usually offered as an Honors section can be contracted. Freshmen-sophomore or introductory level courses are not acceptable for contracts except in very unusual circumstances, and not without prior permission from the Honors College.
5. Only courses taught by full-time faculty members can be contracted. Courses taught by teaching assistants, part-time faculty, or those listed as Staff, are not eligible for an Honors contract.
6. In departments or colleges with Honors programs, students must meet any departmental/ college requirements for Honors contracts and be approved by the department/ college Honors director.
7. Students must have a  $\geq 3.0$  GPA for an Honors contract; some departments may require a higher GPA.
8. A grade of B+ or better in the course is required for Honors credit; regular course credit only is awarded for grades of B or less.
9. Students may only complete two Honors contract courses during their undergraduate careers at ASU.
10. **SIGNATURES:** After consulting with the instructor, students must obtain signatures from the instructor of the course and the instructor’s department chair. If the course is in a department that has a department/ college Honors program, then the department/ college Honors director’s signature is also required. The list of department/ college Honors directors is on the Honors College website.
  - A. **Honors contract applications without all of the necessary signatures will be returned.**
  - B. You do **NOT** need to have the Honors College Director sign this form before submitting it to the Honors College. The contract will be reviewed after it has been submitted to the Honors College office; if there is a problem the student will be informed immediately.
11. Emails will be sent to both the student and instructor once the contract has been processed and approved. This will take several weeks.
12. Honors credit will be added to the course 1-2 months **after** final grades have posted. The Honors designation will appear on the final transcript, but it is not on the unofficial transcript through AppalNet.

Questions? Contact Dr. Angela Mead, Honors Advising Coordinator, at [meadad@appstate.edu](mailto:meadad@appstate.edu).