

Please review the contract guidelines available at <http://www.apu.edu/honors/contract>. Honors students may petition to take a non-honors course for Credit by Contract. Students are required to discuss the contract with the instructor and have them approve the contract and then submit it to the Honors Program Office. Credit by contract must be submitted by the end of the second week of the semester that the contract will apply.

To earn Honors credit in the course, the student must: (1) satisfactorily complete the Honors contract as verified by the course professor, (2) the contract must be complete by the time the professor submits the grade for the course, and (3) earn a grade of "A" or "B" in the course. The Honors contract does NOT affect the student's final course grade.

NOTE: An "incomplete" Honors contract is permitted ONLY in those instances in which the student receives a grade of "I" at the time the course grade is submitted. The Honors contract then must be completed at or before the time the professor changes the "I" grade by submitting a change-of-grade form to the Registrar.

### STUDENT & COURSE INFORMATION AND TERMS OF THE CONTRACT

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email address: \_\_\_\_\_ APU Box No. \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

GPA Last Semester: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Total College Credits Earned to Date: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_  Freshman  Sophomore  Junior  Senior

#### COURSE FOR WHICH YOU ARE REQUESTING HONORS CREDIT:

Course No. \_\_\_\_\_ Course ID: \_\_\_\_\_ Course Name: \_\_\_\_\_

Semester: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Instructor: \_\_\_\_\_ Faculty Rank: \_\_\_\_\_ Dept: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Faculty Email Address: \_\_\_\_\_

#### ATTACH PROPOSAL THAT INCLUDES THE FOLLOWING:

- Your Name \_\_\_\_\_ Course ID and Name \_\_\_\_\_ Faculty Name \_\_\_\_\_
- Background: Requirements of course and how honors work is an expansion of the knowledge and learning that will generally take place in the classroom.
- Proposal: Detailed description of work to be completed
- Outcome: Summary of what you hope to gain from this experience
- Scheduled meeting times/consultation with faculty member \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Honors Program Director Signature

\_\_\_\_\_  
Date

#### **Office Use Only**

The terms stated above have been met, meets instructor's approval, and is eligible for awarding Honors credit.  Approved  Denied  
Instructor approval given \_\_\_\_\_

Contract Completed  Yes  No

Copy of work submitted to the Honors Program Office?  Yes  No

### **What is an Honors Credit by Contract?**

An honors contract is a mechanism for adding an “honors dimension” to a course which is not already an honors class. The contract project should add an academic dimension to the course by introducing new material or by allowing the student to go into greater depth than normally required in some aspect of the course. The contract must be supervised by a member of the faculty.

### **How are Honors Contracts related to grades?**

The honors contract will not affect the student’s grade in the class. To receive honors credit, however, the students must receive a grade of A or B in the course in addition to completing the contract.

### **How much work should an Honors Contract involve?**

The honors contract project should be one that can be finished with 20 to 25 hours of work. If a student is invited to participate in a professor’s research project in a way which will involve substantially greater amounts of time, a separate course for honors credit---such as Honors Directed/Supervised Research---is appropriate in place of an honors contract.

Examples of honors contract projects include:

- Class presentations of research undertaken for the honors contract project
- Limited participation in faculty research followed by a summary report (oral or written)
- Original computer program or project
- Report on a biography of a famous person in the academic field
- Review of additional readings (articles, books) related to course subject matter
- Original musical composition, sculpture, theatrical script, or other work of art
- Additional laboratory experiments or mathematical problems, followed by written report
- Research paper (8-12 pages) based on interviews or library resources on a topic related to the course
- Review of work of a foreign language author (written in that language)
- Enrolling in a 500-level course for your undergraduate degree program in which you are graded by the same standards as graduate students

### **Are All Honors Students Eligible?**

To qualify for “Honors Credit by Contract,” an Honors student should have completed a minimum of seven units of Honors courses.

### **How Many Contracts Are Possible in a Semester?**

One honors contract is permitted in a given semester. Additional requests are reviewed on a case by case basis.

### **What Are the Procedures and Deadlines?**

1. Student obtains an honors contract form and instruction sheet from the Honors Program Office.
2. Student and professor for the course agree to the terms of the contract.
3. Student develops contract proposal and submits to professor for review.
4. Student obtains proposal approval from the chair of the department or dean of the school in which the course will be completed.
5. Student submits the contract form to the Honors Program Office. Submission deadlines for work to be completed in:
  - a. Fall semester: March 15th
  - b. Spring semester: November 15<sup>th</sup>
  - c. Summer semester: March 15th
6. Contract is reviewed for approval by Honors Council. Student is notified of deliberations by 14<sup>th</sup> week of the semester prior to when course work will be completed.
7. Honors contract work must be completed by the end of the semester in which the course is taken.
8. A copy of the completed honors work must be submitted to the Honors Program office by the end of the 14<sup>th</sup> week of classes of the semester in which the work was completed.
9. Contracts submitted after the above due dates will not be reviewed or approved.