



The qualifying student must submit this request with Parts I and II completed by the following dates to the University Honors Program office:
Fall semester: March 15th Spring semester: November 15th Summer semester: March 15th

To earn Honors credit in the course, the student must: (1) satisfactorily complete the Honors contract by the time the professor submits the grade for the course, and (2) 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: SUBMIT FORM TO THE HONORS PROGRAM OFFICE.

PART I - STUDENT & COURSE INFORMATION AND TERMS OF THE CONTRACT

Student's Name (First, MI, Last) _____ APU Student ID No. _____

Major(s) _____ Minor(s) _____ Email Address _____

APU Campus Address _____ Apt. No. _____

City, State & Zip _____ Telephone (_____) _____

Permanent/Family Address _____ Apt. No. _____

City, State & Zip _____ Telephone (_____) _____

COURSE FOR WHICH YOU ARE REQUESTING HONORS CREDIT:

Course No. _____ Course Name _____ Semester _____ Credit Units _____

Instructor (print) _____ Faculty Rank _____ Department _____

Telephone (_____) _____ 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. State distinctions between honors and ordinary credit in the course. | |
| 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 | | |

Student Signature Date Faculty Member's Signature Date

PART II - PROFESSOR'S DEPARTMENT APPROVAL & UNIVERSITY FILING RECORD

The terms stated above are approved for _____
awarding Honors credit through this Department. Faculty Member's Signature Date

Contract was approved denied by the Honors Program staff _____, 20 _____ Initials _____

PART III - CERTIFICATION OF FINAL STATUS OF HONORS CONTRACT

- Final course grade Units received
- Was contract completed? Yes No Was work submitted to Honors Program office? Yes No

Faculty Member's Signature Date

HONORS CONTRACT

What is an Honors 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.

Contents of the contract should include a discussion of 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. State distinctions between honors and ordinary credit in the course.	
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		

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:
Fall semester: March 15th Spring semester: November 15th Summer semester: March 15th
6. Contract is reviewed for approval by Honors Council. Student is notified of deliberations by 14th 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 14th 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.