**Honors Contracts**

**Definition and Eligibility**

* An honors contract is an agreement between a student and a faculty member that the student will do an enriched version of a non-honors course and thus be eligible to have that course count as 3 credits toward Baccalaureate Honors requirements.
* Up to **two** honors courses can be completed through honors contracts.
* ***Honors contracts are not available to freshmen\*, and sophomores through seniors can complete a maximum of TWO contracts total to count toward BHP requirements.\****
* Contracts are generally restricted to courses at the 200-level or above\*, in the student’s major or minor field.
* Intended contracts must be approved by the faculty sponsor ***and*** the Honors Director by the end of the second week of the semester in which the contract will take place
* To approve the contract, the BHP director must receive a copy of ***both***the course syllabus that the faculty member would normally distribute to students, ***and***the revised syllabus for the honors student.
* Enhanced/ additional assignments to the course must include a research component and a written component. It is also recommended that they include an oral component.
* For the research component, at least one of the honors assignments must require a review of primary and/or secondary sources. A minimum of 5-8 sources is generally recommended, though exceptions can be made for lengthier or more difficult sources.
* The written component can include longer papers, additional smaller assignments beyond what the rest of the students in the class have to do, and/or discussion posts. (The written component should total a minimum of 8-12 pages of extra writing across assignments.)
* It is also highly recommended that the student deliver a short oral presentation of the honors work, either in class or individually to the professor.
* The revised syllabus should also list specific deadlines for the honors assignments.
* To receive honors credit for the course, honors students must complete the contracted work at the level of a “B” grade or higher. It is also expected that they finish the course with a grade of “B” or better.
* Students receiving an “A” or “B” in a contracted course who have not satisfactorily completed the terms of their contract will not receive honors credit. *However, instructors must not penalize students who do not complete the terms of their honors contracts; these students will receive the grade earned in the class.*
* Upon completion of the course, the sponsoring faculty member will respond to the Honors Director's evaluation request with a recommendation to grant honors credit if the contract has been fulfilled.

\*Any exceptions must be proposed to and approved by the BHP director.

**Planning a contract**

To receive honors credit for a course, the student must: (1) obtain the instructor’s consent to take the course for honors credit; (2) develop, in conjunction with the instructor, a description of the course enhancement activity or activities that s/he will engage in to earn honors credit; (3) complete the Honors Contract Form; and (4) e-mail the contract form + revised syllabus to the Honors Director for approval by the second week of the semester in which the contract will be undertaken.

The contracted work is complete when the instructor is satisfied that the student has successfully completed all of the predetermined terms of the contract by the due date. The instructor will then respond to the Honors Director's inquiry with a recommendation to grant honors credit if the contract has been fulfilled.

**Contract to Earn Honors Credit for a Non-Honors Course**

**A. Student Information and Terms of the Contract**

*Professor and Student: Please read all Honors Contract guidelines on the previous pages of this document before signing this contract.*

Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Bronc ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Name and Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course CRN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professor’s Name and Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attach to this sheet BOTH a copy of the syllabus that is normally distributed to all students in the course AND a revised honors syllabus which demonstrates how the additional contracted work complements and builds on the standard assignments and expectations.**

**B. Student and Professor Authorization of the Contract for Honors Credit**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professor’s Signature Date

**C. Administrative Approval of the Contract for Honors Credit**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honors Director’s Signature (BHP) Date