

# Honors-by-Contract Application\*

Must be completed and accepted the semester prior to the start date of the course  
(Pre-approval of Faculty Member, Department Chair and Honors Director Required)

Name \_\_\_\_\_ G# \_\_\_\_\_

E-mail \_\_\_\_\_ Phone # \_\_\_\_\_

Year in School \_\_\_\_\_ Major \_\_\_\_\_

Number of General Studies Honors Courses already taken: \_\_\_\_\_

Number of Honors Colloquia already taken: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

EXPLANATION of the *special circumstances* behind this request: \_\_\_\_\_

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COURSE you would like to take for Honors-by-Contract:

Department: \_\_\_\_\_

Course Number, Title and Section #: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

IF approved, the faculty member must specify WHAT significant work ABOVE and BEYOND the regular requirements you will do to earn General Studies Honors credit for the course: \_\_\_\_\_

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SIGNATURES REQUIRED FOR PRE-APPROVAL:

(Faculty member, Chair of Department, and Honors Director must all agree request is warranted. Any may refuse the request.)

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

Faculty Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Honors Director Signature \_\_\_\_\_ Date \_\_\_\_\_

UPON COMPLETION of the work, the faculty member must sign this form & submit it to HONORS (Spratt Hall 202).

This student has successfully completed the agreed-upon work for Honors that I required in my course and has earned no less than a B or A in that work and no less than a B or A in the course.\*

Faculty Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Once enrolled in the contracted class (section 80), the student may not change into the non-honors (crosslisted) section unless during add/drop. Students must achieve at least a B in the coursework and all honors work to receive a B or higher for final grade in the class. This is part of the agreed-upon contract between the faculty member, student and the honors program.**

## HAVE YOU GOTTEN ALL THE SIGNATURES FOR PRE-APPROVAL?

After all signatures have been obtained:

- The Honors-by-Contract application must be taken to the administrative assistant of the department offering the course.
- The administrative assistant will add a cross-listing of Section -80 (indicating “Honors”) of the Honors-by-Contract course. The administrative assistant will set enrollment at “0”, and then give you permission to enroll in the class.
- Register for the newly created section -80 of the course.

Revision 12-10-18