

# The Honors College at Eastern Michigan University

## HONORS CONTRACT



**\*\*PLEASE READ THROUGH ALL INSTRUCTIONS AND POLICIES. \*\***

**Once you have read through the instructions, please fill out page 2 of this form, and submit it to The Honors College.**

### POLICIES EFFECTIVE FALL 2016:

- 1) Honors contracts must be submitted and processed in order to earn Honors credit for a non-Honors section.
- 2) In order to receive Honors credit for a contracted course, additional work, as determined by your instructor and approved by your Departmental Honors Advisor, must be completed for all courses, except 500-level courses (see point 3 below). This includes your first world language course and study abroad courses. Please note: SABR courses can fulfill an Honors experience, but cannot be taken for Honors credit.
- 3) Five hundred-level courses may be contracted only if being used for undergraduate credit. Five hundred-level courses completed on an Honors contract may not later be used on a graduate program. While no extra project or additional work is required to earn Honors credit in a 500-level course, an Honors contract must be submitted to The Honors College in order to receive the Honors notation on your transcript.
- 4) The submission of the course grade is independent of the Honors contract's approval. The Honors contract assignment does not have an impact on the overall course grade. However, in order to earn Honors credit for an Honors contract, the contracted assignment must be of B- or higher level as deemed by the instructor of the course. Additionally, the overall course grade must be a B- or higher.
- 5) Honors contract requests, with student, instructor and Departmental Honors Advisor signature, must be submitted to The Honors College no later than **5:00pm** on October 15<sup>th</sup> for fall semester, February 15<sup>th</sup> for winter semester, and June 15<sup>th</sup> for summer semester.
- 6) Notations of Honors credit earned through completed contracts will be available on students' transcripts starting on January 30th for fall semester, May 30th for winter semester, and September 30th for summer semester.

### FOR INSTRUCTORS:

- 7) In order for us to have time to process the contracts, notifications of Honors contract completion are due to The Honors College by the posted grade submission deadline for the applicable semester.

### STUDENT:

- Fill in ALL required information on page 2 of this form. This includes the Departmental Honors Advisor's signature, even if you are not contracting the course for Departmental Honors.
- Obtain the approval and signature of the Departmental Honors Advisor in the department of the course you are contracting, even if the course is not in your major or minor.
- If your Honors contract is missing any information, it will NOT be accepted.
- Retain a copy for your personal records.

### PLEASE NOTE:

If you wish to contract a General Education course, you will need to provide a brief rationale on a separate page stating why you would like to contract it. You will also need the approval of an Honors College staff member.

### TO CONFIRM CONTRACT HAS BEEN COMPLETED:

- All instructors of students contracting courses for Honors credit will be sent an email toward the end of the semester.
- The email will contain a form to be filled out confirming the student(s) earned Honors credit.
- This confirmation is REQUIRED before the student can receive the Honors credit notation on their transcript.

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<b>Student Name (printed):</b>	
<b>EID:</b>	<b>Emich Email:</b>
<b>*Semester &amp; Year:</b> <small>*If Summer semester, indicate Summer A or B</small>	<b>Department of Course:</b>

COURSE PREFIX	COURSE NUMBER	CREDIT HOURS	5-DIGIT CRN NUMBER	TYPE (circle one)	
				Contract Honors	Online Course
				500-Level Course	General Education

**Project Description:** Please type a description of your Honors project on a separate sheet and attach it to this form.

**Project Deadline:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_  
Date

**Instructor Printed Name:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_  
Date

**Dept. Honors Advisor Printed Name:** \_\_\_\_\_

**Dept. Honors Advisor Signature:** \_\_\_\_\_  
Date

<b><u>ONLY REQUIRED IF CONTRACTED COURSE IS A GENERAL EDUCATION COURSE</u></b>	
_____	_____
Honors College Staff Member Signature	Date

**The Honors College Approval to Post to Transcript**

\_\_\_\_\_  
Assistant Vice President or designee Date