WCOB Honors Contract Application

- **All Honors contract applications must be on this form**, even if the student is not in the Honors College; departmental forms will be returned.
- Completed and signed applications are due by the end of the second week of classes.
- Honors contracts are only available for junior-senior level courses (3000 level or higher) taught by faculty members (not TAs, adjuncts or part-time instructors).
- Frequent, regular meetings to review progress (e.g., biweekly ½ hour meetings) are required.
- A grade of B+ is required in the course to receive Honors credit; a B or less receives regular credit only.
- Students must have ≥ 3.0 GPA and may only complete two contracts during their academic career.
- All items and signatures are required unless otherwise noted; incomplete application will be returned.

Name: ___________________________________________  Banner ID: __________________________
ASU Email: ___________________________________@appstate.edu  Phone: (___) _____________
Expected graduation term: ________________________  First semester at ASU: _____________
Cumulative GPA: _______________________________  GPA of previous semester _________
Pursuing (check all that apply):  ___ University Honors  ___ Dept/College Honors (dept: _________)
Have you completed an Honors contract previously?  ____ No  ____ Yes (Max of two Honors contracts)
If yes, provide the course dept/number and semester: _______________________________________

Proposed contract course number and dept. (e.g.: BIO 3301): ______________________________
Title of course: _______________________________  Semester enrolled: _______________________
Instructor’s name and dept: ______________________________
Instructor’s faculty title (e.g., Assistant Professor): ______________________________
Instructor’s ASU email: ____________________________@appstate.edu

Reason for contracting this specific course and how work fits with your Honors curriculum and future goals:

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Both Pages Must Be Completed
Honors contracts require both quantitatively and qualitatively more work from the student, usually 10-15% additional effort beyond standard course requirements, such as additional reading, writing, researching, presenting, etc. (or combination) appropriate to the course. **The students and instructor must meet regularly outside of normal class meetings to discuss the Honors work.** Ideally, this should be every other week for at least 30 minutes.

Specific schedule of frequent, regular meetings between student and instructor **outside** of class (required):

<table>
<thead>
<tr>
<th>Honors Contract Activities:</th>
<th>Please specifically describe the extra effort required for the Honors contract-identify the length of papers, scope of extra projects, etc. Enter “N/A” if not applicable.</th>
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<tbody>
<tr>
<td>Literature and/or library research</td>
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<tr>
<td>Laboratory research activities or computational activities</td>
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<tr>
<td>Presentation at a disciplinary meeting or authorship/ co-authorship of a submitted publication</td>
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<td>Poster or oral presentation at a departmental gathering, class meeting, or undergraduate research day</td>
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<td>Other activities, such as grant writing, service learning, or community-based research</td>
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</tbody>
</table>

I agree to these Honors contract requirements. I will contact the Honors College if these requirements are not met.

Signature of student (required)  
Signature of instructor (required)  
Signature of Dept/ College Honors Director (required if course is in dept/college with an Honors program)  
Signature of Dept. Chairperson of Instructor (required)
Honors Course Contract Guidelines

In exceptional circumstances, a qualified Honors student needs Honors credit for a non-Honors course; therefore, he/she commits to an “Honors contract” with the course instructor. The purpose of an Honors contract is to permit a student with valid reasons to take an enriched course to meet Honors requirements. The Honors contact may be in the student’s major, minor, or as an elective.

1. Honors contract applications are due by the end of the second week of classes.
2. Honors contracts require approximately 10-15% more work than regular course requirements. Examples of additional work include:
   a. Reading and writing assignments that extend qualitatively (and possibly quantitatively as well) beyond regular course expectations
   b. Opportunities for in-class student presentation of research performed independently under the professor’s guidance, when other students are not required to present
   c. Library, laboratory, or computer work that the faculty member considers an Honors-level experience to foster greater student understanding of the course material
   d. Involvement in special events such as travel, lectures, performances, or other creative activities for which the student will give formal account to the instructor
   e. Other activities as determined by the professor and student
3. The student and instructor are expected to meet regularly and frequently outside of class to discuss the Honors work. Ideally, this should be at least every other week for at least 30 minutes.
4. Junior-senior (3000-4000) level courses that are not usually offered as an Honors section can be contracted. Freshmen-sophomore or introductory level courses are not acceptable for contracts except in very unusual circumstances, and not without prior permission from the WCOB Honors Program.
5. Students must have ≥ 3.0 GPA for an Honors contract
6. A grade of B+ or better in the course is required for Honors credit; regular course credit only is awarded for grades of B or less
7. Students may only complete two Honors contract courses during their undergraduate careers at ASU
8. Emails will be sent to both the student and instructor once the contract has been processed and approved. This will take several weeks.
9. Honors credit will be added to the course 1-2 months after final grades have been posted. The Honors designation will appear on the final transcript, but it is not on the unofficial transcript through AppalNet.

Questions? Email cohonors@appstate.edu