

**HONORS  
CONTRACT  
GUIDELINES**



<b>For office use only:</b> Date _____
Name _____
T# _____
Course/Honors Course _____
Semester & Year _____
Staff Initials _____

**The Honors Contract:**

An Honors Contract is a mechanism for adding an “Honors dimension” to a course which is not already an Honors course, but routinely has an Honors section. The contract permits Honors students to substitute a regular University course into an Honors course by completing a contract with the instructor to complete extra work to receive Honors credit for that particular section of the course. The contract involves an agreement among the Honors student, a Tennessee State University faculty member, and the University Honors College (UHC). **All the terms stated in the contract must be successfully completed by the agreed upon due date in order for the student to receive Honors credit for the course.**

The contract project should add an academic dimension by introducing new material or by allowing the student to go into greater depth than normally required in some aspect of the course. It should be made clear on the **Honors Contract Form 1: Request Approval** how this work exceeds regular course requirements. Since a faculty member must supervise the contract, students should select faculty who have the time to oversee their project and contract to completion. **Form 1 must be as an PDF attachment to a new note on the student in EAB Navigate by the end of the second week of the semester or the end of the first week of a summer session and must be approved by the UHC Dean.** \_\_\_\_\_

**Time Involved:**

Students should expect to spend approximately 20 hours of work during the semester or summer session to complete their Honors contracts. Faculty should expect to add individual student supervision meetings and any necessary lab time to their current semester workload.

**Ideas for Honors Contracts:**

- An independent research project with lab work and demonstrable results.
- Writing a major research paper (in addition to any course requirement).
- Preparing a translation of a new author or dramatist for a foreign language.
- Preparing a lecture or recital about a musician you have come to admire.
- Preparing a portfolio of creative writing.
- Other creative, or experimental learning experiences related to the content of a contracted course.

**Honors Contract Completion Approval:**

The contract is complete when the instructor is satisfied that the student has successfully completed all the predetermined terms of the contract by the specified due date (remember the course grade has nothing to do with the contract). **A signed Honors Contract Form 2: Completion Approval should be submitted as an PDF attachment to a new note on the student in EAB Navigate at the end of the semester. Make sure that it can be viewed by any Honors Advisor.** If that is not possible it can be submitted to the Honors Office in person or via email. **Only then can final approval be granted for the completed contract.** \_\_\_\_\_

**Grading:**

The **Honors Contract** option does not affect the student’s grade in the course. To receive Honors credit for the course, Honors students must complete the contracted course with a grade of “B” or better and satisfactorily complete the terms of the contract during the semester that credit is earned. Students receiving an “I” in a course that they have contracted will not receive Honors credit upon completion. Also, students receiving an “A” or “B” in a contracted course who have not completed the terms of their contract will not receive Honors credit. Instructors will not penalize students who do not complete the terms of their Honors Contracts: these students will receive the grade earned in the class. Faculty must inform the UHC of the status of the contracted work at the same time they report grades for the course using **Form 2** of the contract.

**HONORS CONTRACT  
Form 1: Request Approval**



**Student Information (please print or type):**

Name:	T#:
Email:	Phone:
Campus PO Box:	Local Mailing Address:
Course Subject and Number:	Course Title:

**Instructor Information (please print or type)**

Name:	Department:
Email:	Phone:
Campus PO Box:	

Academic Year of Contract:	Semester of Contract:			
	<input type="checkbox"/>	Fall	<input type="checkbox"/>	Spring
	<input type="checkbox"/>	Maymester	<input type="checkbox"/>	Full Summer
	<input type="checkbox"/>	Summer 1	<input type="checkbox"/>	Summer 2

**The following section is to be completed by the instructor following discussion and mutual agreement with the student.**

1. Describe the work to be completed under the terms of the contract.
2. What are the learning objectives and expected outcomes of the contract?
3. In your judgment describe specifically how this is an Honors experience above and beyond the requirements of the regular undergraduate course.

By my signature below, I acknowledge that I understand and agree to abide by the policies and regulations regarding the Honors Contract Option. I further pledge to fulfill the terms of the contract as agreed upon.

Student:	Date:
Instructor:	Date:
UHC Dean:	Date:

**HONORS CONTRACT**  
**Form 2: Completion Approval**



This form is to be completed by the instructor and **submitted as an PDF attachment in a note on the student in EAB Navigate (preferred)** or returned to the University Honors College Office (located in the Student Success Center, Suite 119) no later than the deadline for submitting final course grades.

Student's Name:	T#:
Course Subject and Number:	Course Title:
Campus PO Box:	Local Mailing Address:
Academic Year of Contract:	Academic Term of Contract: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> MayMester <input type="checkbox"/> Full Summer <input type="checkbox"/> Summer 1 <input type="checkbox"/> Summer 2
Did the student named above satisfactorily complete the terms of the Honors Contract as stated in Form 1? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did the student receive a grade "B" or better for the course? <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

Instructor's Name (Typed or Printed):	Date:
Instructor's Signature:	Date:
UHC Dean's Signature:	Date: