

# HONORS OPTION GUIDELINES

**RATIONALE:** The Honors Option has been established in order to offer upper level Honors students greater flexibility in fulfilling the Honors course requirements of departmental and college Honors programs. The Honors Option is designed for those units which find it particularly difficult to offer separate upper division Honors courses. It is not intended to replace the offering of separate upper level Honors courses, whenever adequate resources are available.

**DESCRIPTION:** Students can earn a maximum of 6 Honors credits in upper division, non-Honors courses by contracting with professors to pursue study which can be shown to be qualitatively beyond the normal requirements of the course. Students may contract to do additional work or work which replaces the normal course requirements. In either case, it should be clear that the plan of study enriches the student's academic experience.

To participate in Honors contracting, an Honors student must submit a completed Honors Option Contract form provided by the University Honors Program. The contract will describe the Honors course requirements to be completed by the student and will specify how these requirements are qualitatively beyond the normal requirements of the course. The contract should be submitted for approval to the University Honors Program by the **10th day of class**. The student will be notified within one week of receipt of the contract whether or not it has been approved or denied. In addition to regular class attendance, students and professors are expected to meet at least twice before the end of the semester on specified dates to discuss the Honors component of the course and to assure that the provisions of the Honors Option Contract are being fulfilled.

## **ELIGIBILITY & LIMITATIONS:**

1. Students must be admitted to a departmental or college Honors Program.
2. Students may contract a **maximum of two upper level courses** (6 credit hours) during their undergraduate career.
3. Students may contract **only one course** per semester.
4. If a proposal is denied approval, the student may resubmit a revised proposal addressing the issues specified in the "Reasons for denial" section of the Notification Form. The entire process of reconsideration must be completed by **the third week of the semester. There are no exceptions.**

## **PROFESSOR'S RESPONSIBILITY:**

1. Develop and approve an appropriate plan of Honors study with the student and specify the dates for consultation.
2. Assign a grade to the student in the normal manner, keeping in mind the terms of the Honors Contract.
3. At the end of the semester the sponsoring faculty member will receive the Honors Option Final Report Form. As soon as possible, the faculty member should return the form indicating whether or not the work submitted meets the conditions of the Honors Contract and therefore should or should not receive Honors credit. Based on this information, the Honors Program will notify the Office of Records and Registration whether or not to apply the notation "Honors credit" to the transcript.

# HONORS OPTION CONTRACT PROPOSAL

*Please read the attached Honors Option Guidelines before completing this form.*

## Procedures for the applicant:

1. Meet with the designated professor to discuss the plan of study.
2. Prepare the plan of study proposal in accordance with the Honors Option Guidelines.
3. Obtain the approval of the sponsoring professor.
4. Obtain the approval of your Departmental/College Honors Director. (**NOTE: Others may NOT sign for the Director.**)
5. Fill out the Honors Option Contract proposal and **attach a course syllabus.**
6. Submit the completed Honors Option Contract to the University Honors Program, Anne Arundel Hall  
attn: Associate Director, Dr. Jim Airozo

Student's name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Local address \_\_\_\_\_ phone \_\_\_\_\_

E-mail address \_\_\_\_\_ Course Number & section \_\_\_\_\_

Title \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Credits \_\_\_\_\_

Print or type Professor's name and Department \_\_\_\_\_

**Description of the Plan of Study. Attach a description of the plan of study keeping in mind the following:** Include information on the topic or problem to be examined, the nature of reading assignments and the number and nature of reports or projects. Describe how the H-Option work is **qualitatively** beyond the normal requirements of the course. Indicate how successful completion of the Honors Option will be determined. Please attach a copy of the course syllabus.

Specify the two meeting dates for student-faculty consultation.

\_\_\_\_\_

Signature of Student \_\_\_\_\_

Signature of sponsoring faculty member \_\_\_\_\_

Signature of the Honor's Director \_\_\_\_\_

## Honors Option Contract Final Report

Please complete this form and return it as soon as possible to:

Dr. Jim Airozo, Associate Director  
University Honors Program  
Anne Arundel Hall

Student Name: \_\_\_\_\_ ss# \_\_\_\_\_

Sponsoring Faculty member: \_\_\_\_\_

A. Indicate the course to which Honors credit may apply: \_\_\_\_\_

B. Indicate final course grade (submitted in the normal manner to Records & Registration) \_\_\_\_\_

C. Please indicate how the conditions of the Honors Contract were or were not met.

D. Do you recommend that an Honors notation be posted for this course to the student transcript? YES \_\_\_ NO \_\_\_

E. Professor's signature \_\_\_\_\_ Date \_\_\_\_\_