HONORS COURSE CONTRACT

Honors students seeking honors credit for a regularly scheduled non-honors course may submit an Honors Course Contract Application (see reverse).

ELIGIBILITY
To submit Honors Course Contracts Applications, students must be Honors Candidates at the time of enrollment. That is, they must have a cumulative Texas A&M GPR of 3.5 or higher.

GUIDELINES
• Normally an Honors Course Contract is for a course in a Fall or Spring Semester; however, an Honors Course Contract is permitted for a course during a TEN-WEEK summer session. (Students may NOT contract a course for honors credit during a five-week summer session.)
• An Honors Course Contract will NOT be approved retroactively.
  In order to use honors early registration, when you register you must enroll in at least one regular honors class or contract. In order to keep honors early registration privileges you must complete a regular honors class or contract in the semester for which you used early honors registration.

PROCEDURE
• Meet with the professor of the course to establish:
  1. an honors plan of study,
  2. a list of the honors assignments that go beyond the regular course requirements,
  3. the impact of the honors assignments on the overall course grade, and
  4. the supplemental meeting when the student and professor will confer each week.
• Obtain the professor's signature.
• Obtain the signature of the professor's department head.
• Submit the completed application to Texas A&M University at Galveston Honors Programs office (227 MERC).
• At the end of the semester, the Honors Programs office will request verification from the professor that the student completed the honors course contract with honors quality work.
• The honors designation on the course generally appears on the student's official transcript several weeks after the end of the semester.

DEADLINE
The receipt deadline for complete Honors Course Contracts is 5pm on the 15™* CLASS DAY of the semester for which study is proposed. With this deadline in mind, we strongly recommend that you plan the course with the professor well in advance of actually beginning the work.

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information: and (3) you are entitled to have the information corrected at no charge to you.
HONORS COURSE CONTRACT APPLICATION

Please Print Legibly

Name: ____________________________ UIN: ____________ Major: ____________ College: ____________

E-Mail Address: __________________________ Phone: __________________________

Local Mailing Address: ________________________________________________________________

City State Zip

Semester and year entering Texas A&M: __________ Anticipated Graduation Date: __________ CATALOGUE #: ____________

List the honors distinction(s) to which this Honors Course Contract will be applied: Galveston Honors

Classification: ____________ ____________ Cum GPR: ____________ A&M Honors Hours (#) Completed: ____________

You must have a 3.5 cumulative GPR. Honors Contracts for a given semester must be turned in to the Honors Office by 5pm on the 12th CLASS DAY. Contracts do NOT replace a regular honors course for early registration privileges.

Course Title: ____________________________ Course ID (e.g., COMM 301/500): ____________ Credit Hours: ______

Professor: ____________________________ E-Mail Address: ____________________________ Phone: __________________

The professor and student must meet on a regular basis outside the regular class time, preferably at least once per week.

Semester: ______ Course Meeting Time: ____________ Supplemental Meeting Time: ______

DESCRIPTION OF THE HONORS PLAN OF STUDY. Student must attach a copy of the normal (non-honors) course syllabus. Please concisely describe the honors dimension of this contract (topic or problem to be examined and the nature of the honors study). One paragraph; continue on a separate sheet if necessary:

BASIS FOR GRADE BEYOND REGULAR COURSE REQUIREMENTS. To be completed by the professor.

Please list the honors assignment(s), such as papers, projects, presentations, etc., and their impact on overall course grade. Continue on a separate sheet if necessary:

Submit this form AFTER you have attached a course syllabus and secured all required signatures.

Signature of Professor ____________________________________________

Signature of Student ____________________________________________

Signature of Honors Director _______________________________________ FOR OFFICIAL USE ONLY

Date Approved ________ Date Denied ________ Honors Program Director __________________________