

## Hampton University Freddye T. Davy Honors College Course Honors Credit Contract Instructions

### STUDENT PROCEDURES:

1. A student seeking to contract a course to earn honors credit may do so only after working with the course instructor to develop an agreed upon project/assignment/activity.
2. A student seeking to contract a course to earn honors credit should approach the professor with at least two suggested projects/assignments/activities to be discussed, edited or expounded upon with the instructor.
3. A student seeking to contract a course to earn honors credit shall have these instructions readily available at each project/assignment/activity development meeting with the instructor.
4. A student seeking to contract a course to earn honors credit shall complete the contract form **AFTER** finalizing the project/assignment/activity with the instructor.
5. A student seeking to contract a course to earn honors credit shall obtain the approval signature of the instructor and return this form to Honors College Director **NO LATER** than **the last day of the third week** of each semester.
6. Projects/assignments/activities **MUST** be completed at least two weeks before final exams.
7. PLEASE NOTIFY THE HONORS COLLEGE OFFICE OF ANY WITHDRAWAL, INCOMPLETE, OR DISCONTINUED CONTRACTS AS SOON AS THIS INFORMATION IS KNOWN.

### INSTRUCTOR PROCEDURES:

1. An instructor agreeing to contract a course so that a student may earn honors credit may work with the student to develop, edit or expound upon one of their suggested projects/assignments/activities. **OR**
2. An instructor agreeing to contract a course so that a student may earn honors credit may create his/her own project/assignment/activity for the earning of honors credit in their course.
3. An instructor agreeing to contract a course so that a student may earn honors credit shall ensure that projects/assignments/activities are completed at least two weeks before final exams.
4. For verification purposes, an instructor agreeing to contract a course so that a student may earn honors credit will receive one email for **EACH** course for which they have contracted agreements. All students with successfully submitted contracts for said course will be listed. Any discrepancies should be noted in writing within 48 hours of receipt.
5. At the end of the semester, an instructor agreeing to contract a course so that a student may earn honors credit will receive one email for **EACH** course for which they have contracted agreements inquiring about the completion of the agreed upon honors project/assignment/activity for the students listed.
6. Once final course grades have been tabulated, an instructor agreeing to contract a course so that a student may earn honors credit shall respond to **EACH** email indicating whether the student(s) referenced has or has not completed requirements to receive honors credit, and the student's earned final grade for the referenced course. **Please respond within one week of final grade submission.**
7. PLEASE NOTIFY THE HONORS COLLEGE OFFICE OF ANY WITHDRAWAL, INCOMPLETE, OR DISCONTINUED CONTRACTS AS SOON AS THIS INFORMATION IS KNOWN.

*NOTE: For contract honors credit, a minimum grade of "B" is required in **BOTH** the regular component **AND** the additional honors component of the course.*

