

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.

**Hampton University Freddie T. Davy Honors College
Course Honors Credit Contract Form**

Name: _____ HU ID#: _____

Major: _____ Semester & Year: _____

COURSE NAME, NUMBER & SECTION (e.g. UNV 100 H1): _____

PROJECT DEADLINE (*mm/dd/yyyy; at least 2 weeks before finals*): _____

PROJECT DESCRIPTION (*Write the description in such a way that it can be published; be specific*):

Is this your senior thesis (*check one*): ☐ YES ☐ NO

Signature of Student _____ Date _____

Signature of Supervising Instructor _____ Date _____

Printed Name of Supervising Instructor _____

Email Address of Supervising Instructor _____

Signature of Freddie T. Davy Honors College Director _____ Date _____

THIS SECTION TO BE FILLED IN BY HONORS COLLEGE OFFICE ONLY

_____ Course Grade _____ Honors Credit _____ No Honors Credit