

## Contract for Honors Credit

### Section I: Guidelines for Honors Contracts

#### Description of the Honors Contract

An Honors Contract is a mechanism for adding an “honors dimension” to a course 200 level or higher which is not already an honors course. The contract permits honors students to turn a regular University course into an Honors course by contracting with the instructor to complete extra work and receive honors credit. The contract involves an agreement among the honors student, a UB faculty member, and the University Honors College. All of 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. Contracts may also be service-learning focused through student engagement in a service project and reflection related to the course content. It should be made clear on the *Contract for Honors Credit* 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 projects to completion. **Honors Contracts will not be accepted later than the end of the second week of the semester or the first week of a summer session.**

#### Time Involved

Students should expect to spend approximately 30 hours of work or service hours (including reflection) 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.
- Performing service hours related to the course topic along with meaningful reflection (service-learning).
- Writing a major research paper (in addition to any course requirement).
- Foreign language: prepare a translation of a new author or dramatist.
- Music: prepare a lecture or recital about a musician you have come to admire.
- Writing: prepare a portfolio of creative writing.
- Any other exploratory, creative, wide-ranging, or experimental learning experience related to the content of the contracted course.

#### When is the Contract Complete?

The contract is complete when the instructor is satisfied that the student has successfully completed all of the predetermined terms of the contract by the due date (remember the course grade has nothing to do with the contract). An evaluation form is sent to the course instructor at the end of the semester and must be signed by the instructor before being returned to the Honors Office. Only then is the contract complete.

#### Grading

**The Honors Contract does not affect the student’s grade in the course.** To receive honors credit for the course, honors students must 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. 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 University Honors College of the status of the contracted work at the same time they report grades for the course. A form will be mailed to the instructor for this purpose near the end of the semester.

#### Completed applications should be submitted to:

University Honors College  
University at Buffalo  
106 Capen Hall  
Buffalo, NY 14260-1633  
(716) 645-3020

---

## Section II: Application

### Part 1: Student Information and Terms of the Contract

*Professor and Student: Please read all Honors Contract guidelines on the back on this form before signing this contract.*

Student Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Major: \_\_\_\_\_ Person Number: \_\_\_\_\_

Email Address: \_\_\_\_\_@buffalo.edu

Course Name: \_\_\_\_\_

Course # (ex. BIO309): \_\_\_\_\_

Course Registration # (ex. 29350): \_\_\_\_\_

Professor's Name & Department: \_\_\_\_\_

Professor's Email Address: \_\_\_\_\_

### Project Description

On an attached sheet (**which is also to be signed by your professor prior to submitting to the Honors Office for approval**), specifically describe the nature of your Honors Contract including the purpose of the contract, materials to be used, specific assignments due, and a timetable for the completion of the contract including the final due date. *The distinction between Honors credit and ordinary credit in this course will be based on the successful completion of the contract terms outlined in the project description.*

### Part 2: Student and Professor Authorization of the Contract for Honors Credit

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Date

### Part 3: University Honors College Approval of the Contract for Honors Credit

The terms stated above are approved for awarding Honors Credit to the above named student pending the successful completion of the project

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date