HONORS CONTRACT COURSE
APPLICATION

PART ONE: STUDENT & COURSE INFORMATION (To be completed by the student)

Name: _______________________________ Student ID Number _________________________

Student classification: ___________ Major: __________________________________________

LMU email: _______________________________

COURSE INFORMATION:

Course number and section: ________________ Credit Hrs: ______

Title: ____________________________________ Term: ________________

Briefly explain why you want to take this course as an honors contract course:

Student Signature: ___________________________________________ Date: ________________

PART TWO: INSTRUCTOR INFORMATION (To be completed by the instructor)

Name: _______________________________ Department: ___________________________

School ____________________________ Email: ________________________________

Have you been approved previously to teach an honors contract course? (Circle one) Yes No
(If no, then you must attach a CV or Faculty Credential Form to this application)

Instructor Signature: _______________________________ Date: ________________

PART THREE: ADMINISTRATIVE APPROVALS

Dept. Chair Signature: _______________________________ Date: ________________

Dean Signature: _______________________________ Date: ________________

Honors Council Approval: _______________________________ Date: ________________
INSTRUCTIONS

1. The student is responsible for initiating the application for an honors contract course. The student should meet with the instructor of the course as soon as possible in the semester before the course is to be offered to negotiate the details of the honors contract course.

2. The student should complete Part One of this application and turn it in to the instructor NO LATER THAN APRIL 15 (FOR FALL COURSES) OR NOVEMBER 15 (FOR SPRING COURSES).

3. The instructor of the course should complete Part Two of this application and ATTACH a copy of the course syllabus with an honors contract addendum (Syllabus Template Section X), along with an up-to-date CV or Faculty Credential Form if necessary. The instructor is then to submit the application to his/her department chair for approval.

4. The department chair is to review the application and supporting documents. If, in the chair’s opinion, the course requirements as detailed in the course syllabus and addendum meet the standards for an honors contract course (For these see the LMU website at http://www.lmunet.edu/honors/coursesinformation.shtml), and the chair believes that the instructor is qualified to teach an honors contract course, then the chair should sign the application and forward it to the Dean of the School.

5. The Dean of the School is to review the application and supporting documents. If the Dean concurs with the judgment of the department chair, then the Dean should sign the application and forward it to Dr. Steve Cowan, Interim Director of the Honors Scholars Program, 305 Avery Hall (Email: steven.cowan@lmunet.edu). IF POSSIBLE, NO LATER THAN THE CLOSE OF THE SEMESTER BEFORE THE COURSE IS TO BE OFFERED.

6. Under NO circumstances will the Honors Council accept applications for honors contract courses after the Registrar’s last day for adding a course during the semester the course is offered.