

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 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 THE LAST DAY TO ADD COURSES PER THE REGISTRAR.**
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, BY THE END OF THE THIRD WEEK OF CLASSES.**
6. Under **NO** circumstances will the Honors Council accept applications for honors contract courses after the Registrar's last day for dropping a course without "WD."