

# HONORS CONTRACT COURSE APPLICATION

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## 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: \_\_\_\_\_

In 3-5 *specific* sentences, briefly explain why you want to take this course as an honors contract course and what you seek to learn:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name/Title: \_\_\_\_\_ Department: \_\_\_\_\_

School \_\_\_\_\_ Email: \_\_\_\_\_

Please copy and paste the Honors Addendum section from the syllabus to this space. This section of the syllabus describes the honors-level work (the Contract terms) assigned for this student to complete:

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## PART THREE: ADMINISTRATIVE APPROVALS

Dept. Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Honors Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## Course Contract INSTRUCTIONS

### For the Student and Instructor:

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, *with Part One already completed*.
2. The **Student and Instructor** should agree on the Contract terms **no later than Week 2 of the semester**.
3. The **Instructor** of the course should
  - a. complete Part Two of this application
  - b. attach a copy of the course syllabus with the **Honors Addendum** section completed
  - c. copy and paste the Honors Addendum verbiage to Part Two, above, and
  - d. return the signed contract and syllabus to the student via email.
4. The **Student** should upload the contract and syllabus into the designated dropbox in the **HSP** (not HSA) Blackboard Organization **by Friday in Week 2 of classes**. Late applications will not be accepted.

### For Administrators and Honors Council:

5. The documents will be retrieved by Erin Johnston, **Administrative Assistant for Honors**, and routed to the appropriate chairs for review and approval.
6. The **Department Chair** should
  - a. review the application and syllabus
  - b. sign the application, if, in the Chair's opinion, the course requirements in the syllabus and honors addendum meet the standards for an honors contract course (For these see the LMU website at <https://www.lmunet.edu/honors-program/honors-courses-information.php> ), and the Chair believes that the instructor is qualified to teach an honors contract course. This electronic document will automatically proceed to the Dean of the school for approval.
7. The **Dean of the School** should
  - a. review the application and supporting documents
  - b. sign the application, if the Dean concurs with the judgment of the department chair. The signed forms will be sent automatically to the Administrative Assistant, Erin Johnston. The HSP Director will submit all contracts to the Honors Council for final approval.
8. The **Honors Council** will notify the appropriate parties if any revisions are needed. Dr. Weems will announce the final approval to students in a regular Honors meeting.