To receive honors credit for a Designated Honors Course, students may request to write a contract with faculty under the following conditions:

- The course is one of the Designated Honors Courses – see LIST B below.
- The faculty has written a Designated Honors Course Contract for the course prior or has substantial experience teaching the course/subject matter.

A Designated Honors Course contract allows honors students to receive honors credit for a maximum of 6 units for Designated Honors Course (without an H). This set of courses are recommended by the faculty and approved by the Honors Advisory. The contracts are intended for use by students seeking to complete the requirements for Honors Scholar designation and UCLA TAP Certification. The student and the instructor in whose class the student is enrolled complete Designated Honors Course Contract which details honors work that must be completed in order for the course to earn honors credit. Students should expect to receive additional guidance from the instructor. The Designated Honors Course Contract is a voluntary program for both the student and the faculty member, but once the commitment is made, it is expected that both parties will complete it by the end of the semester in which it is begun.

**Examples of what the Designated Honors Course Contract might entail:**

1. A written product, appropriate to the discipline, with multiple revisions guided by the instructor of the course. It could substitute for one of the regular course assignments and should reflect a higher level of understanding of the material and extra effort on the part of the student. The final draft should be of outstanding quality.

   or

2. Additional readings of a different type and/or higher technical level from that required for the course. The student should demonstrate an understanding of these readings through a class presentation, an oral examination by the instructor, or a formal paper.

   or

3. Individual research appropriate to the discipline. This may involve more laboratory and/or library work than that required of other students in the course. At the end of the semester the research findings should be presented as a paper of superior quality or as a presentation to the class or at a recognized conference.

   or

4. For courses in the creative or performing arts, class presentations and/or prepared portfolios may be presented, and should be judged by appropriate professional standards.

   or

5. Any mutually acceptable project which examines the course material in broader and deeper perspectives than is expected of other students.

**Designated Honors Course Contract General Guidelines:**

1. Honors work implies a deeper understanding of the material. A student must therefore receive at least a grade of “C” in the regular course work to earn satisfactory completion of the contracted work. However, honors credit should not be awarded simply for superior performance on the regular course assignments.
2. To add the Honors component to the course, the student may be asked to complete additional work, but the student is not receiving additional credit hours for this work. Therefore, qualitative differences, such as alternate testing, substituting experiential learning assignments for incremental testing assignments, doing independent research on an appropriate topic, are preferable to a quantitative requirement, such as writing an additional paper.

3. The contract is between the honors student and the instructor and should be completed by them. A copy of the contract should be given to the Honors Program no later than the end of the fourth week of the semester. (Fall, 2020 and Spring 2021 COVID exception – submit signed form via email to honors@cabrillo.edu by the end of the 6th week of the semester).

**Administrative Procedures:**

1. After the Designated Honors Course Contract form has been completed (with details as to the assignments the student will complete), signed, and returned to the Honors Program, both the instructor and student will receive a copy.

2. At the end of the semester, the instructor will complete and return the Completion Form to the Honors Program.

3. The course grade should not be affected in any way by the successful or unsuccessful completion of the contract.

4. Copies of the Designated Honors Course Contract forms will be kept in the Honors Program office and used as appropriate when the student is eligible for Honors Program completion, UCLA TAP Certification, and for compilation of the units for Honors Scholar Designation.

5. If an “incomplete” is given in a course for which a Designated Honors Course Contract has been written, the “project or paper” must be completed by the end of the subsequent semester AT THE LATEST for the honors credit to be awarded.

See “Designated Honors Courses – List B”. 

9-1-20