CABRILLO COLLEGE HONORS TRANSFER PROGRAM

SUPPLEMENTAL AGREEMENT GUIDELINES

Supplemental Agreements (formerly Honors Study Contracts) may be requested from faculty under the following conditions:

- The course does have an Honors Version in the college catalog– see LIST A.

- The faculty has taught an Honors Version of the course, or written a Supplemental Agreement with student(s) prior. If an agreement is proposed with a faculty who has never taught an Honors Version, approval will be considered on a case-by-case basis by the Honors Director and Honors Lead Faculty.

Supplemental Agreements differ from Designated Honors Course Contracts, which are only for Designated Honors courses that are not taught as honors versions.

For the Supplemental Agreement, the student and the instructor in whose class the student is enrolled complete a Supplemental Agreement which details honors work that must be completed in order for the course to earn credit. Students should expect to receive additional guidance from the instructor. The Supplemental Agreement 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 Supplemental Agreement 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.
**Supplemental Agreement 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 agreed-upon 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 Supplemental Agreement is between the honors student and the instructor and should be completed by them. A copy of the Supplemental Agreement should be given to the Honors Program no later than the end of the fourth week of the semester. (COVID exception: Fall, 2020 and Spring 2021, submit form via email to honors@cabrillo.edu by the end of the 6th week of the semester).

**Administrative Procedures:**

The student's transcript will show credit only for regular coursework unless the Supplemental Agreement has been successfully completed. The steps for completing the Supplemental Agreement are as follows:

A copy of the Supplemental Agreement should be given to the Honors Program no later than the end of the fourth week of the semester (see above for COVID-related exception – end of the 6th week).

1. After the Supplemental Agreement form has been completed (to include details as to the assignments and work the student will complete), signed, and returned to the Honors Program, both the instructor and student will receive a copy of the agreement.

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 agreement

4. Copies of the Supplemental Agreement 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 Supplemental Agreement has been written, the “project or paper” must be completed by the end of the subsequent semester for the honors credit to be awarded.

Note: there is no enforced limit on the number of LIST A course a student may pursue with a Supplemental Agreement; however, cohort building is a primary goal of the Honors Transfer Program, and students are/will be encouraged to enroll in our semester offerings of Honors courses whenever possible.

See “Courses Available for Supplemental Agreements – List A”