

MONMOUTH UNIVERSITY

HONORS SCHOOL

West Long Branch, New Jersey

HONORS CREDIT BY CONTRACT

(Note to the professor and student: If you need assistance in developing an Honors by Contract, please contact the Honors School at 732-263-5308)

SECTION A (To be completed by student by the second week of the semester)

STUDENT INFORMATION: Please print

Name: _____ ID# _____ Major _____

Phone Number: _____ Ant. Date of Graduation _____

STUDENT SIGNATURE _____

Course Information: Please print

Fall Spring Year _____ Summer: A B C D E

COURSE CODE/NUMBER _____ SECTION _____ NO. OF CREDITS _____

COURSE NAME _____

NAME OF PROFESSOR _____

SECTION B (To be completed by the professor and returned to the Honors School by the second week of the semester)

BASIS FOR HONORS CREDIT: Check appropriate reason and provide brief rationale if necessary. (See Faculty Guidelines on back of form.):

- Paper at superior depth
- Special creative work (lab, computer, art, music, etc.)
- Sophisticated oral presentation
- Research assistance
- Academic initiative that enhances course (please provide rationale below)
- Other (please provide brief rationale. Please print) _____

Approvals:

Professor: _____ Date: _____

Honors Dean: _____ Date: _____

SECTION C:

VERIFICATION (To be completed by the professor at the end of the semester. Approved form will be returned to the professor at the end of the semester for verification. Please return signed form to the Honors School.)

Criteria for Honors credit completed: _____ YES _____ NO

Comments (if any): _____

TO BE SIGNED BY PROFESSOR AT THE END OF THE SEMESTER (original form will be returned to you)

Professor's Signature : _____ Date: _____

MONMOUTH UNIVERSITY
WEST LONG BRANCH, NEW JERSEY
M E M O R A N D U M

To: Professors Giving Honors Credit for Course Work:
From: William P. Mitchell
Re: Guidelines for Honors by Contract (“H” Designation)
Date: Revised September 30, 2009

If an Honors student requests an “Honors by Contract” in your regular non-honors course, thereby securing an “H” designation for the class, please follow these guidelines.

Honors students should distinguish themselves by standing out clearly in a regular class with a greater level of depth and vision, of intellectual sophistication, of the ability to see connections and being able to convey those qualities in both written and oral modes of discourse.

By collaborating with the student, you may come to any mutually agreeable arrangement as to what would warrant the distinction of the “H” designation for the course on the transcript.

Instead of adding a large quantity of extra assignments, the student should be expected to “shine” in the course and perform at a level head and shoulders above the rest. The following examples may help:

- 1) produce a paper done at superior level of depth and vision; or
- 2) provide a non-paper project like a lab experiment or computer program or composition of music or other work of art; or
- 3) give a sophisticated oral presentation; or
- 4) provide research assistance with a current project of yours which would give the student expertise in scholarly research methodologies as well as exposure to the most recent materials in a field of scholarship; or
- 5) demonstrate academic initiative and leadership that enhances the course in a way that can be evaluated and assessed.

These are only examples. We are open to any creative method of distinguished student performance. If you need assistance in developing an Honors by Contract, please contact the Honors School office at 732-263-5308.

At the end of the semester, we will return the Contract to you for verification and signature. If the contract has been met, then signing off is the last step in the process. Once you return the signed form, we will have the student’s transcript designated “Honors” for that course.

Thank you very much for supporting our Honors students.