

## **HONORS CONTRACT (HON 4000) REGULATIONS & PROCEDURES**

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**Purpose:** On a limited basis, members of the Clemson University Honors College may earn honors credit for an undergraduate course by means of an Honors contract. Honors contracts can only be offered in association with a non-Honors course in which the student is concurrently enrolled. The purpose of such contracts is to enable students to experience the educational enrichment that typifies Honors courses, and to explore topics in greater depth than is normally possible in regular undergraduate courses.

**Educational Objectives:** Honors contracts are the product of mutual agreement between the student and the instructor, and entail a commitment by both parties to a learning experience above and beyond normal course requirements. It is expected that such an experience will involve close and regular interaction between the student and the instructor. Work required should be the equivalent of at least one semester hour of academic credit. However, the terms of the contract should emphasize quality of experience over quantity of work.

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### **General Regulations**

1. The Honors Contract option via enrollment in HON 4000 (0 credit hours) is available only to members of the Clemson University Honors College.
2. Contracts are generally limited to 3000- and 4000-level undergraduate courses. On a limited basis under special circumstances contracts can be written for a 1000 and 2000-level course.
3. Except under exceptional circumstances, an Honors student may contract a maximum of two courses during his or her undergraduate career.
4. To receive honors credit for a contracted course, the student must earn a grade of “B” or better for the associated undergraduate course and a grade of “P” (Pass) for HON 4000.
5. Students who withdraw from or receive a grade of “NP” (No Pass) for HON 4000 are not permitted to take subsequent courses on a contract basis.
6. The Honors Contract option may be used to satisfy General Honors requirements, but not Departmental Honors requirements.
7. Except under exceptional circumstances, students are not permitted to contract a course that has a current Honors section available in a given semester.
8. Students are not permitted to contract a course at another university.

### **Procedures**

1. Students should contact the professor(s) of the courses they are interested in contracting with and ask if the professor is willing to provide a contract experience. Some professors may ask students to meet with them to create a contract proposal together while others may provide students a template to use for the Honors Contract Proposal.

2. Following the student-instructor meeting, the student must submit the electronic Honors Contract Approval Form and designate the instructor of the course within the form.
3. The Honors Contract Student Proposal must be completed and submitted to the professor no later than the last day of the semester prior to the academic term in which the contract is to be undertaken. For example, a contract proposal for a spring semester course must be completed by the last day of classes for the fall semester.
4. Once the Contract Proposal is submitted by the student, the instructor will receive the Contract Proposal via an email link to review the content.
5. The instructor will then submit the Faculty Approval Form via the link they will receive after the student submits the Contract Proposal.
6. It is the student's responsibility to ensure that their faculty submits the Honors Contract Faculty Review by the deadlines listed on the Honors College website. The student will receive a confirmation email once the faculty submits the Contract Review.
7. Once the faculty reviews, edits and submits the Honors Contract Faculty Review form, the FINAL terms of the Honors Contract will be sent electronically to the Honors College staff for review.
8. An Honors staff member will review the contract. If approved, the staff member will create a specific HON 4000 section that the student will enroll in before the last day to add a course for the semester in question. Students and faculty will be sent the final terms of the contract via email.
9. The student must add the section of HON 4000 they are assigned in iROAR to their schedule BEFORE the last day to add. By adding the course the student is agreeing to the terms of the final contract approved by professor and honors designee.
10. If a student's honors contract is intended to fulfill the one honors course per semester requirement, failure to add the course before the last day to add could result in removal from the Clemson University Honors College.
11. At the end of the contract period (semester or summer term), the instructor shall submit the grade of P (pass) or NP (no-pass) in the iROAR system for the HON 4000 section assigned to the contract.
12. If the student makes an A or B in the contracted course and a P in the HON 4000 contract, the number of hours of the contracted course will count towards the students' General Honors requirements.