C

S

Oklahoma State University

THE HONORS COLLEGE

REQUEST FOR HONORS CREDIT BY CONTRACT

The student must submit this request with Parts I, II, and III completed by the end of the third week of the semester (or second week of the summer session) to The Honors College Office (101 Old Central). To earn honors credit in the course, the student must: (1) satisfactorily complete the honors contract by the time the professor submits the grade for the course and (2) earn a grade of "A" or "B" in the course. Except in the case of Academic Integrity Policy violations, the honors contract does NOT affect the student's final course grade. NOTE: An "incomplete" honors contract is permitted ONLY in those instances in which the student receives a grade of "I" at the time the course grade is submitted. The honors contract then must be completed at or before the time the professor changes the "I" grade by submitting a change-of-grade form to the Registrar.

STUDENT: SUBMIT FORM TO THE HONORS COLLEGE OFFICE, 101 OLD CENTRAL.

PART I - STUDENT INFORMATION

Student's Name _____ OSU C.W.I.D _____
First M.I. Last

College _____ Major _____ Student's E-Mail Address _____

Student's Local Address _____ Telephone _____

Permanent Address _____
Street City State ZIP Code

PART II - FACULTY, COURSE, AND CONTRACT INFORMATION

***** IS the instructor a tenured or tenure-track faculty member? Circle: YES NO**
If "NO," but the instructor holds a terminal degree, the contract may be permitted with Department Head signture.

Faculty Name _____ _____ Faculty Department _____
First Last

Faculty Address _____ Telephone _____ E-Mail: _____

Course Prefix _____ Course Number _____ Section Number _____ Credit Hours _____ Semester _____ Year _____

The added academic dimension to justify honors credit for this course will be:

_____

_____

Deadline for Contract Completion: _____

_____ _____ _____
Student's Signature Professor's Signature Date

SAMPLE

PART III - PROFESSOR'S COLLEGE APPROVAL & UNIVERSITY FILING RECORD

The terms stated above are approved for awarding honors credit through this College. _____ _____
Honors Director of Professor's College Date

Date contract was filed in The Honors College Office _____

CERTIFICATION OF FINAL STATUS OF HONORS CONTRACT

Certification of final status of the honors contract will be completed by faculty member when course grades are submitted electronically.

File all three copies with The Honors College Office. Copies will be returned to professor and student after filing. Distribution of filed copies: White — Honors Office Canary — Professor Pink — Student

Revised Summer 2009