

Cabrillo College

HONORS CONTRACT GUIDELINES

An Honors Contract offers honors students a method to earn honors credit in courses that are not designated as honors (without an “H” in the schedule of classes). It is intended for use by students who are unable to enroll in Honors courses due to scheduling or other conflicts. We encourage students to prioritize taking honors courses and to request contracts only if there is no other way to achieve honors scholar status.

A student may request an honors contract from faculty under the following conditions:

1. The course is either on List A (it has an Honors version in the college catalog) or the course is on List B, rigorous classes that the honors advisory has determined to be eligible for honors contracts. **Please note: Only 6 of the 15 required honors units may be from List B.** The most up-to-date lists of eligible courses can be found on the HTP Website.
2. The instructor has taught an Honors version of the course. If a contract is proposed with an instructor who has never taught an Honors version, the Honors Lead Faculty will consider approval on a case-by-case basis. **Note: Contracts are agreed to at the instructor’s discretion. Workload and other issues may make it impossible for an instructor to agree to a contract.**

With an honors contract, the student and the instructor agree to the specific academic work that must be completed in order to earn honors credit. (See examples below).

The student will be responsible for submitting an online form that includes a summary of the required, agreed-upon academic work by the end of the 4th week of the semester. The lead honors faculty will review this form, determine if the work is appropriate for the contract, and either approve the contract or suggest revisions. Students will be required to make the needed revisions in order for the contract to be valid. Students should expect to receive additional guidance from the instructor throughout the semester as they work on the contract. The Honors Contract is voluntary for both the student and the instructor, but once the commitment is made, both parties are expected to complete it by the end of the semester in which it is begun. If a student cannot complete the honors contract, it will not impact the final grade in the course. In this case, the student will simply not receive honors credit.

General Guidelines

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.

Honors Contract Courses can be established for regular University-of-California-transferable academic courses that meet the requirements for general education or the requirements within the student's area of concentration.

Examples of Honors Contract Content:

- 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.
- 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.
- 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.
- 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.
- Any mutually acceptable project that examines the course material in broader and deeper perspectives than expected of other students.

Administrative Procedures

The student's transcript will show credit only for regular coursework unless the honors contract has been fulfilled. The steps for completing the Honors Contract are as follows:

1. The student should complete the online contract form no later than the end of the 4th week of the semester.
2. After the Honors Contract form is approved, the student and instructor will be notified.
3. At the end of the semester, the instructor will indicate whether the contract has been completed.
4. The student's transcripts will be updated.
 - List A courses will have an H designation added.
 - List B courses will have a code 15 added, which indicates that honors credit has been earned.