

Delaware State University Honors Program

Honors Course Option Guidelines

(Adopted from the University of Maryland College Park Honors College)

RATIONALE: The Honors Course Option (HCO) has been established in order to offer upper level Honors students greater flexibility in fulfilling the Honors course requirements. The HCO is designed to provide flexibility to students in fulfilling their honors course requirements and to create opportunities to have the honors course experience within their major or discipline. Additionally, HCO will provide the means for transfer students to meet program credit requirements as they may have completed the general education requirement prior to matriculation at Delaware State University.

DESCRIPTION: Students can earn a maximum of **6 Honors credits** in upper division, non-Honors courses by contracting with professors to pursue study which can be shown to be **qualitatively** beyond the normal requirements of the course. Students may contract to do additional work or work which replaces the normal course requirements. In either case, it should be clear that the plan of study **enriches** the student's academic experience.

To participate in Honors contracting, an Honors student must submit a completed HCO Contract form provided by the Honors Program. The contract **will** describe (1) the Honors course requirements to be completed by the **student**, (2) will specify how these requirements are qualitatively beyond the normal requirements of the course, (3) indicate how successful completion will be determined, and (4) include course syllabus. The contract should be submitted for approval to the Honors Program by the **end of the second week of class**. The student will be notified within one week of receipt of the contract whether it has been approved or denied. In addition to regular class attendance, students and professors are expected to meet at least twice before the end of the semester on specified dates to discuss the Honors component of the course and to assure that the provisions of the Honors Option Contract are being fulfilled.

ELIGIBILITY & LIMITATIONS:

1. Students must be admitted to the Honors Program.
2. **Transfer students** may contract a **maximum of three upper-level courses** (9 credit hours) during their undergraduate career. Student regularly admitted into the honors program may take contract up to **six upper level courses (6 credit hours)** during their undergraduate career at DSU.
3. Students may contract **only one course** per semester however, transfer students may request an exception.
4. If a proposal is denied approval, the student may resubmit a revised proposal addressing the issues specified in the "Reasons for denial" section of the Notification Form. The entire process of reconsideration must be completed by **the fourth week of the semester (SEPT 16TH)**. **There are no exceptions.**

PROFESSOR'S RESPONSIBILITY:

1. Develop and approve an appropriate plan of Honors study with the student and specify the regular meeting dates.
2. Assign a grade to the student in the normal manner, keeping in mind the terms of the Honors Contract.
3. At the end of the semester the sponsoring faculty member will receive the Honors Option Final Report Form. As soon as possible, the faculty member should return the form indicating whether the work submitted meets the conditions of the Honors Contract and therefore should or should not receive Honors credit. Based on this information, the Honors Program will notify the Office of Records and Registration to apply the notation "Honors credit" to the transcript.

HONORS COURSE OPTION CONTRACT PROPOSAL

Please read the attached Honors Option Guidelines before completing this form.

Procedures for the applicant:

1. Meet with the designated professor to discuss the plan of study.
2. Prepare the plan of study proposal in accordance with the Honors Option Guidelines.
3. Obtain the approval of the sponsoring professor.
4. Obtain the approval of the Honors Program Director. (**NOTE: Others may NOT sign for the Director.**)
5. Fill out the Honors Course Option Contract proposal and **attach a course syllabus.**
6. Submit the completed Honors Course Option Contract to the Honors Program, Attn: Mrs. Shonda Poe

Check list for the applicant. Have you:

1. Neatly typed your proposal
2. Thoroughly explained how your proposed work will qualitatively extend your studies above and beyond what is required in the regular course, enriching your academic and intellectual experience
3. Attached the course syllabus
4. Included meeting dates with your professor
5. Submitted to the Honors Program by the end of the second week of classes

Student's name _____ D # _____

Local address _____ phone _____

E-mail address _____ GPA (must have 3.0) _____

Departmental of HCO Course: _____

How many H-Options contracts have you completed & received honors credit? _____

Course Number & Section of HC-Option Proposal: _____

Course Title: _____

Semester _____ Year _____ Credits _____

Professor's name, email, and department: _____

Description of the Plan of Study

Read Carefully. Attach a description of the plan of study keeping in mind to address the following: Include information on the topic or problem to be examined, your leading research questions, the nature of reading assignments and the number and nature of reports or projects. Share how this smaller study informs your larger departmental honors thesis/non-thesis project. Describe how the H-Option work is **qualitatively** beyond the normal requirements of the course and how this proposed independent study will enhance your academic experience and understanding of the course material—what are the deeper intellectual connections are you hoping to make?

Indicate how successful completion of the Honors Option will be determined. **Please also attach a copy of the course syllabus.**

Specify at least two meeting dates for student-faculty consultation:

HONORS COURSE OPTION CONTRACT PROPOSAL

Approval Sign-Off

Course Number & section _____

1. Signature of Student _____

2. Print name and email of sponsoring faculty member _____

Signature of sponsoring faculty member _____

3. Signature of Honors Program Director _____

Date Approved _____

Honors Course Option Contract Final Report

(for sponsoring faculty member to complete)

Please complete this form and return at the end of the semester (or **no later than the final grade submission deadline**) to:

Mrs. Terry Pauls- Smith
Honors Program
tpsmith@desu.edu

Student Name: _____ **ID#** _____

Sponsoring Faculty member: _____

A. Indicate the course to which Honors credit may apply: _____

B. Indicate final course grade (submitted in the normal manner to Records & Registration) _____

C. Please indicate how the conditions of the Honors Contract were or were not met.

D. Do you recommend that an Honors notation be posted for this course to the student transcript?

YES _____ NO _____

E. Professor's signature _____ Date _____

