

**PLEASE READ THE OTHER SIDE FIRST. FOLLOW INSTRUCTIONS CAREFULLY.
PLEASE FILL FORM OUT COMPLETELY**



Cleveland State University
engaged learning™

Honors Program
2121 Euclid Avenue, MC412
Cleveland, OH

MONTE AHUJA COLLEGE OF BUSINESS ADMINISTRATION
HONORS CONTRACT COURSE PETITION

Student Name _____ (Signature): _____ CSU ID _____

Course No. /Title: _____ Section No. _____ Credits: _____

Semester/Year: _____ **Is this a Blackboard course? yes _____ no _____**

Instructor Name _____ (Signature): _____

Faculty Advisor Name _____ (Signature): _____

Department Chair _____ (Signature): _____

Honors Director _____ (Signature): _____

How does the contract modify the non-honors version of the course? What additional and/or different work will the student perform? (please be as specific as possible).

How will the outcomes deepen or extend the student's learning beyond what would be achieved in the non-honors version of the course (please be as specific as possible?)

How will assessment of the honors student differ from assessment of typical students? What portion of the course grade will be accounted for by the honors component of the course? (Normally instructors weight the Honors component at least 15%)

Honors Contract Courses

Although honors education means much more than simply completing additional or more difficult work, the experienced honors teacher and the exceptionally motivated student may contractually agree to supplement an existing catalogue course in creative ways that allow the student to count the course as honors. Honors Contract Courses permit both students and faculty to pursue the creativity, uniqueness, independence, and academically enhanced standards of honors in a special setting.

An Honors Contract Course is used to allow an honors student to receive honors credit for a non-honors course. It generally involves replacing a learning activity in the non-honors course with one that represents the challenge of the Honors Program but can also involve additional work of an independent nature.

The Honors Contract Course contract is written collaboratively by the student and the faculty member. It should provide answers to the questions posed on the front of this form. Both the student and faculty member must sign the form before submitting it for departmental and program approval.

For more information about contract course development, please visit
<http://www.csuohio.edu/honors/InstructorResources/index.html>

GUIDELINES:

- Students are limited to *one* Honors Contract Course selection of no more than four credit hours out of the four honors courses needed to complete the requirements for the lower division honors program. Requests to substitute a contract course for lower-division honors course will be approved only under unusual circumstances.
- The number of Honors Contract Courses that may be included as part of the upper division honors program is determined on a department by department basis.
- Students may only contract in 300 or 400-level courses.
- Students must initiate the petition in writing by consulting with the advisor and faculty member, proposing a course of study, identifying appropriate outcomes or experiences, and specifying criteria for evaluation. A form is provided to help students and instructors formalize the Honors Contract Course.
- **The petition for an Honors Contract Course should be submitted at the time of pre-registration, with the final proposal due prior to the end of the semester before the term in which the Honors Contract Course will be taken.**
- **LATE FORMS WILL NOT BE ACCEPTED.**
- The Honors Contract Course must be approved by appropriate departmental personnel as indicated on the contract and by the director of honors.
- Upon completion of the student's Honors Contract Course, the faculty member will notify the director in writing that the student has successfully met the particular challenges of honors in the course and that the student's record may reflect honors credit for the course.

Please contact the Honors Program Office at 216-687-5559 for more details.

