

## AMARILLO COLLEGE HONORS PROGRAM

### GUIDELINES FOR HONORS CREDIT BY CONTRACT

1. Faculty members may offer an Honors component in a course that is not designated as exclusively Honors so qualifying students can earn Honors credit via a contract with the instructor, student and Honors coordinator.
2. Students with a GPA of 3.0, or better, who are interested in contracting for Honors credit in a course should contract the instructor by the end of the first week of the semester.
3. The faculty member and student will devise a project that is Honors in scope and will enrich the student's course work, keeping in mind that the course should not be harder but "different." **The proposal will detail specific components of the project. A time-line will be established and agreed on by the faculty member and the student.**
4. The proposed contract must be submitted to the Honors Program Coordinator by Tuesday of the second week of the semester. The Honors Program Coordinator will review the proposed Honors Contract and grant or deny acceptance of the proposal. The faculty member will be notified by Friday of the second week of the semester. No contracts will be approved after the third full week of the semester.
5. The course instructor, the Honors Program Coordinator and the student will sign the contract. Copies of the contract will be given to all three parties.
6. The professor conducting the project will guide the development of the project, as needed, assuring correctness and relevance.
7. At the completion of the course, the instructor will fill out the Honors Program Course Contract Completion Certification Form and return it to the Honors Program Coordinator no later than noon the Monday of finals week.
8. The Honors Program Coordinator will request the Registrar make a notation on the student's transcript, indicating the course should receive Honors designation (H).

## AMARILLO COLLEGE

### HONORS PROGRAM COURSE CONTRACT PROPOSAL

This contract is to be completed by the student and instructor for the purpose of meeting the criteria set for an honors course. The student must meet the criteria explained in the contract in order to qualify as an honor's student. Submit this form to the Honors Coordinator by Tuesday of the second week of the semester.

Student's Name: \_\_\_\_\_  
Last First

AC ID number: \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number (for emergencies) \_\_\_\_\_

Name of the Course for Honors Credit: \_\_\_\_\_

Course Number and Section: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Description of work to be done to earn Honors Credit:

Write a short summary of the components of the project, a timeline, and a statement of how this project is DIFFERENT than is required from other students in the class

Date by which the work will begin: \_\_\_\_\_

Date by which the work must be completed: \_\_\_\_\_

Student's Signature: \_\_\_\_\_  
Date

Instructor's Signature: \_\_\_\_\_  
Date

Honors Program Coordinator Signature: \_\_\_\_\_  
Date

Certified by Instructor

Certified by Honors Program Coordinator

Copy 1: Student      Copy 2: Instructor      Copy 3: Honors Coordinator

## **AMARILLO COLLEGE**

### **HONORS PROGRAM COURSE CONTRACT COMPLETION CERTIFICATION**

Complete this form at the conclusion of the Honors work. Please submit by noon, Monday of finals week.

**Student's Name:** \_\_\_\_\_  
Last First

**AC ID number:** \_\_\_\_\_

**Name of the Course for Honors Credit:** \_\_\_\_\_

**Course Number and Section:** \_\_\_\_\_

**Description of Honors work completed:**

**Date work was completed:** \_\_\_\_\_

\_\_\_\_\_  
**Certified by Instructor**

\_\_\_\_\_  
**Certified by Honors Program Coordinator**

Copy 1: Student

Copy 2: Instructor

Copy 3: Honors Coordinator