



# HONORS OPTION GUIDELINES

**RATIONALE:** The Honors Option has been established in order to offer upper level Honors students greater flexibility in fulfilling the Honors course requirements of departmental and college Honors programs. The Honors Option is designed for those units which find it particularly difficult to offer separate upper division Honors courses. It is not intended to replace the offering of separate upper level Honors courses, whenever adequate resources are available.

**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 Honors Option Contract form provided by the Honors College. 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, (4) and include course syllabus. The contract should be submitted for approval to the Honors College by the **end of the third week of class**. The student will be notified within one week of receipt of the contract whether or not 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 a departmental or college Honors Program.
2. Students may contract a **maximum of two upper level courses** (6 credit hours) during their undergraduate career.
3. Students may contract **only one course** per semester.
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 third week of the semester. There are no exceptions.**
5. For students working toward their Honors citation, credit for Honors Option courses will count towards an H-version, not seminar.

## **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 or not 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 College will notify the Office of Records and Registration whether or not to apply the notation "Honors credit" to the transcript.

# HONORS 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 your Departmental/College Honors Director. (**NOTE: Others may NOT sign for the Director.**)
5. Fill out the Honors Option Contract proposal and **attach a course syllabus.**
6. Submit the completed Honors Option Contract to the Honors College, Anne Arundel Hall attn: **Dr. Traci Dula, Associate Director**

## 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 College (Anne Arundel Hall) by the end of the third week of classes

Student's name \_\_\_\_\_ UID # \_\_\_\_\_

Local address \_\_\_\_\_ phone \_\_\_\_\_

E-mail address \_\_\_\_\_ GPA (must have 3.0) \_\_\_\_\_

In/completed an HC LLP?  Yes  No; If so, LLP? \_\_\_\_\_

Enrolled in Departmental/College program?  Yes  No;

Departmental Honors Program: \_\_\_\_\_

Departmental Director's Name and Email: \_\_\_\_\_

How many H-Options contracts have you completed & received honors credit (two is the limit)? \_\_\_\_\_

Course Number & Section of H-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:

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# HONORS OPTION CONTRACT PROPOSAL

## Approval Sign-Off (of departmental director)

Course Number & section \_\_\_\_\_

1. Signature of Student \_\_\_\_\_

2. Print name and email of sponsoring faculty member \_\_\_\_\_

Signature of sponsoring faculty member \_\_\_\_\_

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### To be completed by the Departmental Honors Director

Is this student enrolled in/ has applied to your departmental honors program? \_\_\_\_\_ Yes \_\_\_\_\_ No

Departmental program: \_\_\_\_\_

Director's Name and email \_\_\_\_\_

Signature \_\_\_\_\_

(Your approval that student is enrolled in your program and eligible to contract an H-Option course)

## Honors 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:

Dr. Traci Dula  
Associate Director  
Honors College  
Anne Arundel Hall  
tdula@umd.edu

**Student Name:** \_\_\_\_\_ **UID#** \_\_\_\_\_

**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 \_\_\_\_\_