HONORS CREDIT INFORMATION

Who is eligible for the Honors Program?

- Any COM faculty member can be a mentor in the Honors Program.
- The Honors Program is open to all students.

How does the Honors Program work?

Students participate in the Honors Program by completing an Honors Contract. This form may be requested by contacting the Honors Committee Co-Chairs, Professor Stacey Burleson at ext. 8317 (sburleson@com.edu) or Professor Dalel Serda at ext. 8497 (dserda@com.edu). An Honors Contract requires completion of the following criteria:

- The student must obtain permission and approval from the professor in which course the student is **currently** enrolled.
- The contract must receive approval from the Honors Committee.
- If the contract involves human subjects (and/or biospecimens) and the project is going to be presented or published outside of class including the COM Academic & Creative Symposium or any other academic conference or showcase, contact COM's Institutional Review Board at ir@com.edu **before** beginning primary research.
- The Honors Contract must include the completion of a research paper, special project, performance, creative project, or other work in addition to the usual requirements of the course.
- The Honors Contract must include a presentation of the results by the student at a public forum (excluding the course for which this contract is completed).
- The Honors Contract must include at least 15 additional hours of work outside the normal expectation of the course.
- The student must earn at minimum a B in the contracted course of record.
- The student must develop a meeting schedule with the professor.
- The student and professor must sign the Honors Contract.
  - ✓ A completed typed copy of this form must be submitted to the Honors Committee co-chair(s). The co-chairs will review the contract initially and communicate with the professor and/or student if they feel changes need to be made. Once the co-chairs approve the Honors Contract, they will forward it to the Honors Committee for their review. Upon the Honors Committee's approval, the co-chairs will communicate the contract's state of approval to the professor and student.
  - ✓ Co-chair(s) may contact the faculty to learn the status of the project.
  - ✓ A final report must be submitted to the co-chairs prior to the contract deadline. The final report must include the professor's explanation or rationale for why the Honors Contract project merits the Honors Committee's approval.

Faculty members must supervise and guide their Honors Contract students through each of the steps outlined above and in their signed contract. To receive credit for the Honors Contract, students must complete a contract either (a) within the semester when the contract was accepted, or (b) by the end of the following semester.

What are the benefits of participating in the Honors Program?

Students will have the opportunity to work closely with a faculty member, and students who successfully complete a contract will receive the Honors designation on their transcript for the course in which their contract was completed.

What is the next step in this process?

Faculty may announce this program in class and encourage any interested students to discuss the opportunity to earn honors credit for the course. The faculty member will collaborate with the student to determine a project that warrants earning honors credit. Once the project is determined, students must do the following:

- Complete the attached Honors Contract (pages 2-4 of this document), by answering questions *thoroughly*. Please type your answers.
- Sign and date the Honors Contract and have the faculty sign and date it.
- Print this entire document (Print front/back, if possible, to reduce paper consumption).
- Submit the application to the Honors Committee co-chairs by Friday at 5 p.m. by at least two weeks prior to the end of the course. The co-chairs will then forward the completed contract for final consideration by the committee.

Additional Expectations:

- Students may only be working on a maximum of two Honors commitments at once.

College of the Mainland

HONORS CREDIT CONTRACT PROJECT DESCRIPTION
(Student must fill out this form)

Please explain how this Honors project extends the normal work required in the course. Provide a breakdown and explanation of the hours this project will require in addition to what is normal for the course; ensure the minimum fifteen hours is met.

Please provide an explanation of the anticipated meeting schedule between the professor and student.

Please provide a summary of the study, including the (a) purpose, (b) timeline, (c) description of what the final product or artifact will be, and (d) the project's impact/application. Be as explanatory and as thorough as you can.

Please explain how you are planning to present the results of this project. We prefer for you to present at the spring COM Academic & Creative Symposium. We also suggest you present at the fall Houston GCIC Academic Conference. If you are not planning to present at either, please offer a justification for how your selected presentation space is equally valuable.

HONORS CREDIT CONTRACT

Student Name	Semester	Course Name & Number	Professor Name

The following is a contract for Honors Credit in the course listed above. The student agrees to complete the contract requirements listed below for the project described in the attached document prior to the deadline. The student understands and agrees to the following:

- The professor has the right to terminate this contract if he/she believes the student is failing to live up to his/her requirements.
- The time considered in the calculation requirement of the contract must begin no sooner than the beginning of the actual course for which honors credit is being requested.
- The contract must be received by an honors committee chair(s) by 5 pm of the Friday at least two weeks prior to the end of the course. We recommend submitting the Honors Contract for initial approval before the midway point of the course if the student intends to finish the Honor Contract within the same course.
- The contract must be approved by the Honors Committee.
- A final report concerning the project must be submitted to the committee. The final report must include the professor's explanation or rationale for why the Honors Contract project merits the Honors Committee's approval.
- The Honors designation will only be awarded when the professor and Honors Committee determine the student has successfully completed the requirements to receive honors credit for conducting either a research paper, special project, performance or creative project, or other work.
- The student must earn at a minimum a B in the course where honors credit is being contracted.
- The student must develop a meeting schedule with the professor.
- The student must spend at least 15 additional hours of work outside the normal expectation of the course completing the special project.
- The student must make a public presentation of his/her results outside of the course itself (i.e., at a conference, COM Academic & Creative Symposium, etc.).

Students:

- I have read the requirements explained above and agree to complete the honors project described in the attached documentation.
- I understand the professor will communicate (email) with committee chair(s) when I have fulfilled my obligations of the honors contract.
- I agree to allow College of the Mainland to publicize the results of the work resulting from this honors contract.
- I understand and agree that I must complete the contract (choose one below):
  - ☐ within the course of this semester
  - ☐ by the end of the following semester (Semester:_____ Year:_____)

Student Signature	Date	Professor Signature	Date

Updated on October 14, 2026

HONORS CREDIT CONTRACT CONTACT INFORMATION & APPROVAL

Student Name	ID Number
Telephone Number	COM Email Address

(Honors Committee use only)

We, the College of the Mainland Honors Committee, approve this Honors Contract and declare the aforementioned student shall be awarded honors credit for the above-listed course.

Honors Committee Co-Chair	Signature
Honors Committee Member	Signature
Honors Committee Member	Signature
Honors Committee Member	Signature
Honors Committee Member	Signature
Honors Committee Member	Signature
Honors Committee Member	Signature
Honors Committee Member	Signature
Honors Committee Member	Signature
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