



## 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](mailto:sburleson@com.edu)) or Professor Dalel Serda at ext. 8497 ([dserda@com.edu](mailto: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 GCIC Academic Symposium or any other academic conference or showcase, contact COM's Institutional Review Board at [ir@com.edu](mailto: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.
- 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. Additionally, any student who completes at least 12 Honors Contract credit hours, maintains a GPA of 3.5 or higher, and completes at least 24 hours of approved community service will be recognized as a COM Scholar at graduation. The co-chairs will approve appropriate community service.

### 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 (**TYPED ONLY**, not handwritten), students must do the following:

- Complete the attached contract (pages 2-4 of this document), answering questions *thoroughly*.
- Sign and date it 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 one week prior to the end of the course. The co-chairs will then forward the completed contract for final consideration by the committee.



**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 thorough as you can.

Please explain how you are planning to present the results of this project. We recommend you consider the spring GCIC Academic Symposium.



## HONORS CREDIT CONTRACT

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**Student Name**

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**Semester**

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**Course**

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**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 of the midway point of any semester.
- 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 presentation of his/her results (in-class, conference, COM event, etc.).
- 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: \_\_\_\_\_)

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Student Signature

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Date

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Professor Signature

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Date



## HONORS CREDIT CONTRACT CONTACT INFORMATION & APPROVAL

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Student Name

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ID Number

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Telephone Number

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COM Email Address

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(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

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Honors Committee Member

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