



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 Chair, Professor Shinya Wakao at ext. 8107 (swakao@com.edu) or Professor Dalel Serda at ext. 8497 (dserda@com.edu). An Honors Contract requires completion of the following criteria:

- Permission and approval of professor for course student is currently enrolled.
- Approval of the contract by the honors committee.
- If the contract involves human subjects, contact COM's Institutional Review Board at ir@com.edu before starting on the contract.
- Completion of a research paper, special project, performance or creative project, or other work in addition to the usual requirements of the course.
- Presentation of results by the student.
- At least 15 additional hours of work outside the normal expectation of the course completing the Honors project.
- The student must earn an A in the contracted course of record.
- The student must develop a meeting schedule with the professor.
- Signed Honors Contract by the student and the instructor of the designated course.
 - ✓ A completed original typed copy of this form must be submitted to the honors committee co-chair(s).
 - ✓ Co-chair(s) may contact the faculty to learn the status of the project.
 - ✓ A final report must be submitted to one of the co-chairs prior to the contract deadline. The final report must include a rubric/explanation with the professor's comments on whether the student satisfied the criteria in the rubric and should receive honors credit.

Faculty members supervise and guide the students in this endeavor as well as help the students complete the obligations of their 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. Additionally, any student who completes at least 12 Honors 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.

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):

- Complete the attached contract (pages 2-4 of this document), answering questions *thoroughly*.
- Print this entire document (Print front/back, if possible, to reduce paper consumption).
- Submit the application to either of the Honors Committee Co-Chairs by eight weeks of the beginning of the semester. The co-chairs will then forward the completed contract and final report for final consideration by the committee.



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

Please 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) process, and (d) impact/application.

Please explain how you are planning to present the results of this project.



HONORS CREDIT CONTRACT

Student Name	Semester	Course	Professor Name
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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 **eight weeks** of the beginning of the 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 a rubric and/or explanation with the professor’s comments on whether the student satisfied the criteria in the rubric and should receive honors credit.
- 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 conducting either a research paper, special project, performance or creative project, or other work.
- The student must earn an A 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: _____)

Student Signature	Date	Professor Signature	Date
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