Florida State University
University Honors Program
Individual Honors – Augmented Course Contract

Purpose and Description:

**Individual Honors-Augmented Courses:** The Individual Honors-Augmented Course Contract gives honor students additional opportunities to enrich course requirements in their majors and earn honors credits towards the Honors Medallion. Honor students may earn up to eight (8) individual honors-augmented credit hours in 2000-4000 level, non-honors courses in their major or minor, by contracting with faculty to complete additional work in the courses.

To earn individual honors-augmented credit, the honor student and faculty member must complete a contract (see below) within the first two weeks of the semester. The student must satisfactorily complete all the regular course requirements plus 1) an extra research, writing, or creative project; or 2) additional readings with an appropriate evaluative component; or 3) any other reasonable assignment on which the student and faculty member agree. The contract will include a description of the additional honors requirements for the course. **The student and faculty are expected to meet at least twice during the semester to discuss progress on the honors requirements.** A Confirmation of Individual Honors-Augmented Credit form must be submitted to the Honors Office by the faculty to verify completion of the honors requirements after the course is completed. Honors credit hours will be posted on the student’s transcript upon receipt of the confirmation form (see below).

**Student Eligibility and Responsibilities:**

1. To earn honors-augmented credit, the student must be a member of the University Honors Program.
2. Students can contract a maximum of eight (8) non-honors credit hours in their major or minor.
3. In addition to completion of contracted requirements, the student must receive a course grade of B- or higher.
4. Students normally should contract only one honors-augmented course per semester.
5. The student must complete and submit the contract, signed by the student and the faculty, to the **University Honors Office by the 10th day of classes.** There are no exceptions.
6. Initiate scheduling of individual meetings (two) with faculty during the semester to discuss progress on the honors requirement agreed upon.
7. Provide faculty with the confirmation form (see end of document) when turning in your final honors requirement.
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Faculty Responsibilities:

1. Discuss and approve additional honors requirements for the course with the student.
2. Review and sign the contract once completed by the student.
3. Meet with student individually twice during the semester to discuss progress with honors requirement.
4. Assign a grade for the course based on the standard course requirements and criteria. The grade is independent of the contracted honors requirements.
5. Once the honors requirements are submitted, determine if the work fulfills the contract and that honors credits are merited.
6. Send the completed confirmation of Honors-Augmented Credit form to the University Honors Office at Honors, Scholars, and Fellows House. Campus mail Honors, Scholars, and Fellows House, code 1234. Fax is (850) -644-2101.
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(Student: read the contract guidelines before completing this form)

Procedures:
1. Meet with the faculty and express your interest in an honors-augmented component.
2. Provide the faculty member with a copy of the guidelines for the contract.
3. Discuss and determine honors requirements for the course.
4. Fill out the contract, obtain signature from the faculty and submit the form to the University Honors Office. The complete form must be submitted no later than the 10th day of classes.
5. Upon completion of the course and contracted requirements, meet with the faculty to confirm honors credit with the confirmation form.

Print all information and make a file copy for student and faculty:

Student Name: ___________________________ ID: ___________ E-mail: ___________

Faculty Name: ____________________________________________________________

Course Prefix & Number: ____________________ Semester & Year: __________________

Course Title: _________________________________________________________________

Brief description of additional course report(s), project(s) or assignment(s) that will justify Honors-Augmented credit:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Faculty Name (Please Print) ___________________________ Faculty Signature ___________

Student Name (Please Print) ___________________________ Student Signature ___________
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Confirmation of Individual Honors-Augmented Credit

FACULTY MEMBER – please note: This signed form may be faxed or sent through campus mail to FSU Honors Office at the Honors, Scholars, and Fellows House after the course is completed.

The University Honors Program campus mail is Honors, Scholars, and Fellows House Code: 1234; fax number (850-644-2101, telephone number (850)644-1841. Please feel free to make additional copies of this contract for your use.

(Please print and sign in normal cursive)

The additional contracted honors requirements were satisfactorily completed and honors credits should be awarded.

Course prefix and number: ____________________________

Date: __________________

Faculty Name (Please Print) Faculty Signature

Student Name (Please Print)

Comments:
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