Judith K. Winn School of Honors
Room S-347
400 Paramus Road
Paramus, NJ 07652
201.493.3567

Honors-by-Contract Application Form FALL 2019

CONDITIONS:

(1) Honors-By-Contract (HBC) is an option for Honors students who are 1 or 2 classes short of graduating with an Honors Diploma **with the exception of STEM students**-see below in (2). Students may not take more than one HBC per semester. HBC is not an option if a section of that course is currently running in Honors. A copy of the HBC project must be submitted with the final form.

(2) **STEM students can take TWO Honors-By-Contract upper level STEM courses after only TWO regular Honors courses**, and then two Honors by Contract courses in any of the General Education courses as stipulated in (1).

STUDENT: Honors-by-Contract Application Form with Parts I and II, duly completed, must be submitted *for the Honors Director's approval by the end of the fourth week of the semester in order for the contract to go into effect.*

PROFESSOR: To earn Honors credit in an Honors-by-Contract course, students must: (1) complete and submit the Honors work indicated in this contract by the time periods indicated, or otherwise required, by the professor of the course, and (2) earn a final grade of "A" or "B+" in the course. The Honors contract does NOT affect the student's final grade in the course. (*NOTE*: no extension for the completion of the Honors work will be granted beyond what is ordinarily allowed or granted for the course as indicated by BCC academic policies and/or the professor's policies for the Honors-by-Contract course.)

PART I - Student Information

Full Name ID #:

Last *First* *M.I.*

E-mail *Address* *Phone Number*

Major at BCC *Major at 4-year college* *Other*

List the Honors courses you have completed below:

Course name_____ Section #_____ Semester/Year_____ Professor's name
Course name_____ Section #_____ Semester/Year_____ Professor's name
Course name_____ Section #_____ Semester/Year_____ Professor's name
Course name_____ Section #_____ Semester/Year_____ Professor's name

PART II - Course Information & Terms of Contract

Course Name and Section Number:_____ Course Title: _____

Semester: Fall ❑ Spring ❑ Summer 1 ❑ Summer 2 ❑ Year: _____

Professor's Name _ Professor's E-mail_____ Professor's Phone Number_

The distinction between ordinary credit and Honors credit in this course will be based on:

(Attach separate sheets if needed)

❑ Student Signature_____ ❑ Professor Signature _____

❑ Department Chair Signature _____ Date _____

PART III - Approval of Contract

_____ / / _____

❑ JKW School of Honors Director Signature Date

PART IV - Certification of Final Status of Honors Contract

❑ Final Course Grade: _____

❑ Was the contract completed? **YES** ❑ **NO** ❑ ❑ Professor Signature_____Date _____

❑ Date contract was filed at the School of Honors: _____

Final instructions for the Professor:

(1) When this contract is returned to you with both required signatures in Part III, please keep the signed form until the final grades are submitted.
(2) Upon submission of the final grades, please send a copy of this form to Lynne Richardson in A-129; and a copy of this form, *together with the Honors assignment attached,* to Professor Seamus Gibbons in A-333.

In addition, please retain a copy for your records.
Time spent to advise the Honors-by-Contract student may be credited toward one's contractually required advisement hours.

NOTE: The Mathematics Department Requirements for HBC are more specific and a second form needs to be filled out as well. See www.bergen.edu/honors for more information.

Revised 9/15/16