Judith K. Winn School of Honors
Room S-347
400 Paramus Road
Paramus, NJ 07652201.493.3567

Honors-by-Contract Application Form SPRING 2020

CONDITIONS:

❑ **HONORS STUDENTS:** 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.

❑ **STEM STUDENTS:** Although a student can earn an honors designation on their transcript for a course in which they complete an HBC arrangement, the honors credits for the course will **ONLY** be applied towards an honors diploma if the student has completed two actual honors courses **PRIOR** to doing the HBC arrangement. **Consequently, students who are interested in earning an honors diploma are advised to complete two actual honors courses before they engage in any HBC arrangement.**

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.* **Please select below HBC that applies to you.**

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 flied 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 11/15/19