

## Honors Contracts 89HC and 189HC

Honors Contracts are meant to enrich the experience of College Honors students by facilitating greater student-faculty interaction and allowing students to pursue study beyond what is required of other students in the course.

### Eligibility to Enroll in an Honors Contract

- ☐ Must be a current College Honors (CH) student
- ☐ Must be in at least their second quarter as a CH student
- ☐ The main course must be listed as a lecture course
- ☐ The main course must be offered the same quarter as the proposed contract
- ☐ The instructor must be faculty under the following titles: Professor, Associate Professor, Assistant Professor, or Lecturer
- ☐ If a student is working on being reinstated to program he/she must first meet with an Honors Counselor to have the restriction removed before attempting to set-up the contract.

### Restrictions

- ☐ A maximum limit of 4 honors contracts are allowed
- ☐ The following instructors are not eligible for honors contracts: Teaching assistants, teaching associates, and teaching fellows.
- ☐ Any skill building course (i.e. language courses, studio and performance courses) are not eligible
- ☐ Most schools outside of the College (except GSEIS) do not offer honors contracts.
- ☐ Once a professor exceeds his/her 7 contract course maximum in one quarter, no other students will be able to add an honors contract for that course.

### Course work Requirement

Honors Contracts may vary in format but all require the following:

- ☐ Regular meetings with the professor of the course
- ☐ Work must culminate in some tangible evidence of the student's additional effort. The tangible evidence is in addition to, not an extension of, a paper or assignment already given in the course.

### Instructions to Enroll in the Honors Contract

The student will enroll in a 1-unit 89HC (lower-division) or 189HC (upper-division) adjunct to a main course, both of which need to be taken for a letter grade. You will receive honors credit for the 1-unit Honors Contract adjunct plus the units for the lecture course if you earn a letter grade B or better for both.

- Step 1 Students must meet with the professor to formulate the specific details of the Honors contract before completing the online form.
- Step 2 Logon to your MyUCLA account
- Step 3 Click on the "Classes" link
- Step 4 Click onto the "Contract Courses" link and "Submit a New Contract"
- Step 5 Carefully read How the process works and "Continue"
- Step 6 Choose the correct term in which you want to do the contract and select one of the following:
  - a. For a lower-division course select "Honors Contract (89HC)"
  - b. For an upper-division course select "Honors Contract (189HC)"
- Step 7 Carefully read the directions and "Print steps" then "Continue"
- Step 8 Choose the course and instructor for your contract and "Continue." Please Note: If your course and professor are not listed then you will not be able to do an honors contract for that particular course.
- Step 9 Select "Grade" for grading type. To earn honors credit you must receive a letter grade of B or better for the honors adjunct as well as the main course.
- Step 10 Complete the form, read the stipulations, and print.
- Step 11 Have your contract signed by your professor
- Step 12 Submit the completed form to the department in which the course is being offered (e.g. Psych 10 goes to Psych Dept regardless of your major). If the department approves (online) the 1-unit contract course by the add deadline, you will automatically be enrolled in the course. If you are adding the contract late (i.e. after the College Add Deadline) the department must still approve the contract online before you submit a Late Add petition to Honors.

### Deadline:

- ☐ Submit the form by the end of the 2<sup>nd</sup> week of classes
- ☐ For any Psychology courses, the deadline is by the end of the 1<sup>st</sup> week of classes

### Voiding or Dropping the Honors Contract:

The Honors Contract is considered a class and students wishing to void their Honors Contract at any point must drop it according to the College drop deadlines. ([see calendar on Registrar's website](#))

### Professor's Responsibility:

The professor is responsible for helping the student develop and carry out the honors contract proposal. Make sure that the "Honors Contract Proposal Form" is fully and properly filled out before signing it. Signing the "Honors Contract Proposal Form" indicates your approval of its contents. Professors should meet with the student on a regular basis during the course of the quarter to further explore the subject matter, to check on the progress of the student's final project, and to offer advice and suggestions. The professor must assign a letter grade for the 89HC/189HC on MyUCLA Gradebook at the end of the quarter.