



# University Honors | Course by Contract Form

An Honors Course by Contract (CbC) is used to conduct research or creative work in preparation for or support of an Honors capstone project. The student will enroll in a regular course through the normal registration process and then collaborate on a personalized learning contract with the course professor. **A CbC does not necessarily require students to do additional work, but student work should be applicable to their capstone idea in a substantive way.** The student should seek mentoring from faculty to reflect on their capstone project goals to ensure that the CbC is intentionally developed with those goals in mind.

**Learning Contract Guidelines:** A CbC can be developed in any regular course, 1 to 6 credits. A learning contract should be creative and ambitious but at the same time concrete and achievable. Consult the Honors Capstone Guidelines as part of the contract drafting process. Learning outcomes can evolve as you learn more during the semester. **At a minimum, the written contract must:**

1. Define existing learning outcomes of the course, explain why this course in particular was chosen, and describe how it will help lay foundations toward capstone project goals.
2. Outline the student’s specific learning goals and thoroughly describe the assignments or activities that will be pursued alongside regular course assignments to achieve those goals.
3. Detail how the tasks outlined in the learning contract will contribute in substantive ways to the development of the capstone project idea.

**Format:** The format of the learning contract and final product should align with the conventions of the field of study. Samples are available in the University Honors office and on the Honors D2L page.

**Process:** An Honors CbC must first be approved in consultation with the course professor, then an academic advisor, and finally by the Honors Director. It must be fully approved by the end of the add/drop period during the semester that the course will be taken. After grades are posted, course professors will be asked to confirm that the contract was satisfactorily completed. Any grade below a B is not accepted for Honors credit.

**Basic Information:**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ KU Email: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ Course Professor: \_\_\_\_\_

Department: \_\_\_\_\_ Course Prefix, Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

**Approval of Learning Contract:**

Contract submitted by student: \_\_\_\_\_ Date: \_\_\_\_\_

Contract approved by course professor: \_\_\_\_\_ Date: \_\_\_\_\_

Contract approved by academic advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Contract approved by Honors Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach Written Contract Here:**