University Honors | Course by Contract Completion

Greetings _____,

The student listed below scheduled a University Honors Course by Contract (CbC) with you this past semester**.** Once you have calculated the student's final grade, please indicate the grade earned in the course and whether the student successfully completed the learning project described in the attached agreement. Please note that the grade earned for the class may not necessarily account for having completed the Honors learning contract.

Your prompt attention to this matter will be greatly appreciated because we use this information in our regular tracking of student progress in our University Honors program. If you have any questions, please contact the University Honors Program Office at 610-683-1391 or email vlaun@kutztown.edu.

Thank you for all that you do to support Honors students!

Initialed by Honors staff: _____ Date: _____

Course by Contract Information

Attach Contract Here:

Student Name:_____ Student ID: _____ Email: _____

Course Prefix and Number:_____Semester/Year:_____

Professor Feedback

Please indicate the grade earned for the course: _____

Was the Honors learning-contract project satisfactorily completed so that the student is making progress toward an Honors capstone project? YES NO

Please briefly provide perspective regarding the project itself and the students' progress toward their capstone This information is vital for advising Honors students as they navigate the capstone development process:

Confirmation of Completion

Final confirmation by Course Professor: _____ Date: _____

Final confirmation by Academic Advisor: _____ Date: _____

Final confirmation by Honors Director: _____ Date: _____

Updated: September 2026

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VOID