1. **Honors Courses**
   
   a. **Definition**
      
      These are courses offered and specially designated as “Honors sections” in the catalog. These classes are characterized by rigorous research and writing components, with an emphasis on presenting and sharing that research and writing. While these classes are geared toward students in the Honors Program, non-Honors students may also enroll. All students enrolled in an Honors course will be expected to meet the rigorous Honors research and writing requirements, regardless of whether or not they are Honors students. A field trip or out-of-class component is also required for all students in such courses.
   
   b. **Curriculum Committee process**
      
      i. New Honors course – will go through the standard Curriculum Committee course approval process for a new course
      
      ii. Modification of an existing Honors course – will go through the standard Curriculum Committee approval process for a modification – including SLO information

2. **Honors Contracts**
   
   a. **Definition**
      
      A contract seeks to replicate, insofar as it is possible, the Honors Course experience for Honors students enrolled in non-Honors courses. Honors contracts may be undertaken only by students in the Honors Program, though the Honors Committee may make exceptions in extenuating circumstances for non-Honors students. The decision as to whether or not to allow student in a given course and section to undertake a contract rests solely with the instructor of the course and section in question. In order to complete a contract, an Honors student, with the permission and input of his or her instructor, devises a plan that would augment the non-Honors course, fulfilling the research, writing, presentation and out-of-class component required by Honors Courses. The student and instructor then fill out a form, which must be approved and kept on record at the Honors Program office. At the end of the semester, the instructor indicates to the Honors Program office whether or not the student has fulfilled the terms of the contract.
   
   b. **Curriculum Committee process**
      
      i. nothing; contracts are between the faculty member and the individual Honors student
3. **Honors Addendum**

   a. **Definition**

   The Honors Addendum is the form that modifies an existing transfer-level course, allowing the course to be offered as an Honors Course.

   b. **Curriculum Committee process**

   i. The Honors Addenda will be submitted to the Curriculum Committee after Honors Committee review and approval. The Honors Committee will look for Honors and alignment to the overall course.

   ii. SLOs will be included on the honors addenda

   iii. Once the curriculum office receives these addenda, they will be attached to COR.

   iv. Curriculum Committee will review these addenda on an “as needed” basis at the Curriculum Committee meetings. At this time, general approval will be requested. The Curriculum Office staff will email any concerns or questions to the Honors Committee.