

**THIS COMPLETED FORM AND ALL APPROPRIATE ATTACHMENTS ARE DUE NO LATER THAN NOON ON FRIDAY, JULY 17<sup>TH</sup>, 2020**

### DESCRIPTION

The Honors College permits students to create an Honors section of a standard KSU non-Honors course with the approval of the course instructor. The goal of this project is to provide students with an enriched educational experience through a course in the major or other field of interest.

**All extra course work is due no later than the last day of the classes for the course UNLESS otherwise agreed upon in writing by the faculty member and the student.**

Both the student and the instructor should review the guidelines and the requirements on the back of this form before completing and signing.

### CONTRACT INFORMATION

SEMESTER (Fall, Spring, Summer) AND YEAR	<b>THIS CONTRACT NOT PERMITTED WITH ONLINE CLASSES</b>
COURSE PREFIX AND NO. (i.e ACCT 33001)	COURSE CRN
COURSE TITLE (i.e. Corporate Accounting I)	

**BY SIGNING BELOW, BOTH THE STUDENT AND THE INSTRUCTOR AGREE TO THE TERMS OF THIS CONTRACT AND THE ATTACHED PROPOSAL.**

#### STUDENT INFORMATION

#### INSTRUCTOR INFORMATION

STUDENT NAME	INSTRUCTOR NAME
KENT STATE ID	DEPARTMENT
KENT STATE EMAIL	KENT STATE EMAIL
STUDENT SIGNATURE	INSTRUCTOR SIGNATURE

#### PROJECT APPROVAL (HONORS COLLEGE USE ONLY)

HONORS ADVISOR	DATE	DEAN, HONORS COLLEGE	DATE
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<b>Office of the University Registrar Use Only</b>	
<b>HONORS COURSE SECTION Created- CRN # _____ COMPLETED BY _____ (initial)</b>	
_____	_____
<b>Assistant University Registrar (Reviewer/Processor)</b>	<b>Name/Date</b>

## ELIGIBILITY AND REQUIREMENTS

- The student must have held membership in the Honors College for at least one semester prior to the CPA and have completed at least one all-Honors class.
- Only upper-division, letter-graded KSU classes may be used with the CPA.
- Students may complete only one CPA per semester and a maximum of 6-credit-hours of CPA per undergraduate degree.
- The CPA cannot be used with online classes.
- The CPA cannot be used for a class section already offered as Honors in that current term.

## STUDENT RESPONSIBILITIES

- Discuss the CPA option during regular Honors academic advising prior to submitting a contract.
- In consultation with the instructor, create a proposal (approximately 500 words) describing the Honors component of the class and attach it to this form.
- Attach the current non-Honors syllabus. – *The Honors College will request the new syllabus.*

## INSTRUCTOR RESPONSIBILITIES

- Assist the student in creating a learning experience that is richer and more sophisticated than the non-Honors section. Students should have the opportunity for in-depth research, field work, collaboration, presentation, or leadership.
- Ensure the project(s) the student wishes to complete is an appropriate addition to the existing course expectations.
- Update your blackboard sections (*see back of document for instructions*)
- Sign both the front of this form and the attached proposal.
- If appropriate, meet with the student outside of scheduled class time to review and discuss progress.

## BLACKBOARD INSTRUCTIONS

If you have multiple sections of the same course, including an Honors and Non-Honors section, you may request they be **Combined** (or merged). It is recommended to request this prior to the start of the semester because information may be lost during the combination process. Although existing *content* could be exported and imported, any student *activity* (such as submissions, discussion board posts, grades) cannot be recovered, so please be sure to request the combine as soon as possible.

Once the courses are combined, you will see the new “master (combined) course” in your course list. Course materials can then be added and updated in a single location, and all activity will occur in this master (combined) course.

The students will automatically/seamlessly be redirected from the unavailable “child course sections” to the new master (combined) course.

- To request a Course Combine, please navigate to [www.kent.edu/blackboard](http://www.kent.edu/blackboard) and click on the [Course Combine Request Form](#). (Please allow 1-2 business days for processing.)

If you wish to reuse content from a previous semester or to reuse the same content in multiple sections, we recommend completing a **Course Copy**.

- For step-by-step directions on how to successfully complete a Course Copy, please navigate to [www.kent.edu/blackboard](http://www.kent.edu/blackboard) and click on [Copy Course Content \(PDF\)](#).

If your course **has** been combined, you will only need to copy previous content once into the new master (combined) course.

If your course has **not** been combined, you will need to complete a course copy into each of the course sections and then any updates or changes will also need to be done in each of the course sections individually.

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