

Williams Honors College

Request for Credit by Contract

Non-honors sections of a course can be converted into an Honors section by request. To earn honors credit in the course and receive the honors designation on a student record, the student must:

- Satisfactorily complete the WHC Honors Credit by Contract form with Instructor's signature
- Earn a grade of "B" or above in the course

Note that this contract can only be used if there is no Honors section of the course on the schedule, if the Honors section of a particular course is full, or if you cannot take an Honors section due to a course scheduling conflict.

The student must submit this completed form digitally by the end of the third week of the semester (or first week of summer session). Save your form as "FirstnameLastname_Course" (for example LauraZinke_PSYC101) and send to the Williams Honors College (lzinke@uakron.edu).

Part I – Course information

Department Code:

Semester:

Three-digit course number:

Year:

Section Number:

Course name:

Part II – Student Information

Student Name:

Student email:

Student ID number:

Part III – Faculty and Contract Information Describe the added academic dimension to justify honors credit/designation for this course. Attach an additional sheet if needed

HONORS
COLLEGE

Faculty:	Signature/Date:
Department Chair:	Signature/Date:

Certification of final status of the WHC Credit by Contract will be completed by the faculty member when course grades are submitted electronically.

More information for instructors:

