



**Honors Program**  
5030 Cherry Street, Room 424  
University of Missouri-Kansas City  
Kansas City, Missouri 64110  
(816) 235-2820  
**Office of the Director**

TO: UMKC Faculty  
FROM: Prof. Gayle Levy, Honors Program Director  
RE: Courses Contracted for Honors Credit

A student in the Honors Program has asked to take your course for Honors credit.

Every semester we offer general education courses exclusively as Honors seminars but students often need to supplement these courses with regular courses of their choice in which they do alternative and/or supplemental work for Honors credit. Professors collaborate in creating Honors Contracts with their students on a voluntary basis. If you are willing to allow your course to be taken for Honors credit, then please discuss the supplemental work that is to be done with the student, and work with them to fill out the [Honors Contract Form](#). The student is responsible for returning an electronic version of the completed and signed Honors Contract to the Honors Program by the end of the fourth week of the semester.

The proposed project should extend and supplement the learning objectives of the course. For example, the student may wish to write a paper, carry out research, conduct an experiment, make an oral presentation, engage in a community service project, or organize a tutorial group. The completed Honors Contract should specify the type and amount of supplemental work expected. For example, if a paper is assigned, the Honors Contract should specify its minimum word count, the topic, by when it will be submitted, etc.

Any undergraduate course at UMKC in which the student is currently enrolled for a letter grade (except Physical Education courses) may serve as the basis of an Honors Contract. Contracts are subject to the approval of the faculty member teaching the course.

At the end of the semester, it is up to you to decide whether the supplemental work completed by the student merits the Honors credit. I suggest that you meet with the student a few weeks before the end of the semester to discuss the student's progress on the Honors project and to assess what still needs to be done so that you feel comfortable awarding the Honors credit to the student. If, after you have made clear your expectations, the student still does not meet them, you have every right to withhold the Honors credit.

If the student receives a grade of B or better in the course and submits an [Honors Contract Completion Form](#) signed by you, the student will receive Honors credit.

If you wish to offer an Honors seminar, incorporate an Honors project into your syllabus, get involved with the Honors Program in some other way, or have any other questions in general, please contact me at 816-235-2820 or [levyg@umkc.edu](mailto:levyg@umkc.edu).

Many thanks for your assistance.

*Revision date: July 2025*