

College of Pharmacy Policies Regarding Honors Courses

October 29, 2013

Section I. Scope

This policy applies to all undergraduate and professional courses that are offered by the College of Pharmacy (or by any academic unit of the College) when the course is offered to students in the Purdue University Honors College for honors credit designated with an H associated with the course number.

Section II. Instructor and Course Eligibility

- A. Any member of the teaching faculty assigned to teach a course offered by the College or an academic unit of the College may apply for teaching a course section (or offer H-contracts) for honors credit.
- B. Instructor participation in H-sections and H-contracts is voluntary.
- C. Each H-contract may not involve more than one instructor who will primarily supervise the H-contract.
- D. H designation is not permitted for courses that are titled Special Topics, Research, Independent Study, Individual Study, or Directed Project, or courses that are the same as courses with these titles.
- E. H designation is not necessary for graduate-level (5xx and 6xx) courses which are not routinely taken to meet the curricular requirements for the BSPS or Pharm. D. degrees.
- F. In any given semester, a course may only be offered for honors credit by only one of these three mechanisms: H-contract, concurrently scheduled H-section, or separately-scheduled H-section.

Section III. Student Eligibility

- A. Any Honors College student in good standing may enroll in the H-section of course for which the student is qualified and which is offered by the College (or its academic units) for honors credit.
- B. Any student not in the Honors College may enroll in the H-section of course for which the student is qualified and which is offered by the College (or its academic units) for honors credit only if the student's cumulative GPA is 3.5 or more at the start of the semester in which the H-section will be taken.
- C. Any Honors College student in good standing is permitted to enter into an H-contract for any course for which the student is qualified and which is offered by the College (or its academic units).

Section IV. Applications and Approvals

- A. The instructor wishing to (i) offer an H-section of her/his course or (ii) offer the option of H-contracts for his/her course must submit an application indicating the intent and plan for doing this to the Dean of the College or his/her designee. The

- content requirements, any prior approvals needed, and deadlines for such applications will be determined by the Dean or his/her designee.
- B. All H-contracts (after agreement and signing by the instructor and student) within the scope of this policy and all applications from instructors indicated in Section IV-A require the approval of the Dean of the college or his/her designee. An H-contract is not valid until approved by the Dean or his/her designee.
 - C. Only applications and H-contracts with plans which conform to these policies may be approved.
 - D. If the Dean designates an individual to perform the evaluations and grant approvals, the designee must be a member of the full time teaching faculty of one of the departments of the College.
 - E. Once approved, the Dean or his/her designee will provide the proper notifications to the Honors College and to the relevant individuals and offices within the College, including those involved in scheduling and publicizing the offerings.

Section V. Meetings and Teaching Methods

- A. An H-section in multi-section courses will be scheduled for the same number of contact hours as the regular sections, but will be scheduled as a separate section with its own meeting time and place. Teaching methods and activities in such separately scheduled H-Sections may differ from those used in the regular sections.
- B. An H-section in single-section courses will be scheduled concurrently with the regular section, if any. (If the H-section is the sole section offered for the course, it will be considered a separately scheduled H-section.) Additional mandatory, recurring meeting times are not allowed in the teaching of a concurrently scheduled H-section. Teaching methods and activities may be used in the H-section that are additional to those used in the regular section. Students enrolled in a concurrently scheduled H-section may not be excused from any mandatory activity or assessment of the regular section.
- C. H-contracts may not have recurring, mandatory meeting times outside of the regular class meeting times. Teaching methods and activities for the H-contract may be used that are additional to those used in the course. Students with H contracts may not be excused from any mandatory activity or assessment of the course.

Section VI. Learning Objectives and Grading

- A. H-sections and students with H-contracts are expected to achieve the same learning objectives and learning outcomes as the regular sections or course.
- B. H-sections and students with H-contracts must include learning and/or learning methods that are different from the regular section or course. This different learning or these different learning methods must provide additional educational enrichment to the H-section/H-contract students. Any different learning in the H-section or H-contract that is in addition to learning in the regular section or course:
 - i) should not involve teaching for additional learning outcomes not taught in the regular course or section which AND which are expectations for other required courses in the degree curriculum;

- ii) must not qualify the H-section/H-contract enrollee to be exempt from taking another course in the curriculum; and
 - iii) must not place the students in the regular course or section at a significant disadvantage within their degree program.
- C. Grades assigned to students enrolled in H-sections or H-contracts should be determined by the exactly the same assessments and grading scale as the other students in the course. (Non-identical assessments in separately scheduled H-sections are allowed if identical assessments are not practical due to different learning activities in the H-section.)
- D. The efforts expended by the students towards completing the H-contract or doing the different learning/learning methods in H-sections are separated from the letter grade assigned for the course. Those “extra” efforts for the H-contract/H-section are graded pass or fail. A passing performance on the different learning is rewarded with the H designation on the transcript. Failure to accomplish the different learning must trigger an F grade in the course, unless an incomplete is given. Students making inadequate progress with the different learning should be counseled to drop the H-contract/H-section and add the regular course or a regular section while this is still allowed by University rules.