College of Agriculture – Fall 2020 Honors Contracting Process

Note: The honors contracting process has been updated from a traditional paper-based procedure to an electronic process including the submission of two Qualtrics surveys (one from the student and the other completed by the faculty instructor). In addition, the amended honors contracting process has eliminated the use of the Registrar’s Form 23 and paper submissions. All required information is collected through the Qualtrics surveys, including the original and amended honors syllabi, honors work and/or assignments and updated grading scale.

An honors contract is a binding agreement between a student and faculty member that enrolls a student in an honors version of a standard course. Students should expect to produce additional or alternative work, to produce high-quality work, and to meet regularly throughout the semester with their faculty instructor. The course work assigned to the student with an honors contract contributes to the student’s final course grade. When an application for an honors contract is submitted, it must include the student and faculty instructor’s completed Qualtrics surveys including course information, regular course syllabus and a revised course syllabus showing the additional and/or alternative work assigned to the student, along with deadlines for the work and revised grading scale for the course.

The honors contract enrolls a student in an honors course and therefore cannot be cancelled after the final deadline to modify a course. Failure to complete the contract will be reflected in the course grade.

This process applies to all courses being offered by the College of Agriculture. (The College of Liberal Arts has an updated electronic process as well.) The other Purdue colleges still follow the Honors College submission process.

No paper submissions or Form 23s will be accepted for the Fall 2020 term.

Ag Honors Contracting Process:

1. Student approaches faculty instructor to request contracting the course at the honors level.
2. Student and faculty instructor decide upon honors expectations and create an honors course syllabus, which must include:
   a. Clear description of the honors work/assignments to be completed.
   b. Assignment due dates for the semester.
   c. Point distribution for honors work/assignments along with an amended grading scale. Non-completion or inadequate completion of honors work should impact the student’s final course grade.
3. Student completes the Student Link: Ag Honors Contract Request Qualtrics survey.
4. Faculty instructor completes the Instructor Link: Ag Honors Contract Approval Qualtrics survey.

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5. **Student submits** grade mode change request via Scheduling Assistant. Ag Honors Liaison will:
   a. **Approve:** If all necessary information, materials and signatures have been submitted via both Qualtrics surveys.
   b. **Defer:** If any information, materials or signatures are missing.
   c. **Deny:** If submission is late or not in alignment with honors contract rules.

6. **Faculty instructor’s involvement in Registration Workflow:**
   a. Before the end of week 1, instructor permission within the Workflow will not be required. The Ag Honors Liaison can approve the request and the grade mode will be adjusted.
   b. During week 2 or after, instructor permission will be required and completed through the Registration Workflow.
      i. Instructor will receive automated email notifying that a request is pending.
      ii. Requests can be reviewed and approved online (information linked above).

Please direct any questions to Ag Honors Liaison Mary Helen Halsema at nesbitt@purdue.edu.