HONORS CONTRACT COURSES

Courses that are not listed through the Office of the Registrar as Honors Option Courses or Honors Only Courses can be modified and submitted to the Honors office for approval as an Honors Contract Course. **Deadline: Friday of the 4th week of classes, or approval of Honors Unit Director.**

In general, honors contract courses satisfy more rigorous standards than are generally expected by the non-honors syllabus. Simply increasing the volume of work required or the hours spent on assignments does not constitute an honors contract course.

The student’s grade should reflect the student’s work in the course; including regular course assignments and exams detailed in course syllabus. Honors credit will be awarded separately from course grade upon satisfactory completion of honors elements (i.e., HONORS will appear at the end of the course title on transcript). In order for honors credit to count towards fulfilling graduation requirements in honors program, student must earn a B or higher in the course AND satisfactorily complete honors element in honors contract.

**Directions:** Please certify these statements by checking each box and completing the information below.

- I am within good academic standing of my honors program at Purdue.
- I am working with a professor.

Honors Contract Course for (please circle one) FALL / SPRING / SUMMER semester, 20____

Subject___________________ Course Number_____________ Section_____ CRN___________

Course components (please list CRN of any linked sections): ______________________________________________

On a separate page, describe in detail how the contract course assignments meet the requirements of an honors course.

Student Name (please PRINT)  Faculty Name (please PRINT)

Student Signature  Faculty Signature

PU Identification No.  Faculty Email

________________________________@purdue.edu  (765)________________________________

Student E-mail  Faculty Telephone #

Student Telephone No.  Advisor Name (please PRINT)

Student Name (please PRINT)  Faculty Name (please PRINT)

Student Signature  Faculty Signature

PU Identification No.  Faculty Email

________________________________@purdue.edu  (765)________________________________

Student E-mail  Faculty Telephone #

Student Telephone No.  Advisor Name (please PRINT)

Approved by Honors Unit Director  Department Head Signature

Office of the Registrar notified on__________________________, 20____

**When this form is processed through the Registrar’s Office, the student will receive confirmation via email from his/her honors unit office. Additionally, the student should monitor his/her schedule via myPurdue to ensure accurate information.**

Revised January 2009
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In general, honors contract courses satisfy more rigorous standards than are generally expected by the non-honors syllabus. Simply increasing the volume of work required or the hours spent on assignments does not constitute an honors contract course. The time required for honors assignments should remain commensurate with a comparable honors course having the same number of credits.

The student’s grade should reflect the student’s work in the course; including regular course assignments and exams detailed in course syllabus. Honors credit will be awarded separately from course grade upon satisfactory completion of honors elements (i.e., HONORS will appear at the end of the course title on transcript). In order for honors credit to count towards fulfilling graduation requirements in honors program, student must earn a B or higher in the course AND satisfactorily complete honors element in honors contract.

Honors Contract Course for (please circle one) FALL / SPRING / SUMMER semester, 20____

Subject____________________        Course Number ______________________

Student Name (please PRINT)        Faculty Name (please PRINT)

**Directions:** Please describe in detail how the contract course assignments fulfill the requirements of an honors course.

**Contract Objectives:**

**Satisfactory completion of honors elements includes these deliverables:**

Revised January 2009
HONORS CONTRACT PROCEDURE

1. Honors eligible undergraduate students obtain Honors Contract form from their honors unit\(^1\) office or relevant website.
2. Student approaches faculty instructor\(^2\) and asks if instructor is willing to work with Honors Contract project.
3. If the faculty instructor is willing, the student and faculty member decide upon a project and complete the project description on the contract.
4. The completed contract is returned to the honors unit office or honors representative.
   **Deadline: Friday of the 4\(^{th}\) week of classes or, approval of Honors Unit Director.**
5. The Honors representative\(^3\) will approve or deny the contract. If the course on the contract falls outside of the home school/college of the student, the Honors office will seek additional approval from the course’s department head. A printed copy of email approval from the department head is an acceptable form of approval; please attach it to Honors Contract.
6. Approved contracts will be submitted to the Office of the Registrar to create the “H” honors course.
7. The Office of the Registrar modifies the student’s schedule to drop the regular course and add the honors course.
8. Grade rosters are produced for each course at the end of the twelfth week of the semester. Instructors will receive one grade roster for their regular course and a second grade roster for those students who have contracted for honors.
9. Grades are due back to the Office of the Registrar the Tuesday after the end of the semester prior to 5:00 PM. A grade must be reported for each student on a grade roster.
10. If the student did not complete the honors portion of the course or the student’s name appeared on an incorrect grade roster, a Form 350 should be filed with the grade roster or as soon as possible after the posting of grades. The Form 350 requires signatures from both the course instructor and honors representative with a notation to either “delete” or “add” the honors designation on the student’s record. Every effort should be made by honors unit to ensure that the grade roster accurately reflects those intending to complete honors contracts before the printing of grade rosters (i.e., end of the twelfth week) to avoid excessive changes by using the Form 350.

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\(^1\)Honors unit= UHP, college honors office if available, etc.

\(^2\)Faculty Instructor= Graduate Teaching Assistants are not permitted to sponsor Honors Contracts in courses. Faculty Instructors reserve the right to decline honors contract for a variety of reasons including but not limited to time limitations, lack of resources, etc.

\(^3\)Honors Representative= Honors Unit Director. If school/college does not have Honors Unit, Department Head or his/her designee should review honors contracts.
“Honors Contract” courses allow undergraduate students to incorporate honors elements into a regular, non-honors course so that students may earn honors credit for completing that course. Submitting an “honors contract” form with appropriate authority signatures represents a commitment by the student and the faculty instructor, as well as the honors unit.

In general, “honors contract” courses satisfy more rigorous standards than are generally expected by the non-honors syllabus. Simply increasing the volume of work required or the hours spent on assignments does not constitute an “honors contract” course. The time required for honors assignments should remain commensurate with a comparable honors course having the same number of credits.

When designing “honors contract” courses, the student should seek to delve more deeply into methodology, structure, and/or theory, and/or to propose and research more sophisticated questions. The student and faculty are highly encouraged to develop a precise description of research, readings, and assignments, etc. required of the “honors contract” course.

In “honors contract” courses, students are expected to plan regular meetings with the faculty instructor throughout the semester to review and discuss the honors elements of the course. Additionally, the student and faculty instructor should establish specific deadlines for staged completion of the honors elements. Occasionally problems emerge that could have been worked out through more active consultation with the faculty instructor.

Once the approved “honors contract” form has been submitted to the Registrar’s office, the Registrar’s office will modify the student’s schedule to drop regular course and add honors course.

The student’s grade should reflect the student’s work in the course; including regular course assignments and exams detailed in course syllabus. Honors credit will be awarded separately from course grade upon satisfactory completion of honors elements (i.e., HONORS will appear at the end of the course title on transcript). In order for honors credit to count towards fulfilling graduation requirements in honors program, the student must earn a B or higher in the course AND satisfactorily complete honors elements in honors contract.

- If a student is unable to complete the honors elements of the “honors contract” course, he/she must consult with faculty instructor and honors unit to discuss options.
HONORS CONTRACT PROCEDURE

Student’s rights and responsibilities:
- To contact faculty instructors and communicate interest in “honors contract” course in a regular, non-honors course as early as possible in the semester.
- To submit “honors contract” form by the end of the 4th week of classes to honors unit office. Late requests will not be accepted by the Registrar’s office.
- To develop a precise description of research, readings, and assignments, etc. required of the “honors contract” course in consultation with faculty instructor.
- To complete the assignments required of the “honors contract” course in addition to the assignments required of the regular, non-honors course which are outlined in the course syllabus.

Faculty instructor’s rights and responsibilities:
- To accept or decline requests to work with “honors contract” courses. Faculty instructors reserve the right to decline “honors contract” courses for a variety of reasons including but not limited to time limitations, lack of resources, etc.
- To develop a somewhat precise description of research, readings, and assignments, etc. required of the “honors contract” course in consultation with student.
- To evaluate objectively the student’s work in the course, including regular course assignments, exams detailed in course syllabus, and satisfactory completion of the honors elements.
- To hold student accountable to “honors contract” agreement.