

HONORS CONTRACTING PROCESS

WHAT IS HONORS CONTRACTING?

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'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.

PLEASE REVIEW THE **STEPS REQUIRED TO HONORS CONTRACT A COURSE** IN THE COLLEGE OF AGRICULTURE ON PAGE 2.

HONORS CONTRACTING STEPS

[Students must submit all Honors Grade Mode Requests and accompanying documents by the H \(Honors\) Grade Mode deadline at 11:59PM per the Office of the Registrar Add/Modify Deadline Calendar](#)

- 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 Student submits grade mode change request [via Scheduling Assistant](#).
 - a. If the class does not have a grade mode change option, notify Elizabeth immediately. She will then work with the Registrar's office to get that changed.
 - b. Grade mode changes are due according to the Office of the Registrar's Deadline Calendar (see above).
- 5 Elizabeth will contact faculty members to confirm student's contract.
- 6 Faculty instructor's involvement in Registration Workflow:
 - a. Before the end of week 1, instructor permission within the Workflow will not be required. Elizabeth 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).