Honors Contract Procedures

Honors contract paperwork is due at the end of the 2nd week of classes. Paperwork is processed within the college offering the course being contracted—not the Honors College or the home college of the student undertaking the contract.

There are two required forms:

1. The Honors Contract Form (available from advisors and the Honors College website)
2. Registrar Form 23 (available from primary advisors—paper only)

Honors contract process: step-by-step

1. Student approaches faculty instructor to request honors contract course. Faculty member is under no obligation to agree.

2. Student and faculty instructor decide upon honors elements and create honors syllabus, which must include specific assignments, deadlines, and grade scheme.

3. Student obtains: 1) the honors contract form; 2) form 23 from the student’s primary advisor. Advisor sign form 23 and write in the comment box, “H grade mode okay.”

4. Student and faculty member complete the honors contract form and sign it. Faculty member also signs form 23.

5. Student submits signed honors contract form and signed form 23—along with both standard syllabus and honors syllabus—to the honors representative of the college offering the course. Deadline: Friday of the 2nd week of the semester.

6. Honors representative approves or denies contract. If denied, honors representative notifies student and faculty supervisor. If approved, honors representative:
   - Signs form 23 and submits to Registrar’s Office by Friday of the 4th week (The Registrar’s Office will not accept form 23 directly from student)
   - Signs contract form, keeps original, forwards copy to Honors College
   - Notifies student and faculty supervisor of contract approval

7. Registrar’s Office receives Form 23 and activates honors grade mode, which will insert “honors” into the title of the course when the final course grade is filed.

8. Student completes honors contract course.

9. Faculty member evaluates contract work and assigns grade for the course.
Honors Contracts: FAQ

What is an honors contract?
An honors contract is an agreement between an undergraduate student and a faculty instructor that allows the student to turn a standard course into an honors course. Submitting an honors contract form and Registrar Form 23 with appropriate authority signatures represents a commitment by both the student and the faculty instructor.

How is an honors contract course different from a standard course?
A student enrolling in an honors contract course may do more work (e.g. the addition of an honors project to a standard syllabus) or alternative work (e.g. a different set of assignments). In general, honors contracts allow the student to go beyond the material of the regular course and to produce more sophisticated work. A student may, for example, delve more deeply into methodology, structure, theory, or application; perform additional or alternative research; develop a service project; or present findings in some format.

How much work is involved in an honors contract?
Work load varies depending on design, but it should remain within a reasonable minimum and maximum. One rule of thumb is the time it takes to research and write a 10-page paper (minimum) or a 20-page paper (maximum)—or the appropriate disciplinary equivalent. A student should expect to spend more time on an honors contract course than the standard version of the course.

What is expected from the partners in an honors contract?
Student and faculty partners are expected to develop an honors syllabus with clearly outlined expectations, deadlines, and grading scale. Students are also expected to plan regular meetings with the faculty instructor throughout the semester to review and discuss the honors elements of the course.

Is honors contract work part of the course grade?
Yes. Course work assigned to a student with an honors contract contributes to the student’s final course grade.

Can an honors contract be dissolved?
Prior to the end of the 9th week of classes, a student may dissolve an honors contract by filing a Registrar Form 23 (Schedule Revision Request). After the add/drop deadline, courses cannot be dropped or modified. University rules and regulations regarding schedule revisions apply to honors contract courses. See section F: http://www.purdue.edu/studentregulations/regulations_procedures/registration.html

Who may offer an honors contract course?
All regular Purdue faculty members may offer a contract course. Visiting faculty and continuing lecturers holding the terminal degree in their field may do so with the approval of their department head and/or disciplinary college. Graduate student instructors may not offer honors contract courses.