College of Liberal Arts Spring 2025 Honors Contract Process

Deadline: 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.

- 16-week session deadline: January 27 at 11:59pm
- First, 8-week session deadline: January 17 at 11:59pm
- Second, 8-week session deadline: March 8 at 11:59pm

No late submissions can be approved

Note: This is an adapted and paperless version of the traditional paper-based honors contract procedure. Please read the information portion at the top of the Honors Contract Form, but this process replaces that form and process. No paper submissions will be accepted.

****Steps****

1. Student submits grade mode change request via Scheduling Assistant. CLA Honors Liaison will:
   a. Approve: If all necessary surveys and materials have been submitted.
   b. Defer: If any surveys or materials are missing.
   c. Deny: If submission is late or not in alignment with honors contract rules.
   NOTE: This step (submission of grade mode change request in the Scheduling Assistant) must be completed by deadlines above. No exceptions can be made.
2. Student approaches faculty instructor to request honors contract course. Faculty member is under no obligation to agree.
3. Student and faculty instructor decide upon honors elements and create honors syllabus, which must include:
   a. Clear description of honors work to be completed
   b. **Amended grading scale** that incorporates honors work. Non-completion or inadequate completion of honors work should impact final grade.
4. Student completes this Qualtrics Survey.
5. Faculty instructor completes this Qualtrics Survey.
6. Student can confirm current grade mode in MyPurdue under the Academic tab and "Current Registration".

Please direct questions to CLA Honors Liaisons:

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