

College of Agriculture – Honors Contracting Process

Students must submit all Honors Grade Mode Requests and accompanying documents by the H (Honors) Grade Mode deadline at 11:59 PM 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 honorscourse 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. In summary, the student **submit** deadlines are 11:59PM on the following days:
 - Full Term 16 Week courses: Jan 27
 - 1st 8 Week courses: Jan 17
 - 2nd 8 Week courses: Mar 8
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. 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).

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 direct any questions to Elizabeth Byers at ebyers@purdue.edu.