

# College of Liberal Arts Spring 2022 Honors Contract Process

***\*\*Spring deadline for submission: January 21, 2022\*\****

**Note:** This is an adapted and paperless version of the traditional paper-based honors contract procedure. Please read the informational portion at the top of the [Honors Contract Form](#), but this process will replace that form and process. **No paper submissions will be accepted.**

## Steps:

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:
  - 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.
3. Student completes this [Qualtrics survey](#).
4. Faculty instructor completes this [Qualtrics survey](#).
5. 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.

**Please direct questions to CLA Honors Liaison Yuliya Boesch ([ybachyla@purdue.edu](mailto:ybachyla@purdue.edu))**