

HONORS CONTRACT PROCEDURE

Effective spring 2011, the processing of honors contracts via the honors grade mode will be in compliance with university rules and regulations

<http://www.purdue.edu/univregs/academicprocedures/registration.html>

Specifically, Item F

With the EXCEPTION that the honors grade mode change ALWAYS requires the honors unit director's signature or his/her authorized designee.

STEPS:

1. Honors eligible undergraduate students obtain Honors Contract form from their honors unit¹ office or relevant website.
2. Student approaches faculty instructor² and asks if instructor is willing to work with Honors Contract project.
3. If the faculty instructor is willing, the student and faculty member decide upon a project and complete the project description on the contract.
4. Students will submit honors contract proposals to honors unit office by the **Friday of 2ND week of the semester** with necessary signatures. In addition to the faculty member signature, Engineering and Agriculture courses require the signature of the Departmental Honors Coordinator.

The Honors representative³ will approve or deny the contract.

5. For approved honors contract proposals, the honors unit office will complete and submit the Registrar form 23 to the Registrar's Office by the 4th week of the semester per university rules and regulations. Submitting form 23s after the 4th week of the semester will require additional signatures. Please reference the above the link. The Registrar's Office will NOT accept form 23s with honors grade mode changes from a student. Form 23s with honors grade mode changes must be submitted directly from the honors unit office to the Registrar's Office.

¹Honors unit= UHP, college honors office if available, etc.

²Faculty Instructor= Graduate Teaching Assistants are not permitted to sponsor Honors Contracts in courses. Faculty Instructors reserve the right to decline honors contract for a variety of reasons including but not limited to time limitations, lack of resources, etc.

³Honors Representative= Honors Unit Director.

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BEST PRACTICES IN HONORS CONTRACT COURSES

“Honors Contract” courses allow undergraduate students to incorporate honors elements into a regular, non-honors course so that students may earn honors credit for completing that course. Submitting an “honors contract” form with appropriate authority signatures represents a *commitment* by the student and the faculty instructor², as well as the honors unit¹.

In general, “honors contract” courses satisfy more rigorous standards than are generally expected by the non-honors syllabus. Simply increasing the volume of work required or the hours spent on assignments does not constitute an “honors contract” course. The time required for honors assignments should remain commensurate with a comparable honors course having the same number of credits.

When designing “honors contract” courses, the student should seek to delve more deeply into methodology, structure, and/or theory, and/or to propose and research more sophisticated questions. The student and faculty are highly encouraged to develop a precise description of research, readings, and assignments, etc. required of the “honors contract” course.

In “honors contract” courses, students are expected to plan regular meetings with the faculty instructor throughout the semester to review and discuss the honors elements of the course. Additionally, the student and faculty instructor should establish specific deadlines for staged completion of the honors elements. Occasionally problems emerge that could have been worked out through more active consultation with the faculty instructor.

The student’s grade should reflect the student’s work in the course; including regular course assignments and exams detailed in course syllabus. Honors credit will be awarded separately from course grade upon satisfactory completion of honors elements (i.e., HONORS will appear at the end of the course title on transcript). In order for honors credit to count towards fulfilling graduation requirements in honors program, the student must earn a B or higher in the course AND satisfactorily complete honors elements in honors contract.

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Student's rights and responsibilities:

- To contact faculty instructors and communicate interest in “honors contract” course in a regular, non-honors course as early as possible in the semester.
- To submit “honors contract” form by the Friday of the 2nd week of classes to honors unit office.
- To develop a precise description of research, readings, and assignments, etc. required of the “honors contract” course in consultation with faculty instructor.
- To complete the assignments required of the “honors contract” course in addition to the assignments required of the regular, non-honors course which are outlined in the course syllabus.
- To be aware of university rules and regulations regarding schedule revisions which applies to honors contract courses and the honors course mode. For more information, please visit: <http://www.purdue.edu/univregs/academicprocedures/registration.html>
Specifically, Item F

Faculty instructor's rights and responsibilities:

- To accept or decline requests to work with “honors contract” courses. Faculty instructors reserve the right to decline “honors contract “ courses for a variety of reasons including but not limited to time limitations, lack of resources, etc.
- To develop a somewhat precise description of research, readings, and assignments, etc. required of the “honors contract” course in consultation with student.
- To evaluate objectively the student's work in the course, including regular course assignments, exams detailed in course syllabus, and satisfactory completion of the honors elements.
- To hold student accountable to “honors contract” agreement.