



UHP Student-Initiated Honors Contract PROCESS CHECKLIST

The Student-Initiated Course Contract for Honors Credit (a.k.a., Honors Contract) is now an online form submitted at isu.edu/honors/contract. This checklist should be used by the UHP student to prepare for meeting with the faculty member teaching the course and to obtain the information needed to complete the online form.

- Ensure that the course is eligible to contract for Honors credit.
- Introduce yourself as a University Honors Program student to the instructor of the course you would like to contract. Ask the instructor if they are willing to contract the course with you.
- Set up a meeting to arrange the terms of your contract with your instructor. At the meeting, bring this form with you. You may want to bring a paper copy of the Honors Contract Template with your ideas of Honors coursework. You will also need access to the Honors Contract webpage in order to download and complete the Honors Contract Template. *You will need to upload a PDF file of the Honors Contract Template to complete the online submission of the Honors Contract.*
- Obtain a PDF file of the Course Syllabus from the instructor. You will need to upload a PDF file of the Course Syllabus to complete the online submission of the Honors Contract. *Save the file using the following format:
StudentLastName_InstructorLastName_Course_Syllabus (example:
Bengal_Euclid_MATH1147_Syllabus)*
- With the instructor, complete the Honors Contract Template. You and the instructor will discuss and agree upon the following components of the Honors Contract. Refer to the template for more detail.
 - A. Specify how the Honors course requirements will differ from the general course requirements.
 - B. Provide a description of alternative assignments, testing, or performance criteria.
 - C. Include expectations of the how the Honors student verifies that they are meeting the expectations for their Honors assignment(s).
 - D. Specify how the Honors coursework will be integrated into the final grade.You will need to upload a PDF file of the Honors Contract Template to complete the online submission of the Honors Contract. *Save the file using the following format:
StudentLastName_InstructorLastName_Course_Syllabus (example:
Bengal_Euclid_MATH1147_HonorsContract)*
- After you have met with the instructor and have all of the information and PDF files you need, submit your Honors Contract using the online Honors Contract Course submission form located at isu.edu/honors/contract.

*ALL Honors Contracts are due by the second Friday of the semester
in which you are registered for the course.*