HONORS COLLEGE ONLINE CONTRACTING SYSTEM INSTRUCTIONS

***Students must speak with their instructor to establish the requirements of the Honors contract before attempting to create one***

Once you sign in, the system will automatically populate your name, ID, email, and major. Enter a contact phone number and select the class you want to create a contract for from the drop-down menu. Then click on “Identify Faculty.”

All of the classes you are enrolled in may not show up in the drop-down list of courses. This is because the online contracting system automatically does two things:

1) It only shows courses that are eligible to be contracted in the drop-down menu; and
2) Since Honors students are only permitted to enroll in and/or contract up to 9 hours (10 hours with one lab) in the fall and spring semesters, the system alerts students as to how many more hours they can contract; thus, preventing “over” contracting.
Complete the two text boxes asking for information on why you are contracting this particular course and what additional value you expect to take from the class.
Based on the discussion you have already had with your instructor, check one or more of the boxes listed below in "Honors Contract Activities." All four boxes DO NOT need to be completed. Only check and complete those that apply to this specific contract.

For example, if you are required to write a research paper and give a presentation on that research, then you would check both boxes and input the necessary information (as seen above).
After all of the necessary information has been entered, click “Sign Contract” and the faculty member listed for the course will be notified that you have created an Honors credit contract in their class.

Once the contract is signed by the student, they can no longer make any changes to it. If, for any reason, a student decides not to contract the course, they can return to the main page or return to their list of contracts without signing the current contract.

Honors students can view their contracts, and the status and due date of each, by going to their list of contracts, which are arranged in chronological order by due date.
The contract has been created. Now what?

The instructor will then review the contract and can sign it; thus, making it an active contract pending Honors College review. Or, they can choose to modify the requirements of the contract. If this happens, the student would receive an email letting them know that the requirements have been changed. The student would then log in to the online contracting system and accept the changes by signing the contract again, or they could choose to cancel the contract.

When a contract has both the faculty and student signatures, it becomes an active contract that is ready to be reviewed by the Honors College for rigor and eligibility. Once the Honors College approves the contract, the status will change to “awaiting the faculty member’s second signature” (Part B).

If the Honors College needs additional information about the requirements, the student will receive a subsequent email requesting the contract be revised within a limited window of time. It is important that students check their MavMail and the online contracting system on a regular basis. Any contract that does not have all of the required signatures and/or requested information by the due date stated will be automatically cancelled by the online system.

What happens next?

As before, Honors students must complete the Reflection Questions section in Part B of their contracts (see above screenshot, questions 1-3 near the bottom).

The fields for these questions will become available: A) when the faculty member signs Part B indicating the student has completed the requirements of the contract; or B) one week prior to the last official day of classes (Part B deadline). Any contract that does not have the Reflection Questions completed by the due date will be automatically cancelled by the online system.

Once Part B has been completed and signed, the contract is pending for the final grade. To receive Honors credit, a student must earn an A or B in the course. When grades post at the end of the semester, the Honors College verifies the grade received and then asks the Office of Records to denote the course as Honors in the student’s records.

Note: Honors notations are not automatic. They are entered into MyMav individually by the Office of Records; thus, it can take several weeks to complete these entries.