

Honors Contracting - 101

The Honors College
Online Credit System

www.uta.edu/honors/credit

Contracting for Honors Credit

- This is not a separate Honors course that you register for; rather, you are earning Honors credit for a regular course by adding an extra component.
- Failure to complete the Honors contract requirements to the satisfaction of the instructor can result in the student not receiving Honors credit for the class.
- However, failure to complete the Honors assignment should never impact your grade in a class. Your overall grade is based on your performance on examinations and other coursework required of all students in the class.
- You can cancel a contract, if needed. It is important to speak with your instructor before cancelling the contract in the Online Credit System. This is a matter of courtesy and respect of their time, as well as being vital to maintaining good faculty-student relationships.

Which classes can I contract?

- Classes can be contracted in the fall, spring, and summer
- Classes taught by:
 - Professors
 - Associate Professors
 - Assistant Professors
 - Full-time lecturers
- Sources to identify eligible instructors
 - Use the Faculty Profiles Page
<https://www.uta.edu/ra/real/browseprofiles.php>
 - Use department websites
www.uta.edu/uta/academics/colleges.php

Which classes can I NOT contract?

- Classes taught by
 - Graduate teaching assistants (TA's, GA's, etc.)
 - Part-time instructors
 - Adjunct faculty
 - Visiting faculty
- Sources to identify ineligible instructors
 - Use the Faculty Profiles Page
<https://www.uta.edu/ra/real/browseprofiles.php>
 - Use department websites
www.uta.edu/uta/academics/colleges.php
 - Example of an ineligible instructor:
<https://www.uta.edu/profiles/bobbie-brown>

What types of courses cannot be contracted?

- Developmental, elementary, and fundamental courses, such as (this is not an exhaustive list, only a few examples):
 - ENGL 0301, ENGL 1000-level courses, CSE 1301, etc.
 - Foreign Language courses 1441, 1442, 2313, 2314, 2315
- Exercise courses (jogging, yoga)
- Online courses
- Intersession courses (Wintermester/Maymester)

Contracting Process

Honors Credit System:
<https://www.uta.edu/honors/credit/>

1. Talk to your instructor to establish the requirements of contract.
2. Complete Part A by Census Day: **Monday, Sept 12, 2016 (by 11:59pm)**
 - You create the online contract form and electronically sign it.
 - Your instructor reviews the contract, makes modifications (if needed), and electronically signs the form.
3. You complete the requirements for the contract.
4. You ***must*** complete the reflection questions in Part B of the contract. These become available when:
 - a) Your faculty member provides a second signature indicating you completed the requirements; OR
 - b) One week before the Honors College contract due date
5. Ensure that Part B (reflection questions and faculty signature) are completed by the last day of class: **Wednesday, Dec 7, 2016 (by 11:59pm)**
6. Earn an A or a B in the class

Things to keep in mind...

- Common Contract Statuses:
 - **Awaiting First Instructor Signature** (the student has signed the contract, but their instructor has not)
 - **Awaiting Honors Review** (the contract has been signed by the student & instructor, but the Honors College has not reviewed the requirements). **Note:** Honors review does not have to be completed before the contract deadline. In fact, it often takes place after the deadline has passed—this is normal.
 - **Revision Requested by Honors** (the Honors College has requested more information about the requirements; the contract has a “new” deadline—7 days from the day the request was sent)
 - **Final Signature Pending** (the instructor has not signed Part B indicating the student completed the contract requirements)
 - **Part B Incomplete** (one or more of the reflection questions have not been answered)
 - **Contract Fulfilled** (the reflection questions have been completed & the instructor has signed Part B; the Honors College is waiting for grades to post)
 - **Complete** (all requirements of the contract have been met and the Honors notation will be placed on the students transcript)
- Honors notations are not automatic. They are entered into MyMav individually by the Office of Records; thus, it can take several weeks after grades post for students to see the notations on their unofficial transcript.
- You do not need to submit your contract project to the Honors College. Your instructor will review your project and determine if you have met the requirements to receive Honors credit in their class.