**Process for Submitting Honors Contracts**

Updated Spring 2023

* A contract is a way to earn Honors credit for a course that does not have the subject code HON. A contract involves work that is “above and beyond” what is required of other students in the class. There are lots of options for the work that can be done for a contract; students investigate topics in more depth, create additional works of art or music, and analyze additional readings/scores/films, for instance. Think of a few ideas, then make an appointment to talk to the instructor to discuss plans for the contract.
* There is a link to the **Honors** **Contract Form** on the Honors web page (in the **Contracts and Forms** tab). <https://www.hartford.edu/academics/honors-program/current-student-resources/forms.aspx>
* When filling out the Honors Contract Form, the e-mail address for both the student and the professor MUST be a hartford.edu address. **Please double check to ensure that the e-mail address is spelled correctly. It must include @hartford.edu. If there are two (or more) instructors for the course, only one instructor can receive the contract; the system will not recognize more than one e-mail address.**
* After discussing the project with the instructor, the **student completes the contract**, and the professor immediately receives an e-mail that describes the plan for the contract.  There are two buttons in the e-mail -- accept or reject. **The professor selects one**. There is also space for comments (where the professor may indicate that revisions to the contract are needed). The professor **submits** the response.
* The **student immediately receives an e-mail** notification that the professor has accepted or rejected the contract.
* The **Honors Coordinator receives an e-mail** with the approval/rejection notice from the professor.
* Honors Contracts are due on **February 17, 2023**.
* Work for the contract must be completed by **May 2, 2023** (before Exam Week begins).
* A contract is **not** needed for classes with the HON subject code (ex: HON 182 or HON 383).