



## HONORS CONTRACT (HON 4000) REGULATIONS & PROCEDURES

**Purpose:** On a limited basis, members of the Clemson University Honors College may earn honors credit for an undergraduate course by means of an Honors contract. Honors contracts can only be offered in association with a non-Honors course in which the student is concurrently enrolled. The purpose of such contracts is to enable students to experience the educational enrichment that typifies Honors courses, and to explore topics in greater depth than is normally possible in regular undergraduate courses.

**Educational Objectives:** Honors contracts are the product of mutual agreement between the student and the instructor, and entail a commitment by both parties to a learning experience above and beyond normal course requirements. It is expected that such an experience will involve close and regular interaction between the student and the instructor. Honors contract required work should be a deeper dive into standard course work, such as an existing assignment completed at a higher-level expectation or substituting a lower-level expectation for an Honors project. Additional resources can be found on the [Honors College Faculty Resources website](#). The terms of the contract should emphasize quality of experience over quantity of work.

---

### General Regulations

1. The Honors Contract option via enrollment in HON 4000 (0 credit hours) is available only to members of the Clemson University Honors College.
2. Contracts are generally limited to 3000- and 4000-level undergraduate courses.
  - On a limited basis under special circumstances contracts can be written for a 1000- and 2000-level course.
3. An Honors student may contract a maximum of two courses during their undergraduate career. In unique and/or extenuating circumstances, an additional Honors Contract may be approved. Students seeking an additional Honors Contract beyond the two Honors Contract limit should contact their Honors Advisor to discuss and seek approval.
4. To receive Honors credit for a contracted course, the student must earn a grade of "A" or "B" in the associated undergraduate course and a grade of "P" (Pass) for HON 4000.
5. Students who withdraw from or receive a grade of "NP" (No Pass) for HON 4000 are not permitted to take subsequent courses on a contract basis.
6. The Honors Contract option may be used to satisfy General Honors requirements, but not Departmental Honors requirements.
7. Students are not permitted to contract a course that has a current Honors section available in a given semester unless there are exceptional circumstances.
8. Students are not permitted to contract a course at another university.



## Procedures

1. Students should contact the instructor(s) of the course(s) they are interested in contracting to ask if the instructor is willing to provide a contract experience.
2. Some instructors may ask students to meet with them to create the terms of the contract proposal together, while others may provide students a pre-determined set of contract terms. Once the student and instructor have finalized the terms of the contract, the student must complete and submit the electronic Honors Student Contract Proposal Form found on the Honors College website. This form includes student information, instructor information, and contract terms.
  - The Honors Student Contract Proposal must be completed and submitted no later than date listed on the Honors College website. Last day to add a regular class for the respective semester
3. Once the Contract Proposal Form is submitted by the student, the instructor will receive the proposal via an email link. The instructor will review the Contract Proposal and submit the Faculty Approval Form.
  - It is the student's responsibility to ensure that their instructor submits the Faculty Approval Form by the deadlines listed on the Honors College website. The student will receive a confirmation email once the instructor submits the Contract Review.
4. Once the instructor reviews, edits if necessary, and submits the Faculty Approval Form, the FINAL terms of the Honors Contract will be sent electronically to the Honors College staff for review.
5. If the instructor approved the contract, the Honors staff member will create a specific HON 4000 section corresponding to the contracted course. Students and instructors will be sent the final terms of the contract via email.
6. An Honors staff member will enroll the student in their corresponding HON 4000 course. By being enrolled in the course, the student is agreeing to the terms of the final contract approved by the instructor and Honors designee.
7. At the end of the contract period (semester or summer term), in addition to the final course grade, the instructor shall also submit the grade of P (pass) or NP (no-pass) in the iROAR system for the HON 4000 section assigned to the contract.
8. If the student makes an A or B in the contracted course, and a P in the HON 4000 contract, the number of hours of the contracted course will count towards the students' General Honors requirements.