

Contract FAQs

What is an Upper-Division Contract?

The Honors contract is a way for an Honors student to earn Honors credit in any major. The contract turns a regular section of a course into an Honors section via a contract between the student and the professor.

Can I make a contract with any professor?

Yes, but we encourage you to work with a professor who is tenured or tenured-track. We also suggest that you choose a professor who communicates well with you. Since contracts require solid communication, if it is lacking by your standards, consider choosing a different course.

How do I know if my professor will permit me to contract the class?

Before initiating a contract, you must ASK the professor if he or she is willing to work with you one-on-one on the contract. We have formulated a [sample email](#) that you can edit to assist you in starting a dialog with your chosen professor.

My professor has agreed to contracting the class with me, now what?

You need to visit with the professor, either virtually or face-to-face, and agree upon the work you will complete for the contract. Please visit the [Honors Program Contract page](#) if you need assistance coming up with some ideas for the contract work. At this meeting, you will need to get the professor's UVUID. The professor must have their UVUID@uvu.edu account set-up as the document authenticates via the DUO single sign-on.

Ok, we have a plan in place for the contract, what are the next steps?

- Once the professor agrees, then you will [implement the document online](#) via DocuSign.
- Then, you will fill out your student information and the agreed-upon coursework from the prior conversation with your professor.
- After the you digitally sign the document, it is then sent to the professor.
- The professor will fill out an information portion and digitally sign the agreement.
- Once both the student and professor sign the contract, the contract will be reviewed and signed by the Honors Program Coordinator over contracts. All parties will receive a copy indicating the completed contract.

How will you know if I completed the contract as designed?

At the end of the term, the Honors Coordinator will contact the professor and confirm whether you passed the course with a B- or better and completed all the contract components. If the professor states yes to both, he or she will sign the contract once again, and all parties will receive a copy of the contract, which indicates it has been "Finalized." To learn more, [please visit our homepage](#) and navigate to the "Contracts" tab.

What should I look to achieve through a contract?

Contracts are a great way to facilitate your long-term Honors Thesis/Project ideas. If you can link your contract for the course with work that may assist in your research, then it may help you later. Through contracts you can also develop a great relationship with your professor.

Your professor will be able to assess your work ethic, your management of additional and optional coursework, your abilities in communication, and many other nuances of project work, which may help you in deciding who you would like to work with on your Honors Thesis/Project. Developing a solid relationship with Faculty within your major is vital for a successful Senior Capstones, Letters of Recommendation, and any type of referral.

When are contracts due?

Contract formulation is due by the fourth Monday of any semester.

Can I do more than one contract per semester?

Yes, but make sure that you do not overload your schedule. We recommend no more than two contracts per term.

Can I make a contract for a lower-division course?

No, contracts are limited to upper-division major courses. There are exceptions, but you must have prior approval before creating a contract or it will be denied.

I am a double-major; Do I have to do a contract for each major?

No, you can choose which major you want to graduate with Honors and create contracts for that major only.

What if I started a contract but cannot complete it for any reason?

Contracts are only binding for Honors Program credit. If you need to cancel your contract, there are no grade penalties. You will need to check with the Coordinator to see if it will affect your Honors Tuition/Housing Award, if you have one. You also will need to check your academic progress for the Honors Program to understand if you have enough time to earn enough Honors credits for graduation through another contract attempt.