


Faculty Instructions

It is vital that if your course is available for Honors Contracts and you as a faculty member wish to accept Honors Contracts, the note in Surf must be available that says, "**Honors contracts may be available**". Please see the example below. If this is not in Surf, your students in your class will not be able to request Honors Contracts through Surf. To have this updated, contact your Chair of your department and ask them to work with the Dean to update the Enrollment Spreadsheet so that this is in your class notes. Courses must receive prior approval in Meta to qualify for an Honors Contract.

Wait List	1 Regular Start - 17 Week	Class 2184	08/18/2025 - 12/13/2025	Monday Wednesday 9:00AM to 10:50AM	OC4801	Delores Loedel	4 on Waitlist	Honors contracts may be available.
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If the course is listed in Surf with the designation of 'Honors contracts may be available' and if the student is currently registered in the class, then the student can request this directly through Surf. The Faculty instruction page is here: [Faculty Honors Contract Instructions](#). For those who prefer a brief overview, the  [Honors_Contract_Quick_Reference_Guide.docx](#) is available as a quick reference.

All Faculty will now be paid a stipend of 7.5 hours per honors contract at their non-contractual hourly rate. The equivalent amount of LHE (0.227 LHE per contract) will no longer be added to your load card. You are also now allowed to take up to seven contracts, up from five previously.