

# How to establish an Honors Course Contract:

To establish an individual contract for a course, the first step is always to talk with the instructor and see if they are willing to do so, and if so, mutually agree on the terms of the contract. Remember, an instructor is never obligated to agree to do an Honors contract, so ask nicely and respect the answer they provide!

1. Go the University Honors Program Website, click on the Honors Administration Link (HAL)

## University Honors Program

The screenshot shows the University Honors Program website. At the top is a banner image of a stone archway with the text "Kansas State University" and "University Honors Program". Below the banner is a navigation menu with the following items: Home, Who we are, Location, Benefits, Courses, HAL (highlighted with a red arrow), Program Requirements, How do I remain actively engaged?, What our Scholars are Saying, and Give to the UHP. To the right of the menu is a section for "CROSSING BORDERS" research journal, with a button that says "APPLY ONLINE HERE!".

2. Go to the "Current Students" section in HAL

## Honors Administration Link (HAL)

Welcome to the Honors Administration Link (HAL). HAL provides a convenient and secure space for applying to and transacting business with the University Honors Program (UHP) at Kansas State University.

### Prospective Honors Students

▶ [APPLY FOR ADMISSION TO THE UNIVERSITY HONORS PROGRAM](#)

### Current Honors Students

▶ [TRACK YOUR PROGRESS & MANAGE YOUR PROJECT, EVENTS, AND CONTRACTS](#)

### Faculty/Staff

▶ [VIEW YOUR COLLEGE'S STUDENTS AND RELATED UHP ACTIVITY](#) (College Coordinators)

▶ [REVIEW AND APPROVE STUDENT ACTIVITY](#) (Faculty *eSign*)

▶ [CONTROL PANEL](#) (UHP Staff)

← Sign-in for current students


K-STATE FERPA GUIDELINES

U.S. DEPARTMENT OF EDUCATION Family Educational Rights and Privacy Act (FERPA) Guidance

### 3. Sign in

## Honors Administration Link (HAL)

[HOME](#)



Log into your *HAL Control and Progress page* using your eID and password

eID

password

**Use your eID and password just like you would for KSIS or K-State Online**

### 4. Add a new contract

**COURSES** **NOT STARTED**

**Four (4) for-credit academic courses (12 credits minimum)** **Progress: 0 courses; 0 hours**

At least four UHP-eligible courses must be completed for credit for a minimum total of twelve credit hours. Three eligible options:

- UHP-designated courses (e.g., Honors Chemistry, Honors Introduction to the Humanities) that carry course credit.
- Contract courses (i.e., a regular for-credit course where the student and instructor agree upon additional scholarly expectations and outcomes).
  - [CLICK HERE TO ADD A NEW COURSE CONTRACT](#)
  - [CLICK HERE TO VIEW PRECONTRACTED COURSES](#)
- Course credits taken for undergraduate research.

Course	Section	Hours	Term	Contract Date	eSign	Grade	Complete
NO COURSES							

## 5. Fill out the form

### FOR-CREDIT COURSE CONTRACT (John Q. Honors Mode)


CLOSE

#### Instructions:

1. Fill in all fields on the Contract form.
2. Once saved, you must submit the form for electronic signatures.

ALL FIELDS ARE REQUIRED

Student Name

Course Subject and Catalog  (e.g., ECON 520)  **Write in the course number, semester, and number of credit hours**

Term

Credit hours requested to be applied


Description of Contract:  
For a contracted course, please indicate what you will do that is distinct from the regular requirements of the course. Detail and topical specificity are appreciated. If you are contracting undergraduate research for which you are earning academic credit, please describe the research, including your planned role in it.

Describe the goals and/or learning objectives for this contract. What skills do you hope to develop or enhance?

How will successful completion of this contract be documented, or what intellectual products will be generated? Key details include the agreed upon scope of the intellectual product (i.e. length of paper or duration of presentation) and whether the contracted work will be graded.

*Complete the form.*

## 6. Enter your instructor's information

 **1. Write down contact information for you instructor. Make sure to use the correct eID because this will be used for the approval process (if your email is willie@ksu.edu, your eID is willie).**

**Course Instructor:**

First and Last Name

First Last

eID  Fill out the first and last name above and click to search for their eID  
eID is the first part of their K-State email address. For example, your eID is mirandamoore24.  
Do not include the '@ksu.edu' part.

Phone

Department

**2. Save the information on the form.**

**3. Send your contract proposal for approval.**

**→ ONCE SAVED, CLICK HERE TO SEND FOR SIGNATURES**  
(Do this ONLY AFTER discussing this contract with your course instructor or activity advisor)

## 7. Check eSign

Name	Approvals		Contract Completed	
	eID	Date	eID	Date
Student				
Instructor				
College Representative				
University Honors Program Director				



**Keep an eye on your contract as it moves through the approval process.  
At any stage, you can see who has already signed and who has yet to sign.**

***Congratulations! You have successfully started a Course Contract!***