# Contract Course Information

For those who are planning or needing to take a contract, please review the following information:

* All Honors Program contract course documents are located on the opening page of the Honors Program Canvas site – within the “Contract Course Information” link toward the bottom of the page.
* First, read the file called “Honors Program Contract Information”. This lays out the steps and important information you will need to know before starting the contract process.
* Next, email Mr. Yerby with the course name, course code and instructor (for example – World History HST\_105\_111, Greg French) in which you would like to complete an honors contract for the following semester.
  + Once you receive an approval email from Mr. Yerby regarding the potential honors contract course/instructor, you may proceed to next step.
* Review the “Honors Contract Student Guidelines” form (Canvas).
* Review and fill out your portion (Student Name, ID#, Instructor Name, Course/Section – no signatures yet) of the “Honors Contract Course Application” form (Canvas).
* Email the instructor and explain that you wish to take their course and add an Honors Contract to it. In the email, include the “Honors Contract Student Guidelines” document and the partially filled out “Honors Contract Course Application”.
  + Some instructors may not be aware of what an honors contract is and/or how it works. It is you, the student’s obligation to provide any contract course documents in your communication with them. They may also contact the Honors Program office at any time with questions or concerns ([honors@otc.edu](mailto:honors@otc.edu), 417-447-8229, ICE 352).
  + Please note that an instructor is not obligated to agree to an honors contract, and can say no.
  + Each instructor who helps an honors program student complete an honors contract will receive a $100 thank you stipend for their effort.
* Register for the course/section as soon as possible once registration opens. Once a class fills during the normal registration process, the Honors Program cannot get you a seat in the course. It is your obligation to register for the regular section of the course, and have a registered seat in the course, to be eligible to pursue an honors contract in it.
* Communicate with the instructor to facilitate the completion of the “Honors Contract Course Application”.
* Once you receive back the completed “Honors Contract Course Application” form you must print it and bring it to the Honors Program office (if you are at a remote campus or an online student you may email it to John Cook at [cookjo@otc.edu](mailto:cookjo@otc.edu)).
* Honors Contract Course Applications will not be accepted after the first day of the semester. It is in a student’s best interest to have the contract course application completed by the end of the semester before the course is intended.

If you have any questions please see John Cook or Mr. Yerby prior to the start of the intended semester.