CONTRACT LATE SUBMISSION PROCEDURE

Following are instructions for submitting an approved late contract:

1. Ask your instructor to email honors-program@uiowa.edu with the subject line “Honors Contract Form for “YOUR NAME.”
2. In the email the instructor must include:
	1. Student Hawk ID.
	2. Course number being contracted.
	3. Description of the work/project to be done in order to earn honors credit for the class.
	4. Timeline for completion.
3. The instructor should use their uiowa email address as that serves as their “signature”.

At the end of the semester, the instructor should:

* Re-send the same email to honors-program@uiowa.edu, from their uiowa email address.
* Change the subject line to “Honors Contract for YOUR NAME completed.”
* Include a note confirming that the project was completed to their satisfaction.

**\*\*Honors will then manually designate the class as Honors [H] for those earning a B- or better, a process that may take a couple of weeks from the time of confirmation\*\***