HOW TO COMPLETE AN HONORS CONTRACT
The Honors College at WCU

1. **Student Initiates**
   - The student initiates the contract by meeting with the instructor.

2. **Student Obtains**
   - The student obtains the correct form for the current semester.

3. **Student Fills Out**
   - The student fills out the contract with the necessary information.

4. **The Honors Dean**
   - The Honors Dean reviews the contract and contacts the student if there are questions.

5. **Student Submits**
   - The student submits the signed contract to the Honors College Office.

6. **Both**
   - The student and instructor sign the contract.

7. **The Honors Dean**
   - The Honors Dean signs the contract and it is recorded.

8. **Students Submit**
   - Students submit work agreed upon by the instructor by the due date specified.

9. **Instructor Receives**
   - The instructor receives, signs, and returns completion form to the Honors College.

10. **Honors College Then**
    - The Honors College then submits to Registrar and honors hours are recorded.