

Honors Contracts Frequently Asked Questions

1. Do I need to register for the SMapply site?
 - a. No. Please log in using your FSUID.
2. Where can I find my EMPLID?
 - a. Your EMPLID can be located on the MyFSU home page.
3. Where can I find the title for a faculty member?
 - a. Faculty member information can be found here: [FSU Directory](#)
4. What information do I need to include in the request for faculty approval?
 - a. You will need your faculty member's name and FSU email address as well as the course number and a brief description of the Honors requirements.
5. How will I know if my faculty member submitted their approval for the contract?
 - a. You will receive an email once the approval has been received and your application has been submitted.
 - b. You can also check the status of your contract here: [Honors Contracts](#)
6. What if my faculty member does not approve the contract by the deadline?
 - a. All tasks must be completed by both the student and the faculty member by the deadline. If your faculty member does not approve the request, you will not be eligible to complete a contract to earn Honors credit for the course. Be sure to communicate with your faculty member and ensure they have confirmed your application. **Late applications will not be accepted.**
7. What happens if my faculty member denies my application?
 - a. If your faculty member does not approve your course contract application, please contact them and discuss your next options. You will need to submit a new application in the portal.
8. Can I submit more than one contract in the same semester?
 - a. Yes, however you will need to submit a new contract for each course as each course requirement may be different.
 - i. **Students may complete a maximum of 8 credit hours total through individual Honors augmented courses. Honors DIS contracts have no credit hour limit.**
9. What grade is required to receive Honors credit in a contracted course?
 - a. Honors DIS courses must be completed with a C- or higher.
 - b. Individual Honors augmented courses must be completed with a B- or higher.
10. What is the Recommendation for Honors Credit?
 - a. If you have completed the requirements of your Honors contract, you will need to send a request to the faculty member via the Honors Contracts portal to complete the Recommendation for Honors Credit. In order to receive Honors credit for the course, your faculty member must complete this recommendation and verify that all Honors requirements were met.
11. When does the Recommendation of Honors Credit form need to be completed?
 - a. The Recommendation of Honors Credit needs to be completed by **4:00 pm (EST)** on the day that grades are due for the semester. You will receive an email approximately one to two weeks before the end of the semester as a reminder.
12. How will I know if my faculty member submitted the Recommendation for Honors Credit?
 - a. You will receive an email once the recommendation has been received notifying you whether the recommendation was approved or denied.
 - b. You can also check the status of your contract here: [Honors Contracts](#)
13. When will I see the course reflected as Honors on my transcript?
 - a. Pending successful completion of your course and receipt of the Recommendation for Honors Credit, please allow 6-8 weeks for the course to show as Honors on your transcript.

Please contact the Honors staff at honors@fsu.edu with additional questions about the online course contract process.