INSTRUCTOR APPROVAL OF HONORS CONTRACT PROPOSALS

When student submits a proposal for an Honors Contract, an email with a link to the workflow is sent to the primary instructor notifying them that an action is needed. A link to the Honors Contract guidelines.(https://nau.edu/honors/student-experience/academics/honors-courses/honors-contract-process/) is included in the email.

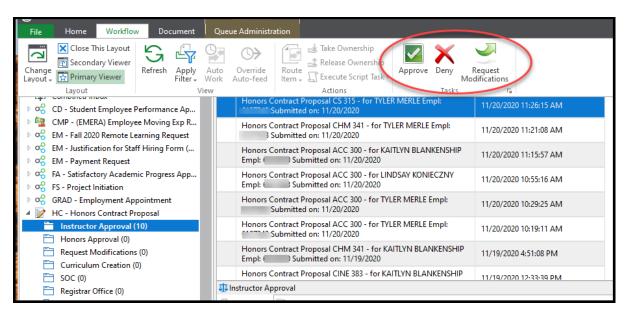
The instructor will review the submitted proposal and approve, deny, or request modification. If an instructor requests modification to a proposal, it is routed back to the student to revise (student is automatically notified by email).

When the proposal is approved, the instructor also has the option to not move the student back into the non-H BbLearn course shell. Most instructors prefer to keep all the students in one course shell, but the option is there if an instructor wants to keep the –H student(s) in a separate BBLearn shell. The instructor is responsible to add the course content in the new BBLearn Honors course shell.

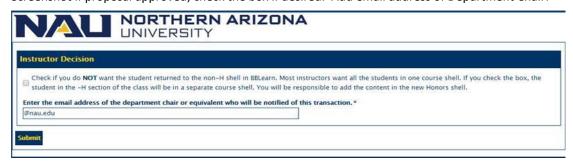
The instructor also enters the email address of their department chair or person that they report to. The student receives an email update once the instructor has submitted a response.

A second reminder email will be sent to the instructor if action has not been taken after two days.

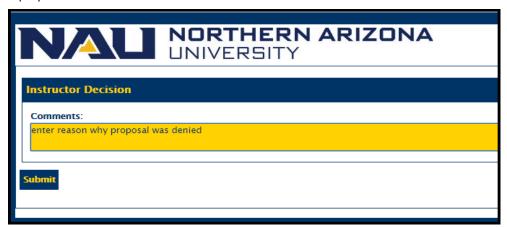
Example screenshot of Unity Client dashboard for Instructors:



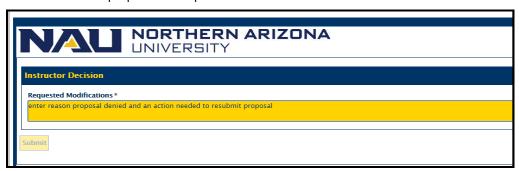
Screenshot if proposal approved; check the box if desired. Add email address of Department Chair:



If proposal denied:



If modifications to proposal are requested:



Web View of OnBase dashboard:

