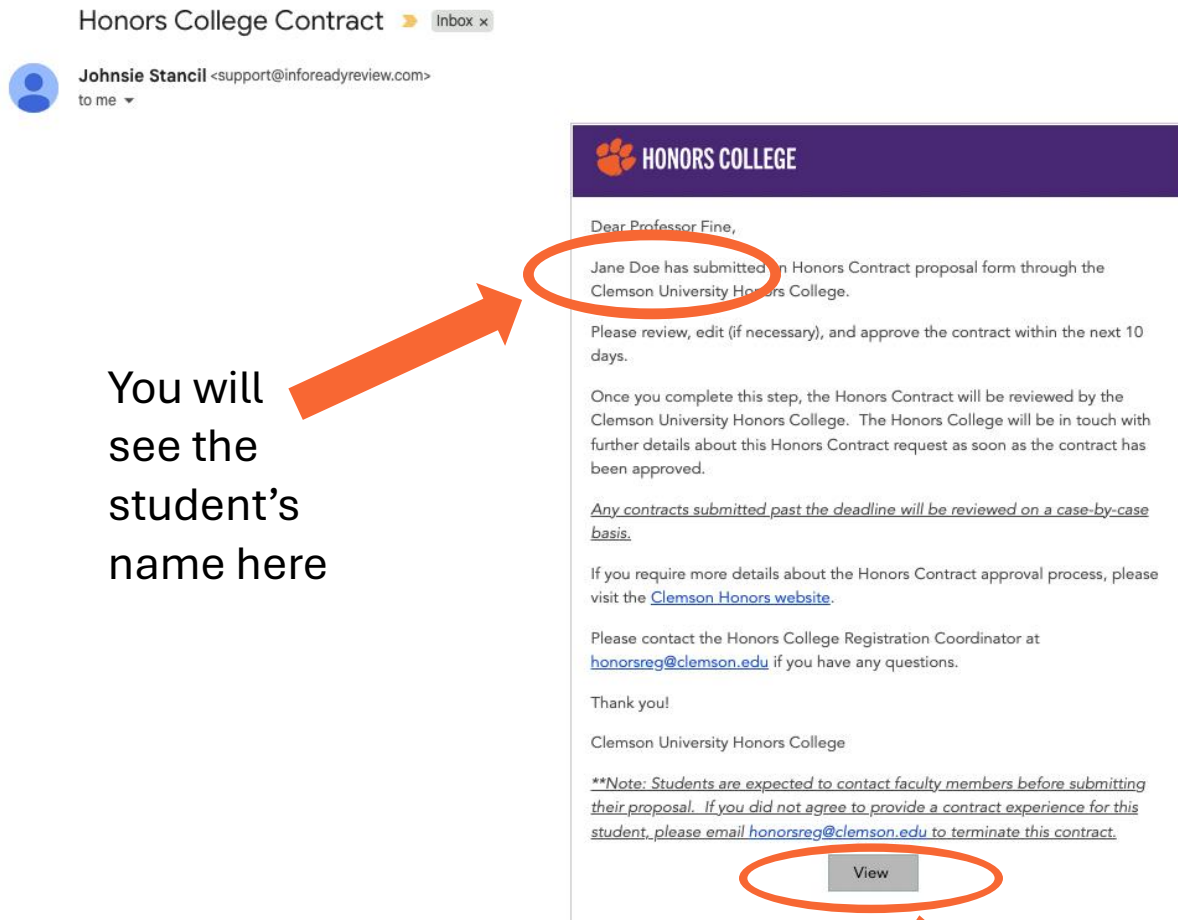


When a student submits an Honors Contract and lists you as the faculty member who is teaching the class, you will receive the following email:



You will
see the
student's
name here

Click the gray
"View" button
here to review
and approve
the contract

The link from your email will bring you to this landing page for the student's Honors Contract application.

HONORS COLLEGE Hello, Jefe | Sign Out | Help

HOME REVIEWS APPLICATIONS PROGRESS REPORTS CALENDAR

Honors Contract Proposal Form- Fall 2025: Application Review

Applicant Name: Jane Doe
Application Title: POSC 4030-001
Application ID: 000031
Review Deadline: Sunday, August 24, 2025

To start your review, click "Show Application Details" below to view the application.

[Show Application Details](#)

Below is the form required to complete your review.

Honors Contract - Faculty Review
To start your review, click the "Show Application Details" drop-down menu above to view the student's Contract Proposal Form.

Thank you for being willing to support an Honors Contract experience.

View the student's proposal by either:

- using the drop-down box above which reads "Show Application Details" or
- clicking the PDF button at the top of the screen.

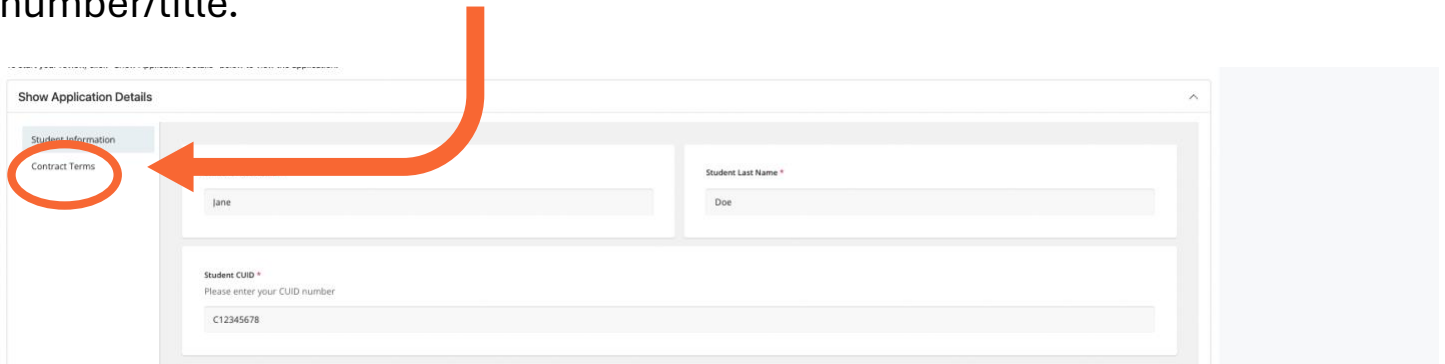
After reviewing the student's Honors Contract Proposal responses, please add any comments or revisions along with your final approval. Please note that your revisions will be the final terms of the contract.

Faculty Information
Please complete the sections below with your information.

Faculty Email Address *

Click this arrow next to "Show Application Details" to view the contract terms that the student has entered. You also could click the PDF above (circled in orange) if you want to download it or have it open separately.

When you click the arrow to Show Application Details, that box will expand. You can view the student's information on the first page. To view the contract terms for your course, please click “Contract Terms” on the left or the “Next” button at the bottom right-hand side below the student information and course number/title.



The screenshot shows a web form titled "Show Application Details" with a collapse/expand arrow in the top right corner. On the left side of the form, there are two tabs: "Student Information" (which is currently selected and highlighted in light blue) and "Contract Terms" (which is circled in orange). An orange arrow originates from the text above and points directly to the "Contract Terms" tab. The main content area of the form is divided into three sections. The first section contains two input fields: "Jane" for the first name and "Doe" for the last name, which is labeled "Student Last Name *". The second section is labeled "Student CUID *" and includes the instruction "Please enter your CUID number". The third section contains a single input field with the value "C12345678".

After reviewing the student's text, scroll down to the field for you to input revised terms or approve the terms as written by the student. In each of the three boxes, you will either write new content that will become the final contract terms or you will enter "No edits needed" into each of the required boxes.

Honors Contract - Faculty Review

To start your review, click the "Show Application Details" drop-down menu above to view the student's Contract Proposal Form.

Thank you for being willing to support an Honors Contract experience.

View the student's proposal by either:

- using the drop-down box above which reads "Show Application Details" or
- clicking the PDF button at the top of the screen.

After reviewing the student's Honors Contract Proposal responses, please add any comments or revisions along with your final approval. Please note that your revisions will be the final terms of the contract.

Faculty Information

Please complete the sections below with your information.

Faculty Email Address *

jfine@clemsont.edu

Faculty Employee ID or CUID Number *

C1212121212

Faculty Academic Department *

POSC

Honors Contract Review

The contract details submitted by the student are available under the "Show Application Details" drop-down menu above.

Please make edits, additions, or comments on the student's proposed Honors Contract as needed. If the content provided by the student meets your approval, please comment "No edits needed."

Description of Work *

Faculty feedback on Description of Work:

Paragraph

Type or paste your content here.

Here is an example of a contract that does not need any adjustments. If you make edits to any of the three fields by entering new text, please choose “Yes, with my revisions” for the Faculty Approval step.

Description of Work *
Faculty feedback on Description of Work

No edits needed

Words: 3 Characters: 15 / 20000

Learning Objectives *
Faculty feedback on Learning Objectives

No edits needed

Words: 3 Characters: 15 / 20000

Justification *
Faculty feedback on Justification of contract

No edits needed

Words: 3 Characters: 15 / 20000

Faculty Approval *
I approve the Honors Contract described within the student's Honors Contract Proposal Form.

☒ Yes, without any revisions to the student's application.

☐ Yes, with my revisions

☐ No, I do not approve this Honors Contract.

Please click the appropriate button to approve the student's terms, approve as revised by you, or to reject the contract.

Additional comments?
Please give any additional comments or feedback in the space below if needed.

Click the blue “Submit” button here to finalize your step in the process.

Comments to Administrator:
Use this form to include comments that only the Administrator can read - the Applicant will not see these comments:

Type or paste your content here.

Words: 0 Characters: 0 / 20000

Save as Draft

An optional step is to enter text here for the Honors College staff to view (students will not be able to see what you have written here).