

# MONMOUTH UNIVERSITY

West Long Branch, New Jersey 07764

## HO 499H: HONORS SCHOOL THESIS APPLICATION (Rev. 9/28/10)

(See instructions on reverse side or, if printed from the web, a separate sheet)

### Course Information *(Please print):*

YEAR: \_\_\_\_\_ TERM (check one): \_\_\_ FALL \_\_\_ SPRING \_\_\_ SUMMER

HO 499 Honors Thesis – 2 Credits

Chief Advisor: \_\_\_\_\_ Second Reader: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

### Student Information *(Please print):*

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Major \_\_\_\_\_ Ant. Date of Graduation \_\_\_\_\_

Cell Phone No. \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Personal E-mail address \_\_\_\_\_ Grade on Thesis Proposal: \_\_\_\_\_

#### Interview dates:

~ with Chief Advisor (be Specific) \_\_\_\_\_

~ with Second Reader (be Specific) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please review the Thesis Guidelines*

<http://www.monmouth.edu/academics/schools/honors/ThesisGuidelinesHO499.pdf>

**NOTE TO CHIEF ADVISOR AND SECOND READER:** Your Thesis advisee should arrange a joint meeting with the two of you to ensure that you both agree with the direction of the thesis and your schedule of future meetings with the student, after which the student should complete this form, obtain your signatures and then other required signatures. Unless you decide otherwise, your student should provide you with thesis drafts by the beginning of the 9<sup>th</sup> and 12<sup>th</sup> weeks of the semester and incorporate your comments. The final thesis is due two days before the Honors Research Conference. We will notify you of the dates. Thank you for working with our Honors students.

Chief Advisor's Remarks (if any): \_\_\_\_\_

Second Reader's Remarks (if any): \_\_\_\_\_

Honors Advisor's Remarks (if any): \_\_\_\_\_

### Approvals:

Chief Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Second Reader: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Honors Advisor/Date: \_\_\_\_\_ Honors Dean/Date: \_\_\_\_\_

### OR&R Use Only:

By: \_\_\_\_\_ Date: \_\_\_\_\_ EVAL \_\_\_\_\_

# MONMOUTH UNIVERSITY

## Honors School HO 499H Thesis Application (Rev. 9/28/10)

### INSTRUCTIONS

**Completed Thesis applications are due by the conclusion of the third week of the regular semester, or its equivalent in the shorter summer sessions. Failure to register for the Honors Thesis by the deadline can affect your financial aid and might affect your grade.**

**Be sure to meet regularly with your Thesis Advisors; the quality of your Thesis will depend on it. Failure to submit your two drafts (due at beginning of 9<sup>th</sup> and 12<sup>th</sup> weeks of semester) and the completed Thesis (2 days before the Honors Research Conference) might affect your grade. Please schedule your work accordingly.**

#### **Application Schedule:**

- 1. In first week of semester, meet jointly with your Chief Advisor and Second Reader to decide on your meeting schedule and thesis direction, then complete the application and secure signatures of: Chief Advisor, Second Reader, Department Chair, and Honors Advisor.*
- 2. Send completed and approved form to the Honors School Office for approval of Honors Dean no later than by the conclusion of the third week of the semester.*
- 3. Honors School Office will forward completed form to the OR&R for registration.*
- 4. Unless directed otherwise by your advisors, submit two drafts of your thesis (in hard copy, typed double spaced) to your Chief Advisor, Second Reader, and Honors Advisor: one by the beginning of the 9<sup>th</sup> and the second by the beginning of the 12<sup>th</sup> week of the semester.*
- 5. Register for the research conference and send thesis abstract by the beginning of the 12<sup>th</sup> week of the semester.*
- 6. Incorporate faculty comments on your drafts and submit a hard copy of your completed thesis to all advisors and an email copy to [imenditt@monmouth.edu](mailto:imenditt@monmouth.edu) two days before the Honors Research Conference.*

*If you are already registered for courses for the semester, send completed application to the Honors School Office. It will then be forwarded to the Office of Registration and Records (Wilson Hall, Room 208). Staff from the OR&R will process the application and register you for the course. If applicable, a bill will be sent from the Bursar's Office.*

*If you are not already registered for any other courses for the semester, you must personally bring the application to the Office of Registration and Records (Wilson Hall, Room 208) and register in person.*