

# MONMOUTH UNIVERSITY

West Long Branch, New Jersey 07764

## HO 499H: HONORS SCHOOL THESIS APPLICATION (Rev. 2/13/12)

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

Course Information (Please print in black or blue ink):

HO 499 Honors Thesis – 2 cr. YEAR: 20\_\_\_\_ TERM (check one): \_\_FALL\_\_ SPRING\_\_ SUMMER

Chief Advisor (Faculty Supervisor): \_\_\_\_\_

Second Reader (if applicable): \_\_\_\_\_

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 available at  
[www.monmouth.edu/honors](http://www.monmouth.edu/honors) and in the Honors School Office

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

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

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

### Approvals:

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

Second Reader (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Honors Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

HONORS DEAN: \_\_\_\_\_ Date: \_\_\_\_\_

### HONORS SCHOOL Use Only:

Overall GPA \_\_\_\_\_ GPA in the Major \_\_\_\_\_ Honors Credit Check  Initial \_\_\_\_\_

### OR&R Use Only:

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

# MONMOUTH UNIVERSITY

## Honors School HO 499H Thesis Application (Rev. 2/13/12)

### 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 draft in Week 7 and your final draft in Week 12 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 (if you are using one), to decide on your meeting schedule and thesis direction, then complete the application and secure signatures of: Chief Advisor, Second Reader and Honors Advisor. **(Note: School of Science students must use a Second Reader. All other majors must receive permission from the Honors Dean to use a Second Reader.)***
- 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. Rough draft is due in Week 7 and final draft is due in Week 12.*
- 5. Register for the research conference and send thesis abstract by the beginning of the 12<sup>th</sup> week of the semester.*

*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.*