

MONMOUTH UNIVERSITY
West Long Branch, New Jersey 07764
HO 495: THESIS DEVELOPMENT APPLICATION (Rev. 4/25/16)
(See instructions on reverse side or, if printed from the web, a separate sheet)

Course Information (Please print in ink):

YEAR: _____ TERM (check one): ___ FALL ___ SPRING ___ SUMMER

HO 495 Thesis Development – 2 Credits

First Reader: _____

Second Reader (if applicable): _____

Project Title: _____

Student Information (Please print in ink):

Name: _____ ID# _____

Major _____ Ant. Date of Graduation _____

Cell Phone No. _____ Home Phone No. _____

Personal E-mail address _____

Project Description: _____

Do you need IRB Approval : YES NO

Interview Dates with Reader(s) (be specific): _____

Student's signature _____ Date _____

*Please review the Thesis Guidelines available at
www.monmouth.edu/honors and in the Honors School Office*

First Reader's Remarks (if any): _____

Second Reader's Remarks (if any): _____

Honors Thesis Advisor's Remarks (if any): _____

Approvals:

First Reader: _____ Date: _____

Second Reader (if applicable): _____ Date: _____

Honors Thesis Advisor: _____ Date: _____

HONORS SCHOOL 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

HO 495 Thesis Development Application (Rev. 4/25/16)

INSTRUCTIONS

All completed 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 HO 495 by the deadline can affect your financial aid and your grade.

Be sure to meet regularly with your First & Second Readers. The quality of your proposal and your grade will depend on it. Failure to submit your two drafts (due at beginning of 7th and 12th weeks of semester) might affect your grade. Please schedule your work accordingly.

Application Schedule:

Consult the Thesis Development (HO 495) and Thesis Writing (HO 496) Guidelines available on the Honors School web page: www.monmouth.edu/honors. *NOTE: Honors Students in the School of Science are to follow a special set of guidelines tailored to their areas of studies.* If you do not register for HO 494 Thesis Preparation, you will need to take the following steps:

1. The Honors School Dean will schedule a meeting with you early in your junior year to review the thesis procedure and to help you begin thinking about possible thesis topics and advisors.
2. Begin discussing your thesis ideas with department faculty. Deciding on a topic is often difficult and your professors, as well as the Honors School Dean, can help in that process.
3. Decide on a professor to supervise your thesis, a First Reader. (You may also choose a Second Reader by permission of the Honors School Dean.) Both should be familiar with your research area. If you have trouble in selecting professors, consult with the Honors School Dean.
4. Meet with your First Reader (and Second Reader if applicable) no later than two weeks from the start of the semester to decide on your meeting schedule and thesis focus, then complete the application and secure advisor signatures.
5. Obtain the approval of the Honors Thesis Advisor, who is assigned to you by the Honors School.
6. Bring your completed and approved application to the Honors School Office for approval by the Honors School Dean. This must be done by the end of the third week of the semester.
7. The Honors School Office will forward the completed form to the Registrar's Office for registration.
8. Unless directed otherwise by your advisors, submit a hard copy rough draft of your thesis proposal (typed double spaced) to your First Reader, Second Reader, and Honors Thesis Advisor in Week 7.
9. Submit the final draft of your proposal in Week 12. You must earn a B or higher in HO 495 to register for HO 496.
10. Be sure to attend the Research Conference to support your fellow students and learn what you will have to do when you complete your thesis.

If you are already registered for courses for the semester, send your completed application to the Honors School Office. It will then be forwarded to the Registrar's Office (Wilson Hall, Room 208). Staff from that office 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 Registrar's Office and register in person.