

MONMOUTH UNIVERSITY
 West Long Branch, New Jersey 07764
HO 496: THESIS WRITING APPLICATION (Rev. 4/25/16)
 (See instructions on reverse side or, if printed from the web, a separate sheet)

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

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

HO 496 Thesis Writing – 2 Credits

First Reader: _____

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 _____

Interview dates:
 ~ with First Reader (be Specific) _____
 ~ with Second Reader (be Specific) _____

Student's Signature _____ Date _____

*Please review the 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 496 Thesis Writing Application (Rev. 4/25/16)

INSTRUCTIONS

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 for HO 496 by the deadline can affect your financial aid and might affect your grade.

Be sure to meet regularly with your reader(s); 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 the first week of the semester, meet jointly with your First Reader and Second Reader (if you are using one), to decide on your meeting schedule and thesis direction, then complete the application and secure the signatures of your First Reader, Second Reader, and Honors Thesis Advisor. (Note: School of Science students must use a Second Reader. All other majors must receive permission from the Honors School Dean to use a Second Reader.)*
2. *Send completed and approved form to the Honors School Office for approval by the Honors School Dean no later than by the conclusion of the third week of the semester.*
3. *The Honors School Office will forward the completed form to the Registrar's Office for registration.*
4. *The rough draft of the thesis is due in Week 7, and the final draft is due in Week 12.*
5. *Register for the research conference and send your thesis abstract to the Honors School Office by the beginning of the twelfth week of the semester.*

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.