# Course Information (Please print in ink):

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<th><strong>YEAR:</strong></th>
<th><strong>TERM</strong> (check one):</th>
<th><strong>FALL</strong></th>
<th><strong>SPRING</strong></th>
<th><strong>SUMMER</strong></th>
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<tbody>
<tr>
<td>HO 498 Honors Thesis Proposal – 2 Credits</td>
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- **Chief Advisor** (Faculty Supervisor): 

- **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 Advisors (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**
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 for the Honors Thesis by the deadline can affect your financial aid and your grade. Be sure to meet regularly with your Thesis Advisors: the quality of your Thesis and your grade will depend on it.

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 7th and 12th weeks of semester) might affect your grade. Please schedule your work accordingly.

Application Schedule:

Consult the Thesis Proposal (HO 498) and the Thesis (HO 499) 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. Paper copies are available in the Honors School Office.

1. The Honors 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 Dean, can help in that process.

3. Decide on a professor to supervise your thesis, a Chief Advisor. (You may also choose a Second Reader by permission of the Honors Dean.) Both should be familiar with your research area. If you have trouble in selecting professors, consult with the Honors Dean.

4. Meet with your Chief Advisor (and Second Reader if applicable) no later than 2 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 approval of Honors Advisor. Your Honors Advisor is assigned to you by the Honors School.

6. Bring completed and approved Application to the Honors Office for approval of Honors Dean. This must be done by the end of the third week of the semester;

7. Honors School Office will forward completed form to the OR&R for registration.

8. Unless directed otherwise by your advisors, submit a hard copy draft of your thesis proposal (typed double spaced) to your Chief Advisor, Second Reader, and Honors Advisor in Week 7.


10. Be sure to attend the Research Conference to support your colleague 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 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.