

Honors Thesis Proposal Registration Form*

To be completed and signed by the Thesis Advisor(s) and by the Chairperson of the Department in which the thesis requirement is being met, or the Chair of the Department supervising the thesis student. *Attachments: *Abstract, or summary of proposed research; internal work calendar agreement.*

Submit signed registration form no later than October 15th.

Thesis student: _____

Anticipated Graduation Date: _____

Declared Major(s)¹ 1. _____ 2. _____

Declared Minor (if relevant to thesis) _____

Interdisciplinary thesis research topic? (Check one) Yes ☐ No ☐

APPROVAL OF THESIS PROPOSAL:

The Honors thesis proposal of the student whose name appears above has been approved by her major department(s). This approval form indicates that all thesis requirements for graduation have been reviewed with the student. In the case of students completing double majors with thesis requirements, the signatures below indicate that an acceptable agreement for completion of each has been drafted and attached.

APPROVED BY:

Thesis Chair (Print Name)

Signature

Thesis Advisor / Reader (Print Name)

Signature

Department Chair(l)

Department Chair (2, if applicable)

Date

Date

*Attachments Required

¹ If both declared major departments have a thesis requirement, you must submit a signed "Clearance for Thesis Requirement" form showing the resolution of the requirement for each department.

Work Calendar:

The work calendar is a document or form drafted by the advising faculty or Department, that indicates the calendar of activities approved by each party describing the research and writing process and expectations for a one or two-semester research, writing and editing period.

This document may provide agreed-upon meeting schedules and work target dates (**dates for Abstract, outline approval, rough draft, draft revision, final draft**) or other specific agreements that can be later referenced for thesis review. This document is primarily for the student and her advisor to make clear the terms of responsibility related to the thesis process. The student must sign the agreement to indicate that she is clear about the requirements set forward by her advisor, and the potential consequences for failure to meet them.

Nomination for “Best Thesis” Prize

Nominations of students to be included in this process must be submitted to the Honors Program Coordinator by **March 21, 2015**. The nominator must be the primary Thesis Advisor. An Abstract and rough draft of the thesis, with will be requested by **April 22, 2015**.

Departmental Thesis Requirements and the Double Major (see Item #5 in the Thesis Guidelines):

In the instance of a **student double-majoring in two disciplines that each require thesis for the completion of the major**, the Honors Program requires that the student resolve this conflict with her department chairs well in advance of the senior year. Honors Program asks that Departments create clear policy and communicate in early advising their internal guidelines for addressing this event. *Both Chairs signing off on the Approval Form is an indication that an agreement has been reached and communicated to the student.* The Honors Program does not enforce these agreements—the terms of the agreement (if it involves an additional class, for example) must be achieved through the Departmental advising process and be verified as part of the student’s graduation review no later than the first semester of her senior year.

Honors Thesis Final Approval Form

(Program Director's Copy)

This form is to be completed and signed by the Thesis Advisor and signed by the Chairperson of the Department in which the thesis has been approved.

****Please note that the date for the submission of the student's thesis draft to her thesis Advisor is April 12, and to the Department Chair, April 22. Complete and submit this form to the Honors Program Office no later than May 1. A final approved and bound copy of the thesis must accompany this form.**

Name of Student:
Department(s):
Title of Thesis:
Length of Thesis:

The student whose name appears above has satisfied the requirement set forth in her agreement, and satisfies the Honors Thesis requirement.

APPROVED:

Department Chair

(Date)

Thesis Chair

(Date)

Thesis Committee Members and Readers

Thesis Advisor/Reader (Print)

Signature

(Date)

Thesis Advisor/Reader (Print)	Signature	(Date)
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_____	_____	_____
Thesis Advisor/Reader (Print)	Signature	(Date)

_____	_____	_____
Thesis Advisor/Reader (Print)	Signature	(Date)

Honors Thesis Final Approval Form

(Thesis Copy)

This form is to be completed and signed by the Thesis Advisor and signed by the Chairperson of the Department in which the thesis has been approved.

****Please note that the date for the submission of the student's thesis draft to her thesis Advisor is April 12, and to the Department Chair, April 22. Complete and submit this form to the Honors Program Office no later than May 1. A final approved and bound copy of the thesis must accompany this form.**

Name of Student:
Department(s):
Title of Thesis:
Length of Thesis:

The student whose name appears above has satisfied the requirement set forth in her agreement, and satisfies the Honors Thesis requirement.

APPROVED:

Department Chair (Date)

Thesis Chair (Date)

Thesis Committee Members and Readers

Thesis Advisor/Reader (Print) Signature (Date)

Thesis Advisor/Reader (Print) Signature (Date)

_____ Thesis Advisor/Reader (Print)	_____ Signature	_____ (Date)
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_____ Thesis Advisor/Reader (Print)	_____ Signature	_____ (Date)
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