I. STUDENT INFORMATION

NAME: __________________________________________

LOCAL ADDRESS: __________________________________________

LOCAL PHONE: ______________________

E-MAIL ADDRESS: __________________________________________

MAJOR DEPARTMENT: ____________________________ COLLEGE: _____________

EXPECTED GRADUATION DATE (MONTH/YEAR): __________________________

II. THESIS INFORMATION

WORKING THESIS TITLE: __________________________________________

THESIS ADVISOR: ____________________________ DEPARTMENT: ______________

WORKING THESIS ABSTRACT (100 WORDS OR LESS):

STUDENT _________________________ ADVISOR___________________________

DATE                  DATE

DEAN1 ____________________________ DEPT. CHAIR2_________________________

DATE                 DATE

1Dean of the Honors College, not your academic college.
2Required if thesis is to satisfy Department’s capstone experience.
The thesis advisor agrees to

- work with the student to refine and focus the student’s interests into a suitable thesis
- provide clear expectations for the thesis/project, addressing length, assessment, and other aspects germane to scholarship in the particular discipline
- help the student identify academically appropriate thesis committee members
- convene a meeting with the full thesis committee to address the expectations for the thesis no later than the third week of the semester in which the student is expected to defend
- be prepared to meet with the student regularly (at least biweekly, but we encourage weekly meetings) throughout the duration of the project
- read and comment on drafts of the thesis as it develops
- chair the student’s thesis & reading list defense and determine, with the thesis committee, the level of honors to be awarded
- grade the student for Honors 498 and Honors 499
- participate in the year-end Honors Celebration if possible

**Thesis Year: Important Dates & Deadlines**

**Semester I**

1. Register for HON498 ................................................................. Add/Drop Week
2. Submit thesis proposal ............................................................... Week 4
   - complete Thesis Form 1 Advisor and Proposal, signed by thesis advisor, Dean of the Honors College, student, and, if necessary, department chair
3. Constitute thesis committee ....................................................... Week 10
   - names and signatures recorded on Thesis Form 2 Thesis Committee, signed by thesis advisor and Dean

**Semester II**

1. Register for HON499 ................................................................. Add/Drop Week
2. Hold thesis committee meeting ..................................................... Week 3
   - convened by thesis advisor
3. Finalize reading list ..................................................................... Week 10
   - recorded on Thesis Form 3 Reading List, signed by thesis advisor and Dean
4. Schedule defense ......................................................................... Two weeks before defense
   - recorded on the Thesis Form 4 Defense Schedule, signed by thesis advisor and Dean
5. Distribute final pre-defense thesis and reading list ......................... Two weeks before defense
   - to all members of thesis committee
6. Defend thesis .............................................................................. Last day of classes
   - prepare Thesis Form 5 Honors Recommendation, to be submitted by thesis advisor
7. Submit final post-defense thesis ................................................... University deadline
   - one copy to thesis advisor and two copies to the Honors Center with Thesis Form 6 Final Acceptance signed by thesis advisor and Dean