APPLICATION FOR UNDERGRADUATE HONORS PROSPECTUS
HON 494 (3 credits)

NAME ____________________________________________
Last    First    Middle Initial

STUDENT ID# ____________________________
Department Awarding Honors ________________________

Semester/session for which credit is requested:
FALL                SPRING                YEAR: ________________________
(circle appropriate semester)

Credits completed (at the end of this semester) ________
Overall G.P.A. ________

Student’s Department ____________________________________
Major G.P.A. ________

(Attach copy of current DEGREE EVALUATION with detail requirements from BANNER)

NAME OF THESIS ADVISOR (please print) ____________________________________________

APPROVED ____________________________________________
Dean’s Signature / Date ____________________________

☐ School of Arts & Science  ☐ School of Education
☐ School of Business  ☐ School of Health & Human Services

Please send a copy of the signed application to the Chair of the University Honors Thesis Committee, Dr. Sandra Bulmer: Mailing Address: Department of Public Health / Orlando House

INSTRUCTIONS: Attach a brief description of the honors thesis project to this application.

1. Describe the project. What is the focus? What methods of investigation will be used? What will the final product be?
2. What is the Thesis Advisor’s role? Will regular meetings be scheduled for advisement and evaluation? How often? What criteria will be used to assess the project?

This contractual agreement is accepted by the following:

Student ____________________________________________ Date ____________

Academic Advisor ____________________________________________ Date ____________

Thesis Advisor ____________________________________________ Date ____________

Department Chair ____________________________________________ Date ____________

The student, Thesis Advisor, and Chairperson are responsible for making file copies of application materials.
Application for Honors Prospectus (HON 494)

Instructions

Prerequisites for application for departmental honors research are a 3.0 GPA at the end of three years of collegiate study, and of a 3.2 GPA in a major concentration. Decision to apply for departmental honors research should be made during the junior year when a departmental sponsor (advisor) should also be requested.

1. This application should be completed by the student in consultation with the Thesis Advisor.
2. All information requested in the form must be completed or the application will be returned to the Thesis Advisor without being reviewed.
3. A current “Degree Evaluation” displaying “Detail Requirements” for the applicant must be printed from BANNER and attached to this application.
4. A brief description of the honors thesis project must be attached to this application.
5. The completed application with attachments must be signed by the student applicant’s Academic Advisor, Thesis Advisor, and Department Chair.
6. The completed application with attachments and all required signatures must be submitted to the Office of the Dean for the school in which the student’s Department is located.
7. The Dean’s Office will send a copy of the application to the Thesis Advisor if the Dean approves the proposal. If the Dean cannot approve the proposal as submitted, the Dean will return the application to the Thesis Advisor with a written explanation. The Thesis Advisor should notify the student of the need for revisions.
8. Upon approval by the Dean a copy of the application will be forwarded to the Office of the Registrar and a specific section of HON 494 will be created for the Thesis Advisor. The student applicant will be notified through e-mail once this section has been created and asked to register for the course through the online course registration system.
9. Also upon approval by the Dean, a copy of the application will be forwarded to the University Honors Thesis Committee Chair. The student and Thesis Advisor will be contacted directly by the UHTC Chair with further instructions including thesis requirements and timelines.
10. This form must be submitted to the Office of the Dean during the semester prior to the student’s enrollment in HON 494. Applications will not be accepted after the end of the first week of classes during the semester the student seeks enrollment.