

## Honors College Thesis Guidelines and Instructions

To graduate with University Honors from the Honors College, students must complete an Honors College Thesis. **Only students who are pursuing University Honors from the Honors College should complete this application and return it to the Honors College. Students who are only completing departmental honors should contact their departments for information.**

**Credit hours and grades:** Students must complete at least 3 semester hours of thesis credit to graduate with university honors. Students graduating only from the Honors College should enroll in HON 4010. Students also graduating with departmental honors should consult their departmental honors director about enrolling in thesis hours in their department. Students may split thesis credits over multiple semesters in whole numbers (1-3 hours at a time, we cannot do .5 hours of credit).

Students should plan to enroll in at least 1 hour of thesis credit in the semester in which they will defend their thesis. (the only exceptions are students who will be student teaching or interning during the semester when they will defend.) If a situation arises where a student is unable to finish their thesis and defend, then a grade of Incomplete should be issued until the student is able to finish the thesis and successfully defend their project. Per university policy, incomplete grades automatically become an F grade if not completed in one academic (fall/spring) semester. Thesis hours are graded on an A-F grading scale by the thesis director/mentor.

**Thesis mentoring:** The thesis director (or thesis mentor) must be an ASU faculty member at the assistant, associate or full professor rank who is willing to work with the student over the time specified to complete the project described in the attached prospectus. The second reader can be a member of the community with relevant experience or another ASU faculty member from a different department/discipline from the thesis director. Family members are not eligible to serve on thesis committees.

### **Instructions for completing the application:**

1. Prior to completing this application form, you must carefully review the “Steps for Completing the Honors College Thesis” at <https://honors.appstate.edu/academics/thesis/steps> and the Honors College Thesis Formatting and Binding at <https://honors.appstate.edu/academics/thesis/steps#Preparing>.
2. All questions on this application form must be fully completed, including the list of all Honors courses completed and those in which you are currently enrolled or plan to enroll.
3. Obtain all the required approval signatures (thesis director, second reader, department chair) on the last page of this application form.
4. Complete the Special Course Form if you are enrolling in HON 4010 and attach with this application (from [https://registrar.appstate.edu/sites/registrar.appstate.edu/files/special\\_course\\_form\\_013119.pdf](https://registrar.appstate.edu/sites/registrar.appstate.edu/files/special_course_form_013119.pdf)).
5. **Attach a 1-2 page thesis/ project prospectus that describes your project (what you are doing, how you will do it, and what you think you will learn/ find). Your thesis director’s signature MUST be on the printed prospectus you submit.**
6. Please do not print/ include this page of guidelines and instructions in the application packet.
7. This application form, along with the completed Special Course Form, is due to the Honors College by the end of the first week of classes in the first semester in which you are applying for thesis credit.

## Honors College Thesis/Project Application Form

Please type (preferred) or print very neatly and legibly. Attach a 1-2 page thesis prospectus with your thesis director's signature on it. For HON 4010, also attach the Special Course Form.

Full name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

ASU Email: \_\_\_\_\_@appstate.edu Phone#: ( \_\_\_\_\_ ) \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_ First semester at ASU: \_\_\_\_\_

Expected graduation term: \_\_\_\_\_

**You MUST notify the Honors College immediately if your expected graduation term changes!**

Expected Honors:

**(check only one)** \_\_\_\_\_ University Honors (Thesis course: HON 4010)

or

\_\_\_\_\_ University Honors & Department/College Honors  
(Thesis course: Departmental thesis)

**For Department/College Honors, please contact your department directly to enroll in your departmental thesis course(s).**

Please indicate the number of thesis hours you wish to have in each semester.

Thesis Hours/Fall & Year: \_\_\_\_\_ Thesis Hours/Spring & Year: \_\_\_\_\_

Thesis Hours/Summer & Year: \_\_\_\_\_

Proposed Thesis Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tentative** Defense Date (may be changed with notice): \_\_\_\_\_

How and when did/will you complete the International Education requirement? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thesis director and readers:**

Thesis Director's name: \_\_\_\_\_

Thesis Director's department: \_\_\_\_\_

Director's ASU email address: \_\_\_\_\_

Second Reader's name: \_\_\_\_\_

*(Must be from different academic department than thesis director if also ASU faculty member)*

Second Reader's organization: \_\_\_\_\_

Second Reader's email address: \_\_\_\_\_

**Please list ALL Honors courses completed, or in which you are currently enrolled or plan to enroll.**

<u>Department, Number &amp; Course title</u>	<u>Hours</u>	<u>Semester</u>	<u>Grade</u>	<u>Note</u>
<i>Ex: PSY 4660: Psych Tests &amp; Measurements</i>	<i>3</i>	<i>Fall 2017</i>	<i>A-</i>	<i>Contract</i>

HON 1515: 3

HON 2515: 3

HON 3515: 3

Other Honors Courses:

**Research Protections and Compliance:**

The Office of Research Protections facilitates research and creative endeavors by administering programs that provide ethical and regulatory oversight of research including that involving human participants, animals and recombinant DNA. The Office strives to support innovation and commercialization of research to promote the University's mission of transmitting and applying knowledge to address the needs of society. Please see <http://researchprotections.appstate.edu> for additional information.

1. Does your project involve human subjects? No\_\_ Yes \_\_\_\_\_ Unsure \_\_\_\_\_

If yes or unsure, please review Human Subjects: Institutional Review Board (IRB) requirements (<http://researchprotections.appstate.edu/human-subjects>) and respond to:

Does your project have IRB approval? No \_\_\_\_\_ Yes \_\_\_\_\_ Approval Number \_\_\_\_\_

2. Does your project involve animal subjects? No \_\_\_ Yes \_\_\_\_\_ Unsure \_\_\_\_\_

If yes or unsure, please review Animals: Institutional Animal Care and Use Committee (IACUC) requirements (<http://researchprotections.appstate.edu/animals>) and respond to:

Does your project have IACUC approval? No \_\_\_ Yes \_\_\_\_\_ Approval Number \_\_\_\_\_

3. Does your project involve the use of DNA recombinant molecules? No\_\_ Yes\_\_\_\_ Unsure\_\_\_\_\_

If yes or unsure, please review Biosafety: Institutional Biosafety Council (IBC) requirements (<http://researchprotections.appstate.edu/biosafety>) and respond to:

Does your project have IBC approval? No \_\_\_\_\_ Yes \_\_\_\_\_ Approval Number \_\_\_\_\_

**\*\*\*It is the responsibility of the student and the thesis director to ensure that all research protections are followed. By signing below, the thesis director acknowledges that this research either does not require approval or that approval has been obtained or will be obtained prior to any research being conducted.**

**Approvals:**

Thesis Director's printed name: \_\_\_\_\_

Thesis Director's signature: \_\_\_\_\_

Second Reader's printed name: \_\_\_\_\_

Second Reader's signature: \_\_\_\_\_

Departmental Honors Director printed name: \_\_\_\_\_

or Department Chair of Director if there is no Departmental Honors Program

Departmental Honors Director signature: \_\_\_\_\_

or Department Chair of Director if there is no Departmental Honors Program

**Honors College Use Only:** \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Returned to student because:

\_\_\_\_\_  
The Honors College Dean or Designee

\_\_\_\_\_  
Date

Updated 8/2019