



HONR 499 - Honors Thesis Frequently Asked Questions

What is the difference between University and Departmental Honors? All students successfully completing a 499 honors thesis receive Departmental Honors in their major area of study. Those students completing an honors thesis (499) in their major department and who are enrolled in the University Honors Program (and who have completed all other program requirements) receive University Honors. **THERE IS NO SEPARATE THESIS FOR UNIVERSITY HONORS.**

Who is eligible to do an Honors Thesis? Any second-semester junior or any senior with a **3.5 cumulative GPA or greater** at the time of registration, along with approval of their major department, may apply to do an honors thesis. You must register for at least one semester, but you may register for up to two semesters of honors thesis credit. **A separate 499 Honors Thesis form must be submitted for each semester of Honors thesis work.** Thesis registration forms are found on the Registrar's Office web page or on the Honors Program website.

[http://www.wittenberg.edu/sites/default/files/media/registrar/Honors%20Thesis%20Proposal 0.pdf](http://www.wittenberg.edu/sites/default/files/media/registrar/Honors%20Thesis%20Proposal%200.pdf)

When should I start thinking about doing the Honors Thesis?

Junior Honors students should begin thinking about the possibility of doing an Honors thesis early in the spring semester of their junior year, before registration. Plan to attend the mandatory Honors meeting scheduled for all juniors intending to graduate the following year with University Honors that will provide explanation of the thesis process.

How do I apply to do an Honors Thesis? If you have the necessary grade point and an interesting project in mind, you must follow these steps:

- Discuss your project with faculty members in your major department and find one faculty member willing to be your director. In addition, you need to find one other faculty member in your department and one outside your department to serve on your thesis committee.
- Fill out the Honors Thesis (499) Course Proposal form for **each semester** you wish to register for your honors thesis work and obtain necessary signatures from your committee and your department chair.
- Forward the Honors Thesis (499) Course Proposal form to the Honors Program Administrative Assistant, Matthies Honor House, who will obtain final approval from the Director of the Honors Program. After obtaining approval from the Director of the Honors Program, the Administrative Assistant will file the proposal with the Registrar, who will then confirm your registration. The **thesis registration form for each semester should be submitted by the end of the first week of classes.**

How many Honors Thesis credits may I earn? Each academic department has their own requirements, but the general rule is 0-8 credits total. You may take as many as 8 credits in one semester or 0 credits for two semesters as long as academic department rules allow it.

How do I successfully complete a thesis? Again, check your departmental guidelines, but the general rule is that you complete a thesis project and do an oral defense of your project as required by your academic department. You must schedule your defense on or before **May 1***. Many students make edits to their thesis following the defense. If you successfully complete and defend your honors thesis, your faculty director will assign your final letter grade. **A final copy of your thesis must be submitted to the Honors Program Office by the Friday prior to graduation either in electronic form or hard copy.**

Are there any common pitfalls? The major thing to remember is that you **MUST register for 499 credit!!!** DO NOT use 490 or any other 491- 498 course number for Honors Thesis credit!!!

**On rare occasions, a student may petition for an extension. A petition must be made, in writing, to the Honors Director at least 2 weeks before May 1. The petition must clearly explain the extenuating circumstances behind the request, and must include a letter of support from the faculty advisor.*