HONR 499 - Honors Thesis Guidelines

Juniors should begin thinking about the possibility of doing an Honors Thesis during spring semester, before registration. Here are answers to common questions regarding the process.

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 may be found on the Registrar’s Office web page - Under Academics, choose Office of the Registrar, then Forms, and then choose “Honors Thesis Course Proposal”. http://www.wittenberg.edu/sites/default/files/media/registrar/Honors%20Thesis%20Proposal_0.pdf

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. Thesis registration for the Fall semester must be submitted by November 1 and registration for the Spring semester by March 15.
- Make sure that you receive a confirmation copy of your course proposal form from the Registrar before the semester begins.

How many Honors Thesis credits may I earn? Check your departmental guidelines, but the general rule is 0-8 credits total, except SCE students, who must take at least 1 credit. You may take as many as 8 credits in one semester or 0 credits for two semesters as long as departmental 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 chosen committee. You must finish all work and your defense by the April date decided upon each year by the Registrar’s Office. Generally, the date is the end of the third week of April. If you successfully complete and defend your honors thesis, your faculty director will assign you a grade and alert both the Honors Program Administrative Assistant and the Registrar that you have received honors. A final copy of your thesis should be submitted to the Honors Program Office 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 form number for Honors Thesis credit!!!