

SMITH COLLEGE
APPLICATION TO ENTER DEPARTMENTAL HONORS CLASS of 2025 &25J

Student Name _____ . ID# 99 _____

Email _____ Cell phone _____ Class Year: _____

Print the **three-letter abbreviation** of your department/program (**for example BIO**) in front of the correct course – *not all courses are available in all departments*, check the course catalog.

_____ 431: one-semester honors project course – *fall semester only* (8 credits)

_____ 430D: year-long honors project course (8 credits)

_____ 430D: one-semester honors project course upgrade from 1st semester special studies or seminar in major (4 credits)

_____ 432D: year-long honors project course (12 credits)

_____ 432: one-semester honors extension (*1 credit – Engineering Dept. only*)

Proposed Title of Honors Project: _____

***Read and complete the required "HONORS CHECKLIST" on the next page before obtaining the necessary signatures below:**

TO BE COMPLETED AND SIGNED BY HONORS ADVISER/S

Thesis Project Adviser *signature*: _____.

Print name: _____ Date: _____.

Second Adviser *signature* (if you have one) : _____

Print name: _____ Date: _____.

TO BE COMPLETED AND SIGNED BY THE DEPARTMENTAL DIRECTOR OF HONORS

The Department: APPROVES _____ or DENIES _____ this application.

Percentages used in computing the final honors designation:

Grades in Major: _____ (20%-30%) **Thesis:** _____ (50%-60%) **Honors Exam:** _____ (10%-20%)

Signature of Director of Honors: _____

Please Print Name of Director of Honors: _____

Subcommittee action (circle one): APPROVED or DENIED Date: _____

Signature-Chair, Subcommittee on Honors and Independent Programs: _____

HONORS CHECKLIST

(required)

- _____ The honors course I chose above exists in the course catalog in my department.
- _____ I have certified by email to honors@smith.edu or by campus mail to College Hall 101 that I have not received a sanction from the Honor Board that resulted in a grade reduction of 1/3 of a grade or more in my sophomore, junior or senior year that would disqualify me from departmental honors.
- _____ I have read the guidelines for departmental honors in my major and I know the requirements and important deadlines.
- _____ I am attaching a copy of my **project proposal, bibliography,** and the completed and signed "**Calculation of GPA Form**" to this form.
- _____ I am **or** I am not applying for funds from the Nancy Kershaw Tomlinson Memorial Fund. (If you need funding be sure to fill out the Tomlinson funds budget request form and submit with this application – be sure to read the guidelines for funding first here www.smith.edu/about-smith/class-deans/thesis-funding .
- _____ If I am working with human subjects, I have applied for **and** received permission from Smith's Institutional Review Board. If you are not sure if you need permission see <http://www.smith.edu/irb/>. If you are in the process of obtaining permission but have not yet received it, please check here .
- _____ I am aware that an appointment with an appropriate librarian is possible to make (but not required) and should be made no later than the 6th week of classes of the first semester of the thesis project. Appointments can be made by going here: <http://libguides.smith.edu/theses>.

Student Signature: _____ Date _____

(Required)