

**SMITH COLLEGE**  
**APPLICATION TO ENTER DEPARTMENTAL HONORS CLASS of 2025 &26J**

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 1<sup>st</sup> semester special studies or seminar in major (4 credits)

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

\_\_\_\_\_ 431D: year-long honors as capstone design (8 credits - 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](mailto:honors@smith.edu) 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 application form and checklist.
- \_\_\_\_\_ I am  **or** I am not  applying for reimbursement 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 it with this application – be sure to read the guidelines for funding first here <https://www.smith.edu/academics/class-deans/departmental-honors#nancy-kershaw-tomlinson-memorial-fund-0>.
- \_\_\_\_\_ 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 <https://www.smith.edu/academics/applied-learning-research/research-smith/institutional-review-board>. 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 6<sup>th</sup> 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)