

ZHON 395: HONORS THESIS/CREATIVE PROJECT

CHECKLIST

The following is due to the UHP Office no later than **THREE WEEKS PRIOR TO BEGINNING OF THE SEMESTER:**

- Individualized Study Form signed by thesis advisor and Department Chair**
- Honors Thesis/Creative Project contract**
- Symposium Dissemination Commitment form**
- a two-page project summary**
- request for project support (optional)**

The UHP office will forward your paperwork to the appropriate Dean's offices for signatures. The Dean's offices will forward to Academic Affairs.

NOTE: If you will be using human subjects in your research, you will need to get approval from the Institutional Review Board (IRB) before you can begin your thesis work, please go to <https://www.neiu.edu/academics/research/institutional-review-board-0>

At this site, you will find the appropriate forms to get permission from NEIU to use human participants. You will also find the location of the required online training that you must complete. **Please file your IRB application at least 4 weeks prior to the end of the semester you register for thesis hours.**

Individualized Study Registration Form

Directions

Students planning to enroll in Individualized Study must complete this form in order to obtain approval and register. Registration is completed administratively for the student. Holds that prevent registration must be resolved before the form will be processed. Plan sufficient time to submit the form and obtain all necessary approvals. Forms must be received by the Registrar Services office no later than the 10th day of classes (excluding weekends/holidays).

Please indicate the type of individualized study for which you are registering:									
<input type="checkbox"/> Independent Study	Student examination of a carefully designated area of interest that is not covered by a regular, structured course. Student must be a declared major/minor in the area of study.								
<input type="checkbox"/> Tutored Study	A regular course taken by the student under the direction of an instructor outside a formal classroom setting.								
<input type="checkbox"/> Honors Thesis/Creative Project	Student in Honors Program registering for thesis/creative project course (ZHON-395).								
Date	NEIU ID #	0	0	0					
Last Name				First Name					
Term Requested									
<input type="checkbox"/> Full Fall 20 ____			<input type="checkbox"/> Full Spring 20 ____			<input type="checkbox"/> Full Summer 20 ____			
<input type="checkbox"/> First Half Fall 20 ____			<input type="checkbox"/> First Half Spring 20 ____			<input type="checkbox"/> First Half Summer 20 ____			
<input type="checkbox"/> Second Half Fall 20 ____			<input type="checkbox"/> Second Half Spring 20 ____			<input type="checkbox"/> Second Half Summer 20 ____			
<input type="checkbox"/> Winter 20 ____									
CRN <i>(office use only)</i>		Subject		Course #			Section # <i>(office use only)</i>		Credit Hours
Instructor ID #				Instructor Last Name					
0	0	0							
				Instructor First Name					

Student Responsibility for Payment of Educational Services at Northeastern

I understand that I am registering for educational courses at Northeastern Illinois University ("NEIU" or "University"). I hereby acknowledge and agree that I am fully responsible for the cost and expense of all tuition, fees, and other related educational expenses associated with my receipt of educational services at NEIU. I understand that if I do not pay in full the total amount due and at the time of registration, I hereby agree to the terms and conditions of this Financial Agreement for Educational Services at NEIU (full Financial Agreement is on the second page of this form). By signing below, I agree and accept each term of the Financial Agreement and understand the legal implications as stated herein above. Contact the Student Payment Services Office at studentpaymentservices@neiu.edu or (773) 442-5170 if you have any financial questions prior to the acceptance and execution of this agreement.

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Dept Chair Signature: _____ **Date:** _____

Dean Signature: _____ **Date:** _____

NDP Signature (if needed): _____ **Date:** _____

Honors Signature (if needed): _____ **Date:** _____

Provost's Office Signature: _____ **Date:** _____

For Registrar Services Use Only		
Reg Code	Date	Staff Initials

Last Name	First Name
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Description of student learning outcomes sought through this Individualized Study. (Add more if needed.)
1.
2.
3.
4.
5.

Description of materials to be submitted for assessment. (Add more if needed.)	Due Dates
1.	
2.	
3.	
4.	
5.	

Attach a timeline for course/project completion which includes the schedule of student/faculty contact (e.g., weekly activities and meetings). Note: Review the [Credit Hour policy in the Academic Catalog](#) to ensure that the course adheres to the Credit Hour policy regarding student-faculty contact hours.

Rationale for Individualized Study:
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I understand that I am registering for educational courses at Northeastern Illinois University (“NEIU or University”). I hereby acknowledge and agree that I am fully responsible for the cost and expense of all tuition, fees, and other related educational expenses associated with my receipt of educational services at NEIU. I understand that if I do not pay in full the total amount due and owing for the educational services, tuition, fees and expenses on or before the first payment due date for the academic semester, I hereby agree to the terms and conditions of this Financial Agreement for Educational Services at NEIU.

Financial Agreement Terms and Conditions

I acknowledge that by signing the Individualized Study Registration form I hereby voluntarily, knowingly and with full consent agree to the following terms and conditions established by Northeastern Illinois University (NEIU) for the receipt of educational services.

1. I hereby accept and agree that the University shall allow me to defer payments equal to the costs of tuition, mandatory fees, course fees, as set by the Board of Trustees of Northeastern Illinois University on behalf of NEIU for the academic semester.
2. I hereby agree that this deferred payment arrangement shall apply solely and strictly to the costs for tuition, mandatory fees, and course fees, in the manner and method as set by the office of Bursar Services at NEIU.
3. I understand that if I incur any additional charges that are outside of this deferred payment arrangement, such as costs associated with parking fees, bank returned checks or other miscellaneous costs, and such charges are placed on my NEIU Student Account, I hereby agree that I am solely and fully responsible for the payment of these charges to NEIU.
4. I understand that in the event I withdraw from NEIU I shall do so according to the guidelines established by NEIU, which are available in each semester’s Schedule of Classes. If I withdraw after the established deadlines, I hereby agree to pay NEIU for any and all tuition and mandatory fees associated with these classes.
5. I understand that I am responsible for maintaining my current address and phone number via [NEIUport](#).
6. I agree that this Agreement creates certain financial responsibilities. I understand that such financial assistance is not dischargeable in accordance with the United States Bankruptcy Code in any bankruptcy proceeding before the United States Bankruptcy Court.
7. I understand that the NEIU Student Payment Services office shall create a payment schedule under which I shall make deferred payments toward the balance of my NEIU Student Account in order to repay the University for the amount of tuition, mandatory fees, and course fees in the academic semester. Due dates shall be set in accordance with the NEIU Student Payment Services office payment schedule.
8. I hereby agree that if I fail to make the payment amount(s) in accordance with the payment schedule and/or pay the University the full amount of monies owed, the following conditions will apply:
 - A. The University shall assess a \$50 late fee; and
 - B. The University shall place a temporary hold on my access to register for future courses until the balance of my NEIU student account is paid in full; and
 - C. The University shall place a temporary hold on the release of my academic records until the balance of my NEIU student account is paid in full; and
 - D. The University may submit a claim for the outstanding balance to the State of Illinois under Section 10.05 of the State Comptroller Act. The State Comptroller’s Office may take action to collect this debt in accordance with state law; and
 - E. The University may refer my outstanding debt to an external collection agency for collection pursuant to state and federal law, which may result in collection costs of up to 40% being added to any outstanding balance or debt. In the event of a referral of my debt to an external collection agency, I hereby agree to be responsible for any and all collection costs of up to 40% incurred by the University, including any service charges and/or interest; and
 - F. This Agreement shall be construed in accordance with Illinois law and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Cook County, Illinois regardless of my domicile at the time of bringing such suit. In the event of litigation, I agree to pay all costs associated with such, including but not limited to, attorney and legal fees; and
 - G. The University and/or the external collection agency may report my delinquent debt to a national credit bureau which may negatively impact my credit history and score. By selecting the “I Accept” button herein below, I am agreeing to all terms and conditions as set forth herein above and agree to the incorporation of any other related documents. I enter into this Financial Agreement with full knowledge of its legal implications and without coercion and/or promises made to me by the University. I also agree and acknowledge that prior to agreeing to this Financial Agreement, I had the right and option to discuss the terms and conditions herein with a private attorney at my sole cost and expense.

I hereby ACCEPT AND AGREE to the above terms and conditions of the Financial Agreement in the manner described herein above. By signing the Individualized Study Registration form, I agree and accept each term herein and understand the legal implications and obligations as stated herein above. (Upon acceptance, we recommend that you go to the Student Payment Services web page, and print a copy of this agreement for your records.)

Please feel free to contact the Student Payment Services Office at studentpaymentservices@neiu.edu or (773) 442-5170 if you have any questions prior to the acceptance and execution of this agreement.

UNIVERSITY HONORS PROGRAM
HONORS THESIS/CREATIVE PROJECT CONTRACT

Honors Scholar and Faculty Advisor are to complete this form together, attach project proposal and completed Individualized Study form, and submit to the University Honors Program (UHP) office. Once approved, student will be enrolled by staff in Enrollment Services.

Date: _____ Semester: **Fall 20** _____ **Spring 20** _____ **Summer 20** _____
Honors Scholar: _____ **Faculty Advisor:** _____
NEIU ID#: 000 _____ NEIU ID#: 000 _____
Email: _____ Email: _____ @neiu.edu
Phone(s): _____ Phone: 773.442. _____ Office: _____

Honors Scholars are to register for one of the following options to complete their Honors thesis:

ZHON 395-Honors Thesis/Creative Project, 3 cr. **OR** Departmental thesis (*list complete course #, name, and credit hours*): _____

NOTE: If departmental thesis is less than 3 cr., student also enrolls in ZHON 3951-3 to make up the credit hour difference. If so, indicate which is to be taken: **ZHON 3951, 1 cr.** **ZHON 3952, 2 cr.**

Schedule for Honors Scholar and Faculty Advisor meetings:	Due dates for project components (data collection, drafts, etc.):

Honors Scholar and Faculty Advisor: Please **READ** and **INITIAL** the following statements to signify your understanding and willingness to comply. We also encourage Scholar and Advisor to discuss these points in more detail:

Scholar	Advisor	
_____	_____	We understand that clear expectations, open communication, regular check-ins, steady progress and diligence, in addition to academic skill and focus, are key to the completion of a high quality product and a positive thesis/project experience.
_____	_____	We agree to attend and participate in the Thesis/Creative Project Group Meetings while involved in the thesis/project process.
_____	_____	We agree to meet together regularly to 'troubleshoot' and ensure timely completion of the thesis/project.
_____	_____	We understand that in addition to the faculty advisor, there is to be a 2 nd reader from an appropriate discipline and a 3 rd reader from the Honors Curriculum and Standards Board.
_____	_____	We understand that while the faculty advisor assigns the final grade for hours taken to complete Honors thesis/project, <u>the UHP makes the final determination as to whether the Honors Scholar graduates with the Honors designation.</u>
_____	_____	We agree to discuss a target length of the completed project that is commensurate with the discipline.
_____	_____	We understand that the UHP Coordinator and members of the Honors Curriculum and Standards Board are available to assist either of us during the thesis/project process and we will not hesitate to contact them if necessary.

Name, email, and extension of 2nd reader: _____
If 2nd reader is not yet known, please coordinate this as soon as possible and give this information to the UHP Office. Honors Scholar and Faculty Advisor are encouraged to maintain regular contact with 2nd reader as they move through the process.

Signatures indicating approval:

Honors Scholar date Faculty Advisor date

*Copy form for Honors Scholar, Faculty Advisor, and 2nd Reader. Attach project proposal, Individualized Study form and send to UHP Office for approval. **DEAN'S OFFICE**; please route all paperwork to the Provost Office.*

SYMPOSIUM/DISSEMINATION COMMITMENT FORM

ZHON395: HONORS THESES/PROJECT REQUEST

STUDENT'S NAME _____ ID _____

MAJOR DISCIPLINE OR AREA OF STUDY _____

BRIEF DESCRIPTION OF THESIS PROJECT (To be completed by student)

DATE _____ STUDENT'S SIGNATURE _____

Projector Supervisor to complete lower portion:

FACULTY SUPERVISOR'S NAME _____

COMMENTS: (Please briefly describe how the project will be supervised and completed. Keep in mind that final projects are due in the Honors Office two weeks before the end of final exam week for readings by an Honors Advisory Committee or Designee, and by the Honors Coordinator. Changes may be requested.)

ANTICIPATED DISSEMINATION:

_____ Journal or other publication _____ Regional (HCIR) Conference

_____ Research Symposium Presentation

Date _____ Faculty Supervisor's signature _____

{ } Approved

{ } Not Approved (see attached)

Date _____

COORDINATOR, UNIVERSITY HONORS PROGRAM

Please return to the University Honors Program Office

**ZHON 395 Thesis/Creative Project
Request for Thesis Project Support Funds**

Description: The University Honors Program (UHP), on behalf of the College of Graduate Studies and Research (CGSR), will reimburse up to \$200 to students working on an Honors Thesis/Creative Project to defray costs associated with thesis work provided the student submits valid receipts. Funds may be used to pay for travel (including parking fees, room and board costs, train/air tickets, mileage), associated charges (such as museum/library entry or collection use fees), lab supplies (including consumables such as glassware, centrifuge tubes, etc.) art supplies (e.g., paint or other materials, tool maintenance/sharpening), or software (student licenses/upgrades). Funds cannot be used to support purchases of equipment that are not specifically needed for your research (e.g., a portion of a laptop purchase or tablet) or to duplicate and bind a thesis.

Instructions: The Honors scholar fills out this form and completes a 1-page budget justification for each of the proposed expenses. The thesis advisor reviews and approves the budget and its justification, indicating approval by signing below. Please submit this form, the budget justification, and a copy of the student's thesis proposal to Dr. Jon Hageman in the UHP office, B-141, or jhageman@neiu.edu.

If the items can be purchased from Office Depot, Barnes & Noble or Fisher Scientific, please submit a detailed description or screenshot of the item(s) Ann Botz (a-botz@neiu.edu) and Melissa Ramos (m-ramos15@neiu.edu). The order will be placed through our Purchasing Department in order take advantage of discounted pricing/shipping we get through the University. The student will be notified when the items are delivered and ready for pick up from the CGSR office (LWH 0041).

For all other items, in order to receive reimbursement, the student must submit a copy of the valid receipts showing proof of purchase to Ann Botz (a-botz@neiu.edu) and Melissa Ramos (m-ramos15@neiu.edu).

Student Name: _____

Faculty Thesis/Project Director : _____ (signature)

Project Title: _____

Proposed Budget

Travel

Number	Item	Cost	Total
		Subtotal:	

Supplies

Number	Item	Cost	Total
		Subtotal:	

Total Request (up to \$200): _____

Approved by UHP: _____ (signature/date)

TIMELINE FOR COMPLETION OF THE UHP SENIOR PROJECT

IMPORTANT NOTES ABOUT SCHOLAR COMMITMENT AND RESPONSIBILITY:

The UHP expects you to be committed to completing your Senior Project. It is your responsibility to draft, revise, and polish all aspects of your work (discipline-specific research practices, content, style, and mechanics) in consultation with comments and feedback provided by your Faculty Advisor and Second Reader.

It is equally essential that you keep your Project Committee and the UHP Office (Administrative Assistant and Coordinator) updated as you progress through the requirements of completing the UHP Senior Project. You have final responsibility for ensuring that your work meets all graduation requirements and deadlines.

Your UHP Senior Project is complete once each step of this timeline is accomplished. It is your responsibility to be aware of these requirements, to submit your work *no later than* the following deadlines to the appropriate Project Committee members and to the UHP Office, and to make all requested revisions by the last day of the semester in which you plan to file your UHP Senior Project and graduate. Failure to meet any of these requirements may result in a delay in the acceptance and approval process and/or in postponement of graduation or ineligibility for “Honors Scholar” designation. Keep in mind that the UHP makes the final determination as to whether the project gets accepted for UHP credit.

Note that this timeline provides ***the latest possible deadlines*** by which to file your UHP Senior Project and graduate as an Honors Scholar. ***Plan to complete each of these items at least 1 week prior to these latest possible deadlines*** to allow for any of your thesis readers being ill, traveling, dealing with a family emergency, or otherwise unavailable. Keep in mind that Project Committee members accepting and approving your work for UHP credit are reading for content, style, and mechanics and to judge whether your project meets the minimum requirements of the UHP Senior Project. They will have two weeks to provide feedback on your drafts. ***If you fail to submit a revised, working draft to your 2nd reader and the UHP by the following deadlines, you are responsible for any missed graduation deadlines.***

BEFORE THE START OF YOUR ZHON 395 SEMESTER. As early as the final weeks of the semester *before* you take ZHON 395 (or approved equivalent), and no later than the 5th day of the semester in which you take ZHON 395:

- Submit completed forms to the UHP office (UHP Senior Project Contract, Individualized Study Form, 2-page project summary, and Symposium Dissemination Commitment form) for approval and registration for ZHON 395 (or approved equivalent). At the same time, email 2-page project summary to UHP Coordinator. See the IMPORTANT NOTE ABOUT TIMING above regarding merit awards (p. 7), and understand that ZHON 395 will not show up on your academic transcript until after your completed paperwork is approved by the Dean's Office and the UHP Coordinator.

- When your ZHON 395 paperwork has been processed, email the UHP coordinator to schedule a senior project meeting with the UHP Coordinator and your Faculty Advisor.

NO LATER THAN 7TH WEEK. As early as possible during your ZHON 360 semester, and no later than the 7th week of the semester in which you plan to complete your senior project and graduate:

- Consult with your Faculty Advisor to enlist a second faculty reader from a relevant discipline (see below for a narrative description of the role of the second faculty reader). Discuss your timing and the stage of the process when you will seek out their feedback, give them a copy of this manual. Email their name, department, and email address to the UHP Office at: honors@neiu.edu.
- Format your working draft, especially the front matter, according to the UHP formatting requirements described in Part III of this manual. Failure to format your work according to the UHP requirements will unnecessarily delay the acceptance and approval process.
- Submit a working draft of your project to your Faculty Advisor for feedback on content, style, and mechanics.

NO LATER THAN 12TH WEEK. As early as possible, and no later than the 12th week of the semester in which you plan to complete your senior project:

- Submit a revised, working draft to your Second Reader for feedback (that the reader will provide within two weeks) on content, style, and mechanics. This draft should already reflect revisions requested by your Faculty Advisor. Expect the second reader to request additional changes before being prepared to approve the project for UHP credit. Also keep in mind that you are expected to make any requested changes by the last day of the semester.
- Email a revised, working draft to the UHP Office (Administrative Assistant and Coordinator), to be forwarded to your Third Reader, who will offer feedback on behalf of the UHP within two weeks. Expect that changes will be requested before the third reader agrees to approve the project. Within two weeks, feedback and any requested changes will be sent to you via the UHP Coordinator. You are expected to make any requested changes within one week.

BY THE LAST DAY OF THE SEMESTER. Before the end of the semester in which you plan to complete your senior project and also graduate:

- While waiting for feedback from your third reader, generate an Acceptance and Approval page (Sample B below) with the names and departments of your faculty readers and the name and department of the UHP Coordinator. Plan to take this form to each of your readers as they approve your work and agree to sign on your behalf.
- Make any changes, corrections, or revisions requested by your readers.
- Ensure that your project meets UHP formatting requirements.
- Once you have made all requested changes, send your revised work back to your readers for their final approval. When they are prepared to approve your UHP Senior Project, make arrangements to collect their signatures on your Acceptance and Approval page.
- The last day of the semester is the final date to submit the accepted and approved project—read and signed by all three readers—to the UHP.** If submitted after this deadline, UHP Senior Projects are not guaranteed to meet graduation deadlines. Late projects may result in postponed graduation or ineligibility for “Honors Scholar” designation.

WHEN THE SEMESTER IS OVER. At the close of the semester, the UHP Office submits to the Registrar a final list of graduating Honors Scholars. To be on this finalized list, you must be in the final stages of the approval process (making final changes requested of your readers, or collecting final signatures for your Acceptance and Approval page).

FINAL TASKS. After making all final revisions and collecting signatures to complete your Acceptance and Approval page, you have just a few final tasks:

- Consider binding additional copies for yourself, your family, and your Faculty Advisor, and make photocopies of your original, completed Acceptance and Approval page for this purpose.
- Have your UHP Senior Project bound. This can be done at Follett Bookstore, or a print or photocopy shop such as a FedEx store. Include the **original** signature page.
 - Bind your work with a coil, comb, or velo style binding with a clear vinyl cover. The back cover should be hunter (dark) green or black and made of sturdy cardboard or plastic. (If a clear vinyl front cover is not available, a cover that matches the back cover is acceptable.)
 - If you have questions about binding, contact Juanita Browne (j-browne@neiu.edu or 773-442-4440) or Denise Cirignani (d-cirignani@neiu.edu or 773-442-4440) in the Ronald Williams Library.
- Submit the copy bound with the original Acceptance and Approval page to the UHP; it will be catalogued on the third floor of the Ronald Williams Library as part of NEIU’s collection of UHP Senior Projects.
- Verify that your name is on the list of graduating UHP Scholars.