



HONORS CAPSTONE PROJECT APPLICATION

Please complete the form and print for signatures. **Handwritten forms will not be accepted. All signatures MUST be present.**

Student Information					
Full name: _____			Date: _____		
<i>Last</i>	<i>First</i>	<i>Middle</i>			
Student ID#: _____	<input type="checkbox"/> Track I	<input type="checkbox"/> Track II	<input type="checkbox"/> Honors Track III		
E-mail address: @dukes.jmu.edu	Expected graduation date: (month/year)		Expected date of project submission: (month/year)		
Major(s): _____			Minor(s): _____		
Major of project: Computer Science	Cumulative GPA: _____		Last semester GPA: _____		
PROJECT TYPE			499 COURSE SEQUENCE		
<input type="checkbox"/> Research OR <input type="checkbox"/> Creative <input type="checkbox"/> Individual OR <input type="checkbox"/> Collaborative			List the 499 course sequence you expect to follow. (Must total 6 credits)		
			DEPT.	COURSE #	CREDITS
			SEM.	YEAR	
			<i>Ex: ENG</i>	<i>499A</i>	<i>1</i>
			<i>Spring</i>	<i>2018</i>	
			1st: CS	499A	1
			Spring	Fall	
			2nd: CS	499B	3
			Fall	Spring	
			3rd: CS	499C	2
			Spring		
			(4 th): _____		
Title of Project: _____					
Student's Signature: _____					
** It is strongly recommended that you bring this form to the Honors College main office for review prior to gathering signatures. **					

Approvals		
To project committee members/department head/dean: Your signature indicates your approval of the <u>attached</u> Honors Capstone Project proposal and that it meets Honors College and any departmental guidelines.		
PROJECT COMMITTEE		
Faculty Project Advisor (must be tenured, tenure-track, or RTA): (Required format: <i>Philip L. Frana, Ph.D.</i>)		
Advisor E-mail: @jmu.edu	Department: Computer Science	
Advisor Signature: _____		
Reader I: _____	Department: _____	Email: _____
Reader I Signature: _____		
Reader II: _____	Department: _____	Email: _____
Reader II Signature: _____		
Reader III: _____ (Optional)	Department: _____	Email: _____
Reader III Signature: _____		
DEPARTMENT & COLLEGE		
Department Head: _____	Signature: _____	Email: _____
Dean of College: _____	Signature: _____	Email: _____
Honors College Dean: Dr. Bradley R. Newcomer	Signature: _____	Date: _____

IMPORTANT INFORMATION

1. Students wishing to enter the program as **Track III** must have a minimum cumulative GPA of 3.50 **AND** meet the GPA requirements of their major. Exceptions possible with approval of department head.
2. **Project Advisors MUST be tenured, tenure-track, or RTA JMU faculty members.** Readers may include any full-time or part-time JMU faculty, and/or any non-JMU members with expertise applicable to the topic of the Honors project.
3. **Handwritten forms will not be accepted.** The application **MUST** be completed in its entirety in digital format and then printed for signatures. Email addresses can be found in the JMU online directory. Nothing should be handwritten except signatures.
4. The name of your faculty advisor **MUST** include middle initial and terminal degree. Ex: Philip L. Frana, Ph.D.
5. Missing information may result in the application being returned. ***It is strongly recommended that you bring this completed form to the Honors College main office for review prior to gathering signatures.***
6. Submit an original application **AND** proposal to the Honors College once **ALL signatures have been obtained:** all committee members, your department head, and your college dean. The Honors College Dean will sign after reviewing the proposal.
7. The Honors College will send an email notification to the student of the approval decision within 14 days of the proposal submission.
8. Departmental guidelines for projects can be found on the Honors Capstone Project page, located in the Handbook section of the Honors College website. Review the guidelines specified by your major department prior to beginning the 499 sequence and again throughout the three-semester process.
9. If the composition of your committee (project advisor or readers) changes at any point during the 499 sequence, submit a revised application, complete with **ALL** signatures. If the topic/content of your project changes substantially during the 499 sequence, submit a revised proposal **AND** application, complete with **ALL** signatures, thus confirming their approval of the revision.
10. Submitting this proposal does not register you for 499A. Please discuss the registration process with the office of your major, and refer to the departmental guidelines mentioned above.
11. Proposals are typically due during the final month of classes in the semester in which you are enrolled in 499A. Please check the Honors College website for exact dates.
12. In the semester in which you will submit your Honors Capstone Project, you are required to submit a **Pre-Submission Form** to the Honors College main office by the stated deadline.

PROPOSAL

Please **attach your proposal** to the application.

Proposals should be 5-15 pages in length. **Unless your department has different proposal requirements, we recommend that you include the following information:**

- I. Purpose and Objectives
- II. Tentative Outline
- III. Methodology and Timeline
- IV. List and description of final deliverables (*creative projects only*)
- V. Bibliography