**Instructions for filling out this form (\*do not submit this page\*)**

* This is a Microsoft Word form. ALL text boxes -- “project title,” student and advisor names, and Carroll Collected information -- should be completed in Microsoft Word before printing the form. Please pay attention to ALL areas on BOTH pages that must be completed.
* If you need to make changes to this form (for example, you need to create additional lines for second or third advisors), or are having trouble entering information into it, please email us at [honors@jcu.edu](mailto:honors@jcu.edu) and we will send you the form in a format that you can adjust as necessary.
* If you are having trouble accessing the form or filling it out, you may need to use a different computer. Some computers (particularly Macs) seem to have trouble with this file. Any PC in a campus computer lab should work.
* Once you have completed this form, you should:

1. Print one copy.
2. Sign and date both pages.
3. Obtain approval signatures from all advisors.
4. Obtain approval signatures from all second readers.
5. Submit this form, along with an UNBOUND hard copy of your entire Senior Honors Project, to the Honors Program assistant in AD 140. We will scan your Carroll Collected submission form and submit it to the library for you.
6. Submit your final project as a PDF document by email to [collected@jcu.edu](mailto:collected@jcu.edu).

Once your final project is submitted with all appropriate signatures AND archived with Carroll Collected AND you have completed the dissemination requirement, your SHP is considered complete. Congratulations!

**PROJECT TITLE**

by

**NAME**

John Carroll University

Senior Honors Project

**Term, Year**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student Signature of Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Primary Advisor Signature of Primary Advisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Honors Program Reader Signature of Honors Program Reader Date

This Senior Honors Project has been approved and accepted by the John Carroll University Honors Program,

in partial fulfillment of the requirements for an Honors Diploma.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Angela Jones, Honors Program Director Date

**John Carroll University**

**Senior Honors Project**

**Carroll Collected Submission Form**

Title of Project: Click here to enter text.

**1. Access:** please choose ONE of the following access options:

I grant permission to make my Senior Honors Project available in the Carroll Collected Digital Commons site with permanent online and open access.

I wish to embargo my Senior Honors Project for a period of twelve months before it is accessible online, with the option to renew the embargo indefinitely. I am requesting this embargo because: Click here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Primary Advisor (necessary only if authorizing embargo) Date

I wish to place my Senior Honors Project in a dark archive, which may not be accessible to anyone other than the library staff or Director of the Honors Program. I am requesting placement in a dark archive because: Click here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Primary Advisor (necessary only if authorizing dark archive) Date

**2. Copy Permission:** Please choose ONE of the following copy permission licenses to apply to this work (ranked in order from most permissive to most restrictive).

**Public Domain: This work is placed in the public domain and the author reserves no rights to the work.**

**Creative Commons Attribution** (**CC BY**): This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.

**Creative Commons Attribution-ShareAlike** (**CC BY-SA):** This license lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to “copyleft” free and open source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use. This is the license used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects.

**Creative Commons Attribution-NoDerivs** (**CC BY-ND):** This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to you.

**Creative Commons Attribution-NonCommercial** (**CC BY-NC):** This license lets others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don’t have to license their derivative works on the same terms.

**Creative Commons Attribution-NonCommercial-ShareAlike** (**CC BY-NC-SA):** This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.

**Creative Commons Attribution-NonCommercial-NoDerivs** (**CC BY-NC-ND):** This license is the most restrictive of the Creative Commons licenses, only allowing others to download your works and share them with others as long as they credit you, but they can’t change them in any way or use them commercially.

Copyright: the author reserves exclusive rights to this work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student Student Signature Date

*Please submit this completed form to the Honors Program Office. It will be scanned and sent directly to the Carroll Collected archive.*

*You must send a PDF version of your completed project by email to* [*collected@jcu.edu*](mailto:collected@jcu.edu) *once it is complete. ALL Senior Honors Projects, accompanied by this form, must be submitted to Carroll Collected before they can be formally accepted by the university.*