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 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 126. 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.

  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 Advisor   Signature of Advisor   Date

_____   _____   _____
Name of Advisor   Signature of 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:

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_____   _____
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

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_____   _____   _____
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 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.