Summary

This document contains information about how to review and approve Prospectus information submitted by honors students to begin the Thesis/Creative Project.

Honors students submit their Prospectus information online. This includes student information, project title, group members (if applicable), Director information, Second Committee Member information, and a summary of the project. Directors will then receive an email with a link to access student submissions.

Below are instructions on how to review prospectus information and submit decisions.

If you have any questions, please contact Barrett Advising at (480) 965-9155 or BarrettAdvising@asu.edu.
Prospectus Email

Once a prospectus has been submitted by the student, the Director will receive an email request to review and submit decisions.

Sample Email:

From: Barrettadvising@asu.edu <Barrettadvising@asu.edu>
Subject: Barrett Prospectus, Please Approve- Action Required

Hello Professor XXX,

**Sparky Student** has submitted a thesis prospectus with you listed as the Director. Please review the online form to confirm that you will serve as this student's Director. Additionally, you are responsible for approving the Second Committee Member and project summary.

Use the link below to review the thesis prospectus. Be certain to click the red submit button or your decisions will not be recorded.

[Barrett Honors Thesis Prospectus System](https://barrett.asu.edu/thesis)

Thank you for working with honors students!

Please feel free to reply directly to this email if you have any questions or call the Barrett Advising Office.

Sincerely,

Barrett Advising
(480) 965-9155
Click on the link in the email to view pending prospectus submissions for your students.

Click the gold “Review” button to review each prospectus.
Review the information provided by the student. Complete the 4 action items, and make sure to click “Submit Decision” at the top or bottom of the page when completed.