Barrett Thesis/ Creative Project Checklist


- Review the Honors Thesis/Creative Project Student Guidebook and reference it throughout your project. Be aware of the deadlines and expectations of the project.

- Brainstorm ideas for your topic. Think of subjects that you have a passion for and that may assist you with future academic and career goals. View past thesis/ creative projects through the ASU Library Digital Repository.

- Schedule a meeting with potential Directors. Create a list of questions and topic ideas to discuss with a potential Director. Refer to the Faculty Honors Advisors for additional assistance.

- Once you have a Director, register for the appropriate thesis credit through your Director’s department.

- Select the Second Committee Member in collaboration with your Director.

- Write your prospectus, have it reviewed and signed by your Director and Second Committee Member.

- Submit your prospectus to the Barrett Advising Office by the appropriate deadline.

- Meet regularly with your Director and Second Committee Member on the progress of your thesis/creative project.

- Review the online Defense Calendar and attend a Defense.

- Designate a Third Committee Member with assistance from your Director. (If applicable.)

- Determine the date and location of defense with the approval of your Director. Schedule the room for your defense through Barrett or the department of your Director depending on the preference of your Director.

- Submit your Thesis Defense Reporting Form to notify Barrett of the details of your defense.

- Complete and file the Thesis/Creative Project Reimbursement Application, if needed.

- Finalize your thesis/creative project with the guidance of your committee, and prepare for your defense.

- Submit final draft to the committee at least two weeks before the defense. Allow time for revisions leading up to the defense.

- Complete your defense and have your Signature Title Page signed by your committee.

- Submit your thesis through the two-step process: 1) digitally upload your full project to the ASU Library Digital Repository and 2) turn in a hard copy of your original signature title page, abstract, and repository confirmation email to the Barrett advising office.

- Confirm that your Director submits a grade for the completed thesis/creative project (and changes the Z grade if one was submitted in a prior semester for 492).

- Remember- Submit the Barrett Graduation Form through MyASU by the deadline of your graduating semester. This form is used to RSVP for the Barrett Convocation and to declare your intent to graduate from Barrett.