## 5 Steps Process

<table>
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<tr>
<th>Step</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>The Student creates Draft</td>
</tr>
<tr>
<td>2</td>
<td>The Student edits and submits draft to the 399 Instructor</td>
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<tr>
<td>3</td>
<td>The 399 Instructor reviews draft and can Approve or Deny</td>
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<tr>
<td>4</td>
<td>The Student can edit draft and submit final to the Thesis Adviser</td>
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<tr>
<td>5</td>
<td>The Thesis Adviser reviews final and selects Approve/Deny/See Me</td>
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</tbody>
</table>
1: The Student creates Draft
Create Draft

Go to http://honors.colostate.edu/thesispreliminary

Login with your CSU credentials

Then go through the PLEASE READ section

Then click on Create New
**PLEASE READ!!**

You may only create one Thesis Preliminary Proposal per HONR399 course. When you submit your thesis preliminary proposal draft, your 399 instructor will be notified. After your instructor has approved your draft, you will be able to make your draft into a final. You may edit your draft until you submit it as final at which point an email will be sent to your thesis adviser to review it. Be sure to follow up with your thesis adviser and have them approve your preliminary proposal by the date specified in your HONR399 course. If your thesis adviser does not approve it, it will become a draft and you will be able to resubmit it for approval.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Who Can Edit/Review Proposal</th>
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<tbody>
<tr>
<td>1. The student creates draft.</td>
<td>Student</td>
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<tr>
<td>2. The student edits and submits draft to the 399 instructor.</td>
<td>Student</td>
</tr>
<tr>
<td>3. The 399 instructor reviews draft.</td>
<td>399 Instructor</td>
</tr>
<tr>
<td>*If the 399 instructor approved draft, the student goes to Step 4.</td>
<td></td>
</tr>
<tr>
<td>*If the 399 instructor denied draft, the student goes back to Step 2.</td>
<td></td>
</tr>
<tr>
<td>4. The student can edit draft and submit final to the thesis advisor.</td>
<td>Student</td>
</tr>
<tr>
<td>5. The thesis adviser reviews final and selects Approve/Deny/See Me.</td>
<td>Thesis Adviser</td>
</tr>
<tr>
<td>*If the thesis adviser approved final, both the student and the 399 instructor are notified.</td>
<td></td>
</tr>
<tr>
<td>*If the thesis adviser selects Deny or See Me, only the student is notified and goes back to Step 4.</td>
<td></td>
</tr>
</tbody>
</table>

If you have questions about the online form, please email honorsupport@colorado.edu

Create New

*You can create only one Thesis Preliminary Proposal.
Filling out the Form

1. Fill out your 399 Instructor
2. Fill out your Proposal Title
3. Fill out your Adviser’s Email
4. Fill out your Adviser’s Alternative Email (Optional) (Not your Email)
5. Fill out the 4 questions
6. Sign the Form
Create

Student Details

CSUID  80000000

Semester  Spring of 2021
Honors Track  Track 2 2015
Intended Graduation  Spring of 2020

Current Majors And Minors

No majors, minors or programs were found for this student.

*If any of the above information is not correct, please contact Diane Burton at diane.burton@colorado.edu

Thesis Preliminary Proposal

399 instructor  

Proposal Title  

Find Adviser By Email  Search

*Please start typing your adviser’s name or email and select your adviser.
*If you cannot find your adviser, please email honors.techsupport@colorado.edu

Alternate Adviser Email  

*Enter your adviser’s preferred email address if it does not match the default one selected above

1. Interest: Explain why you are interested in this topic.

2. Describe your thesis: What are the creative activities, research questions, and/or design features that are foundational to your thesis?

3. Describe your methods and approaches: How will you discover answers to research questions, create artistry, and/or develop design projects?

4. Outcome: Please state the format of your final project. Please see common options on page 6 of the thesis guide. All theses require a formal written component. If your final project requires a formal reflection paper and/or an individual contributions paper as outlined on page 28 of the thesis guide, please state that as well.

Student E-Signature  

(FirstName LastName)

*Submitting your draft will notify your HONR399 Instructor, NOT your adviser

Save Draft  Submit Draft to HONR399 Instructor

Back to List

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Filling out Adviser’s Email Correctly

• If you see something like this, it’s a good sign

You will have to click Search to see those three options (Adviser, Position & Department) appear

• If you see something like this, it’s a BIG NO (No Position/Department Listed)
2: The Student edits and submits draft to the 399 Instructor
Save Draft

- Saving the Draft doesn’t notify you or the instructor.

*Submitting your draft will notify your HONR399 Instructor, NOT your adviser.

- Once Saved, you should see this (To Submit, Click Edit under Action, and then click **Submit Draft to HONR399 Instructor** at the end of the Form).

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[Image of a workflow process diagram showing the stages of a student's progress through the proposal process, with a green tick indicating 'Create Draft', followed by 'Submit Draft to 399 Instructor', then '399 Instructor Approves Draft', and finally 'Submit Final to Thesis Adviser', with 'Thesis Adviser Approves Final' as the last step. The diagram also shows a row for 'Student', 'Semester', 'Adviser', '399 Instructor', 'Proposal Title', 'Checked By Instructor', 'Draft', 'Draft Submitted', 'Adviser's Decision', and 'Action'. A row is highlighted showing 'Student Test', 'SP21', 'Professor Test', 'Professor Test', 'Test', '0', 'Draft', 'Saved'.]
Submit Draft To HONR399 Instructor

- Submitting the Draft will notify you as well as the instructor via Emails (Sample next Slide)

- Once Submitted, you should see this (Now you wait for your 399 Instructor to do their part)
Emails Sent After Submitting the Draft
Hello Student Test,

Your Thesis Preliminary Proposal Draft has been successfully submitted. You will not be able to submit your final preliminary proposal until your HONR 399 instructor has approved it. Once you do submit it, be sure to have it approved by your thesis adviser before the specified date in your HONR399 course. Your HONR399 instructor has been notified that you submitted your preliminary proposal draft. Your thesis adviser will be notified when you finalize your preliminary proposal. Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to view and edit the proposal.

Honors Program Office
Colorado State University
A Thesis Preliminary Proposal Draft Has Been Submitted For Student Test

honors@colostate.edu
Thu 1/28/2021 4:38 PM
To: Honors Tech Support

Hello Professor Test,

A Thesis Preliminary Proposal draft has been submitted for Student Test at 1/28/2021 4:38:23 PM. Your student will not be able to submit a final preliminary proposal until you approve the draft. Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to view the proposal.

Honors Program Office
Colorado State University

Reply | Forward
3: The 399 Instructor reviews draft and can Approve or Deny
A) 399 Instructor Approves Draft

- This is what Student should see once Approved (You can click Details to see your Instructor's Comments)

If the 399-instructor approved draft, the student goes to Step 4
Email Sent After 399 Instructor Approves the Draft
Your HONR399 Instructor Has Approved Your Draft

honors@colostate.edu
Thu 1/28/2021 4:45 PM
To: Honors Tech Support

Hello Student Test,

Professor Test has approved your Thesis Preliminary Proposal. You are now able to finalize your preliminary proposal and have it approved by your thesis adviser. Be sure to have it approved by your thesis adviser before the specified date in your HONR399 course. Your thesis adviser will be notified when you finalize your preliminary proposal. Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to view the proposal.

Honors Program Office
Colorado State University

Reply | Forward
B) 399 Instructor Disapproves Draft

- This is what Student should see once Disapproved (Your status is changed to **Saved** again) (You can click **Details** to see your Instructor’s Comments) (To Submit again, Click **Edit** under Action and make appropriate changes, and then click **Submit** at the end of the Form) (Now wait for your instructor to do their Part)
Email Sent After 399 Instructor Disapproves the Draft
Hello Student Team,

Professor Test would like you to revise your Thesis Preliminary Proposal. Please see any comments made by your instructor and then resubmit your draft. You will not be able to submit your final preliminary proposal until your HONR 399 instructor has approved it. Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to view the proposal.

Honors Program Office
Colorado State University
4: The Student can edit draft and submit final to the Thesis Adviser
Steps to Submit Final

1. Go to [http://honors.colostate.edu/thesispreliminary](http://honors.colostate.edu/thesispreliminary)
2. Click Edit under Action
3. Make changes to the form as suggested by your 399 Instructor before submitting Final
4. Click Save Draft (Optional) (Only if you want to Submit Final Later) (This will not notify anyone)
5. Before submitting, read your proposal as finalizing your draft will no longer allow you to edit the proposal
6. Click Submit Final (This will notify both you and your Thesis Adviser)
Save Draft

- Saving the Draft doesn’t notify you or the adviser

*Finalizing your draft will no longer allow you to edit the proposal and will send an email to your adviser to approve the final version.

- Once Saved, Student should see this (To Submit, Click Edit under Action, and then click Submit Final at the end of the Form to notify your adviser)
Submit Final to Thesis Adviser

• Submitting the Final will notify you as well as the Adviser via Emails (Sample next Slide)

*Finalizing your draft will no longer allow you to edit the proposal and will send an email to your adviser to approve the final version

• Once Submitted, Student should see this (Now you wait for your Adviser to do their part)
Emails Sent After Submitting the Final
Your Thesis Preliminary Proposal Final Has Been Submitted

honors@colorado.edu
Thu 1/28/2021 5:09 PM
To: Honors Tech Support

Hello Student Test,

Your final Thesis Preliminary Proposal has been submitted. Your thesis adviser has been notified that you finalized your preliminary proposal. Please follow up with your thesis adviser and make sure that they approve your proposal by the date specified in your HONR399 course. You will receive an email when your thesis adviser reviews your proposal. Once it is approved, it will be sent to your instructor. You will not receive credit until your thesis adviser approves your proposal. If your thesis adviser denies it or would like to consult you before approving it, your proposal will become a draft again so that you can edit it. Please go to the Honors Thesis Preliminary webpage (http://honors.colorado.edu/thesispreliminary) to view the proposal.

Honors Program Office
Colorado State University
Adviser Email

Hello Professor Test,

Student Test has submitted a Thesis Preliminary Proposal with you as their thesis adviser. You must approve their proposal before they can receive credit from their HONR399 instructor. Please contact your student to know the exact date that it needs to be approved by. Use the following instructions to review their proposal:

1. Click the following link or copy and paste the url into your web browser: http://honors.colostate.edu/thesispreliminary
2. Click on the "Review" link next to the student's proposal.
3. Read their proposal and at the bottom of the page click either Approve, Deny, or See Me. (The student will only be able to make changes to their proposal if you click Deny or See Me)
4. Sign with your full first and last name.
5. Click "Save" button.

If you encounter any problems or have any questions, please contact honors.tech.support@colostate.edu

Honors Program Office
Colorado State University
5: The Thesis Adviser reviews final and selects Approve/Deny/See Me
Adviser’s Qualifications
A) Adviser is Qualified

- Adviser is **Qualified** for Formal Thesis only if all four checkboxes are ticked.
B) Adviser is not Qualified

- Adviser is **Not Qualified** for Formal Thesis if any of the checkboxes is not ticked.

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**Adviser's Qualification**

*You will not be able to change these checkboxes once you sign the form.*

- ✔ Are you employed at Colorado State University as a full-time, part-time, or transitional faculty member or Professor emeritus? (Non-tenure track faculty must have a continuing appointment in an academic department)

- □ Have you attained a doctorate (Ph.D.) or the terminal degree in your field?

- □ Will you be on campus during the semester in which the student completes the Honors Thesis?

- ✔ Are you familiar with the Thesis Adviser Guide and the Honors Thesis requirements (http://www.honors.colostate.edu/thesisguide)?
Emails Sent If Adviser not Qualified
Student Email

Your Thesis Preliminary Proposal Adviser do not qualify for Formal Thesis

honors@colostate.edu
Thu 1/28/2021 7:48 PM
To: Honors Tech Support

Hello Student Test,

The person you have selected as your Thesis adviser (Professor Test) has indicated that they do not satisfy all the Thesis adviser qualifications. If that person is not on the pre-approved list of Thesis advisers (https://wsnet2.colostate.edu/CWIS49/apps/thesispreapprovedadvisers/details), then you must obtain approval as part of the Formal proposal process.


Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to see what your Adviser filled out by going into Details

Honors Program Office
Colorado State University

Reply | Forward
You do not qualify as an Adviser for Formal Thesis

honors@colostate.edu
Thu 1/28/2021 7:48 PM
To: Honors Tech Support

Hello Professor Test,

Student Test has submitted a Thesis Preliminary Proposal with you as their thesis adviser. This is to notify you that you do not satisfy all the Thesis adviser qualifications. If you are not on the pre-approved list of Thesis advisers (https://wsnet2.colostate.edu/CWIS49/apps/thesispreapprovedadvisers/details), then the student must obtain approval as part of the Formal proposal process.


For any questions, please contact Honors Tech Support at honorstechsupport@colostate.edu

Honors Program Office
Colorado State University
How to See your Adviser’s Qualifications as a Student
Steps to Follow

Go to http://honors.colostate.edu/thesispreliminary

Click Details under Action
You will see Adviser’s Qualifications only after your Adviser signs the Form.
Adviser’s Decision
A) Approve

- This is what Student should see once Approved (You can click **Details** to see your Adviser’s Comments)

If the Thesis Adviser approved final, the Student, the 399 Instructor & the Adviser are notified.
Emails Sent If Adviser Approves the Thesis
Your Thesis Preliminary Proposal Has Been Approved By Your Thesis Adviser

honors@colostate.edu
Thu 1/28/2021 7:48 PM
To: Honors Tech Support

Hello Student Test,

Professor Test has approved your Thesis Preliminary Proposal. Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to view the proposal.

Honors Program Office
Colorado State University

Thank you!  Received, and accepted  I accept!

☐ Are the suggestions above helpful?  Yes  No

Reply  Forward
Adviser Email

You Have Approved A Thesis Preliminary Proposal For Student Test

honors@colostate.edu
Thu 1/28/2021 7:48 PM
To: Honors Tech Support

Hello Professor Test,

You have approved the Thesis Preliminary Proposal for Student Test. Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to view the proposal.

Honors Program Office
Colorado State University

Did you get this? Thank you! I accept!

☐ Are the suggestions above helpful? Yes No

Reply  Forward
A Thesis Preliminary Proposal Has Been Submitted For Student Test

honors@colostate.edu
Thu 1/28/2021 7:48 PM
To: Honors Tech Support

Hello Professor Test,

Approved Thesis Preliminary Proposal has been finalized for Student Test at 1/28/2021 7:48:54 PM. Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to view the proposal.

Honors Program Office
Colorado State University

Did you get this?  Thank you!  Congratulations!

☐ Are the suggestions above helpful?  Yes  No

Reply  Forward
B) Deny

This is what Student should see once Denied (You can click Details to see your Adviser’s Comments) (To Submit again, Click Edit under Action and make appropriate changes, and then click Submit Final at the end of the Form) (Now wait for your Adviser to do their Part).

If the Thesis Adviser selects Deny, both the Student and the Adviser is notified, and the Student goes back to Step 4.
Emails Sent If Adviser Deny the Thesis
Your Thesis Preliminary Proposal Has Been Denied By Your Thesis Adviser

honors@colostate.edu
Thu 1/28/2021 8:33 PM
To: Honors Tech Support

Hello Student Test,

Professor Test has denied your Thesis Preliminary Proposal. Please contact your thesis adviser for details as soon as possible. Your proposal has been changed to a draft so that you can edit it and refinalize it. Remember that your proposal must be APPROVED by your thesis adviser by the date specified in your HONR399 course. Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to view and edit the proposal.

Honors Program Office
Colorado State University
Hello Professor Test,

You have denied the Thesis Preliminary Proposal for Student Test. Remember that you must approve their proposal by the date specified in the student's HONR399 class, or they will not receive credit for it. An email has been sent to Student Test. Please discuss with the student the reasons for your decision. Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to view the proposal.

Honors Program Office
Colorado State University
C) See Me

- This is what Student should see after Adviser chooses See Me (You can click Details to see your Adviser’s Comments) (To Submit again, Click Edit under Action and make appropriate changes, and then click Submit Final at the end of the Form) (Now wait for your Adviser to do their Part)

If the Thesis Adviser selects See Me, both the Student and the Adviser is notified, and the Student goes back to Step 4.
Emails Sent If Adviser chooses See ME
Hello Student Test,

Professor Test has reviewed your Thesis Preliminary Proposal, but they would like you to contact them before approving it. Your proposal has been changed to a draft so that you can edit it and refinalize it. Remember that your proposal must be APPROVED by your thesis adviser by the date specified in your HONR399 course. Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to view and edit the proposal.

Honors Program Office
Colorado State University
Student Test Has Been Notified To Contact You Regarding Their Thesis Preliminary Proposal

honors@colostate.edu
Thu 1/28/2021 9:00 PM
To: Honors Tech Support

Hello Professor Test,

You have requested Student Test to contact you regarding their Thesis Preliminary Proposal. Remember that you must approve their proposal by the date specified in the student’s HONR399 class, or they will not receive credit for it. An email has been sent to Student Test. Please discuss with them the reasons for your decision. Please go to the Honors Thesis Preliminary webpage (http://honors.colostate.edu/thesispreliminary) to view the proposal.

Honors Program Office
Colorado State University

Reply  |  Forward
If you find any Mistakes or have Questions, Contact Honors Tech Support at honorstechsupport@colostate.edu
Thank you