

IMPORTANT INFORMATION REGARDING REGISTRATION IN HUX CONTRACT COURSES (HUX 594, 598, and 599)

Plan Ahead!

Please read carefully:

Please do not enroll on-line and do not send your payment directly to the office of Registration for any of the contract courses (HUX 594, 598, 599) unless you have permission from the HUX Office. In order to obtain approval to register for HUX 594, HUX 598, or HUX 599, a completed contract (including project description and bibliography), signed by the student, the student's Mentor, and the HUX Advisor must be on file with the HUX Office. Therefore, until a contract process is completed, you may not register for any of the contract courses. Please plan ahead and follow deadlines for filing these contracts as they may take **eight weeks** to process and route.

HUX 594 (Independent Study)

Proposals for Independent Study courses (which consist of the completed contract, a two-three page outline, and an initial bibliography) must be sent to the Academic Coordinator by the following deadlines: **February 1st for Summer trimester, May 1st for Fall trimester, and October 1st for Spring trimester.** Please be sure the contract is entirely filled out. Incomplete contracts will be returned to you to complete and resubmit, which may delay your registration. If you are not able to identify a potential Mentor, the Academic Coordinator will attempt to do so based on the subject matter of your proposed course.

HUX 598 (Final Thesis Proposal)

Proposals for the first part of the Phase III work consist of your completed HUX 598 contract, information sheet detailing your proposed thesis topic, and an initial bibliography. These must be sent to the HUX Office by the following deadlines: **February 1st for Summer trimester, May 1st for Fall trimester, and October 1st for Spring trimester.** Please be sure the contract and information sheet are entirely filled out. Incomplete contracts will be returned to you to complete and resubmit, which may delay your registration. If your preliminary topic is feasible (that is, focused, reveals a humanities approach, and evidences preliminary research), the Academic Coordinator will route the contract/proposal to an appropriate faculty member. When the faculty member agrees to mentor the topic and signs the contract, the Academic Advisor will sign as well, and the student will receive a copy of the signed contract, which is the authorization to enroll in the course.

The student and the Mentor will work together until the formal proposal for the thesis is complete and acceptable. Keep in mind that the Mentor may request revisions and additions to the proposed topic. Students who take HUX 598 must fulfill all requirements for this course and receive a grade before registration in HUX 599 can be authorized. If you are unable to complete HUX 598 in one trimester, a grade of "SP" (Satisfactory Progress) will be assigned. The HUX 599 contract should be submitted to the HUX Office as soon as the HUX 598 proposal has been formalized. **HUX 598 and HUX 599 cannot be taken concurrently.**

HUX 599 (Final Thesis/Project)

All students (including those who have completed HUX 598) must submit to the HUX office a separate 599 thesis contract. If a student has completed HUX 598, the 599 contract is accompanied by the formal thesis proposal written in HUX 598. (If a student entered the program prior to Fall 1998 and is not held for HUX 598, they must provide a preliminary thesis proposal as given in the HUX 598 description, above.) Ideally this contract will be submitted as soon as the HUX 598 proposal has been formalized. Deadlines for submitting the HUX 599 contract are: **February 1st for Summer trimester, May 1st for Fall trimester, and October 1st for Spring trimester.** Please be sure the contract is entirely filled out. Incomplete contracts will be returned to you to complete and resubmit, which may delay your registration. If your topic is feasible (that is, focused, reveals a humanities approach, and evidences preliminary research), the Academic Coordinator will route the contract/proposal to an appropriate faculty member. When the faculty member agrees to mentor the topic and signs the contract, the Academic Advisor will then route the contract to potential 2nd and 3rd Readers. When a committee has been formed, the Academic Advisor will sign as well, and the student will receive a copy of the completed 599 contract, which is the authorization to enroll in the course.