

PSYCHOLOGY THESIS APPLICATION INSTRUCTIONS

Please complete the online [Psychology Honors Thesis Application Form](#) fully as described below. Incomplete applications will not be accepted.

Before starting the online form, please review the instructions below and gather all required information, signatures, and documents. A checklist is included at the end of these instructions. You may also open the online form, review the questions, and return to submit it later once your materials are complete.

MAKE SURE YOU HAVE COMPLETED THE ONLINE APPLICATION AND HAVE ALL REQUIRED SIGNATURES BEFORE SUBMITTING

Completed applications are due to the UGO by 4 PM on the [primary consideration deadline](#). Please upload and submit all required materials through the online Psychology Honors Thesis Application Form.

COMMITTEE INFORMATION AND SIGNATURES

Before applying, please review the [rules on committee eligibility](#) for faculty supervisors, co-supervisors, and readers, and consult the UGO or Thesis Instructor if you have any questions.

Faculty Supervisor: Your faculty supervisor must be an assistant, associate, or full professor in the [Psychology Department](#), or an asterisked member of the [Board of Honors Tutors](#). Some departmental lecturers and college fellows are eligible to serve as supervisors pending Departmental review and approval. Your supervisor must sign and date the form itself; e-mailed approvals will not be accepted.

Co-Supervisor: In some instances, you may be working directly with a graduate student or post-doctoral researcher who is in your supervisor's lab as your co-supervisor (Note: Research Assistants may not serve as co-supervisors). A co-supervisor is permitted only if you have an approved faculty supervisor. Graduate students may serve as co-supervisors only if they are students in the Department of Psychology or are directly supervised by your faculty supervisor, they have completed all second-year requirements, and have the permission of their advisors. You must provide the e-mail, job title, and institution of your co-supervisor on your application so that the UGO will be able to contact them if necessary. If your co-supervisor is a graduate student, please also list their G-Year (which year of graduate school they are in). Your co-supervisor must sign and date the form itself; e-mailed approvals will not be accepted.

Petition for Non-Departmental Co-Supervisor: If your co-supervisor is not a graduate student or post-doctoral researcher within the Psychology Department or a member of the Board of Honors Tutors, you can petition to have them serve as a co-supervisor on your committee. Please attach a brief statement explaining their affiliation with your faculty supervisor and why they are an appropriate co-supervisor for your project. You must note the person's title(s) and institution(s) (e.g., Professor of Neurology, Massachusetts General Hospital and Harvard Medical School), provide contact information, and include a current CV or resume. (Before applying, please review the rules on committee eligibility, and consult the UGO if you have any questions.)

Reader: It is strongly recommended that you also include a Reader with your application, but you must first be certain that they have agreed to act in this capacity before listing them as 'Agreed'. If you do not yet have an agreed Reader, you may list some suggestions, but you should continue to actively try to find a Reader and immediately notify the UGO. If you are unable to find a Reader, please notify the Undergraduate Office and we will assign one to you.

Concentration Advisor Signature: Discuss your plans to write a thesis and remaining course requirements with your Concentration Advisor, and have them sign your thesis application form. They do not need to review your research proposal.

REQUIRED FORMS AND ATTACHMENTS

Thesis Information and Signatures Form: Please complete the Thesis Information and Signatures form, including all required information and signatures. This signed PDF will be uploaded with your other materials through the online Psychology Honors Thesis Application Form.

Thesis Project Form: You will be asked to provide a simplified summary of your research proposal through the online Psychology Honors Thesis Application Form. This will include brief responses about your research question or aims, scientific motivation, hypothesis, independent variable(s), dependent variable(s), other important variables, and key methods.

Research Proposal: All applications must include an attached research proposal. Proposals do not have to be final; your project may evolve over time. Proposal should indicate your current plans and be detailed enough to allow the department to evaluate if you have a topic that is appropriate for a thesis, and is feasible given the time and resources of a thesis. Proposals should be brief (often 2-5 pages) but should clearly state your thesis topic and general method. Proposals should be submitted to supervisor(s) in advance for feedback and approval. Proposals should also include a summary of your independent contribution to the project alongside your committee's contributions.

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SUPPLEMENTS & PETITIONS

Existing Datasets Supplemental Questions: If your project will use an existing or already collected dataset, complete the supplemental questions through the online Psychology Honors Thesis Application Form. If you will be collecting new data as part of your thesis, you do not need to fill out these questions.

Petition for GPA Exemption: Students with an overall College GPA below 3.5 are generally not eligible to pursue a thesis. Students who wish to pursue a thesis but do not meet this requirement must petition for an exemption by uploading a statement through the online Psychology Honors Thesis Application Form. The statement should explain why you feel that you are able to pursue a thesis and why your GPA is not an accurate reflection of your ability. In considering your request, we may reach out to your supervisor(s) to discuss your ability to pursue a thesis and their lab's ability to provide any additional support that you may need. We will also pay special attention to your research proposal; students requesting a GPA waiver should produce an exceptional research proposal to demonstrate their ability to complete a thesis.

Other petitions for exemptions to thesis rules or prerequisites: If you are requesting any other exemptions to the rules and prerequisites for a Psychology thesis, please upload a statement through the online Psychology Honors Thesis Application Form explaining the request and the reason. Please also reach out to the Thesis Instructor and/or UGO about the exemption as soon as possible for guidance on your petition.

APPLICATION MATERIALS CHECKLIST

The online [Psychology Honors Thesis Application Form](#) will ask you to enter or upload the materials below. The checklist below follows the order of the online Psychology Honors Thesis Application Form. Use it as a final review before submitting your application.

☐ Thesis Information and Signatures

Required; uploaded as a PDF

Student information

Thesis working title

Faculty supervisor information and signature

Co-supervisor information and signature, if applicable

Agreed Reader information, if you have one, or Reader suggestions if you do not yet have an agreed Reader

Concentration advisor signature

☐ Research Proposal

Required; no more than 5 pages; uploaded as a PDF

☐ Thesis Project Summary

Required; submitted through the online form

Brief summary of your proposed thesis project, including:

Research question

Scientific motivation

Hypothesis or aims

Variables

Key methods

☐ Generative AI Use Affirmation

Required; submitted through the online form

☐ Existing Datasets Supplemental Questions

If applicable; submitted through the online form

Required only if your project will use an existing or already collected dataset

☐ Petitions and Supplemental Materials

If applicable; uploaded as PDFs through the online form

Non-departmental co-supervisor petition, if applicable

Non-departmental co-supervisor current CV or resume, if applicable

Petition for GPA exemption, if applicable

Other petitions for exemptions to thesis rules or prerequisites, if applicable

Harvard University • Department of Psychology

Thesis Information and Signatures Form

Name: _____ Date: _____

E-mail: _____ House: _____

Concentration Advisor Signature: _____ Date: _____

THESIS TITLE: _____

THESIS COMMITTEE: [See more about thesis committees here.](#)

Faculty Supervisor Name: _____ **Email:** _____

Job Title & Institution: _____

I have read this proposal and believe it to be a sound and feasible thesis project. I agree to serve as faculty supervisor for this student's project.

Faculty Signature: _____ Date: _____

Thesis Co-Supervisor Name (if applicable): _____

E-mail: _____ G-Year (if any): _____

Job Title & Institution: _____

Signature: _____ Date: _____

Agreed Reader Name (if applicable): _____

E-mail: _____

Job Title & Institution: _____

Reader Suggestions (if you do not have an agreed Reader): _____

POLICY AFFIRMATIONS:

Please check this box if your current College Grade Point Average is above 3.5: _____

Please check this box confirming you have reviewed and will abide by the [Thesis GenAI Guidelines](#):