**HONORS THESIS READERS**

**and EVALUATION LETTERS, SPRING 2024**

**Honors students**: This form is used to confirm the two readers of your honors thesis. Once two faculty members have agreed to be readers of your completed honors thesis, **please fill this form out, save it** **& send it to each of your two readers for their electronic signature (or initials), copying Nancy Rahn as you send it.**

**Once they have signed or initialed the form, please** **return it to Nancy Rahn** (nrahn@illinois.edu) **by Friday, March 8, 2024**. (If your readers prefer, they can confirm their approval and agreement in an email to Nancy Rahn with DUS Catharine Gray copied by that date. But either way we must have signed or emailed confirmation *from the letter writer* by March 8).

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| --- | --- |
| Student Name |  |
| Thesis working title |  |
| Reader & Signature |  |

**Readers:** by signing this form or emailing us your confirmation, you are agreeing to be a reader for an honors thesis and to submit an Honors Thesis Evaluation Letter (HTEL) for Spring 2024. Our office has instructed undergraduates to submit a copy of their completed honors thesis directly to you (due April 22) so that you can write this letter. **Your letter evaluating the thesis is then due electronically as a Word doc or PDF to Nancy Rahn by** **Wednesday, May 1, 2024**.

We will send more information on the letter closer to the due date, but it must include a clear statement of the level of Honors Distinctionyou are awarding the thesis.

Also please save your letter file **as student’s surname HTEL and then your name.** So, for example, **SmithHTEL\_Gray.** If you are writing evaluation letters for more than one student, you may include them in the same Word file but please include both students’ surnames alongside your own in the file name. For example, Smith\_Johnson\_HTEL\_Gray.

OFFICE OF DUS