



## **Honors Program Student Application Checklist**

### **CHECKLIST FOR COMPLETING YOUR APPLICATION TO THE HONORS PROGRAM:**

- Complete this application and submit your essays.
- Give the Recommendation form to a professor or guidance counselor.
- Contact the Honors Program Office and arrange for an interview.

**When you have completed the application, submit it to the Honors Program, care of:**

***New Rochelle Campus:*** Academic Office, Main Hall

***Bronx Campus:*** Academic Office, Jerome Hall



## Honors Program Student Application

Please complete the following sections:

### PART ONE

### Personal Information

Campus:  Bronx  New Rochelle Program: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Monroe College ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

- I am a first semester student at Monroe College.
- I am a transfer student (attended a previous postsecondary institution).
- Continuing student (completed at least one semester at Monroe College).
- I will require campus housing: Yes: \_\_\_\_\_ No: \_\_\_\_\_

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#### STATEMENT OF UNDERSTANDING

I understand this is an application for the Monroe College Honors Program (MCHP) and acceptance into the program is limited and competitive. I also understand that continued participation in the MCHP is contingent on my continuing to qualify in every way. Qualifications are described in the Honors Program Guidebook.

\_\_\_\_\_/\_\_\_\_\_

Print Name

/ Signature

Date



## **PART TWO**

## **Honors Application Essays**

Please complete all essays on separate, typewritten pages and submit them along with your application. Please type the essays using Times New Roman 12-point font. Each essay should contain approximately 350 words.

1. Describe why you are applying for the Honors Program, how you think your participation will benefit you, and how you will contribute to the Program. *Please be specific.*
2. Describe your most significant accomplishment. How did this accomplishment change your self-perception? *Please be specific.*
3. Discuss an article, book, or piece of research you recently read that challenged your beliefs. How did you handle the experience? How did it change your behavior and the way you think? *Discuss your reaction fully.*

## **PART THREE Honors Program Recommendation Form**

**Honors Program Applicant:** We recommend for you to give this form to an instructor, guidance counselor or a Monroe College staff member. Please complete the top section of this form *before* providing it to the person you have chosen as your reference.

Name of Applicant: (Last, First, MI) \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Under the provision of the Family Education Rights and Privacy Act of 1974, you have the right to review your educational records if you enroll at Monroe College. The act further provides that you may waive your right to see letters of recommendation for admission. Please check the appropriate box and sign below to indicate whether you wish to waive the right to read this letter of recommendation.

- I waive my right to access this recommendation form.
- I do not waive my right to access this recommendation form.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions to The Recommender:** The student named above is applying to the Monroe College Honors Program. We would appreciate and value your comments about this student. The applicant understands that entry in the program is limited and competitive. We ask that you appraise the applicant with the entry requirements in mind.

***Entry requirements include:***

- Record of strong academic achievement
- Superior writing and analytical skills
- Excellent critical thinking skills
- A strong record of leadership and participation in extra and co-curricular activities

Any student you recommend should meet the criteria outlined above and be fully capable of working effectively with the best students at Monroe. Again, thank you very much for taking the time to complete this form. Your input will be an important element in our decision process.

**Please return this form to the campus you are applying for:**

*New Rochelle Campus:* Academic Office, Main Hall 434 Main Street, New Rochelle, NY 10801-6410

*Bronx Campus:* School of Information Technology, Monroe Hall, 2501 Jerome Avenue, Bronx, NY 10468.

Recommender's Name: (please print) \_\_\_\_\_ Title: \_\_\_\_\_

Company or Institution: \_\_\_\_\_ Phone: \_\_\_\_\_

Recommender's Address: \_\_\_\_\_

Recommender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART THREE Recommendation Form (Continued)**

1. How long and in what capacity have you known the applicant? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Based on your experience, please evaluate the applicant in each of the following areas:

	Excellent	Good	Average	Below Average	Unable to Judge
Demonstrates enthusiasm for learning					
Ability to handle responsibility					
Organizational skills					
Ability to work in a group setting					
Leadership skills					
Performance under stress					
Ability to accept criticism					
Attention to details					

3. Please give your estimate of the applicant's ability to succeed in a challenging academic program. If you require more space, please attach additional sheets.

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
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