Honors Thesis Checklist

To ensure your graduation with Senior Honors or as a Scholar in the Honors Program, you must follow these procedures carefully and meet all requirements and deadlines. For more information on any of these policies and procedures, please see the "Thesis Guidelines" available on the Honors webpage.

Stage One: Initial Approval of Your Thesis Proposal

- Determine what type of thesis you wish to write and identify an appropriate research question or project goal.
- Select a faculty member willing to serve as your thesis chair. If you choose, you may also ask another “optional” faculty member to serve on your thesis committee.
- With your faculty member, write a 3-4 page prospectus (with a bibliography or works cited page and time line) that outlines your project. Have your thesis chair (and third committee member, if you have one) sign your Application form after your prospectus has been read and approved.
- Complete and submit the Application Form (with appropriate signature) and 3 copies of the prospectus to the Honors Office (4 copies if you have an optional member).
- Within three weeks, the Honors Office will contact you with the name of your Honors Contact who will join your thesis committee. The Honors Office will forward a copy of your prospectus to this member of your thesis committee.
- Arrange a meeting with your thesis committee, including your chair, Honors Contact, and optional thesis committee member, if you have one.
- At this meeting, give a brief overview of your project. Your committee will then review your project with you and discuss any concerns they might have about the project.
- At the end of this meeting, you and all committee members must sign a Memorandum of Agreement that specifies any changes to the project that were agreed upon by you and your committee and approves the project, including a time line and allocation of thesis credits.
- Bring this Memorandum of Agreement form to the Honors Office.
- The Honors Office will then authorize you to register for thesis credits (Hon 489).

Stage Two: Monitoring Your Progress

- Throughout the project, meet regularly with your thesis chair (generally every two weeks) to review your progress, and with your other thesis committee members as needed, but at least once a semester.
- By the first day of the last month of the semester, submit a draft of all work to date or a progress report to all members of your thesis committee.
- After you’ve given your committee at least one week to read your draft, arrange a meeting with your committee to discuss your project.
- At that meeting, committee members should sign a Progress Report, which must be received by the Honors Office before the date by which grades are due to the Registrar for that semester. The Progress Report must be received directly from the thesis committee chair or designated committee member.
- Registration for additional credits will be dependent upon receipt of this Progress Report by the Honors Office. In the absence of a Progress Report by the due date, a grade of "UP," Unsatisfactory Progress, will be reported to the Registrar for that semester’s thesis credits.
Stage Three: Moving Towards Completion

- In the semester in which you intend to graduate, complete and submit the Honors Graduation Application to the Honors Office by the date posted on the Honors webpage.
- If you complete your thesis in the Spring semester (or complete your thesis at an earlier date but graduate in the Spring semester), you must give either a poster or an oral presentation at the Honors Undergraduate Research Conference. (This conference is in lieu of a final defense. Participation is required. If you plan on graduating in the Fall or Summer semester, you must contact the Honors Office for more information.)
- In order to fulfill the Undergraduate Research Conference requirement, submit an abstract on your project results to your thesis committee by March 1. By March 8, turn in the Undergraduate Research Conference Schedule Form to the Honors Office.
- Submit the preliminary approval draft of your thesis to your thesis committee members and to the Honors Office by April 1.
- In addition, you must gain approval to present at the Undergraduate Research Conference by giving your presentation to your thesis committee by April 8 and obtaining signatures on the Undergraduate Research Conference Approval Form. Honors must receive this form by April 9.
- If you complete the thesis and graduate in the Fall or Summer semester, a preliminary draft of your thesis must be submitted to your thesis committee members and the Honors Office by November 1 for the Fall semester, or July 1 for the Summer semester.
- Finally, part of the Hon 489 “course” requires participation in a series of three focus groups designed by Honors not only to assemble a diverse cohort of students engaged in the same process, but to engage you in discussions of matters important to you as you transition out of the university, including, reflection on the university experience itself, leaving the university, and leadership/ethics issues. Contact will be forthcoming on session dates.

Stage Four: Final Approval

- You have one month after you submitted your preliminary draft to submit a revised draft.
- A week after you’ve given your revised draft to your committee, arrange for a meeting with your committee to review revisions.
- Bring a copy of the Grading Form to this meeting.
- When your thesis committee has agreed upon a grade, your thesis chair should mail or hand carry the completed Grading Form to the Honors Office. Grading forms must be received directly from the thesis committee chair or designated committee member.
- Occasionally further revisions are required before the Grading Form can be submitted. The thesis chair, or another designated thesis committee member, should contact the Honors Office by e-mail or memo when all revisions are completed.
- After the Honors Office has received the Grading form and you have completed all required revisions, bring two or more final copies of your thesis to the Honors Office for binding approval.
- Take a moment to complete the Thesis Assessment Form and the Alumni Assessment Form at the Honors Office (or online—email link will be sent to you).
- Take all copies plus the Binding Form to the library for binding. Your grade will not be reported to the Registrar’s Office and you will not be approved for graduation until you have deposited copies at the library. Once the final grade is reported to the Registrar, your temporary grades will be replaced.
- Celebrate. You are finally done!

Note: Important information regarding the conference and deadlines will be transmitted over e-mail. Report any changes in your e-mail address to the Honors Office immediately.

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