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.

Stage One: Initial Approval of Your Thesis Proposal (to be accomplished at least during the semester before you intend to graduate)—
- Determine what type of thesis you wish to write and identify an appropriate research question or project goal, ideally sometime during your junior year.
- 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 thesis chair, write/revise a 4+ page prospectus (with a bibliography or works cited page and time line) that outlines your project. Have your thesis chair sign your Application Form after they have approved your prospectus.
- Submit the Application Form (with appropriate signatures) and 3 copies of the prospectus to the Honors Office (4 copies if you have an optional member) as soon as possible the semester BEFORE you intend to graduate. For a student graduating in May, for example, try to submit the thesis application by Sept. 1; for December graduates, by Feb. 1.
- Within two weeks, the Honors Office will contact you with the name of your Honors Contact, selected from the Honors Committee, 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, as soon as possible.
- 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, 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 as soon as possible.
- The Honors Office will then authorize you to register for thesis credits (Hon 489) if necessary.

Stage Two: Monitoring Your Progress
- Continue with research/writing that has ideally already begun. 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 twice per semester.
- By the first day of the last month of the semester (Dec. 1 or May 1), 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 one week+ to read your draft, arrange a meeting with your committee to discuss your project’s progress.
- At that meeting, committee members should sign a Progress Report, which must be received by the Honors Office at least 3 days 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 contingent 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, assuming they are Hon 489 (or Psyc 489 “Senior Honors Thesis,” Biol 489, etc.).
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 no later than four (4) weeks after the start of the semester.
- 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 (or “first full”) 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 Honors 489 “course” requires participation in a series of three focus groups/exit interviews** designed by Honors not only to assemble a diverse cohort of students doing theses, 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 other matters arising. Contact will be forthcoming on session dates.

Stage Four: Final Approval

- You have **one month** after submitting your first draft to submit a **revised draft to your thesis committee. That is, your revised draft is due May 1 (or Dec 1 for fall graduates).**
- At the same time as you submit your revised draft, arrange for a **meeting with your committee to review revisions.** Try to meet a week or so after giving the committee your revised draft.
- Bring two copies of the **Thesis Grade Form** to this meeting.
- When your thesis committee has agreed upon a grade, they must each complete a separate grade form; your thesis chair and/or Honors Contact should mail or hand carry these completed **Grade Forms** to the Honors Office. Thesis grade forms must be received directly from the thesis committee chair or designated committee member.
- Occasionally further revisions are required before the student’s grade submitted to the Registrar. In such case, the thesis chair, or another designated thesis committee member, should contact the Honors Office by e-mail, phone, or memo when all revisions are completed and the grade on the grade forms can be recorded officially.
- In the event a committee **disagrees** about a project grade, the revised thesis will go to a third reader of the Honors Committee for review/input.
- After the Honors Office has received Grade Forms 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 Chester Fritz Library basement 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 Honors Research Conference and deadlines will be transmitted via email. Report any changes in your email address to the Honors Office immediately.

*Updated 11/2016*