Honors Program Upper Division Graduation Checklist

Checklist for the semester you are graduating

First half of the semester:

- Meet with Honors director to discuss plan for completion
- Register for the Fall Forum or Spring Symposium to present your finished Senior Honors Project
- Complete commencement recognition form
- Submit all your paperwork
  - Petition form to waive HON courses, if any (do not wait until the last minute to do this)
  - Thesis committee form
  - Outside faculty/thesis advisor agreement, if applicable
- Meet regularly with your thesis advisor and committee members
- Schedule the submission of your completed rough draft with your thesis advisor/committee (ideally, no later than week 10)
- Schedule the conference/defense/discussion of your rough draft with your advisor/committee (ideally, no later than week 11-12)

Second half of the semester:

- Meet with Honors director to discuss progress toward completion
- Submit rough draft to your thesis advisor/committee
- Hold conference/defense/discussion of rough draft
- REVISE (discuss your revision schedule with thesis committee)
- Present at Fall Forum or Spring Symposium
- Format draft (if you haven’t already) into the template required by Honors
  - Attribute all images/illustrations (do not use unless you have permission)
  - Is it at least 25 pages (not including bibliography/works cited)
  - Proofread
  - Check PDF formatting
- Submit final draft to thesis advisor and committee (ideally 3-5 days before it is due to Honors)
- Submit Senior Honors Project with 1-page abstract and 3-5 keywords and other materials to Honors:
  - CV, personal statement, exit survey, and presentation document
- Pick up your Honors cords for graduation

10/2014