

Upper Division Honors Program Graduation Checklist

First half of the semester: (planning)

- Meet with Honors director to discuss & submit signed plan/schedule for completion
- Register for the Spring or Fall Undergraduate Showcase to present your finished Senior Honors project
- Complete Honors graduation form (emailed by honors@hawaii.edu)
- Submit all your paperwork
 - Petitions to waive or replace HON courses, if relevant (do not wait until the last minute to do this)
 - Mentor/Committee form
- Meet regularly with your mentor and committee member
- Schedule the submission of your completed first (smooth) draft with your mentor/committee (ideally, no later than March 15/October 10)
- Schedule the conference/defense/discussion of your completed draft with your advisor/committee (ideally, no later than mid March/late October)

Second half of the semester: (execution)

- Meet with Honors director to discuss progress toward completion
- Submit first complete draft on designated deadline to committee
- Hold conference/defense/discussion of first draft with committee
- Recommend also running your draft oral presentation during this time and/or poster (if applicable)
- REVISE (discuss your revision schedule with committee)
- Complete revisions on written draft
- 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 25 pages (not including bibliography/works cited)?
 - Proofread? Correctly formatted when saved a pdf file?
- Submit final draft to advisor and committee (ideally 3-5 days before it is due to Honors on April 15/November 10) to give them time to look over and finalize their evaluation
- Submit thesis and all other materials to Honors April 15/November 10.
 - You will receive an email from Honors reminding you what is due and when
 - CV, personal statement, exit survey
 - Honors will solicit your committee for their evaluation of your thesis directly
- Practice oral presentation Undergraduate Showcase for Research and Creative Work
- Present at Undergraduate Showcase and Submit presentation materials to Honors
- Pick up your Honors cords for graduation!
- Think about submitting something for *Mānoa Horizons!*