

Upper Division Honors Program Graduation Checklist

First half of the semester: (planning)

- Meet with Honors director to discuss & submit plan/schedule for completion
 - Copy your committee on this plan
- Register for the Spring or Fall Undergraduate Showcase
- Complete Honors graduation form (emailed by honors@hawaii.edu)
- Update & complete Mākālei account checklists as much as you are able
 - Mentor/Committee form
 - Graduating Semester, Honors Major
- 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 mentor/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 ideas or portions of draft oral presentation during this time
- REVISE (discuss your revision schedule with committee)
 - If extension is needed, a detailed plan/calendar for extension must be approved by committee and submitted to Honors Director for consideration
- 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—for thesis format (not including bibliography/works cited)?
 - Proofread? Correctly formatted when saved a pdf file?
- Submit final draft to committee (ideally 3-5 days before it is due to Honors on April 15/November 10) to give them time to look over
- Submit project to Honors Mākālei by April 15/November 10 deadline
 - Upload CV/resume and personal statement, complete exit survey and Scholarspace permissions
 - Honors will solicit your committee for their evaluation of your thesis via Mākālei
- Practice oral presentation Undergraduate Showcase for Research and Creative Work
- Present at Undergraduate Showcase and Upload presentation materials via Mākālei

Pick up your Honors cords for graduation!

Think about submitting something for *Mānoa Horizons!*