Application to Candidacy in the Honors College

Guidelines for students, faculty advisors, and honors program directors

Application to Candidacy for graduation with honors begins the semester <u>before</u> a student plans to graduate with honors. It is a process spanning **two semesters** focused on: 1.) a **thesis/project* proposal** prepared the first semester; and, 2.) the honors **thesis/project completed** the second semester.

Semester 1: Thesis/Project Proposal, Layperson Summary, Approval, and Submission

Review Process –

1. Proposals are created by the student working closely with faculty thesis/project advisor and any readers, as well as the honors program director. The primary, substantive review of the proposal and the completed thesis/project occurs in the honors program. Honors programs will expect proposals to show: rigor in the disciplinary context, positioning research within the field and stating what the work will contribute, a survey of the literature and a bibliography, and presentation of a methodological/theoretical frame. Once the proposal has been reviewed and meets the approval of the program, on the Application to Candidacy form the thesis/project advisor will comment and sign to affirm that it meets expectations (as will any readers); the program director will also sign to affirm the proposal has met the standards of the local review.

2. A layperson summary of the proposal of 500 words max is created by the student working closely with the thesis advisor and/or honors program director. It requires: a statement of the research question, explanation of methodology and summary of the project in non-specialist terms, and, if applicable, a statement of the individual student's portion of the work. On the Application to Candidacy form, the thesis advisor and program director sign to affirm approval.

3. The student will submit the proposal, layperson summary, and completed Application to Candidacy form Page 1 to the Honors College via emailed pdf by reading day.

4. The Honors College will post the approved layperson summary on the website under the student's name, title of thesis/project, the name of their thesis/project advisor and honors program, with a link to the summary. These will thus be available to the entire honors community on campus for review, conversation, and program development.

5. The Honors College will submit the names of all Applicants to Candidacy to the Registrar's Office.

Documents required and deadlines –

- Proposal for the thesis/project. Deadlines within honors programs may vary – contact the program director.
- Layperson Summary of the proposal, 500 words max. Deadlines within honors programs may vary –contact the program director.
- Application to Candidacy form page 1, filled out, with signatures.
- **All of the above documents due to the Honors College via emailed pdf in the first semester by the Application to Candidacy deadline (Reading Day).**

Semester 2: Thesis/Project Completion, Approval, and Submission:

Review Process –

1. Student works closely with faculty thesis/project advisor, readers, and honors program director to complete the proposed inquiry.
2. When the work is completed, the student will submit two documents to their committee for review: the thesis/project and a 200 word max abstract. There should be a presentation/defense of the thesis/project. Depending on the honors program structure, either the committee will recommend a grade to the instructor of record, or the thesis advisor will determine the grade. (An "A" is required to graduate with honors.) Once the thesis/project has been reviewed and meets the approval of the committee, on the Application to Candidacy form the thesis/project advisor will enter the grade and sign to affirm that it meets expectations, as will any reader or committee chair; the program director will also sign to affirm that the thesis/project has met the standards of the local review. The thesis advisor, reader(s), committee and the program director also review the submitted abstract and their signatures affirm it meets standards.
3. The student will submit the completed Application to Candidacy form Page 2 and the approved abstract to the Honors College via pdf by the last day of classes.
4. The Honors College will post all the approved abstracts on the website with the student's name, title of thesis/project, and the name of their thesis/project advisor and honors program, with a link to the abstract. These will thus be available to the entire honors community on campus for review, conversation, and program development.
5. The Honors College will submit the students' names for all successfully completed and "A" grade thesis/projects to the Registrar's Office for graduation with honors distinction.

Documents required and deadlines –

- Completed thesis/project. Deadlines within honors programs may vary – contact the program director.
- Abstract of completed thesis/project, 200 words, max. Deadlines within honors programs may vary – contact the program director.
- Application to Candidacy form Page 2, filled out, with signatures.
- **All of the above documents due to the Honors College via emailed pdf in the second semester by the last day of classes in order to graduate with honors.**

*Note: The phrase thesis/project covers the various modes of inquiry spanning all honors capstone experiences on campus. It includes traditional theses, group projects, multimodal presentations and portfolios. The redesign of honors education task force identified three required elements for all honors capstone experiences: research/inquiry, a written component, and a presentation.