

DUE TO HONORS OFFICE / THESIS ADVISORS

Friday, September 14, 2018 =
Thesis Registry form due to Renée

Monday - December 3, 2018 =
Create Time Line with Thesis
Committee – send to Renée

Friday - March 1, 2019 =
1st Draft due to Thesis Committee
All members get a copy

Monday - April 1, 2019 =
Signature Sheets due to Renée

Monday - April 8, 2019 =
Completed Theses due to Renée

Submission of Theses for your MAJOR / MINOR / CONCENTRATION

Department and Student Thesis Responsibilities

1. You must submit a Thesis Registry Form to the Honors Assistant Director **no later than September 14th**. On the form, you will indicate the tentative title of your thesis and obtain the signatures of each of your thesis committee members.
2. Each thesis committee must consist of at least three Albion College faculty members: a primary thesis advisor and at least two additional readers. Two will be from the Department you are writing under and one of which will be your Thesis Advisor. Your committee should include at least one faculty member whose expertise is in an area different from your major or thesis topic. The Honors Director will review your thesis committee and must approve any subsequent changes to the committee.
3. You will create a Time Line with your Thesis Advisor that will be due to the Honors Office on or before December 3.
4. Your thesis must be reviewed in progress and in final form by your entire thesis committee. **You must have a rough draft to your committee by the 1st of March.** It is your responsibility to work with all members of your thesis committee, not just your thesis advisor, and to keep all committee members informed of your progress by meeting with and regularly submitting to them written drafts of your work for comments and suggestions.
5. Your individual department will have the responsibility for supervising all work potentially leading to Major/Minor/Concentration Honors. They will establish the criteria, special regulations, and evaluation procedures to be used for Major/Minor/Concentration work. They will also establish the bibliographic form and the thesis format.
6. If credit is given for work on the thesis during the semester of graduation, the grade will represent an evaluation of the final product. **A minimum grade of 3.0 is required for the thesis to be acceptable for Departmental Honors.** If the grade is lower than 3.0, the units involved will be treated simply as units toward graduation and you will not receive Major/Minor/Concentration Honors.
7. If thesis credit is given prior to the graduation semester, evaluation may be in the form of either a numerical grade for the work accomplished during that semester or a grade of **P** (work in progress) if it is not possible to evaluate the research project until its completion.

Final Deadlines and Requirements

1. There are 4 deadlines that students must observe in submitting a finished Honors thesis for spring graduation.
 - a. **December 3** - Time Line must be created with the Student and Thesis Advisor and turned into the Coordinator in the Honors office.
 - b. **March 1, 2019** - Students will turn in a first draft of their thesis to all committee members
 - c. **April 1 by 4:00pm** - You must submit to the Honors Assistant Director 2 copies of your Thesis Approval Form (see attached) with all the signatures of your committee members. The second signature sheet Renee will get the Signatures from the Director and the Provost, **you will need to fill out your information and turn in 2 copies**. The Coordinator's office is located on the second floor of the Observatory.
 - d. **April 8 by 4:00 pm** you must submit at least 2 final copies of your thesis and email an electronic copy (Word or PDF) to the Honors Assistant Director.

Failure to meet these deadlines will result in the Thesis not being accepted for the impending commencement. It is your responsibility to see that these deadlines are met.

2. The thesis submitted to the Honors Committee for final approval must be in final form, free of typographical, spelling, and grammatical errors. Any thesis that does not meet these standards will be returned, and, if the April 2 deadline has passed, will be rejected.
3. You are strongly encouraged to present the results of your thesis at Albion's annual Elkin Isaac Research Symposium.

Thesis Writing Mechanics

Beyond the general guidelines above, you must follow these additional instructions in preparing two copies of your final draft for submission to the Honors Committee.

1. **Word Processing.** The thesis must be typed on a personal or Lab computer using word processing software so that the final draft can be printed on a laser printer.
2. **Typeface.** The text of the thesis must be printed in a clearly readable 12-point typeface. Exotic forms of type, such as “script,” are not acceptable.
3. **Paper and Printing.** Any of the laser printers located in the computer labs or department offices on campus will work.
4. **Color Printing.** The computer lab in Ferg and Library have color laser printers available.
5. **Figures and Graphs.** If figures are hand drawn, photocopies of the original illustrations may be used for the second thesis copy submitted to your Committee but the originals of all figures, graphs and illustrations must be included with the first copy. This original will be bound at library expense and will become a permanent part of the Albion College Library's Collection. The second copy will be bound at the expense of the Honors Institute and permanently housed in the Honors Center Library.
6. **Binding Personal Thesis Copies.** You may have as many additional copies of your thesis bound for your personal use. Additional copies will be bound at cost (as of this writing \$8.00 for comb binding and \$15 for hardcover binding). Anyone needing a sleeve for a CD or DVD the cost will be \$3.00 each. All binding costs must be paid in advance.
7. **Title and Thesis Approval Pages.** **You must follow the required form** for the title page and for the two approval sheets.
8. **Margins.** Carefully observe all margins: **1½ inches at the left**, 1 inch on the top, bottom and right. Make sure all graphs and figures are drawn or reduced by a photocopier so they fall within these same text margins.
9. **Page Numbering.**
 - a. Begin separate sections or chapters on a new page, **unless your thesis committee's directions are based on a system**, such as for submission for a particular journal, where this is not done.
 - b. Page numbering can be at the discretion of your Thesis Committee
10. **Line Spacing.** Double space the text throughout except for long quotations, or in the case of tables and figures where a discipline's customary writing style so allows.
11. **Writing Guides.** Finally, remember that a high standard of accuracy and clarity in written expression is expected. When in doubt about style or form, consult with your thesis advisor and/or a standard manual of style such as *A Manual for Writers*, Turabian; Harbrace's *College Handbook*, or *The MLA Style Sheet*.

Final Thesis Submission Procedures

1. Each of the thesis copies that you submit for binding must be in a separate envelope. These envelopes may be picked up from the Honors Coordinator.
2. On each thesis envelope in the upper right hand corner, write your name, copy number (#1, # 2, # 3, etc.), and binding instructions (hardcover or comb bound). Copy #1 is required, Library. Copy #2 is required, Honors Thesis library. Copies #1 and #2 will be hard bounded at the college's own expense. Copies #3 and beyond are optional and are for your own purposes.
3. The copies of your thesis for the Library and for the Honors Program must contain the two Thesis Approval forms.
 - a. You do **not** need to gather the signatures of the Provost or the Honors Director on the second Thesis Approval forms. The Honors Assistant Director will take responsibility for this.
4. You must pick up a Library Release Form from the Honors Assistant Director include it as the last page of your Library copy of your Thesis. This form gives or denies the Library permission to make copies, in part or in whole, of your thesis for scholarly purposes.
5. Be sure to double check each thesis to make sure that all pages, including title, approval, diagram and text pages are in the correct order, the Assistant Director and the Bindery will **not** do this for you.
6. Remember to bring a check or exact cash to pay for your personal thesis binding costs at the time you turn your thesis in to the Honors Assistant Director.

Postponing Graduation to Complete a Thesis

If you have enough units to graduate in May (December) but are unable to meet the April 1 (December 1) deadline for completion of your Honors Thesis, you may elect to postpone your graduation for one semester in order to complete your thesis, provided that you:

1. obtain the written permission of your thesis committee and submit it to the Honors Director in a timely manner. A form for this purpose is available from the Honors Coordinator.
2. complete your thesis no later than the following August (April), if you complete all your other graduation requirements in May (December). You will then graduate with Albion College Honors after the Summer (Spring) semester.
3. enroll for ½ units of thesis writing credit for this final semester.

[**SAMPLE TITLE PAGE.** The margins for the title page must be as follows: left margin 1½ inches, right margin 1 inch, top margin 2½ inches. For the bottom margin, the words “Albion College” must appear 3 inches from the bottom of the page.]

CENTER TITLE IN CAPS

(If title has more than one line, double space between lines.)

(4 spaces)

A Thesis submitted for Honors in “Major/Minor/Concentration”

(4 spaces)

Your Complete Name

April 1, 2019

(2 spaces)

Albion College