Upper Division Honors

The University Honors Program is designed to meet the needs of talented students during their first four semesters at the University of Florida. Participation in the University Honors Program is not necessary for graduating with honors from the university.

Graduating *cum laude* requires a specified GPA. Graduation *magna cum laude* and *summa cum laude* requires not only a specific GPA, but also the completion of an honors thesis or special project.

**Cum Laude:** 3.3 GPA in all upper-division courses.
**Magna cum Laude:** 3.5 GPA in all upper-division courses & Completion of an approved research project or creative work.
**Summa cum Laude:** 3.8 GPA in all upper-division courses & Completion of an approved research project or creative work.

The EES Academic Records Office and the EES undergraduate advisors will help identify students who are eligible and inform them of these honors thesis guidelines.

Please follow these guidelines when preparing your honors thesis:

**Nature of the thesis:**

1. The thesis should be independent work synthesizing many elements from the undergraduate curriculum.

2. The thesis should provide conclusions regarding the research, the paper or the design project.

3. Examples of work that would be the basis of a honor thesis:

   a. The final report of a University Scholars student is an excellent example of a thesis, but the thesis is not confined to research work.

   b. A design report or research project completed as an independent study if it meets the approval of the student's honors committee.

   c. Many students work in teams on design projects that may be the seed of a thesis. Often a student on a design team is responsible for completing an important element of the design. If this design is extended and improved beyond the work for the original project, the work may meet the requirements of an independent thesis with committee approval despite the fact that the original overall project was a team effort.

   d. A term paper completed as part of a course requirement may also be extended and improved to serve as a honors thesis.

   e. Students in the 4 + 1 (BS/ME) program may be working on their ME thesis or project. Although the work may not be complete at the time of honors thesis preparation, the work completed to date may be used as the basis of the honors thesis with committee approval.
Procedures:

Students will be notified by the Dean of the COE regarding their eligibility to graduate with honors. This notice must be answered by the student in writing to the Dean. This notice may be sent as early as the junior year if the student meets the GPA requirements at that time, so it is important to check with the EES Academic Records Office at the beginning of the graduation semester to determine eligibility.

The student should then select an EES faculty member to chair his or her committee. The committee chair should be someone familiar with the student’s work that they intend to use as the basis for the thesis. For example, the chair could be the professor who is supervising the University Scholars project, or the professor who taught the class that required the term paper, or a professor who has an interest in a topic that will be used for the future thesis. The topic and the committee chair should be established and reported to the EES Academic Office by the deadline for the semester in which the student intends to graduate. The committee consisting of three faculty members, with at least one of the faculty from a department other than EES, should be established at least one month before graduation.

The committee chair may suggest other committee members to work on the committee, but the student is responsible for contacting the other committee members and seeking their agreement to be on the committee.

The student should process all committee and final thesis paperwork through the departmental academic office, meeting the published deadlines of the COE which will be available in the academic office.

The completed thesis should be delivered to the committee at least one week before the oral defense date. The student is responsible for scheduling the defense date at the convenience of the faculty committee.

After the student submits the completed paperwork, including the final thesis and defense exam report, to the EES Academic Records Office, this office will forward the materials to the COE.

After the college certifies the completed thesis, it is forwarded to the Honors Office in 140 Tigert Hall where it is transferred to microfiche and submitted to Special Collections in Smathers Library East for archiving.

The following are guidelines from the honors program.

- You are submitting an undergraduate thesis in order to graduate magna cum laude or summa cum laude. For this purpose, the paper should reflect a high caliber of work.
- If you are looking for help writing your thesis, the Honors Program recommends Conquering Your Undergraduate Thesis, by Nataly Kogan (available on Amazon.com or at your local bookstore). This book offers helpful and practical advice from fellow students and recent graduates. Another excellent resource is How to Write a BA Thesis: A Practical Guide from Your First Ideas to Your Finished Paper, by Charles Lipson (also available from Amazon.com).
- Please have your advisor review your thesis and honors thesis submission form for organization, content, grammar, and spelling before you submit it.
- Your abstract should begin with a definitive statement of the problem or project treated by your thesis. The purpose, scope, and limit of the thesis should be clearly delineated. Then, as concisely as possible, describe research methods and design, major findings, the significance of your work (if appropriate), and conclusions. The abstract should be 100-200 words.
- Students whose thesis involves "creative" work such as original fine art, music, writing, theatre, film, or dance should describe process and production, indicating the forms of documentation on file as "thesis" materials.
- As you complete your honors thesis submission form, pay special attention to the Key Words entry as these will be the words by which your thesis may be found in the library index. These words are instrumental in leading a potential reader to your thesis.
- The Honors Thesis Submission Form must be completed with a typewriter or computer. Handwritten forms will not be accepted.
CURRENT TERM DEADLINES
TBA

Completed & Submitted to 216 BLK:

*ALL FORMS MUST BE TYPED!!!*  

Honor's Project Checklist:

☐ Appointment of Supervisory Committee Form. Must also be entered online.

☐ Final Oral Examination Form, which all committee members and department chair have signed at time of student's oral exam.

☐ Honors Thesis Submission Form (abstract - form must be typed and all information must fit on front of form). Must also be entered online.

Forms can be found here:  
http://sites.eng.ufl.edu/students/students/current-students/forms

Submission can be done at the following website:  
http://www.honors.ufl.edu/webapps/thesis/submit/