

Honors – Frequently Asked Questions for Students

NOMINATION

WHO MAY BE ADMITTED TO THE HONORS PROGRAM?

While the Honors Program focuses on Senior students, there are occasionally outstanding Juniors nominated (some of whom may be three-year graduates).

WHAT ARE THE ELIGIBILITY CRITERIA FOR ADMISSION TO THE HONORS PROGRAM?

Each Department and Program has their own criteria for student eligibility in regards to the Honors Program. If you are unfamiliar with the criteria, please consult your Department/Program web page or speak with the appropriate Chair.

WHAT IS THE DEADLINE FOR NOMINATION TO THE HONORS PROGRAM?

The nomination deadline is listed on the Honors Calendar. No nominations will be accepted after the deadline.

ABSTRACTS

WHEN ARE THE THESIS ABSTRACTS DUE?

Thesis abstracts are due in Academic Services by the deadline date listed on the Honors Calendar.

HOW DO I SUBMIT A THESIS ABSTRACT?

Thesis abstracts must be submitted as Microsoft Word in an email attachment sent to: academicservices@bates.edu.

WHAT IS THE CORRECT FORMATTING FOR A THESIS ABSTRACT?

The thesis abstract should be a **Microsoft Word** document in a common font such as **Times New Roman** or **Century Schoolbook**.

Abstracts must include the following information in the upper left hand corner:

EXAMPLE

NAME: Sam D. Smith
Major: Geology
Advisor: John H. Doe

Abstracts must also include a working title

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WHAT IS THE SIZE LIMIT FOR THE THESIS ABSTRACTS?

Abstracts must be **one paragraph** in length, the body of which is to be **no longer than 200 words**. It is strongly suggested that students have their advisors proof their abstracts prior to submission. **Please pay close attention to grammar, spelling and sentence structure.** Reading you abstract aloud will provide you with a good sense of the flow and help detect and existing awkwardness.

WITHDRAWAL

HOW DOES A CANDIDATE WITHDRAW FROM THE HONORS PROGRAM AND WHO SHOULD BE NOTIFIED?

When a candidate withdraws from the Honors Program, it is requested that the advisor complete the Program Withdrawal Form and submitted it to Academic Services with the signature of both the Advisor and the Chair of the Department/Program. This form can be found on the Honors Program web page.

THESIS

HOW MANY COPIES OF THE THESIS MUST BE SUBMITTED TO ACADEMIC SERVICES AND WHEN?

Honors candidates are expected to present four (4) bound copies of the completed thesis on the due date chosen when nominated to the program. These copies are distributed to member of the oral examining panel as follows:

- Outside Examiner
- Departmental Panel Member
- Non-Departmental Member

In addition, one copy is sent to Ladd Library to be included in the permanent collection of Muskie Archives.

DO HONORS ADVISORS RECEIVE A COPY OF THE COMPLETED THESIS?

As a courtesy, you should ask your Honors Advisor(s) if a copy of the finished thesis is desired and whether it needs to be hard bound in the traditional black binder. Many faculty members desire to keep a record of collaboration with at student.

Please note: None of the four copies submitted to Academic Services goes to Advisors.

DO THE COMMITTEE COPIES HAVE TO BE ON ACID FREE PAPER?

No, only the final copy which is sent to Ladd Library to be included in the permanent collection for Muskie Archives.

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IS IT TRUE THAT ACADEMIC SERVICES HANDS OUT FREE BLACK THESIS BINDER?

Academic Services has a limited number of hard black thesis binders that are recycled annually. They are made available to Honors Thesis students only. Due to the limited number of binders on hand, we regret that they cannot be offered to departmental thesis writers as well. The number of binders given to each student varies from year to year, depending on program enrollment. Generally, one or two are supplied. We try to be equitable in distributing them, therefore, binders are available on a first come, first serve basis.

WHERE CAN I OBTAIN THE BLACK THESIS BINDERS?

The College Bookstore sells the same hard black thesis binders in several sizes.

DEFENSE

WHO SCHEDULES THE DEFENSE?

Scheduling the defense is up to the student and/or the advisor. Check with your department about their policy.

WHERE SHOULD THE DEFENSE BE HELD?

Since classes are still in session for part of the time it may be hard to schedule a classroom. The Academic Administrative Assistant for your department will be able to schedule an appropriate location through R25.

POST DEFENSE

CAN I MAKE CHANGES TO THE THESIS AFTER THE DEFENSE?

Only corrections of minor typographical or mechanical errors will be allowed. After the oral exam, the Committee may instruct the candidate to correct any errors discovered during the evaluation process.

WHAT DO I DO WITH THE FINAL VERSION OF MY THESIS?

You must give a copy to Academic Services by 3:00 PM on the due date listed on the Honors Calendar.

DO I HAVE TO GIVE A COPY TO MY DEPARTMENT?

Check to see if your department wants a file copy.

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BANQUET

WHEN AND WHERE WILL THE HONORS BANQUET BE HELD?

The Honors Banquet date and time is posted on the Honors Calendar and is held in Chase Lounge.

IF I HAVE NOT RECEIVED HONORS YET, AM I ALLOWED TO ATTEND THE HONORS BANQUET?

The Honors Banquet is meant to be a celebration of the effort and dedication put forth by Honors candidates and their advisors. As such, ALL Honors candidates and their Advisors are invited, even if the thesis submission and/or oral defense take place at a later date.

WHAT IS THE DRESS CODE FOR THE HONORS BANQUET?

The Honors Banquet is a decorous social function, with members of the College administration and possibly Outside Examiners attending. Guests are expected to wear what they would to any other similar evening engagement – slacks and collared shirt for men (tie, blazer or suit optional); slacks and blouse or a dress for women.

MAY I BRING A GUEST TO THE HONORS BANQUET?

While the College would like to include family and friends in this special celebration, the seating capacity in Chase Hall prohibits our doing so. However, Outside Examiners who are on campus participating in oral examinations are certainly welcome to attend. We do ask that their sponsoring Honors Advisor notify Academic Services of an additional person by 2:00 PM at least three days prior to the banquet.