

# Summary of Program Responsibilities

## Honors Committee

- Overall coordination of the Honors Program.
- Work with faculty to set guidelines, standards and procedures for the Honors Program.
- Set annual Honors Calendar.
- Admit students to the Honors Program.
- Send Outside Examiner instructions about accessing the thesis online, the Honors Guidelines, and pertinent expense/tax forms.
- Approve examination panels and appoint a chair to each panel.
- Award departmental Honors on the basis of the written thesis and oral examination.
- Coordinate the Honors Reception and Honors Banquet.
- Process Honors theses and publicize abstracts.

## Thesis Advisor

- Submit a completed Honors Nomination Form to Academic Services for each student. These must be signed by the appropriate department or program chair(s).
- Advise thesis preparation.
- Advise students on fair use and copyright. See <http://www.bates.edu/ils/policies/access-use/copyright-for-scarab/> for guidelines.
- Submit a completed Honors Withdrawal Form to Academic Services for any student who leaves the program.
- Invite one departmental and one non-departmental faculty member to serve on the examining panel. At least three weeks prior to the thesis due date notify Academic Services of selections on the Examination Panel Registration Form.
- Select and invite outside examiner. Submit pertinent contact information to Academic Services on outside examiner Travel/Accommodation Form and Examination Panel Registration Form at least three weeks prior to the thesis due date.
- Arrange with the Dean of Faculty Office (mgresh@bates.edu) travel and accommodation for the outside examiner, at least three weeks prior to the oral examination.
- Schedule oral examination: reserve the room, set a time convenient for the student and examining panel and notify all involved of time and place. The AAA may assist with scheduling.
- Notify the Dean of Faculty Office of date/time/place on the Examination Panel Registration Form by the date listed on the Honors Timeline Checklist.
- Prepare student for the oral examination.
- Discuss and decide on the level of access and embargo of the thesis and sign the Thesis Access and Embargo Form. Once the advisor and student sign the form, the advisor must return it to Meg Gresh, Dean of Faculty Office, 120 Lane Hall, no later than 3 pm on the date listed on the Honors Timeline Checklist.
- If the examining panel does not approve the mechanics of the thesis, verify thesis corrections and sign the Thesis Correction Form no later than 3 pm on the date listed on the Honors Timeline Checklist
- Grades for Honors theses should be submitted at the end of winter semester during the regular grading period.

## Examination Panel Chair

- Prepare an Individual Evaluation Form for the thesis; collect Individual Evaluation Forms from each voting member of the examining panel prior to the oral examination.
- Conduct oral examination. See Protocol at <http://www.bates.edu/honors/protocol-for-the-honors-exam/> Complete the Panel Evaluation Form with signatures from each panelist.
- Immediately after the examination, forward the Panel Examination Form and the Individual Evaluation forms from each panelist to **Meg Gresh, Dean of Faculty Office, 120 Lane Hall**.

## Examination Panel Members and Outside Examiner

- Read thesis available on SCARAB.
- At the beginning of the oral examination, submit to the chair of the examining panel an Individual Evaluation Form with an evaluation of the thesis and a proposed award.
- Participate in the oral examination.

## Honors Candidate

- Complete substantial work on the thesis in fall of the previous year.
- Submit thesis abstract to Academic Services no later than the date listed in the Honors Timeline Checklist.
- Review copyright guidelines at <http://www.bates.edu/ils/policies/access-use/copyright-for-scarab/> and discuss fair use and copyright with Thesis Advisor and Chris Schiff, Music and Arts Librarian, 786-6274, cschiff@bates.edu.
- Continue with research and writing in winter semester.
- Upload original thesis along with an updated abstract onto SCARAB no later than 3 p.m. on the date listed in the Honors Timeline Checklist. Participate in oral examination as scheduled.
- Discuss and decide on level of access and embargo and sign the Thesis Access and Embargo Form.
- For a thesis that requires correction, receive advisor approval of the corrections and upload a corrected copy of thesis along with a final version the abstract on SCARAB no later than 3 p.m., on the date listed in the Honors Timeline Checklist. Deliver the signed copy of the Thesis Correction Form to Meg Gresh, Dean of Faculty Office, 120 Lane Hall, no later than 3 p.m. on the date listed in the Honors Timeline Checklist.
- Students with defenses in Short Term should leave campus within 24 hours of the defense unless enrolled in a course or staying on campus for another legitimate reason.