

**UNIVERSITY OF FLORIDA COLLEGE OF ENGINEERING
DIVISION OF STUDENT AFFAIRS**

**PROCEDURES AND FORMAT FOR ALL MAGNA CUM LAUDE AND
SUMMA CUM LAUDE THESES**

Graduating seniors who acquired junior status Fall semester 1991 or after are governed by the new rules in regard to cum laude designations. See attached information from the 2002-2003 Undergraduate catalog for further details (copy enclosed). The Honors Office has changed the honors designation to the Latin equivalent, so please use the appropriate phrases (cum laude - honors; magna cum laude - high honors, and summa cum laude - highest honors).

The requirement for "magna cum laude" or "summa cum laude" involves a thesis, research project or some other approved body of creative work which is submitted, according to the rules of the Honors Office, the College, and the student's major department for evaluation. The appropriate departmental faculty committee decides whether a project warrants a magna cum laude or summa cum laude designation. The requirement for "cum laude" is a grade point average only.

The Office of Academic Affairs has assigned the Honors Program Office the responsibility for collecting and microfiling abstracts and copies of all such theses, research project reports, or creative works that are submitted for magna cum laude or summa cum laude designations under the new rules. The microfiche is placed in the University Library. Although students are responsible for knowing the requirements for the various honors designations, departments should undertake to remind eligible students. For those students seeking magna cum laude or summa cum laude, the department is asked to inform students of their responsibility to submit abstracts and copies of the thesis, etc. to the student's major department student records office. The departmental staff will then submit all theses and forms to the College Dean's office on or before the deadline date.

HONORS OFFICE GUIDELINES: Students should use the Honors Office "Honors Thesis Submission Guidelines" when preparing their magna cum laude or summa cum laude thesis for the Honors Office. If the format is not followed exactly, the Honors Office will not accept the thesis and the student will not graduate magna cum laude or summa cum laude.

POSTBACCALAUREATE students are not eligible to receive any type of honors recognition. To request an exception to this policy, the student should contact their Department requesting an exception in writing. The department will, if they support the student's request to graduate with an honors designation, write a letter of exception addressed to Mr. John Denny, 29 Tigert Hall, to the college dean's office (submitted to Adrienne L. Cook in 204A Weil Hall). The letter of exception should be signed by the Department Chair or authorized designee and should have a signature line for the Dean. This letter should be submitted no later than the same day departments submit the corrected initial degree list. The dean's office will submit the letter of exception to the Honors Office. Any letter not received by the deadline will not be considered and the student will not graduate with any honors status. Check with your department office the term you plan to graduate for the deadline.

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COLLEGE OF ENGINEERING REQUIREMENTS: All students must turn in the following items to their major **department student records office** on a date specified each term by the student's major department at the beginning of the term the student plans to graduate:

1. Appointment of Supervisory Committee Form.
2. Final Oral Examination Form, which all committee members and department chair have signed at time of student's oral exam.
3. A written thesis- must be typed (DO NOT BIND - staple or clip in upper left-hand corner); must have a Title page that includes: Title, your complete name, term graduating, honors status (magna cum laude or summa cum laude), Bachelor of Science in (your major).
4. Honors Thesis Submission Form (form attached to Honors Office guidelines - form must be typed and all information must fit on front of form). Must be typed in format shown on form.

HONORS CORDS INFORMATION

Effective Spring 1995, the university began using honors cords at commencement to recognize students graduating with cum laude, magna cum laude and summa cum laude. The optional honors cords can be purchased at the UF Bookstore in the Welcome Center next to the Reitz Union when you pick up your regalia. However, you cannot purchase honors cords unless your honors certification is electronically available at the bookstore. The honors certification is based upon the recommendation of your major department at the time the initial degree list is corrected. You should apply to graduate no later than the end of the third week of classes the term you plan to graduate to have your name on the initial degree list.

Neither the bookstore nor the registrar's office has information regarding honors criteria. If you have questions about your honors designation, please contact your major department. If your honors status changes, your major department will notify the college dean's office and the college dean's office will notify the registrar's office and the registrar will update your record. If your honors status changes from the initial degree list to the time of graduation, you should return to the bookstore to purchase or exchange your honors cords. Check with your major department for the time.