

Procedures and Format of Thesis for Magna Cum Laude and Summa Cum Laude 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 for evaluation according to the rules of the Honors Office, the College, and the student’s major department. 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 based on only grade point average.

The Honors Program Office has the responsibility for maintaining a database for all thesis, research project reports, or creative works that are submitted for magna cum laude or summa cum laude designations. 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 honors, the department is asked to inform students of their responsibility to submit abstracts, necessary forms, and copies of their thesis to the student’s major department student records office. The departmental staff will then submit forms to the College Dean’s office on or before the deadline.

POSTBACCALAUREATE students are not eligible to receive any type of honors recognition; however, exceptions to this policy are allowed. 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, submit a letter of exception addressed to Dr. Kevin Knudson to Engineering Student Affairs (Adrienne L. Cook, 204A Weil Hall). The letter should be signed by the department chair or authorized designee and should have a signature line for the Associate Dean of Engineering Student Affairs. This letter should be submitted no later than the same day departments submit the preliminary degree certification online. (For this date please refer to the Critical Dates calendar at <http://www.registrar.ufl.edu/catalog/adhub.html>.) The Engineering Student Affairs office will submit the letter of exception to the Honors Office. Deadline information can be obtained from the department office.

College of Engineering Requirements:

All graduating engineering students must turn in the following items to their major **department student records office** on a date specified by the student’s major:

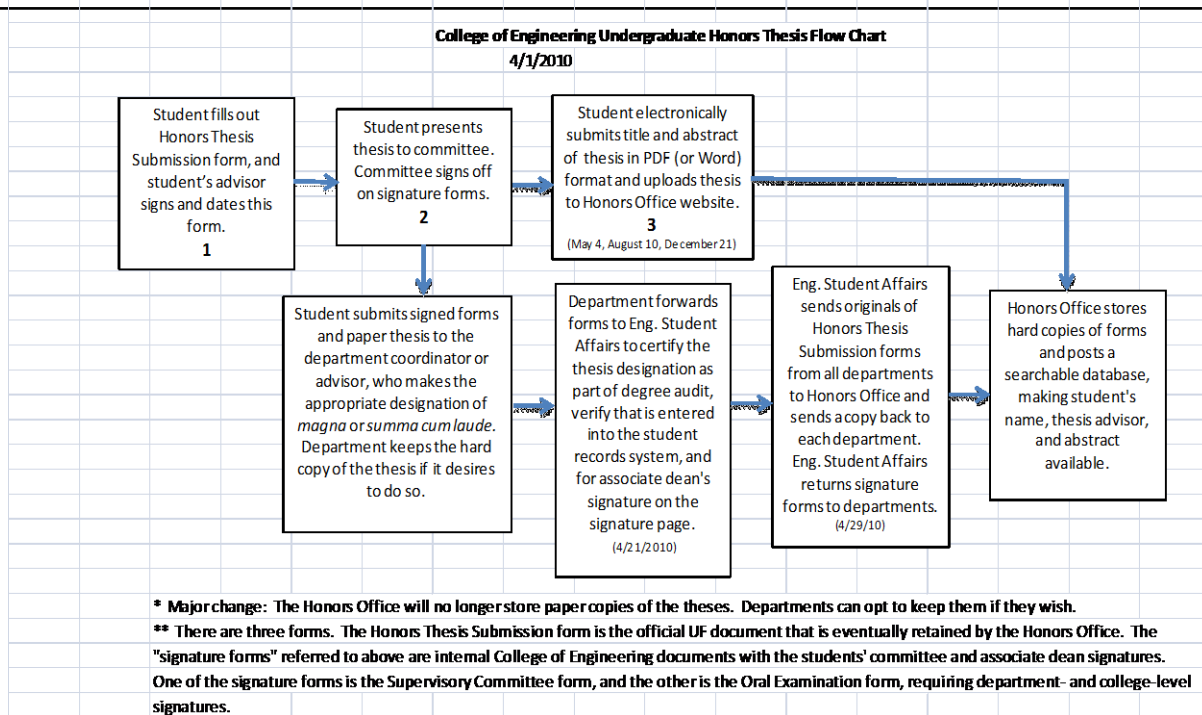
1. Appointment of Supervisory Committee Form, which all committee members and the department chair have signed.
2. Final Oral Examination Form, which all committee members and the department chair have signed upon successful completion of the student’s oral exam.
3. A written thesis that must be typed, must have a title page that includes a title, the student’s complete name, term graduating, honors status (magna cum laude or summa cum laude), and

Bachelor of Science in (the student's major). Some departments may prefer student to submit thesis on CD or electronically as a PDF file.

4. Honors thesis Submission Form (which is a writable PDF document. All information must fit on the front of the form and must be typed in the format shown on the form with all appropriate signatures included.
5. The forms can be located at the following URL address:
<http://engnet.ufl.edu/students/students/current-students/forms>

In addition, the following processes must be followed:

1. An Honors Thesis Submission Form is now available on line at <http://engnet.ufl.edu/students/students/current-students/forms>. Students should complete this form, have their thesis advisor sign and date the form, and attach it to the thesis.
2. Student presents thesis to Honors Committee. Committee signs and dates form.
3. Student submits signed forms and paper thesis (or other acceptable format) to the department coordinator or advisor. Departments make the appropriate designations as before (*magna cum laude* or *summa cum laude*). The paper copies of thesis need move no further than the department. Should the department wish to keep hard copies, it should make arrangements to store them in a secure location (e.g. a locked filing cabinet). The appropriate departmental official will sign the Thesis Submission Form and will forward it to their College Honors Coordinator Office.
4. Student must submit the title and abstract of their thesis electronically to the Honors Program at the site <http://www.honors.ufl.edu/apps/admin/Thesis.aspx>. At this site students will also upload an electronic copy of their thesis. Acceptable formats are PDF (preferred) or Microsoft Word. If the thesis is not a type suitable to these (e.g. creative works), then the student may upload a PDF copy of the abstract in this field. This information will be included in a new searchable database which can be accessed by going to <http://www.honors.ufl.edu/apps/Thesis.aspx>. The only information that will be publically available is the student's name, thesis advisor, and thesis title. No contact information will appear, nor will the thesis be accessible.
5. The departments will continue to certify the honors designation as part of the degree audit process.
6. Finally, each Honors Thesis submission form will be sent to the Honors office via campus mail. For record-keeping purposes, the Honors Program will maintain a spreadsheet of thesis submitted.



HONORS CORDS INFORMATION

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 ensure that your name will appear on the initial degree list.

Neither the bookstore nor the registrar's office has information regarding the College of Engineering honors criteria. If you have questions about your honors designation, please contact your major department. 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.