

2023-24 ACADEMIC YEAR HONORS THESIS DEADLINES

The University Honors Thesis typically takes two or three terms to complete. To support students through the process, UHC offers a two-course HON 403 sequence (4 credits each): HON 403 Thesis: Prospectus and HON 403: Continuation.

FIRST TERM - HON 403 THESIS: PROSPECTUS

Signed forms should be checked in by the UHC Prospectus instructor at each stage of the process. The fully signed form should be submitted to the HON 403 instructor at the last class session of the term.			
	Fall 2023	Winter 2024	Spring 2024
Approval of Departmental Advisor If a student does not think they will be able to recruit an advisor by the end of week three, it may be best for them to delay taking the course until they have done so. (End of week 3 of term)	Friday, Oct 13	Friday, Jan 26	Friday, Apr 19
Approval of Research Question & Bibliography The student should work on this in partnership with their departmental advisor and with the support of Honors faculty teaching the Prospectus course. (End of week 6 of term)	Friday, Nov 3	Friday, Feb 16	Friday, May 10
Submission of Completed Prospectus to Advisor Allow two weeks for advisor to read and grade. (End of week 8 of term)	Friday, Nov 17	Friday, March 1	Friday, May 24
Submission of Fully Signed Prospectus Approval Sheet to HON 403 Instructor (Week 10 of term)	DUE at the last class session of the term.	DUE at the last class session of the term.	DUE at the last class session of the term.

SECOND TERM – HON 403: CONTINUATION

	Fall 2023	Winter 2024	Spring 2024
Sign up for Thesis Presentation (End of week 5 of term, week 4 in Summer)	Friday, October 27	Friday, February 9	Friday, May 3
Upload Complete Draft of Thesis to PDX.Scholar (End of week 8 of term, week 7 in Summer)	Friday, November 17	Friday, March 1	Friday, May 24
Thesis Video Due (Fall / Winter / Spring: wk 10; Summer: wk 8)	Tuesday, November 28	Tuesday, March 12	Tuesday, June 4
Departmental Advisor Initial Review Complete If the Advisor approves as written: Student must confirm publication. If the Advisor approves with minor revisions: Student corrects and resubmits the final draft. If Advisor requests major revisions: Student submits revised draft. Dept. Advisor must review and approve changes. Final grade cannot be given until Departmental Advisor has approved the final uploaded draft.	Friday, December 1	Friday, March 15	Friday, June 7
THESIS PRESENTATIONS – online via Zoom	Friday, December 1	Friday, March 15	Friday, June 7
REVISION DEADLINE	Monday, December 4	Monday, March 18	Monday, June 10

DEADLINE FOR GRADING Thesis must be FULLY APPROVED before grade can be changed from IP to P and student cleared for graduation. THIS IS NOT A SUBMISSION DATE!	Friday, December 8	Friday, March 22	Friday, June 14
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