

**Honors Undergraduate Thesis  
2020-2021  
Student Checklist**

The purpose of this fact sheet is to serve as a guide for Honors Undergraduate Thesis students throughout the thesis process. For more detailed information about the program processes and deadlines, students should consult the *HUT Handbook* and *HUT Deadlines* which are available online at [honors.ucf.edu/research](http://honors.ucf.edu/research).

The following is the timetable and checklist for progression toward graduation with a completed Honors Undergraduate Thesis based on a minimum two-semester, six-hour sequence. Note that our program allows students to enroll for up to four semesters of Honors Undergraduate Thesis course work prior to graduation.

**Before You Begin HUT:**

- The Honors Thesis Chair must be tenured or tenure-track (titles: Assistant/Associate/Full Professor) or have an appointment as Lecturer in the Department/School in which the thesis discipline is housed. Non-tenure-track faculty must possess a terminal degree in their discipline\* and be a subject matter expert in the discipline in which the student intends to write a thesis.

\*Exceptions may apply to students from departments or colleges with specific agreements with the Burnett Honors College.

- Complete the Honors Undergraduate Thesis Eligibility Form.
- Receive and complete the Honors Undergraduate Thesis Application and registration form. Department of English students will receive additional application instructions.
- Submit Registration Form for Honors Undergraduate Thesis Directed Readings (4903H – 3 hours). The Coordinator of Honors Research will enroll you in the course.

**During the Directed Readings Semester (Thesis Proposal):**

- Participate in the required **Honors Undergraduate Thesis Orientation and one additional workshop** (Orientation instructions will be sent to students via Knights email)
- Select, in consultation with your Thesis Chair, at least one additional thesis committee member.\* Complete & submit the Committee Member Information Submission Form to OHR by the 6<sup>th</sup> Friday of your Directed Readings Semester.

***\*Students conducting a thesis in the Burnett School of Biomedical Sciences must have at least two additional committee members (NOTE: One must be outside of their thesis chair's home division; no two committee members may be married to each other).***

- Complete the thesis proposal. Recommended: Submit the thesis proposal to the thesis committee no later than two weeks prior to the last day of classes.
- Submit a PDF of the thesis proposal with the signed **Thesis Proposal Cover Page** to the Office of Honors Research in person or via email by the last day of classes.

- Complete Registration Form for Honors Thesis (4970H – 3 hours) *OR* Complete Registration Form for Directed Readings II (4904H). You must use the HUT Directed Readings and Thesis Registration form, which is only available through the Office of Honors Research.

### **During the Thesis Semester:**

- Establish a date for the thesis defense with your Thesis Chair and committee at least 6 weeks prior to the last day of classes.
- Submit a draft of your thesis for a format review to UCF's Showcase of Text, Archives, Research & Scholarship (STARS) system. NOTE: The Thesis Editor will review the **formatting** of your thesis, not the **content**!
- Submit a signed notice of defense through e-mail to the Office of Honors Research at least one week prior to your date of defense. This is a UCF requirement for all theses and dissertations.
- Complete the scheduled thesis oral defense.
- Incorporate the committee's recommendations into your thesis. Make all formatting corrections suggested by the Thesis Editor from the format review.
- Submit a copy of the thesis to Turnitin.com/iThenticate. The Thesis Chair may submit this on the student's behalf through his or her Turnitin.com/iThenticate account, or the Thesis Chair may create a course section through his or her Turnitin.com account (or through Webcourses) for the student to upload a final draft of his or her thesis.
- Finalize your thesis or creative project.
- Submit the signed Thesis Approval forms** to the Office of Honors Research in person or via email by the published deadline. You will then be approved to upload your final thesis to STARS.
- Complete the Honors Undergraduate Thesis exit survey which will be available online toward the end of each semester.

Need more time to complete thesis requirements? Submit Registration Form for Thesis II (4971H). You must use the HUT Registration form, which is only available through the Office of Honors Research.

### **Before your Graduating Semester:**

- Complete the **Honors Undergraduate Thesis Intent to Graduate Form**. Students who are completing an Honors Undergraduate Thesis and graduating from UCF must submit this form to the Office of Honors Research. Fall semester graduates must submit this form October 15<sup>th</sup>. Spring and Summer graduates must submit by February 15.

#### **Contact Us**

Office of Honors Research  
[honorsresearch@ucf.edu](mailto:honorsresearch@ucf.edu)  
honors.ucf.edu/research

Honors Theses Collection: [stars.library.ucf.edu/honorstheses/](http://stars.library.ucf.edu/honorstheses/)