AUGUSTA UNIVERSITY
HONORS PROGRAM

PROSPECTUS AND THESIS MANUAL

FOR USE BY STUDENTS WHO REGISTER FOR HONR 3999H: PROSPECTUS
DURING THE SPRING 2019 SEMESTER
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I. OVERVIEW

A. Description
The honors thesis is an undergraduate research project designed and completed by an individual student under the guidance of a faculty member working in his or her area of expertise. While a thesis project may grow out of the work completed in another course (e.g., from a paper or project done in an upper-division class or an undergraduate research class), in no case will a thesis writer receive thesis credit for work that has already been submitted for or will be submitted for other academic credit. If a thesis grows out of work done previously, the relationship between that earlier work and the work to be undertaken should be clearly spelled out in the prospectus. Thesis work may in some cases contribute to a larger project but should not be the work of a research assistant. Thesis design and execution should be conducted by the thesis writer.

B. Place of thesis in program
Thesis writers should discuss thesis topic possibilities with members of the faculty and recruit a full-time faculty member to serve as thesis adviser before the term in which they begin work on the prospectus. Honors program students in good standing begin work on their thesis prospectuses no later than two full terms before the planned date of graduation. Thus, students planning to graduate in May will write the prospectus no later than the spring term of the previous year and complete the thesis in the following fall. In such a case, this student must take the three parts of the thesis sequence (Prospectus, Thesis, Capstone) in consecutive semesters. It is highly recommended, however, that students begin undergraduate research or scholarship during the sophomore year and then take Prospectus at the start of their junior year to allow ample time to carry out and write their research. Students who begin Prospectus at the start of the junior year may take the thesis sequence in consecutive semesters, or they may take a research semester between Prospectus and Thesis semesters. While a thesis writer may work on the project over the summer, summer will not be an official Prospectus or Thesis term because of the questionable availability of faculty acting as advisers and panel members.

C. Models
Thesis writers are encouraged to look at copies of previous prospectuses and theses housed in the honors program office and stored electronically. Electronic copies of completed prospectuses are available upon request from the honors director. Electronic copies of many completed Theses are available at [here].

D. Audience
Honors program work should give writers an opportunity to do work in their subject field but should also enable them to discuss that work meaningfully with a broader audience. While thesis work can eventually result in an in-field publication or presentation, writers must assume an audience of well-educated generalists as well as readers with expertise in the field.

E. Expenses
Writers and advisers should look very carefully at the probable cost of a thesis project. All writers should expect to incur expenses equal to the cost of books, materials, lab fees, etc. for an upper-division course. If completing the work is dependent on additional funding, the source for that funding should be determined before the thesis writer seriously begins work.

F. Human or animal subjects
Writers working with human or animal subjects should work with their adviser to submit their project to the relevant Internal Review Board(s) for approval during the Prospectus semester. Writers working with human or animal subjects should consult the Institutional Review Board website, a link to which is located [here]. The IRB process does involve some complexity, so be sure to seek help from your adviser and begin early.

G. Facilities and materials
All permissions and access to facilities and materials should be arranged during the Prospectus term.
C A L O G  D E S C R I P T I O N S

A. HONR 3999H: Thesis Prospectus
A directed project wherein the student works closely with an honors advisor, usually in her or his major department, to develop an acceptable honors thesis proposal. The proposal will include a description of the proposed honors project: its purpose, its extent, and its expected outcome; an assessment of materials needed and available for the proposed project; a calendar for work on the proposed thesis; and, a description of the assessment procedures for determining the evaluation and awarding of credit for the finished thesis. The finished proposal will be submitted to the honors committee for comment and approval. Prerequisite(s): Junior status, admission to the Augusta University Honors Program.

B. HONR 4000H: Thesis
A directed project wherein the student works closely with an honors advisor, usually in her or his major department, to develop an acceptable honors thesis based on an approved thesis proposal designed in HONR 3999H. Depending on the field in which the work is being done, an honors thesis may take a variety of forms: e.g. traditional library research, an original piece of quantitative or qualitative research, a critical or appreciative essay, an exhibit or performance accompanied by a reflective, analytic essay, a substantial work of fiction or poetry, or an analysis growing out of an internship. The thesis is the work of an individual student, working closely with an advisor, usually in the student’s major discipline. The thesis will be presented before … and reviewed by and discussed with a panel established by the honors committee who will share their comments and recommendations with the writer and advisor. The evaluation of the thesis and the awarding of credit are the responsibility of the advisor. Prerequisite(s): Junior status, admission to the Augusta University Honors Program, and HONR 3999H with grade of C or better.

At the discretion of the thesis adviser, the student may be required to write an Abstract of no more than 300 words.

C. HONR 4500H: Capstone
An integrative course providing a vehicle for self-assessment and for program-assessment. Variable content defined by the graduating honors students. Provides opportunity for presentation of honors theses and mentoring of other honors students.
II. THESIS PROSPECTUS: Information for Writers and Panel Members

A. Overview
The objective of the prospectus is to set the thesis writer in a direction that gives him or her a high probability of successfully completing his or her thesis within one semester. The prospectus is a document in which the thesis writer introduces the thesis problem and presents a plan of research and writing. As such, the prospectus will comprise at minimum the following sections:

1) A description of the proposed thesis that answers the following questions:
   a) What do you propose to do?
   b) What is the purpose of this proposed project? How and to what extent will your project expand or improve current knowledge?
   c) What materials and resources will you need to complete your project?

2) A calendar or timeline—set up in consultation with the adviser and the thesis panel—to be followed in the writing of the thesis

3) A list of works and/or research sources the writer plans to consult or use, including any special materials or assistance needed

The thesis writer should work with his or her panel to determine the clearest and most logical order in which to present this information and to decide if any additional information will be necessary. The finished proposal will be submitted to the thesis writer’s honors thesis panel for comment and approval. Cover sheets for the prospectus document and examples of prospectuses are available on the honors program website and in the honors program office in the Quad Wall Bldg.

B. General Timeline
NOTE: Thesis panel have some flexibility in deciding specific due dates, but thesis writers should nevertheless fill in dates in the timeline immediately below. In the event that a writer fails to complete his or her work on time, the panel and the HP director may request to see the writer’s timeline.

<table>
<thead>
<tr>
<th>TASKS TO BE COMPLETED</th>
<th>DATE RECOMMENDED</th>
<th>DATE COMPLETED</th>
</tr>
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<tbody>
<tr>
<td>Register for HONR 3999H.</td>
<td>Semester before Prospectus</td>
<td></td>
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<tr>
<td>Consult with HP director to select and secure an adviser and a topic.</td>
<td>Semester before Prospectus</td>
<td></td>
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<tr>
<td>Select an in-field reader. This preference may be decided following discussions with your adviser and the honors program director.</td>
<td>No later than week two of the Prospectus semester (W Jan. 16, 2019)</td>
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<tr>
<td>Complete the Thesis Panel Form (available on the honors program website) and submit it to the HP director for filing in the In-Progress Notebook.</td>
<td>No later than week four of the Prospectus semester (W Jan. 30, 2019)</td>
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<tr>
<td>Complete the Prospectus Proposal Form (available on the honors program website) for approval by your adviser and panel chair. When this form is completed and signed, submit it to the HP director for filing in the In-Progress Notebook.</td>
<td>No later than week five of the Prospectus semester (W Feb. 6, 2019)</td>
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<tr>
<td>Complete a full draft of the Prospectus, including a timeline and a literature review, and distribute the Prospectus to all panel members.</td>
<td>No later than week twelve of the Prospectus semester (W Mar. 27, 2019)</td>
<td></td>
</tr>
<tr>
<td>Complete the Thesis Prospectus Cover Sheet and Approval Form (available on the honors program website) and meet with your full thesis panel to discuss your Prospectus.</td>
<td>No later than week twelve of the Prospectus semester (F Apr. 5, 2019)</td>
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Make any revisions your panel deems necessary. Depending on the amount of revision needed, your entire panel may require you to resubmit your prospectus for approval. Sometimes only the adviser will need to review the final revised prospectus.

When you have completed your revisions and the Panel has approved them, have your panel sign the **Thesis Prospectus Cover Sheet and Approval Form** and then submit it to the HP office for filing in the In-Progress Notebook. (Unless you complete this step, you will not receive a grade for HONR 3999H.)

No later than week sixteen of the Prospectus semester (W Apr. 24, 2019)

No later than the last day of classes. **Do not try to complete this step during the exam period.** (W May 1, 2019)

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**Discussion**

Before the Prospectus semester begins, the thesis writer should consult with the HP director to select a thesis adviser. The adviser must have expertise in the writer’s proposed subject and has perhaps already served as the writer’s course instructor or research mentor. The writer must also ascertain that the proposed adviser will be available for in-person meetings, both directly with the writer and with the full panel. If the proposed adviser is unavailable, he or she may still serve as in-field reader but should not be selected as adviser.

No later than two weeks into the semester, the thesis writer must consult with his or her adviser and select an in-field reader: see C (2) below. The HP director will select an appropriate panel chair and, if applicable, a representative from the honors program committee.

No later than four weeks into the semester, the thesis writer must meet all members of his or her panel and secure their signatures plus the signature of the adviser’s department chair on the **HONR 3999H Thesis Panel Form**. This process ensures (1) that the thesis writer meets all of his or her panel members and (2) that department chairs know that their faculty are taking on this obligation. The thesis writer will then submit this completed form to the HP office.

No later than five weeks into the semester, the thesis writer must complete the **HONR 3999H Prospectus Proposal Form** for the adviser’s approval. Shortly thereafter, the thesis writer will meet with the HP director and his or her full panel to discuss the **Prospectus Proposal Form**. The purposes of this meeting are (1) to make all panel members familiar with the proposed project, (2) to generate constructive criticism of the proposed project, and (3) to set procedures for the thesis writer and all members of the panel to follow. These procedures should include any adjustments to the recommended timeline, methods for distributing completed work and work in progress, the role of the in-field reader in relation to the adviser, and procedures for calling future meetings.

If the panel requires the thesis writer to revise his or her proposal, a second meeting should be set at this time. If the panel approves the thesis writer’s proposal, all panel members will sign the **Prospectus Proposal Form**. The thesis writer must then submit the completed and signed form to the HP office.

After the full panel has approved the proposal, the thesis writer will work closely with his or her adviser and in-field reader to write the thesis prospectus. When the prospectus is completed to the satisfaction of these two panel members, the thesis writer must complete the top half of the **Thesis Prospectus Cover Sheet and Approval Form** and secure the signature of his or her adviser, in-field reader, and department chair. Then, no fewer than four weeks before the end of the semester, the thesis writer must distribute completed copies of the prospectus to the panel members. (Unless the panel indicates otherwise, these copies must be paper, not electronic). The thesis writer must give all members of the panel at least one full week to read and comment upon the document. If the prospectus is especially long, the thesis writer should as a courtesy give panel members more time to read the document.
No fewer than three weeks before the end of the semester, the thesis writer must meet with his or her full panel. The thesis writer should begin this meeting by giving a 5- to 7-minute introduction to his or her project. This brief presentation will be followed by panel discussion of the prospectus and questions for the thesis writer and adviser. If the panel approves the prospectus, the chair and the HP representative (if applicable) will sign the Thesis Prospectus Cover Sheet and Approval Form. Any comments on the prospectus should be summarized by the chair in the box on this form. If the panel believes that significant revisions need to be made to the prospectus, the chair and the HP representative should withhold their signatures. The chair will then be responsible for summarizing on a separate sheet of paper the required revisions. A follow-up meeting should be set at this time for no later than one week before the end of the semester.

Once the thesis writer has made all required edits and revisions and has received the approval of the entire panel, he or she must bring the prospectus and the completed Thesis Prospectus Cover Sheet and Approval Form to the HP director for his or her signature. All members of the thesis panel will then, as a group, use the HONORS PROGRAM RUBRIC FOR THE WRITTEN PROSPECTUS (available online) to evaluate the prospectus and provide the student with guidance as he or she begins the thesis. The HP director is responsible for assigning the thesis writer’s grade but will seek and consider the recommendation of the adviser.

A development beyond the thesis writer’s control can sometimes make it impossible to meet the final deadline. Should that occur, the thesis writer will submit to the HP director an HONR 3999H JUSTIFICATION FOR A GRADE OF “INCOMPLETE” FORM, which will include a brief explanation of the cause of the delay and a revised calendar. The adviser’s signature should appear with the thesis writer’s on this document to indicate support for an extension and the feasibility of the revised calendar. A thesis writer who fails to provide an adequate explanation for a delay can receive a failing grade for the semester. This form is due by no later than 5pm on the last day of classes.

C. Thesis Panel Responsibilities

All members of the thesis panel have the following responsibilities in common:

1) They must to the best of their abilities attend all meetings of the whole panel. If a member cannot attend a meeting, it is his or her duty to send any notes or comments to either the thesis writer or the HP chair and to be available to meet with the thesis writer; and

2) They must carefully read all materials submitted to them by the thesis writer before these meetings.

It is the obligation of the panel member who discovers that he or she cannot discharge these duties to contact the HP chair and director and ask to be replaced.

In addition to these general duties, all members of the thesis panel have duties specific to their roles. The thesis panel will ordinarily comprise three or four members:

1) The thesis adviser is normally designated by the thesis writer based on his or her academic interest and expertise in the writer’s chosen topic. The adviser will be the panel member who most influences the direction of the project and therefore must be available for regular, in-person consultation with the thesis writer. By agreeing to serve as adviser, this faculty member agrees to do all of the following:

   - Work with the thesis writer to refine and focus the thesis writer’s interests into a suitable prospectus for a thesis;
   - Recommend to the HP director the thesis writer’s grade for HONR 3999H after the thesis writer has successfully completed and submitted his or her prospectus;
   - Provide clear expectations for the thesis, addressing length, assessment, and other aspects relevant to scholarship in the particular discipline;
   - Help the thesis writer identify an academically appropriate in-field reader;
• Meet with the thesis writer regularly (at least semi-weekly, but we encourage weekly meetings) throughout the duration of the project;
• Ensure that the thesis writer adheres to the timeline to which the writer and the panel agreed;
• Communicate frequently with the in-field reader regarding the thesis writer’s progress and seek assistance from the in-field reader as needed;
• Communicate to the HP director any serious problems that could prevent the thesis writer from completing the prospectus of the thesis;
• Read and comment on drafts of the thesis as it develops: although the thesis and prospectus is to be the thesis writer’s work, most thesis writers need a great deal of guidance and structure throughout what can be a very new and often intimidating enterprise; and
• Assign the thesis writer’s grade for HONR 4000H after the thesis writer has successfully completed and submitted his or her thesis.

2) The in-field reader is chosen by the thesis writer after consulting with the thesis adviser and the HP director. The in-field reader enjoys (or endures, depending upon one’s perspective) the most flexible role on the panel. The in-field reader must have expertise in some area of the project and must be willing to assist the student and the adviser as needed. This assistance can take many forms, including but not limited to the following:

• The in-field reader might complement the adviser by offering specialized expertise in an area in which the adviser is relatively weaker.
• Should the writer be undertaking a multi-disciplinary thesis, the in-field reader will provide expertise in one of the disciplines the thesis writer is researching.
• The in-field reader might provide a different cultural, critical, or tactical perspective that complements that of the adviser.

Because the role of the in-field reader is so flexible, he or she must commit to communicating frequently with both the thesis writer and the thesis adviser. The in-field reader should inform the HP director if he or she feels excluded from such communication.

3) The HP panel chair is a member of the Augusta University Honors Program Committee or an experienced thesis adviser and is assigned by the HP director after consultation with the committee. The panel chair has two main functions: (1) administration and (2) quality control. The chair is responsible for ensuring that the project is presented in a final form that communicates the thesis clearly to a general audience. The chair will also be responsible for setting deadlines, ensuring that the required paperwork is completed and submitted to the honors program office, keeping the panel members aware of any issues that arise, and gathering assessment information for the HP.

The chair will also preside over all meetings. The panel should meet at least twice with the thesis writer during Prospectus semester: once early in the term to set due dates and communicate expectations to the thesis writer and again near the end of the term to review the prospectus. At this later meeting, the chair should expect the thesis writer to give a short summary of his or her proposal. Each panel member should then be offered a chance to comment on the proposal or ask the thesis writer questions. A summary of comments should be entered on the thesis prospectus cover sheet. If revisions are necessary, the panel chair should make clear to the thesis writer the exact nature of these revisions and when they are due.

Most important, the chair represents the interests of the HP and must ensure that the proposed and completed thesis meets program requirements but does not impose any excessive burden
on the thesis writer. The chair must ensure that the thesis constitutes a significant work of undergraduate research, scholarship, or creative activity. It should exceed in scope and rigor the work that is completed for a typical upper-division course in the writer’s field(s), but it should not approach the scope or rigor of graduate-level work. If the chair thinks that the writer is being compelled to complete excessive work, she or she should bring those concerns to the HP director.

4) A second honors program representative, either a member of the Augusta University Honors Program Committee or a faculty member interested in participating in honors, can be assigned to a panel by the HP director in certain situations, including but not limited to the following:
   - New members of the HP Committee or other faculty will serve in this role to learn and gain experience in thesis procedures before serving as chair;
   - Experienced members of the HP Committee can volunteer to serve in this role if they have special interest or expertise in the writer’s topic.

An HP representative’s main task is to work with the chair to review the thesis writer’s work and ensure that the project effectively communicates the thesis to a general audience. The HP representative also has general input regarding the quality of the final product.

D. Grades
The expected outcome of HONR 3999H is that all students will meet the following goals:
1) Selection of a research topic of suitable scope and academic rigor;
2) Selection of an advisor and an in-field reader, both of whom will have expertise in the student’s chosen area of research and either prior knowledge of thesis and prospectus procedures or the willingness to learn them;
3) Creation of a prospectus that defines the purpose, scope, and goals of the proposed thesis;
4) Completion of a brief but formal presentation of the proposal before the end of the semester; and
5) Approval of the prospectus by all members of the honors thesis panel as well as the honors program director and the chair of the department to which the advisor belongs.

Assignment of the final grade should be based on how well the student meets these goals. The following guidelines are flexible and should be discussed within the panel before a grade is communicated to the HP director, who is the instructor of record for HONR 3999H:
   - An “A” prospectus will be at least “Satisfactory” (4) in all five elements of the prospectus rubric and better (5 or 6) in more than one element.
   - A “B” prospectus will be at least “Satisfactory” in all five elements of the prospectus rubric but better in no more than one element.
   - A “C” prospectus will be “Satisfactory” in most areas but will have at least one element that falls below “Satisfactory.”
   - A “D” or “F” prospectus will have more elements below than above “Satisfactory,” and the project should be terminated before the student begins Thesis.

A development beyond the thesis writer’s control can sometimes make it impossible to meet the final deadline. Should that occur, the thesis writer will submit to the HP director an HONR 4000H JUSTIFICATION FOR A GRADE OF “INCOMPLETE” FORM, which will include a brief explanation of the cause of the delay and a revised calendar. The adviser’s signature should appear with the thesis writer’s on this document to indicate support for an extension and the feasibility of the revised calendar. A thesis writer who fails to provide an adequate explanation for a delay can receive a failing grade for the semester. This form is due by no later than 5pm on the last day of classes.
III. THESIS: Information for Writers and Panel Members

The length and form of the final product will depend on the thesis writer’s major and the thesis topic (examples are available in the HP office). The completed thesis will certainly be longer than a term paper, even for an advanced undergraduate class, and will probably be longer than a journal article in the relevant academic field. It will not, however, approach the length of a master’s thesis. The thesis panel should make known any special format requirements to the thesis writer during the prospectus semester or at the beginning of the thesis semester.

During the thesis term, the thesis writer should keep the thesis panel updated on his or her progress. If the timely completion of the project is questionable, the panel might require a meeting to decide how to correct any problems.

To keep the honors office informed of thesis writers’ progress and to ensure timely completion of the project, thesis writers and their advisers must complete both a five-week and ten-week Honors Thesis Progress Report Form (available on the honors program website) and submit them to the honors office. Failure to complete fully and submit both of these forms on time can result in (1) the refusal to grant a grade of “Incomplete” should the project remain unfinished at the end of the semester and/or (2) the HP’s refusal to grant permission for the student to register for HONR 4500H: Capstone the following semester.

In the event that the thesis writer cannot finish the project while enrolled in HONR 4000H, he or she must complete the HONR 4000H Justification for a Grade of Incomplete Form (available on the honors program website) and submit it to the honors office by the last day of scheduled classes. Failure to complete fully and submit this form on time can result in (1) the refusal to grant a grade of “Incomplete” should the project remain unfinished at the end of the semester and/or (2) the HP’s refusal to grant permission for the student to register for HONR 4500H: Capstone the following semester. To ensure the accuracy of the writer’s diploma, transcript, and designation in the graduation program, he or she must submit all completed and signed thesis materials no later than four weeks before the final day of classes of the writer’s graduation semester.

After completing the thesis to the satisfaction of both the adviser and the in-field reader, the thesis writer must distribute the work to each member of the committee for review. This step must be completed no later than three weeks before the end of the semester to allow panel members time to read the thesis, time for the thesis writer to schedule thesis defense meetings, and, if necessary, time for the thesis writer to undertake final revisions by the end of the semester.

At the beginning of the thesis defense meeting, the thesis writer should present a summary of the work. Panel members may then discuss the thesis with the writer and either accept the thesis as written or request revisions. If the panel accepts the thesis or requires such minor revisions that no other meeting is necessary, all panel members must sign the Thesis Acceptance Form (available on the honors program website) indicating their approval. If revisions are required, the panel must set another meeting time to evaluate the revisions and sign the Thesis Acceptance Form.

Once the thesis writer has secured all the necessary signatures, he or she must deliver the Thesis Acceptance Form to the HP office and email a Word copy of the final thesis to the HP director.

All members of the thesis panel will, as a group, use the HONORS PROGRAM RUBRIC FOR THE WRITTEN THESIS available on the honors program website to evaluate the project. Thesis advisers assign grades for HONR 4000H on the university’s A/B/C/D/F scale. Assignment of the final grade should be based on how well the student satisfies elements of the rubric. The following guidelines are flexible and should be discussed within the panel before a grade is awarded:

- An “A” thesis will be at least “Satisfactory” (4) in all six elements of the thesis rubric and better (5 or 6) in more than one element.
- A “B” thesis will be at least “Satisfactory” in all six elements of the thesis rubric but better in no more than one element.
• A “C” thesis will be “Satisfactory” in most areas but will have at least one element that falls below “Satisfactory.”
• A “D” or “F” thesis will have at least as many elements below “Satisfactory” as above. A student who earns a “D” or “F” on Thesis cannot graduate from the honors program.

Thesis Specifications:
1) Follow the style manual preferred in the discipline of the thesis; inform the panel of the manual you are following.
2) Use standard size professional font and one-inch margins.
3) Double-space and use single columns.
4) Edit and proofread your thesis several times so that it is error free before the final printing.
5) Assemble your thesis in the following order:
   a) OPTIONAL: A copyright page with notice the following information centered and near the bottom of the page:
      i. Copyright symbol followed by the publication year, e.g., © 2018
      ii. Author’s name
      iii. The statement “All rights reserved”
   b) A cover sheet prepared by the student that is consistent with the standards of the discipline.
   c) If required by the Adviser, an Abstract of no more than 300 words (consult the adviser and the appropriate style manual for the correct format for your field)
   d) The thesis
6) Submit your thesis to the HP office electronically as a Word document. You may also submit it to the HP office on standard typing paper.

Binding and storage:
The honors program will pay for two copies of the completed thesis to be printed and bound: one to be archived in the HP office and one to be given to the thesis writer. Writers may have as many additional copies as she or he desires bound at his or her cost. Binding usually takes about two months.

If the thesis writer grants license, one more copy of the completed thesis will be stored electronically in Augusta University’s Scholarly Commons. Once it is stored on this site, members of the university community can access the entire text of the thesis; others may access only the title page and abstract. The licensing agreement is available on the honors program website.

Best Thesis Award(s):
The honors program awards a prize for best thesis, either a single prize or one prize each for the sciences and for the liberal arts/humanities. To be eligible for consideration, the thesis must meet the following requirements:
• It must be completed at least one semester (summer not included) before the student’s graduation;
• It must be nominated by the student’s thesis panel; and
• The writer must have submitted all prior paperwork in a timely fashion.

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1 Thesis writers may register their completed works with the U.S. Copyright office (https://copyright.gov/registration/). The cost is $55 and would be paid by the writer, not the honors program. Please see http://copyright.gov/help/faq/index.html should you have any questions regarding copyright protection.

2 See https://www.copyright.gov/circs/circ03.pdf regarding why you should add an optional copyright notice.
IV. **GRADUATING FROM THE HONORS PROGRAM OR AS AN HONORS SCHOLAR**

Graduating with an honors designation requires that you complete a few additional steps. Please follow these instructions to ensure that you receive the appropriate honors designation and the recognition that you have earned.

1) To graduate from the honors program or as an honors scholar, you must complete two applications by midterm of the semester preceding your final semester at Augusta University:
   a) Augusta University’s Graduation Application Form; and
   b) Either the Honors Program Application for Graduation or the Application for Graduation as an Honors Scholar.

   The honors applications are available on the honors program website.

2) Submit the original applications to the honors office. Keep copies for your personal records as well.