CHC Thesis Process: Four-Year Overview

First/Second Year

Spring
- Take HC 223H or HC 233H Honors College Humanities or Social Science Research Course
- Declare your major and your degree (BA, BS, etc.)
- Consider studying abroad to develop your topic, conduct research, and/or to add a global perspective to your thesis
- Develop relationships with potential thesis advisors (take classes, join a lab, conduct research, etc.).
- Considering taking HC 408H: Thesis Orientation near the end of your second year.

Third Year
- Take HC 408H: Thesis Orientation if you haven’t taken it already. Complete this course at least one term prior to registering for the HC 477H: Thesis Prospectus class.
- Begin to identify specific discipline-based topics and research questions appropriate to your major.
- Identify your Primary Thesis Advisor (a tenured, tenure-track, or career non-tenure track faculty member) one year before your planned defense. For more info, go to Canvas, “The Thesis Committee”.

Spring Term of Third Year
- **HC 477H: Thesis Prospectus**: Ideally taken during spring term of third year, but no later than two terms before anticipated thesis defense.
  - Submit the Thesis Prospectus Application Form (signed by your Primary Thesis Advisor), along with a one-page outline of your thesis idea and a bibliography, to the Academic & Thesis Coordinator, Miriam Jordan (mjordan@uoregon.edu), no later than 5:00 p.m. on Friday of Week 6 the term before you intend to enroll in HC 477H.
- **To receive a passing grade in HC 477H:**
  - Complete a class presentation with Primary Thesis Advisor in attendance.
  - Complete the Graduation Audit (one of the requirements for HC 477H).
  - Complete a Thesis Prospectus.
- **Before the end of the course:**
  - Identify your CHC Representative, and then notify the Academic & Thesis Coordinator via email.
  - Update your defense information on the CHC Thesis Defense Site (after you have been added to the site).

Third/Fourth Year
- Optional: Register for Research (401) credits and Thesis (403) credits in your major.
- Apply to graduate (up to four terms prior to expected graduation) on DuckWeb.
- Apply for CHC Thesis Research Grants (deadlines in fall, winter, and spring).
FOURTH YEAR
ONE TERM BEFORE DEFENSE
- If you haven’t yet done so, identify your second reader, an expert in your thesis field. Notify the Academic & Thesis Coordinator via email and update your Thesis Committee info on the CHC Thesis Defense Site.
- Apply for graduation on DuckWeb if you have not yet done so.
  - It’s ideal to apply during the first few weeks of the term prior to your graduation term; this permits timely updating of degree audits to ensure completion of all graduation requirements.

FINAL TERM OF ATTENDANCE
TEN DAYS INTO DEFENSE TERM
- Schedule your thesis defense no later than 10 calendar days into the term that you plan to defend (keep in mind that scheduling earlier is always better, however).
  - Confirm a date, time, and place for your defense with each of your committee members. The last date for defenses is Friday of Week 9.
  - Once you have officially scheduled your defense with your Thesis Committee, update your defense information on the CHC Thesis Defense Site.
  - Notify the Academic & Thesis Coordinator (mjordan@uoregon.edu).

ONE MONTH BEFORE DEFENSE
- Complete a Defense Draft of your thesis and submit it to your Primary Thesis Advisor.
- Complete the Thesis Evaluation Form and submit it to the Academic & Thesis Coordinator (at least 10 days before your defense).

WEEK 4 OF FINAL TERM
- Final deadline to apply for graduation on DuckWeb is Sunday at midnight after 4th week of classes.
  - If you applied to graduate during a previous term (no more than 3 terms ago), you have already completed this requirement.

10 DAYS BEFORE DEFENSE
- Submit the defense draft of your thesis to your Thesis Defense Committee members.
- Complete and submit the Thesis Evaluation Form to the Academic & Thesis Coordinator.

DAY OF DEFENSE
- Defend your thesis and receive your evaluation.

POST-DEFENSE (NO LATER THAN NOON ON THURSDAY OF WEEK 10)
- Make required revisions to your thesis, and follow your Primary Thesis Advisor's instructions on submitting the revised draft to him/her for final approval.
- Turn in one (1) archival copy of your Abstract Page on 25% cotton paper or better (signed by your Primary Thesis Advisor) to the Academic & Thesis Coordinator inside a 9” x 12” manila envelope, with a completed Thesis Envelope Cover Sheet scotch-taped to the outside of the envelope (please tape all four sides of the form).
- Submit electronically to the Academic & Thesis Coordinator (mjordan@uoregon.edu):
  - Graduation Questionnaire
  - Graduation Final Information
  - UO Libraries Scholars’ Bank Contribution Permissions Form (unless you “opt out”)
  - Your Final Electronic Archival Copy of the Thesis (in MS Word) for approval and publication