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 and Thesis Programs Manager, 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 form
  - Complete a Thesis Prospectus.
- **Before the end of the course:**
  - Identify your CHC Representative, and then notify the Academic and Thesis Programs Manager via email (mjordan@uoregon.edu), who will update the CHC database, and provide further instructions.

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 and Thesis Programs Manager via email, who will update the CHC database, and provide further instructions.

- 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, notify your
  - Academic and Thesis Programs Manager (mjordan@uoregon.edu), who will email you and your Thesis Committee a formal thesis defense confirmation with further instructions.

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 and Thesis Programs Manager (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.
- Submit an electronic copy of the Thesis Defense Draft, in MS Word, to the Academic and Thesis Programs Manager.
- Complete and submit the Thesis Evaluation Form to the Academic and Thesis Programs Manager.

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 and Thesis Programs Manager 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 and Thesis Programs Manager (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