



HONORS COLLEGE THESIS FACT SHEET: REQUIREMENTS FOR HON 403 THESIS BY-ARRANGEMENT REQUESTS

The Honors senior thesis is a serious research project in the student's field of study and represents a valuable opportunity for Honors students to work closely with a faculty advisor from their major department. Students generally take 8 credits of thesis coursework to complete the project in two terms: HON 403 Thesis: Prospectus and HON 403 Thesis: Continuation. While Honors strongly recommends that students fulfill these requirements by enrolling in one of the HON 403 sections offered each term, we do understand that there may be circumstances in which the student must take the course on a By-Arrangement basis.

Taking HON 403 as a By-Arrangement should be undertaken *only* by self-motivated students ready to assume the increased responsibilities of working independently, maintaining close contact with their Departmental Thesis Advisor and the UHC Thesis Coordinator, and meeting published thesis deadlines without the structure and mentorship provided by UHC faculty acting as HON 403 instructors. Without the structure and accountability of regular meetings, some students attempting this option require additional time to complete their thesis, thus delaying graduation by one or more terms.

HON 403 Thesis: Prospectus as a By-Arrangement:

Thesis Prospectus is not available as a By-Arrangement unless you have significant, documented need and have already identified your thesis project **and** recruited your Departmental Thesis Advisor, who will act as the instructor of the By-Arrangement course. Please contact UHC Thesis Coordinator Cornelia Coleman (colemanc@pdx.edu) to see if you qualify for this option. Approval to take Prospectus as a by-arrangement will only be granted in exceptional circumstances. Grading is A-F. In order to pass the class, completed course materials, including the signature sheet, prospectus document, and annotated bibliography must be submitted to the Thesis Coordinator via email by Wednesday of Finals Week.

HON 403 Thesis: Continuation as a By-Arrangement:

Thesis Continuation will be approved as a by-arrangement as long as the Departmental Thesis Advisor agrees to act as the instructor of record. Students will be required to meet all deadlines for thesis completion and submission on PDX.Scholar and will be expected to communicate regularly with the UHC Thesis Coordinator to make sure that they are on track to complete and present their thesis in (or before) the term they expect to graduate. Grades for HON 403 Thesis: Continuation will remain IP until the thesis is fully approved by the Departmental Thesis Advisor in PDX.Scholar.

All HON 403 By-Arrangement Requests are initiated by the student using the online eBy-Arrangement form and must be approved by the thesis advisor sponsoring the request.

Link to the form: <https://docs.google.com/document/d/15ezlrzieOCGT7MoFrubbWOjiGM-RayR2JU-VFajqwp8/edit>

Questions? Contact Honors College Thesis Coordinator Cornelia Coleman (colemanc@pdx.edu)