

Approved Guidelines for Grading HON 498

Grading HON 498:

The following deadlines and guidelines are designed to help students succeed in a process which takes them out of the comfortable world of well-defined course assignments to the self-paced arena of independent, but guided, study. HON 498 should be graded with traditional letter grades (A, B, C, D, F, I, L) as it allows the student to receive clear assessment of progress. The guidelines and expectations should be discussed with the advisee at the outset of HON 498. Please consult with the HC Associate Dean before using an incomplete grade (I) or a non-participation grade (L).

The Honors faculty has discussed and approved the following guidelines for thinking about the grade of HON 498; the responsibility for determining the grade rests with the Honors thesis advisor who is the instructor of record. C is the minimum grade required to enroll in HON 499.

Required deadlines and suggested guidelines for HON 498

1. Thesis Form 1 has been submitted the semester prior to taking HON 498.
2. Thesis proposal (see separate sheet), approved by the advisor, is sent to committee for review one week before the first committee meeting.
3. First committee meeting must take place by Friday of week 8 of HON 498. Signatures of committee members are collected on Form 2 at the meeting. The form is then directly handed in to Honors office, 146 Estabrooke Hall.
4. Student must schedule and attend all meetings with advisor, the minimum being bi-monthly.
5. Attendance at these meetings is required and will be taken into consideration in the final grade.
6. Student has met goals set by student and advisor.
7. A working draft of the reading list must be submitted by the end of the HON 498 semester.

A possible way to weigh the elements above in awarding a grade

A= successful completion of 1-7.

C= successful completion of 1-3.

Best Practices and Grading Guidelines for HON 499

These guidelines will help the thesis student succeed in HON 499, an independent-study course. They will also help the thesis advisor guide and evaluate the student's performance in the course.

HON 499 should NOT be assigned a letter grade until AFTER the thesis defense has taken place and the final thesis is submitted along with the advisor's signature on Thesis Form 6. After the advisor has signed Thesis Form 6, a grade for HON 499 should be given (A, B, C, D, F). Please note that students cannot graduate without a grade for HON 499.

If the student does not finish the research or defend the thesis before the end of the term, the student can continue working on the project without needing to enroll in HON 499 again. In that case, **please assign the student a TH grade for HON 499.** Once the thesis is completed, the advisor will submit a change of grade.

If the student does not successfully complete the thesis in the time frame planned, and does not wish to extend the thesis work into an additional semester, the student may still receive a passing grade in HON 499 based on the effort invested, communication maintained, and work accomplished throughout the thesis process.

Required deadlines and suggested guidelines for grading HON 499:

1. Student schedules and attends all meetings with advisor throughout the semester, the minimum being every 2 weeks. Attendance at these meetings is required.
2. Student communicates regularly with the advisor on thesis progress.
3. Student shares drafts of thesis and Reading List in a timely manner.
4. Student submits the Reading List by week four of the HON 499 semester, along with Thesis Form 3 (which requires the advisor's signature).
5. Student meets the deadline for scheduling the date, time, and place of defense, along with Thesis Form 4 (which requires the advisor's signature).
6. Student sends an advisor-approved version of the thesis and Reading List to the committee for review two weeks before the thesis defense.
7. Student meets the goals -- created mutually by the student and the advisor -- for submitting work and completing the thesis.

A possible way to weigh the elements above in awarding a grade

A= successful completion of 1-7

C= successful completion of 1-4

Please contact the Honors College Associate Dean with any questions.