

## HON 498 Grading Guidelines

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 a 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 nonparticipation 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. The grade of C is the minimum grade required to enroll in HON 499.

### **HON 498 Deadlines & Guidelines:**

1. Thesis Form 1 has been submitted the semester prior to taking HON 498.
2. Thesis proposal approved by the advisor and 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.
4. Student must schedule and attend all meetings with advisor (at least bimonthly);
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.

### **Grading Scale:**

A = Successful completion of 1-6

C = Successful completion of 1-3

## HON 499 Grading Guidelines

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 5. After the advisor has signed Thesis Form 5, 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.

### HON 498 Deadlines & Guidelines:

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 meets the deadline for scheduling the date, time, and place of defense.
4. Student sends an advisor-approved version of the thesis to the committee for review two weeks before the thesis defense.
5. Student meets the goals created mutually by the student and the advisor for submitting work and completing the thesis.

### Grading Scale:

A = Successful completion of 1-5

C = Successful completion of 1-3