

HONORS CALENDAR
For Students Graduating in May 2009

Wednesday
January 29, 2009

List of students approved by Department to continue work. Departments should also provide a list of those students who will be graduating in December 2009 and completing Honors projects at that time.

Monday
March 23, 2009

List of students who will likely successfully complete their projects. Include the project title and the name of their adviser in this list. We will use this list to begin production of the Commencement program. Names of students who do not complete their projects by April 27 will be removed from the program.

Monday
April 6, 2009

Outside Examiner Payment form is due. Please provide the name and address of the outside examiner if there is one along with a completed Payment Authorization for Service form signed by the outside examiner. Payment Authorization for Service forms can be obtained from the Academic Programs Office. (Oral exams are normally conducted by the student's Honors adviser, one other member of the department and an individual from outside Macalester College who is an expert on the topic of the project.)

Monday
April 6, 2009

Abstract is due. The abstract should be a concise (**100 words**) summary of the thesis and the principal supporting arguments. A title should be included on the abstract. The abstract will be attached to the student's transcript and sent out whenever a transcript is requested. The abstracts will also be printed in a booklet used to represent the program.

Monday
April 27, 2009

Oral examination completed. The certification form must be signed by all members of the examining committee and must be submitted to the Academic Programs Office by this date. No major changes should be needed in the student's work nor should the awarding of Honors be conditional at this point.

Monday
May 4, 2009

Deadline for submission of honors thesis to the Academic Programs Office. Please make sure the copies are complete and in good order. The Honors Program budget will pay for the binding of two copies per student. A mailing address where the student would like his or her copy sent and an e-mail address for contact purposes must be provided. Should the department or the student wish to have more copies bound, please contact the Academic Programs Office to arrange a plan for payment. Forms for summer addresses as well as a Permission to Copy form will be sent to you in the spring.