

**HONORS CALENDAR**  
For Students Graduating in May 2023

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**Friday**  
**September 30, 2022**

**List of students approved to complete Honors in your department.** Please send a list of all students approved to complete Honors projects in your department to Academic Programs and Advising ([academicprograms@macalester.edu](mailto:academicprograms@macalester.edu)). Include the name of the project advisor.

**Monday**  
**January 30, 2023**

**List of students approved by Department to continue work.** Departments should also provide a list of those students who will be graduating in December 2023 and completing Honors projects at that time.

**Wednesday**  
**March 22, 2023**

**List of students who will likely complete their projects.** Include the project title and the name of their advisor 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 May 1 will be removed from the program.

**Tuesday**  
**April 11, 2023**

**Abstract is due.** The abstract should be a concise (**100 word**) 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.

**Thursday**  
**April 20, 2023**

**Outside Examiner Information is due.** Oral exams are normally conducted by the student's Honors advisor, one other member of the department and an individual from outside the department who is an expert on the topic of the project. If the outside examiner is not a Macalester College employee, they may be paid \$100 for their services. Such individuals must complete a Standard Engagement Contract and a W-9 form. The completed forms should be turned into Academic Programs and Advising ([academicprograms@macalester.edu](mailto:academicprograms@macalester.edu)) so we can request the honorarium check. There is no deadline for receipt of these forms, but it does take 1-2 weeks for a check to be issued and sent to the outside examiner. Forms are available from Brenda Piatz or from the Academic Programs and Advising website under the Faculty Funding link. The outside examiner must have a Social Security number and be located within the U.S. We cannot make payments to someone outside the U.S.

**Thursday**  
**April 20, 2023**

**Oral examination completed.** The certification form must be signed by all members of the examining committee and must be submitted to Academic Programs and Advising ([piatz@macalester.edu](mailto:piatz@macalester.edu)) 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 1, 2023**

**Deadline for submission of a pdf of the honors project and submission of the Digital Commons permission form to the Academic Programs and Advising Office.** A pdf of the honors project must be submitted to [piatz@macalester.edu](mailto:piatz@macalester.edu) by 5:00 pm on this day in order for honors to be awarded.

The Honors Program budget will pay for the binding of one paper copy per student, if the student desires one. Should the department or the student wish to have more copies bound, please contact Academic Programs and Advising to arrange a plan for payment. Bound copies will now cost \$40.00 each. If

the student and/or others desire a bound copy, the student must deliver printed copies of the project to the Academic Programs and Advising Office by 5:00 pm on this date. The student will be asked to provide a mailing address where the student would like his or her copy sent and an e-mail address for contact purposes.

**TBD**

**Honors and Awards Luncheon.**  
**Date to be determined.**