

THESIS MEETING GUIDELINES & DEADLINES

If you intend to present your Honors Thesis in May 2017, listed below are important meeting guidelines and deadlines that you are expected to meet throughout the fall semester.

THESIS MEETING GUIDELINES:

You will be meeting individually with the Honors College Thesis Advisor throughout the academic year to discuss the thesis and post-graduation plans. In addition, the Honors College recommends that you meet with your Faculty Thesis Advisor at least every other week to review your progress.

THESIS DEADLINES: Please note that in order to ensure the successful completion of the thesis, the following deadlines are firm.

If you miss a deadline, you must set-up a meeting with the Honors College Thesis Advisor to determine if completing the thesis is practicable. As you are aware, you MUST complete the thesis in a timely manner in order to be awarded the Honors College distinction.

- **WEDNESDAY, November 16, 2016:** Students submit the thesis proposal on SYSNOTES <https://appsrv.pace.edu/honorscollege>. A copy of the proposal is automatically sent to your Faculty Thesis Advisor and to the Honors College for approval.
- **WEDNESDAY, February 22, 2017:** Students submit a draft of the **first 10 pages** of the thesis directly to the Honors College Thesis Advisor.
- **WEDNESDAY, April 5, 2017:** Students *sign-up for the thesis presentation **AND** submit the **"rough" draft of the thesis** (including table of content, citations, and references) to the Honors College Thesis Advisor for review. In turn the Honors College will forward it to the Faculty Thesis Advisor.
*Sign-up instructions will be sent out in October.
- **WEDNESDAY, April 19, 2017:** Students send a copy of **the final draft** of the thesis that will be used at the thesis presentation to the Honors College Thesis Advisor. The thesis will be distributed to the Faculty Thesis Advisor.
- **THESIS PRESENTATION DATES:**
Wednesday, May 3, 2017
Thursday, May 4, 2017 (Poster Session Presentation)
Friday, May 5, 2017
Monday, May 8, 2017
- YOU WILL HAVE ONE WEEK FROM THE PRESENTATION DATE TO MAKE REVISIONS AND SUBMIT THE FINAL BOUND COPY OF THE THESIS TO THE HONORS COLLEGE:
Wednesday, May 10, no later than 5PM
Thursday, May 11, no later than 5PM
Friday, May 12, no later than 5PM
Monday, May 15, no later than 5PM

RESOURCES:

- SysNotes <https://appsrv.pace.edu/honorscollege/>
- Pace Honors College Thesis <http://www.pace.edu/honors-college/new-york-city-students/honors-thesis>
- IRB Application Checklist <http://www.pace.edu/provost/information-faculty-0/pace-university-institutional-review-board-irb-0/irb-general-checklist-application-packet-0>
- The Pace Writing Center (Be sure to make an appointment)
<http://www.pace.edu/dyson/current-undergraduate-students/writing-center/nyc-writing-center>
- Pace Library Databases (Reference Librarians are onsite to assist you)
<http://libguides.pace.edu/az.php>
- The Counseling Center <http://www.pace.edu/counseling>