GRADUATION GUIDELINES

Step 1: Apply for Graduation with University Honors

Visit the Honors Advisement Center in 350 MSRB
- Verify graduation and luncheon date
- Check that you have an approved thesis proposal on file
- Make sure all Honors requirements will be met by the time of your graduation

Apply for graduation online at http://registrar.byu.edu/registrar/graduation/apply.php (designate with University Honors)

Step 2: Portfolio or Great Questions Essay

For portfolio: Get a Great Works cover sheet and a portfolio submission form from the Honors Advisement Center (or online)
Organize materials in a 3-ring binder with appropriate tabs in the order listed on the submission form
Submit your portfolio (including hard copies of your Great Works responses) to the Honors Advisement Center by deadline listed below. **If you are writing a Great Questions Essay, you will not need to submit a portfolio.**

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<th>December graduation</th>
<th>April graduation</th>
<th>June graduation</th>
<th>August graduation</th>
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<tr>
<td>Portfolio/Great Works</td>
<td>September 15</td>
<td>January 15</td>
<td>April 15</td>
<td>May 15</td>
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<tr>
<td>Great Questions Essay</td>
<td>November 1</td>
<td>March 1</td>
<td>May 1</td>
<td>July 1</td>
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Upload electronic copies of your Great Works responses and coversheet to Learning Suite the day after the deadline listed above. If the faculty reader requires you to revise your Great Works responses, you must email your revised papers to honors@byu.edu at least 10 days before your defense.

Step 3: Thesis Submission

Get a thesis submission form from the Honors Advisement Center (or online)
Ask your advisor to sign submission form after he or she has read and approved your thesis draft for defense
Submit the form with the final draft of your thesis for defense (minor changes are allowed after the defense, but your thesis must be formatted according to the thesis formatting guidelines before the defense is held)
Submit one unbound copy on regular paper to the Honors Advisement Center no later than 5 p.m. on due date:

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<tr>
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<td>September 30</td>
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<td>April 30</td>
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Step 4: Thesis Defense

You will be e-mailed the contact information of your Honors defense chair within 10 days after submitting your final draft
Immediately start scheduling your defense with your Honors defense chair, advisor, and referee
Contact the Honors Advisement Center to let them know when and where your defense will be held
Hold your defense before the date due:

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<tr>
<td></td>
<td>November 8</td>
<td>March 10</td>
<td>June 9</td>
<td>July 8</td>
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You are responsible for scheduling your defense:
- Find a room (contact your department or call 422-1997 to schedule the MSRB conference room)
- Coordinate the date and time with the Honors representative (defense chair), your advisor, and your referee.
Notify Honors Advisement at honors@byu.edu of the date, time, and place of your defense as soon as it is scheduled
At least ten days prior to your defense, give a final copy of your thesis draft to your advisor and referee
Honors Advisement will give the thesis draft you submit to the Honors Program to your Honors representative—if there are changes, you will need to give them a revised copy.

Your defense should last about 75 minutes. Questions will focus on the thesis, but may include your coursework and portfolio. The committee will make a judgment, fill out your thesis submission form, and submit it to 350 MSRB.

Step 5: After the Defense

Make any revisions required by your defense committee.
Follow the thesis formatting and binding instructions to prepare your cover sheet and final copy for submission.
Upload final thesis copy to online binding service no later than one week after defense deadline. (Instructions will be emailed to you after we receive the paperwork from your defense.)
If you have written a Great Questions Essay, you may also upload the final copy of it to be bound with your thesis.
Honors pays for the binding (students pay for the printing) of thesis copies to be sent to the following individuals and departments:
- student
- advisor
- student’s department
- library

Step 6: Thesis Poster for Honors Symposium and Graduation Luncheon

The Honors Program will pay to print a thesis poster for you to present at the Honors Banquet on March 7 and at the Honors Graduation Luncheon (see below). Contact Honors Advisement at honor@byu.edu if you are interested in this opportunity.

Step 7: Graduation Luncheon

The Honors Graduation Luncheon is held at noon on the day of the main university commencement. Invitations will be sent out one month prior. You will receive two complimentary tickets—additional tickets are $15 each. Your advisor will also be sent a ticket. Dress is Sunday best, not graduation robes. Seats are not reserved—plan to arrive early.
At the graduation luncheon you will receive:
- a medallion to wear with your graduation robes
- a University Honors graduation certificate

What If I Don’t Make the Deadlines?

There are generally no extensions on Honors portfolios.
You may submit your thesis late only if you have extenuating circumstances and your advisor contacts Shauna Barrick at 422-1997 or shauna_barrick@byu.edu to request it.
You may need to consider pushing your graduation date back to accommodate the Honors deadlines. Please explore your options before giving up on your goal to graduate with University Honors.

Walking Early

Officially defer your graduation date with your college advisement center:
- Notify honors@byu.edu of change.
- If you are unable to attend the luncheon at the time of your official graduation, you may contact Shauna Barrick at 422-1997 to make arrangements to walk at an earlier luncheon.
If you are defending out of sequence, your portfolio must be submitted one month prior and your thesis draft at least two weeks prior to your planned thesis defense.

I’m Graduating—Now What?

Applying to graduate school? We have a letter that you can send with your transcripts to explain what graduating with University Honors means. To request one, send an email to honors@byu.edu with your name, thesis title, and graduation date. Tell us how many copies you need and include addresses if you would like us to mail them or a link if you need us to upload electronic copies.