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Honors Thesis Manual

The University of Tennessee at Chattanooga

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I. Approaching the Undergraduate Thesis: An Introduction

The undergraduate thesis gives students an opportunity to showcase the creative and research skills they have developed throughout their college careers. It is a true culmination of the honors experience, and it is a requirement for all students in the Honors College (as well as an option for motivated students outside the Honors College).

Navigating the thesis process can also be a daunting task, both in the extensive academic commitment it requires and in the complex bureaucratic policies it entails. This manual is intended to help UTC honors students tackle the thesis process from start to finish. It is also a resource for faculty directors, whose support and expertise are essential for successful thesis completion. Here you will find information about each step of the thesis process—from proposal to final submission.

A central tenet of UTC's Honors College is that there is no single model for a thesis. In the past, students from all degree-granting colleges have submitted theses in a wide variety of disciplines and areas of creative endeavor. Each thesis attests to the willingness of the student to go beyond the learning environment of the classroom and to assume the responsibilities associated with a commitment to scholarship and creative enterprise. Copies of past theses are available in the permanent collection of the Lupton Library. Theses completed in 2014 and later are available via UTC Scholar (<https://scholar.utc.edu/honors-theses/>).

A thesis may develop as a natural extension of studies the student has undertaken in the major discipline. For instance, the student may initiate a thesis to explore ideas discovered in a course, a laboratory or studio, or in discussions with a faculty member. Typically, the thesis will take the form of an extended essay (usually about 40–50 pages in length) that presents the student's work in a specific area of inquiry. The thesis may, alternatively, have as its goal a designated activity in the fine arts—a recital, exhibition, or the like.

In any case, the thesis will always have a substantial written component. Written work for the honors thesis should conform to conventions of scholarly writing for the discipline (or disciplines) in which the student is working.

II. Departmental Thesis vs. Honors College Thesis

There are two different types of undergraduate theses a student can write. The first—and more common—is the Departmental Honors Thesis, which is situated squarely in a student's major department. Students on this track will work under a faculty director in their major on a thesis project that is tied to their home discipline. In many cases, the Departmental Honors Thesis helps students to complete a major degree requirement (in addition to satisfying a requirement toward their honors minors). Students do not need to be affiliated with the Honors College to complete a Departmental Honors Thesis, provided they have an institutional GPA of 3.2 and Department

Head approval. Students successfully defending Departmental Honors Theses are eligible to graduate with Departmental Honors (See Section III).

As an alternative, students enrolled in an Honors College program (Brock Scholars, Innovations in Honors, or Grand Challenges) have the option of completing an interdisciplinary Honors College Thesis. This track is particularly suitable for students whose research and creative interests do not necessarily fit within a single disciplinary field. It is also a good option for students wishing to perform research in disciplines they have studied extensively, but that fall outside their declared majors. Students choosing the Honors College Thesis route cannot graduate with Departmental Honors (See Section III), but they can still graduate with General Honors and degrees from their respective UTC Honors program.

III. General Honors and Departmental Honors

The connection between the thesis and the receipt of honors can be tricky to grasp, in part because there are two kinds of honors the University may confer on graduating seniors: General Honors (also known as "Latin Honors") and Departmental Honors.

General Honors has no connection to the undergraduate thesis. It is exclusively tied to students' GPA, and is indicated by the following designations:

- Cum laude (with praise) – minimum final UTC GPA of 3.5
- Magna cum laude (with great praise) – minimum final UTC GPA of 3.7
- Summa cum laude (with highest praise) – minimum final UTC GPA of at least 3.9

Departmental Honors is a recognition conferred at graduation by a student's major department. In order to earn Departmental Honors, a student must:

- achieve minimum GPAs in both overall UTC course work and in the major, *and*
- complete a four-hour, two-semester Departmental Thesis (course 4995 in all departments) that is accepted by the major department for honors.

Two levels of Departmental Honors are recognized:

- *Honors* – minimum 3.2 UTC GPA; minimum 3.2 major GPA; successful completion of honors thesis
- *Highest Honors* – minimum 3.5 UTC GPA; minimum 3.75 major GPA; successful completion of honors thesis

As noted in Section II, students completing a non-departmental Honors College thesis (course UHON 4995) are *not* eligible for Departmental Honors, but they can still graduate with General Honors and a degree from UTC's Honors College.

IV. Application for Admission to Candidacy

Any student planning to write a thesis must apply for admission to candidacy no later than two semesters before the intended date of graduation. For example, a student intending to graduate at the end of a Spring term must apply for admission to candidacy no later than the previous Spring term. To apply, students must:

- Meet minimum GPA requirements for Departmental Honors (3.2 UTC and major GPA)
- Complete and submit digital copies of a thesis proposal and the “Application for Admission to Candidacy” (See Appendix A) with all required signatures to the Honors College by the deadline specified in the current calendar (See Appendix E). Digital submissions should be emailed to dhon@utc.edu in a single file.

After receiving the application and proposal and verifying the student's GPA eligibility, the Honors College will forward the materials to the appropriate department for review and approval of the thesis proposal. The department will then notify the student and the Honors College of permission to register for the designated thesis course (4995).

Continued Candidacy

Any Departmental Honors candidate who does not meet the minimum GPA requirements by the end of the first term of 4995 will be automatically withdrawn from the program. In this case, the student will receive a grade for the hours of 4995 already completed but will not receive Departmental Honors.

V. Departmental Approval

For Departmental Thesis Proposals: The applicant's major department is responsible for reviewing and approving Departmental Honors thesis proposals. Departments will develop their own review processes, but it is recommended that they appoint an ad hoc committee to review proposals or assign that duty to an existing departmental committee. Whatever the process, it is important that all proposals be reviewed in the same manner in any given review cycle.

Once the proposal is approved, the department should notify the student and the Honors College (via email to dhon@utc.edu) of permission to register for the appropriate departmental thesis course (4995).

For Honors College Thesis Proposals: The Associate Dean of the Honors College will oversee the review of non-departmental Honors College thesis proposals, with assistance from members of the Honors College Advisory Committee.

VI. The Honors College

The Honors College is home to several undergraduate honors programs and opportunities, including Brock Scholars, Innovations in Honors, Grand Challenges, and Departmental Honors. All students in Brock Scholars, Innovations in Honors, and Grand Challenges must complete a capstone thesis, either through Departmental Honors or via the interdisciplinary Honors College thesis.

For **Departmental Honors Theses**, the responsibilities of the Honors College are as follows:

- to receive Applications to Candidacy for Departmental Honors (see Appendix A), including thesis proposals, and distribute those materials to appropriate departments for review and approval;
- to receive notice from departments of approved thesis proposals;
- to ensure that appropriate class sections of 4995 are created for each department in the class schedule;
- to collect progress reports (see Appendix B) from candidates;
- following oral examinations, to receive from departments recommendations of candidates for Departmental Honors (see Appendix C)
- to notify the Office of the Registrar when candidates have fulfilled all requirements for graduation with Departmental Honors (see Section X).

For **Honors College Theses**, the responsibilities of the Honors College are as follows:

- to receive Applications to Candidacy for honors (see Appendix A), including thesis proposals;
- to review and approve thesis proposals;
- to ensure that appropriate class sections of UHON 4995 are created;
- to collect progress reports (see Appendix B) from candidates;
- following oral examinations, to create recommendations of candidates for honors (see Appendix C)
- to notify the Office of the Registrar when candidates have fulfilled all requirements for graduation with honors (see Section X).

VII. Proposal Guidelines

Before starting a thesis, all students should submit a formal thesis proposal. It is difficult to generalize about content and format for all proposals across diverse academic disciplines; nevertheless, each proposal should:

- clearly define the question, problem, or topic to be addressed, demonstrating an awareness of prior relevant scholarship in the area of inquiry;
- define the scope and focus of the thesis;

- explain the methods and procedures to be used in completing the thesis (may include description of how the student will collect data, employ theoretical models, or construct a work of art or device);
- use professional language appropriate to the discipline;
- indicate the expected form of the final thesis (a 50-page paper, a suite of paintings, a one-hour recital, etc.); and
- include a preliminary bibliography.

All proposals should be developed in close consultation with the Thesis Director.

Note that all honors theses must include a substantial written component, whether it be the thesis itself (in the case of a scholarly essay or scientific paper, for example) or an extensive introduction and discussion essay (in the case of a fine arts thesis or a computer programming thesis, for example).

VIII. Library Consultation

Students are strongly encouraged to meet with a research librarian during the proposal development stage, and again within the first month of the first term of 4995. Such meetings can establish valuable contact and help build an important working relationship. Ideally, the librarian will become a partner of sorts, providing help and support whenever there is an information need. Students can make an appointment with a research librarian through the library's website.

IX. Responsibilities of the Thesis Director

The Thesis Director is the faculty member who oversees the student's thesis work. Chosen by the student, the Director ideally serves as an encouraging mentor, guiding the student through the thesis process. The Director also chairs the departmental Examination Committee in its evaluation of the student's finished thesis. Except in very unusual circumstances, the Thesis Director should be a full-time faculty member in the academic department at UTC in which the student is seeking Departmental Honors. The Director's responsibilities include the following:

- To direct, approve, and sign the student's Application to Candidacy, including the thesis proposal (see Sections IV and VII and Appendix A);
- To tutor and grade the student on the thesis in course 4995 for two consecutive semesters (see Section XI);
- To help the student select an Examination Committee (see Section XV) for the purpose of evaluating the progress report and completed thesis;
- To supervise the progress of the thesis on a regular basis, ensuring that the student adheres to the Departmental Thesis timeline (see Appendix E);

- To ensure, if necessary, that the student meets the requirements of the UTC Institutional Review Board if working on research involving human subjects (see Appendix F);
- To ensure, if necessary, that the student meets the requirements of the UTC Institutional Animal Use and Care Committee if working on research involving the use of animals (See Appendix F);
- To ensure, if necessary, that the student meets the requirements of the UTC Institutional Biosafety Committee if working with hazardous materials (see Appendix F);
- To advise the student on an appropriate style for the manuscript and to help with such issues as the use of sub-headings, appendices, and other aspects of paper writing unique to larger manuscripts (see Section XVIII);
- To chair the progress review meeting (see Section XIV) and the oral examination committee (see Section XVI);
- To ensure, after a successful Oral Examination, that the department has submitted the Candidate Recommendation for Departmental Honors or General Honors (see Section XVII and Appendix C).

X. Responsibilities of the Student

To complete a thesis with honors, the student must agree to do the following:

- Maintain of an overall GPA of 3.2 for honors, or 3.5 for highest honors
 - The student pursuing Departmental Honors must also maintain a GPA of 3.2 in the major for honors, or 3.75 for highest honors.
 - These requirements must be met at the time of admission to candidacy, at the end of the first term of 4995, and at the date of graduation.
- Identify an area of study and a faculty member to serve as Thesis Director. Many students develop their ideas for their thesis after talking with their Thesis Directors.
- Complete an Application to Candidacy and thesis proposal (see Sections IV and VII and Appendix A) and submit digital copies by the required deadline (see Appendix E) to the Honors College via email to dhon@utc.edu.
 - Departmental Thesis proposals will be reviewed by the student's major department.
 - Honors College Thesis proposals will be reviewed by the Associate Dean and/or members of the Honors Advisory Committee.
 - Reviewers may accept the proposal as is, return it for revisions, or reject it as unsuitable.
- Once the proposal is approved, register for 4995 in the designated department. Remember to register for 4995 for two consecutive semesters before graduation.
- Establish a regular time (at least once a month, but preferably more often) to consult with the Thesis Director and keep a record of these meetings. Develop a timetable for completion of each stage of the thesis (see Appendix E). This helps to identify what needs to be done, and indicates the time needed to accomplish each step.
- Fulfill, when necessary, all the requirements of the UTC Institutional Review Board (IRB) if working with human subjects. (See Appendix F). Information about the IRB and

its requirements can be found online at <https://www.utc.edu/research/research-integrity/institutional-review-board>.

- Fulfill, when necessary, all the requirements of the UTC Institutional Animal Care and Use Committee if working with any type of animals. (See Appendix F). Information about the IACUC and protocol submission can be found at <https://www.utc.edu/research/research-integrity/institutional-animal-care-and-use-committee>.
- Fulfill, when necessary, all the requirements of the UTC Institutional Biosafety Committee if working with hazardous materials. (See Appendix F). Information about IBC registration can be found at <https://www.utc.edu/research/research-integrity/institutional-biosafety-committee-ibc>
- At the end of the first term of 4995, submit a progress report (see Section XIV and Appendix B) to the Thesis Director and Examination Committee members, and meet with the entire Examination Committee to review progress. **It is the student's responsibility to arrange this meeting and to ensure that it is held no later than one week before the last day of class for that academic term, and preferably earlier.**
- Keep all members of the Examination Committee informed of progress, sharing with them drafts of the thesis and seeking their advice.
- At the start of the second term of 4995, arrange a time and place (no later than three weeks prior to the last day of classes in that term) for the oral examination with all members of the Examination Committee (See Section XVI). **Again, it is the student's responsibility to organize this meeting.**
- Distribute the final draft of the thesis to each committee member at least one week before the oral examination.
- Make all revisions to the thesis requested by the Examining Committee.
- Ensure, after a successful Oral Examination, that the proper forms are submitted to the Honors College
 - For students completing a Departmental Thesis, the major department (including committee members and Department Heads) must sign and submit the Candidate Recommendation for Departmental Honors (see Section XVII and Appendix C1).
 - For students completing an Honors College Thesis, the examining committee and Associate Dean of Honors must sign and submit the Candidate Recommendation Form for Honors (see Section XVII and Appendix C2).
- Submit a properly formatted digital copy of the thesis to the Honors College via UTC Scholar, no later than two weeks prior to the last day of classes in the term in which second 4995 is registered (see Section XVIII).
- Contact the Honors College to clarify any procedures. Students will be receiving regular correspondence about thesis dates and deadlines, but it is *their* responsibility to adhere to Honors College expectations and timelines.

XI. Departmental Thesis Course 4995

All major-granting departments have a course numbered 4995 for Departmental Thesis work (e.g., ENGL 4995, CHEM 4995, etc.). Alternatively, students completing a non-departmental Honors College Thesis will complete thesis work under the course heading of UHON 4995. Once a candidate's thesis proposal has been approved, the Honors College will ensure that an appropriate course section of 4995 has been created, listing the Thesis Director as the instructor. Students should register only for a section of 4995 listing their Thesis Director as the instructor of record.

Normally, the two 4995s are completed during each of the last two consecutive terms before graduation, and usually for two credit hours each term. There are some notable exceptions, however:

- Students may elect to take only one credit hour of 4995 in one term and then three hours in the other, as long as together the two courses constitute four total hours.
- Students with exceptional obligations during their last term at UTC, such as those enrolled in off-campus teacher training, may elect to begin their first 4995 during the third term before graduation (i.e., the second term of their Junior year or a summer term between the Junior and Senior years). For this to work, however, honors candidates will need to have their proposals approved early, usually (but not always) in the first term of the Junior year.

Registering for 4995

The Honors College will work with the Registrar's Office to ensure that all approved sections of 4995 are created in the university's class schedule, with Thesis Directors listed as instructors. Once these sections have been created, the Honors College will initiate a Departmental Thesis Contract to be signed by the Thesis Director, Department Head, and Student (all parties will receive this contract in their UTC inbox as a dynamic form). Once these signatures have been collected, the Registrar's Office will complete the course registration.

Grading

Students approved to pursue a thesis must enroll in 4995 during two consecutive semesters. If the candidate's work is judged satisfactory at the conclusion of the first 4995, and if minimum GPA requirements are met (3.2 overall and in the major), the student should receive a grade of IP (in progress) and continue in the Departmental Thesis course 4995 for the second term.

Following the departmental oral examination and the candidate's submission of the final thesis, the Thesis Director will assign the same standard letter grade for all four hours of thesis work. (The grade for the first semester is to be changed from an IP to a standard letter grade via the university's online grade change process; the grade for the second semester is assigned via the standard end-of-semester grade submission process.) The student then receives four hours of credit for 4995 with the assigned grade.

However, not all students completing 4995 may be awarded Honors.

- For students completing a Departmental Honors Thesis: Departmental Honors is based upon a successful thesis and defense, and overall *and* major GPAs of 3.2

- For students completing an Honors College Thesis: General Honors is based upon a successful thesis and defense, and an overall GPA of 3.2.

As the Grade Guidelines below articulate, only students earning grades of A or B on their theses will qualify for these honors. Enrolling in 4995 for the required number of hours does not automatically award students that status.

Students who do not successfully complete the Departmental Thesis may be awarded a letter grade for the course, but will not receive the Departmental Honors designation on their academic record.

Grade Guidelines for Thesis Directors:

A — is given for work of superior quality and quantity accompanied by evidence of initiative, thoroughness, and originality. A grade of A represents excellent research and/or creativity combined with an excellent written thesis as well as superior performance on the oral examination. Students who earn a grade of A on the Departmental Thesis will qualify for Departmental Honors.

B — is given for work showing the above qualities to a lesser extent. A grade of B indicates that the student performed solid research combined with a complete written thesis, but did not offer superior performance on the oral examination. Students who earn a grade of B on the Departmental Thesis will qualify for Departmental Honors.

C — represents fulfillment of the minimum essentials of the course. A grade of C represents a minimum level of research combined with a written thesis. A grade of C occurs in situations in which the thesis is of a level that is not presentable for oral examination. Students who earn a grade of C on the Departmental Thesis will not earn Departmental Honors.

D — represents a passing grade to be given only in rare cases.

F — indicates unqualified failure.

IP — is used as an interim grade to indicate work in progress requiring more than the normal limitations of a term. It has a one-year limitation for removal. The instructor will determine the IP designation in the first term. A student may not register for additional 4995 courses if he or she has earned two incomplete or in-progress (I or IP) grades.

W — indicates official withdrawal from one or more classes after the first two weeks of classes and up to the last six class weeks before the final examinations. Comparable deadlines apply to each of the summer terms.

Should a student who has made satisfactory progress decide not to complete the thesis, a letter grade will be assigned by the Thesis Director instead of IP at the end of the first term, and the student will be withdrawn from consideration for Departmental Honors. If, by the end of the first term of 4995, the student has not made satisfactory progress as determined by the Thesis

Director and the Examination Committee, or has not met the minimum GPA requirements, the student will receive an appropriate grade and not be allowed to re-register for a second term of the thesis course 4995. The student does, however, have the right to appeal. (See the *UTC Student Handbook* for procedure.).

The thesis presented to the Examination Committee should be understood by the candidate and the Thesis Director to be a complete and final draft, though in the course of the oral examination the committee may suggest or require revisions before the thesis is officially accepted for honors.

XII. Thesis Extensions

Undergraduate theses at UTC require two consecutive semesters of course work. Departments are responsible for evaluating any student requests for extensions beyond the second term, but the Honors College must provide final approval for such requests. Students granted an extension should receive a grade of "Incomplete" for the second term of 4995.

XIII. Departmental Honors and Summer School

Students intending to graduate in August or December may enroll for one term of their Thesis course 4995 in a summer term, as long as they take the other term of 4995 in a regular semester according to the following schedule:

- August graduation candidates: first 4995 in spring term, second 4995 in summer term;
- December graduation candidates: first 4995 in summer, second 4995 in fall semester.

Students anticipating enrolling for 4995 during a summer term should plan carefully and well ahead of time to ensure that faculty members will be available in the summer to direct projects and to serve on departmental Examination Committees. Keep in mind that many faculty members do not teach in the summer and may be off campus.

XIV. Progress Report and Review

A written progress report is required from each student at the end of the first term of 4995, and each student must hold a progress review meeting with the Thesis Director and the Examination Committee. The progress report is a brief statement (about 500 words) explaining:

- the specific work accomplished to date;
- the specific work remaining to be done in the second term of 4995;
- any difficulties the student has had with the thesis, or any areas in which the student needs assistance;
- a bibliography of works consulted.

The progress report must be distributed to the Thesis Director and Examination Committee at least one day before the scheduled progress review meeting. After the meeting, the progress report cover sheet (See Appendix B) should be signed by the Thesis Director and Examination Committee members and submitted digitally with the written report itself to the Honors College via email to dhon@utc.edu.

The required progress review meeting must take place no later than one week before the last day of class for the first term of 4995. It is the student's responsibility to schedule this meeting, and to ensure that the Thesis Director and Examination Committee members are present. The purpose of this meeting is to:

- ensure that adequate progress is being made on the thesis;
- allow all the members of the Examination Committee to help guide, and not just evaluate, the thesis;
- provide a chance for all committee members to contribute ideas about proper methodology, bibliography, and direction that may not have occurred to the student or the Thesis Director.

Occasionally a student will find it necessary to shift the emphasis of the thesis or perhaps significantly alter its direction. When this occurs, the student should indicate and justify the change in the progress report and seek approval from the examining committee.

All students who have made satisfactory progress in their first term of 4995 and who meet the minimum GPA requirements will be permitted to register for a second term of 4995. Thesis Directors should give such students a grade of "IP" at the end of the first term of work on their 4995 projects.

XV. Examination Committee

For a Departmental Honors Thesis, the committee should consist of the following:

- a Thesis Director from the department in which departmental honors is being sought;
- at least one additional faculty member from this same department (departments may elect to require two additional members, for a total of three, including the Thesis Director).

Care should be taken to select members who are likely to be available for service on the committee for two consecutive academic terms. In the case of interdisciplinary honors theses, the examining committee may have a representative from outside the major department. For example, if the thesis were concerned with both biology and chemistry, it would be appropriate to have one member of the examining committee from biology and one from chemistry, in addition to the Thesis Director. Faculty selected for or asked to serve on the committee from outside the major department must be approved by the head of the department granting honors.

For an Honors College Thesis, the committee should consist of the following:

- a Thesis Director from a relevant academic department;

- at least one additional faculty member (students may choose to add two additional members, for a total of three, including the Thesis Director).

Given the wide range of disciplinary approaches students might apply to an Honors College thesis, the appropriate makeup of each given examination committee will vary from project to project. Students writing Honors College theses are strongly encouraged to consult with the Associate Dean as they form their committees.

XVI. Oral Examination

The oral examination must be held as specified in the Departmental Honors calendar (see Appendix E). The candidate should contact the Examination Committee members as early as possible in the second term of work to schedule the date, time, and place of the examination, and provide a final draft of the thesis to each member of the committee no later than one week prior to the examination date.

After at least one week of individual review, the Examination Committee will convene to question the candidate about the thesis. If the thesis involves a performance activity, the candidate and the Examination Committee should make special arrangements regarding review of such activity.

The Thesis Director will chair the examination meeting. The requirements and structure for the examination are left to individual departments to decide, but the student should have an opportunity to make some remarks about the thesis, or to make a brief presentation, and Examination Committee members should have an opportunity to ask questions about the thesis. The Examination Committee should also have an opportunity to discuss the merits of the student's work and performance during the oral exam without the student present, and then vote on whether to recommend the candidate for honors. Actual conferral of Departmental Honors at graduation will depend on the candidate's GPAs as follows:

- Departmental Honors (requires 3.2 overall GPA; 3.2 in major), or
- Highest Departmental Honors (requires 3.5 overall GPA; 3.75 in major)

During its deliberations, the Examination Committee may recommend that the student revise the thesis, often making their recommendation for honors contingent upon these changes. In cases where only minor editorial changes are required, it is common for the committee to confer authority for approval on the Thesis Director.

If the thesis is not accepted for honors, the student should be issued a grade suitable for the quality and amount of work completed in 4995, and the student will then merely receive that grade (B, C, D, F) for the four (4) hours of work Departmental Thesis credit. (For grading matters, see Section XI.)

General Criteria for Honors

Although each department will have its own standards of evaluation, all theses worthy of the "honors" designation should meet the following general criteria:

- the thesis should include a clear, compelling introduction to the subject, presenting a developed context for the research question or argument;
- the writer's thesis or hypothesis should be sophisticated, meaningful, and clearly stated early in the paper;
- the organization should be rigorous, well developed, and consistently apparent to the reader;
- the writer's presentation of researched materials should be managed with skill, gracefully synthesized into the argument of the thesis, and orchestrated such that the author maintains control of the thesis's purpose and direction.
- sources should be precisely and consistently cited according to documentation standards accepted in the discipline (MLA, Chicago, APA, Blue Book, etc.);
- the thesis conclusion should be thorough, drawing together the threads of information or argument and making plain the writer's conclusions about the subject;
- the bibliography should include a convincing array of relevant source materials, such that the reader is certain of the writer's authority on the subject;
- editing and proofreading of the final draft must be exhaustive;
- the candidate must demonstrate an ability to defend the thesis with confidence and intelligence in an oral examination.

XVII. Recommendation for Honors

For students writing a Departmental Thesis: If the Examining Committee votes to accept the thesis, the department must recommend the candidate for Departmental Honors by submitting a digital copy of the signed recommendation form to the Honors College via email to dhon@utc.edu (see Appendix C1). The Honors College will then verify the candidate's eligibility (i.e., the minimum required GPAs) and, upon receipt of the final thesis, notify the Registrar's Office that the candidate has fulfilled all requirements for graduation with Departmental Honors or Highest Departmental Honors.

For students writing a non-departmental Honors College thesis: If the Examining Committee votes to accept the thesis, the Thesis Director must recommend the candidate for honors by submitting a digital copy of the signed recommendation form to the Honors College via email to dhon@utc.edu (see Appendix C2). The Honors College will then verify the candidate's eligibility (i.e., the minimum required GPAs) and, upon receipt of the final thesis, notify the Registrar's Office that the candidate has fulfilled all requirements for graduation with Honors.

XVIII. Form and Disposition of the Final Thesis

Upon successful completion of the honors thesis, the student is responsible for uploading a digital copy of the thesis to the UTC Library's collection via UTC Scholar.

Format of the Final Copy:

- Use 1-inch margins on all sides of every page.
- Include a title page formatted according to the sample provided in Appendix D. *Please note that the title page should not contain signatures (this is to protect against identity theft, as the thesis will be available worldwide).*
- Headings and subheadings should be clear, consistently formatted, and listed in a table of contents after the title page.
- In-text citations, end notes and/or footnotes, and bibliographic citations should be consistent with the citation style of the discipline (i.e., APA, MLA, Chicago, Blue Book, etc.).
- Pages should be numbered beginning with the first page after the table of contents.

Procedure for Digital Submission to UTC Scholar:

- Soon after the Candidate Recommendation form has been received by the Honors College, you will receive an email asking you to submit a digital copy to UTC Scholar.
- This email will contain a link to full submission instructions, which can also be found here: <http://scholar.utc.edu/honors-theses/guidelines.html>

XIX. APPENDIX A

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA APPLICATION FOR ADMISSION TO CANDIDACY – HONORS THESIS

Name: _____ UTC ID: _____

Date of Graduation: _____ Major: _____

Phone Number: _____ E-mail: _____

Thesis Title: _____

Thesis Type (check one)

- ☐ Departmental Honors Thesis (list specific department): _____
- ☐ Honors College Thesis

Student Signature: _____

Thesis Director: _____
(signature) (date)

For complete instructions, see Section VII of the *Departmental Honors Manual*. Please attach a formal thesis proposal (about 1000 words) and a preliminary biography. The proposal should include:

- (1) an introduction explaining the topic and providing context for the research or creative topic and questions;
- (2) a clear description of the research or creative background, including how others have (or have not) addressed similar questions in the past;
- (3) a methodology section, explaining specifically how you plan to address the topic/questions and providing a timeline for completing the thesis;
- (4) a projected final form of the project – this might be a preliminary outline of the thesis sections, or a plan for a recital or exhibit, etc.

Submit a digital copy of the signed cover sheet and the proposal *in a single file* to the Honors College via email to dhon@utc.edu.

XX. APPENDIX B

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA HONORS THESIS PROGRESS REPORT

Name: _____ UTC ID: _____

Date of Graduation: _____ Major: _____

Phone Number: _____ E-mail: _____

Thesis Title: _____

The signatures below verify that the thesis student named above met with the examining committee and provided both a written and oral report of thesis progress to date.

Thesis Director: _____

(signature) (date)

Additional
Examiner: _____

(signature) (date)

Additional
Examiner: _____
(if more than one) _____
(signature) (date)

Date of Progress Report Meeting

For complete instructions, see Section XIV of the *Departmental Honors Manual*. The student should distribute copies of the written progress report (about 500 words) to each member of the Examination Committee at least one day prior to the required Progress Review meeting. Following the meeting, the student should submit digital copies of this signed cover sheet and the written progress report *in a single file* to the Honors College via email to dhon@utc.edu

XXI. APPENDIX C1

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA DEPARTMENTAL HONORS THESIS RECOMMENDATION FORM

Name: _____ UTC ID: _____

Date of Graduation: _____ Major: _____

Phone Number: _____ E-mail: _____

Thesis Title: _____

The candidate named above has completed two semesters (4 credit hours) of Departmental Thesis work (course 4995 in the major department), submitted an acceptable thesis to a departmental examining committee, passed an oral examination administered by that committee, and completed any required revisions to the thesis. The candidate is therefore recommended for departmental honors.

Examination Date: _____

Please note: this form carries a recommendation only. Final conferral of Departmental Honors requires the candidate (1) to have a minimum cumulative GPA of 3.2 and a minimum major GPA of 3.5 at the time of graduation, and (2) to submit an acceptably formatted digital copy of the thesis to the Honors College (see the Departmental Honors Manual for full instructions).

	Typed Name	Signature
Thesis Director:	_____	_____
Department Examiner:	_____	_____
Department Examiner: (if more than one)	_____	_____
Department Head:	_____	_____

Department Head or designee: please submit a digital copy of this signed form to the Honors College via email to dhon@utc.edu

APPENDIX C2

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA HONORS COLLEGE THESIS RECOMMENDATION FORM

Name: _____ UTC ID: _____

Date of Graduation: _____ Major: _____

Phone Number: _____ E-mail: _____

Thesis Title: _____

The candidate named above has completed two semesters (4 credit hours) of Thesis work (UHON 4995), submitted an acceptable thesis to an examining committee, passed an oral examination administered by that committee, and completed any required revisions to the thesis.

Examination Date: _____

Please note: this form carries a recommendation only. Final conferral of Honors requires the candidate (1) to have a minimum cumulative GPA of 3.2 and (2) to submit an acceptably formatted digital copy of the thesis to the Honors College (see the Departmental Honors Manual for full instructions).

	Typed Name	Signature
Thesis Director:	_____	_____
Additional Examiner:	_____	_____
Additional Examiner: (if more than one)	_____	_____
Honors College Associate Dean:	_____	_____

Please submit a digital copy of this signed form to the Honors College via email to dhon@utc.edu

XXII.APPENDIX D1

SAMPLE TITLE PAGE FOR DEPARTMENTAL HONORS THESES

Thesis Title

Student Author's Full Name

Departmental Honors Thesis
The University of Tennessee at Chattanooga
Major Department

Examination Date: Date

First M. Last
Professor of History
Thesis Director

First M. Last
Associate Professor of History
Department Examiner

First M. Last
Assistant Professor of History
Department Examiner
(if more than one)

APPENDIX D2

SAMPLE TITLE PAGE FOR HONORS COLLEGE THESES

Thesis Title

Student Author's Full Name

Honors College Thesis
The University of Tennessee at Chattanooga

Examination Date: Date

First M. Last
Professor of History
Thesis Director

First M. Last
Associate Professor of English
Department Examiner

First M. Last
Assistant Professor of Philosophy
Department Examiner
(if more than one)

XXIII. APPENDIX E

CALENDAR FOR HONORS APPLICANTS AND CANDIDATES

GPA Requirements: Eligible for honors — 3.2 GPA overall and 3.2 GPA in major
 Eligible for highest honors — 3.5 GPA overall and 3.75 in major

Application Deadlines:

May graduates —last day to withdraw from a course during the spring semester of the year before graduation

Aug. or Dec. graduates —last day to withdraw from a course during the fall semester of the year before graduation

CANDIDATES:

<i>Notification of candidate status</i>	End of semester in which application is made
<i>Registration for Departmental Thesis</i>	Upon notification of acceptance, enroll in 4995 in your major dept. for the following two semesters
<i>Progress Report Meeting</i> For students enrolled in first semester of 4995	At least one week prior to last day of classes
<i>Thesis and Oral Examination</i> Final draft of thesis to all members of Examination Committee	At least one week prior to oral exam date
Oral examination (students should complete as early as possible)	At least three weeks prior to last day of classes
Major department head (or designee) classes submits the signed candidate recommendation form to the Honors College at dhon@utc.edu	At least two weeks prior to the last day of
Submit one formatted digital copy of thesis with any prescribed revisions to UTC Scholar	At least one week prior to last day of classes

XXIV. APPENDIX F

Research Integrity at UTC

A. THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA INSTITUTIONAL REVIEW BOARD (IRB)

The UTC Institutional Review Board (IRB) is guided by the ethical principles regarding all research involving humans as subjects. The mission of the IRB is to ensure that vital research of the University can be conducted in full compliance with both the letter and the spirit of regulations designed to protect the rights and welfare of human subjects. The IRB also monitors research to ensure that human subjects are protected from undue risk and from deprivation of personal rights and dignity. This protection is assured by consideration of three principles that are the basis of ethical research:

1. Voluntary participation by the subjects, indicated by free and informed consent, is assured.
2. An appropriate balance exists between potential benefits of the research to the subject or to society and the risks assumed by the subject.
3. There be fair procedures and outcomes in the selection of research subjects.

In accordance with the Multiple Project Assurance on file with the Department of Health and Human Services, the Institutional Review Board at the University of Tennessee at Chattanooga must review and approve all research involving human subjects. The Federal wide Assurance id is FWA00004149.

If you plan to undertake University-related research that will involve human beings in any way, you may need IRB approval. For additional information, such as submission procedures, review status, and other general inquiries, contact irb@utc.edu or go to the IRB site at <http://www.utc.edu/research-integrity/institutional-review-board/>.

B. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

The University regards the use of animals in research and teaching to be an essential component for continued progress in the field of science and is committed to the highest ethical standard of animal care. Federal regulations mandate the establishment of an institutional animal care and use committee (IACUC) to provide guidance, to oversee the animal care and use program, and to ensure compliance with relevant laws, regulations, and policies.

In 1966 Public Law 89-544 first established standards for the care and use of research animals. Two federal agencies, the United States Department of Agriculture and the Public Health Service, require institutions using animals to appoint an IACUC and charge the IACUC with

specific responsibilities. Committee members include scientists, non-scientists, and unaffiliated residents of the community. IACUC members review all requests for approval to conduct research with animals. The IACUC also conducts inspections of all areas where animals are housed and used, reviews the institutional program for animal use, and reports its findings to the certifying agencies semi-annually.

It is imperative that you discuss plans to utilize vertebrate animals with the IACUC prior to initiating your research. This includes populations housed at the university or living in the field. Research may only be deemed exempt from IACUC review by the IACUC chairperson.

The Office of Laboratory Animal Welfare (OLAW) governs the interpretation of the Public Health Service (PHS) policy on humane care and use of laboratory animals, supports educational programs, and monitors compliance with the Policy by assured institutions to ensure the humane care and use of animals in PHS-supported research. The UTC animal research facility has earned and maintains OLAW assurance certification, indicating compliance with PHS policies. The UTC assurance number is A4450-01.

For additional information on submission procedures, review status, and other general inquiries, please contact iacucpro@utc.edu, or (423) 425-4443. Or visit the IACUC website at <http://www.utc.edu/research-integrity/institutional-animal-care-use-committee/>

C. INSTITUTIONAL BIOSAFETY COMMITTEE

The Institutional Biosafety Committee (IBC) for the University of Tennessee at Chattanooga was established in accordance with guidelines set forth by the National Institutes of Health Office of Biological Activities (OBA) regarding research involving recombinant nucleic acid molecules. Additionally, the IBC provides the policies and guidelines to researchers under which studies may be conducted in order to maintain compliance with local, state, and federal requirements (e.g. NIH, CDC, OSHA, USDA, etc.). The current scope of the IBC covers research involving:

- Recombinant DNA molecules or synthetic nucleic acids as defined in Section I of the NIH Guidelines, including transgenic plants and animals.
- Biological agents (bacteria, viruses, fungi, protozoa, parasites, and prions) and/or vectors that carry biological agents (arthropods, snails, etc.) which: 1) cause or are reasonably expected to cause disease in immunocompetent humans; or 2) cause or are reasonably expected to cause significant disease in local livestock (including poultry), agricultural crops, or indigenous wildlife; or 3) otherwise require containment and safeguards at biosafety level (BSL)-2 or higher.
- Acute biological toxins having an LD50 < 100 ng/kg in mammals and/or those listed as Select Toxins (Department of Health & Human Services).

- Human or nonhuman primate blood, blood products, tissues, secretions, excretions, or cell lines unless documented to be free of bloodborne pathogens or are otherwise low risk as per written risk assessment.
- Venomous animals posing a risk to humans through bite or sting and housed and/or manipulated in laboratories or other indoor facilities (e.g. greenhouses).
- Poisonous plants posing a risk to humans via dermatological contact, inhalation, or other route of exposure and housed and/or manipulated in laboratories or other indoor facilities (e.g. greenhouses).
- Novel nanoparticles conjugated to biologically active or cell-modifying molecules.
- Diagnostic specimens or environmental samples likely to contain any of the above and posing a significant risk to humans or local livestock (including poultry), agricultural crops, or indigenous wildlife as per documented risk assessment, including materials requiring a federal or state permit (e.g. foreign soils, noxious weeds, etc.).

Investigators whose work involves any of these categories are required to file an [Institutional Biosafety Committee \(IBC\) Registration](#) with and receive approval from the committee prior to the initiation of any new project. Approval of registrations allow the work outlined within to be conducted for up to three years, barring major changes to the scope of the experiments, and providing the investigator completes the required [IBC Registration Update Form](#).

Direct any questions to ibc@utc.edu or (423) 425-4443.