

NOMINATION FOR DEPARTMENTAL HONORS

See instructions attached to this form.

We hereby recommend that the following student be awarded Departmental Honors at the Commencement ceremony to take place in June _____.

Name _____ Major _____

Cumulative Grade Point Average

Please fill in the information requested below. If the student is majoring in one Department or Program, use Column A below. If the student is an Interdepartmental Major, the two Departments or Programs involved must complete Columns A and B below.

We certify that this student meets the minimum qualifications for Departmental Honors as follows:

	<i>Column A</i>	<i>Column B</i>
Department or Program _____	_____	_____
Index in courses of the major is _____	_____	_____
Number of grades of A or A- in major exclusive of thesis is _____	_____	_____
The student has completed a Thesis or other work in the form prescribed, which has been given a grade of _____	_____	_____
The student has completed all other requirements set by department faculty _____	_____	_____

We certify that the information above is accurate and that a copy of the thesis or other independent work has been received from the student and will be submitted to the Library by the department.

Signatures:

Director of Thesis _____
Date _____

Dept. or Program Chairperson _____
Date _____

Registrar's Certification for Cumulative GPA and Major

Signed _____ Date _____

Instructions:

1. One Department or Multidisciplinary Program Chairperson should initiate this form. If the student is majoring only in this Department (e.g., English) or Multidisciplinary Program (e.g., Women's Studies), complete this form, using Column A but not Column B. For Multidisciplinary Programs, the Program Director should fill out and sign the form and a Program faculty member from another Department should also sign it. Please be sure to include the signatures of the Thesis Director and Chairperson, and forward the completed form to the Registrar.
2. If the student is majoring in more than one Department or Multidisciplinary Program (e.g., Biology-Economics), the Department or Program initiating the form should fill in the student's name, major, and cumulative grade point average, plus its own information in Column A, and forward the form to the second Department or Program, which should complete Column B. When the form is completed and signed by both Thesis Directors and Chairpersons, the Chairperson of the second Department or Program should forward the completed form to the Registrar.
3. The Registrar will check the cumulative grade point average and major of the student recorded on the form. *Note that Interdepartmental majors must qualify for Honors in both departments or programs in order to receive Departmental Honors at Commencement. Interdepartmental majors will not receive Departmental Honors unless both Columns A and B are filled out.*
4. Students must meet the legislated requirements summarized on the sheet entitled **Departmental Honors** attached to this form.
5. Nomination forms should be submitted to the Registrar as soon as possible, but in any case no later than the end of the seventh week of classes of the spring term.

DEPARTMENTAL HONORS

Summary of legislated requirements for award of Departmental Honors to Graduating Seniors

1. Candidates must have a cumulative grade point average of at least 3.3.
2. Candidates must have an index of at least 3.3 in the courses of their Major, excluding cognates, and must have at least three A's or A-'s in such courses, excluding any given in connection with the writing of their Senior Thesis.

Note: In the case of students receiving concurrent Bachelor's and Master's degrees, the requirements for Departmental Honors are based on all courses accepted as credits towards the Bachelor's degree, including any graduate credits which may have been counted toward the undergraduate degree.

3. Candidates must submit to their Department evidence of independent work of substance and distinction in the form of a thesis or some written or documented work, which shall have been awarded a grade of at least A-. This evidence must be presented in a form prescribed by the Dean for Undergraduate Education.

Any candidate proposing to submit work in any other form than the traditional thesis should ask his or her thesis advisor to consult the Dean for Undergraduate Education as soon as possible, so that they can work out a suitable form in which it can be submitted.

4. Candidates must have taken the final six terms of their program at Union College, unless enrolled elsewhere in a study program approved by the College.
5. Candidates must have satisfied any additional requirements laid down by their individual departments and they must be formally nominated for Departmental Honors by "the department in which they are taking their major." This phrase requires some interpretation in the case of students not following traditional programs.

a. **Interdepartmental majors** must be nominated by both the departments of their major, and must satisfy the honors requirements as applied to all work counted toward meeting requirements for the major. Exceptions to this are Leadership in Medicine and Law and Public Policy Interdepartmental majors.

In the case of interdepartmental majors, students must satisfy the above for each department, except that for departmental honors, they need to have at least two grades of A- or better in each department, not three. Interdepartmental majors also must submit to the Honors Committee, through the major departments, evidence of independent work on which a grade not lower than A- has been earned, and they must be nominated by the major departments.

b. Students majoring in a recognized **Multidisciplinary Program** which includes courses in two or more departments should be nominated by the Director of the program. The nomination form must also be signed by a faculty member from one other department. All courses which form part of the program of such students should be taken into account in calculating their departmental indices.

c. **Organizing Theme** majors may be nominated by the Chairperson of the Department of the advisor their thesis/senior project work. The above criteria should be applied to the courses that are formally declared to constitute the student's Organizing Theme major.

d. **Five-year, two-degree** students may be nominated by either department irrespective of the standard of work for the other. They may also be nominated by both.

e. A student may be nominated by a department in which he/she is not officially majoring, but must have done all the work which would have been expected if he/she had been a major in that department.

f. Where two students have jointly produced a single thesis or alternative piece of work for Departmental Honors, both may be nominated provided they are otherwise qualified, but the department should at the same time certify that both have taken roughly equal shares in the work.

Other Comments on Departmental Honors

It should be emphasized that the purpose of these honors is to reward outstanding work in the major field, provided the candidate has achieved a creditable record overall. *The legislation sets forth only minimum requirements, and it is not suggested that all students reaching these standards should be nominated as a matter of course. Each department is free to fix higher or additional qualifying standards of its own.* Information concerning the requirements for Departmental Honors should be made available by each department for all interested students.

College policy is that all theses become part of the permanent record of student honors work preserved in its archive in Schaffer Library. **Beginning in 2008, the Library will be collecting honors work in electronic rather than printed form.** The Library will continue to maintain preservation copies of theses in microform (made from the electronic originals). These microform copies will remain available for consultation in the library. With the permission of thesis authors, however, the Library will also begin making thesis work available for worldwide access on an Internet site managed by Union College. Therefore, a new Union College Honors Thesis Copyright and Permission Form has been developed for students and advisors to review and sign, selecting their choice for future access to the electronic thesis.

Regulations concerning the permission form, the thesis format, and submission procedures are spelled out in the booklet "**Honors Thesis**," available in departmental offices. Each candidate should obtain a copy of this booklet to consult and follow with care. The form of the *title page* and *abstract*, including the *heading* (author's name, etc.) of the abstract, are particularly important. Schaffer Library also requires that the date on the title page should be June and the year the student is graduating.