

NOMINATION FOR DEPARTMENTAL HONORS – Union College

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 given an electronic copy and a signed permission form to the department secretary / administrative assistant	_____	_____
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 and Gender Studies), that Department or Program Chairperson should complete this form, using Column A but not Column B. For Multidisciplinary Programs, the Program Director should complete 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 completed.*
4. Students must meet the honors requirements summarized for departments and available on the Schaffer Library website under **Legislated Requirements for Award of Departmental Honors** [<http://www.union.edu/library/how/projects/honorstheses/requirements.pdf>].
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 prior to graduation.