

DEPARTMENTAL HONORS – Union College Submission Procedures for the Library Copy

To prepare their thesis or project for final submission, students will need to follow the guidelines issued by the Dean's Office and which have been made available on the Schaffer Library website. <http://union.edu/library/pdfs/honors-theses/general-format.pdf> For example, all theses or project submissions are required to include a properly formatted title page and abstract, even if those two items constitute the only textual portions of the honors project.

Students who have obtained final approval for their honors thesis will then discuss with their advisor(s) the current year's permission form.

<https://www.union.edu/library/pdfs/honors-theses/permission.pdf>

Both the student and one thesis advisor must complete and sign a printed copy of the permission form, no matter what Internet access or "opt out" option they select.

The student will then submit an electronic copy of the thesis to the department administrative assistant along with the printed, signed copy of the permission form. Accepted electronic formats are described in the document posted on the Schaffer Library website.

<http://union.edu/library/pdfs/honors-theses/electronic-format.pdf> Students should also submit, at the same time, any other copies of their work required by their departments. The submission should be made to department administrative assistant no later than the end of the exam period for the term in which the thesis is completed.

Thesis work will not be considered complete until both the thesis and the permission form are submitted to the department secretary/administrative assistant.

EXCEPTION TO THE ELECTRONIC SUBMISSION REQUIREMENT

The library copy of any thesis or project work which *cannot be submitted in digital* form (such as original works of art) should be discussed by the student with library staff at the time the work is submitted for final approval. (See contact information below.) The library staff will discuss options and, when possible, assist in making arrangements for representing this material in the College archive and on its restricted-access website for theses.

After both the thesis and permission form have been submitted by the student to the department, the administrative assistant forwards them to the library by commencement in June. **Only material submitted through the department administrative assistant may be accepted by the library.** No files or documents will be returned to the department or to the student. All materials are added to the College archive in an appropriate, long-term storage format, and if permission has been granted by the author and advisor, the thesis will also be added to the College's digital repository.

Contact Information / Questions

1. For copies of honors thesis forms or instructions, go to the Schaffer Library website:

<http://libguides.union.edu/researchservices/senior-thesis>

2. For questions about filling out the **Honors Thesis Permission Form**, contact the:

College Librarian, Schaffer Library, 388-6277.

3. For all other questions, contact:

Gail Golderman, Digital Scholarship & Services Librarian, goldermg@union.edu,
388-6624