

honors

CAROLINA

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Faculty & Staff Handbook

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Program Overview

Honors Carolina is a four-year academic program geared toward the top 10 percent of undergraduates at UNC, and is comprised of a remarkable collection of courses, study abroad programs, special events, career development programming, and other learning opportunities. It is the University's way of investing in truly exceptional undergraduate students by providing academic and non-academic challenges and opportunities, both inside and outside the classroom.

Approximately 2100 students participate in Honors Carolina. These students enjoy priority enrollment in more than 200 honors courses offered each year. These are small classes, taught by award-winning professors who encourage classroom discussion and hands-on research. Outside of the classroom, members of Honors Carolina attend a diverse roster of co-curricular programs designed to help them explore their interests; prepare for life after graduation; and connect with students, faculty, alumni, and leaders around the globe. With Chapel Hill as a launch pad, Honors Carolina students pursue opportunities to live and study in some of the world's greatest cities. Faculty-led, semester-long programs allow undergraduates the chance to explore the world and conduct on-site research and internships in locations such as London, Beijing, Shanghai, Cape Town, Singapore, Washington, D.C., and Silicon Valley.

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Website: <http://honorscarolina.unc.edu>

Twitter: [@HonorsCarolina](https://twitter.com/HonorsCarolina)

Important Dates & Deadlines

	FALL	SPRING
Course Scheduling		
Request for Honors Carolina Course Planning forms sent to departments	Oct 15	Apr 15
Deadline for submission of Honors Carolina Course Planning forms	Dec 15	Jun 15
Student Registration		
Honors Carolina course registration information sent to departments	Mar 15	Oct 1
Honors Carolina student priority registration period	Beginning of enrollment period through 8:00am on the Monday after first-years register	Beginning of enrollment period through 8:00am on the Monday after first-years register
Honors Carolina course wait list opens	8:00am on the Monday after first-years register	8:00am on the Monday after first-years register
Honors Carolina course wait list closes	Wednesday before classes begin	Wednesday before classes begin
Honors Carolina course wait lists purged / list sent to faculty / additional enrollments require written instructor permission	Friday before classes begin	Friday before classes begin
Senior Honors Thesis		
Request for preliminary list of thesis students sent to departments	First day of class	n/a
Reporting forms and instructions sent to departments	Sept 1	Feb 1
Deadline for submission of reporting forms	2 nd Monday in November	2 nd Monday in April
Deadline for submission of honors theses to the Carolina Digital Repository	Last day of class	Last day of class
Senior Honors Thesis Research Awards		
Call for research award proposals sent to departments	Sept 1	Feb 1
Deadline for submission of research award proposals	Sept 30	Feb 28

Honors Carolina Courses

Honors Carolina offers more than 200 seminars each year designed to stimulate and challenge our brightest students and faculty.

The courses are demanding. Students are required to do more work — and more difficult work — than in traditional courses. They read more complex materials, wrestle with more intricate problems and reach beyond established understandings to discover new ideas.

Honors Carolina courses are typically small seminar-style classes that emphasize discussion and debate. Faculty members are encouraged to engage students in active learning — many courses involve working with primary sources, conducting original research and developing original creative works.

Teaching an Honors Carolina course allows faculty members to incorporate innovative teaching methods, explore their research interests and engage the University's brightest students in an intimate learning environment.

Interested in Teaching an Honors Carolina Course?

Faculty members teach Honors Carolina courses as part of their normal teaching load. If you are interested in teaching an Honors Carolina course, talk with your department chair and director of undergraduate studies. You may wish to review, *“What is an Honors Course at Carolina?”* (**Appendix A**). Honors Carolina associate dean James Leloudis and assistant dean Ritchie Kendall are available to discuss the Honors Carolina program and consult on course design and scheduling issues.

Honors versions of courses that already exist in the Undergraduate Catalog will be set up with the same course number and an "H" suffix (ex., ENGL 225H is the honors version of ENGL 225, Shakespeare). Instructions on how these courses are scheduled appears in the next section, "Scheduling Honors Carolina Courses."

Faculty interested in developing and trying out a new honors course (for which a permanent course number does not already exist within their home department's curriculum) may do so under the HNRS subject heading, assuming that their department chair and director of undergraduate studies have approved. To submit a new HNRS course for consideration, the faculty should send a syllabus to [Jason Clemmons](#) in the Honors Carolina office during the early schedule maintenance period. The syllabus will be reviewed and, if approved, assigned the appropriate General Education attributes. HNRS course numbers are determined by the General Education Approach the course fulfills:

- HNRS 351, Honors Seminar in Physical & Life Sciences (PL)
- HNRS 352, Honors Seminar in Social Sciences (SS)
- HNRS 353, Honors Seminar in Historical Analysis (HS)
- HNRS 354, Honors Seminar in Philosophical & Moral Reasoning (PH)

- HNRS 355, Honors Seminar in Literary Arts (LA)
- HNRS 356, Honors Seminar in Visual & Performing Arts (VP)

HNRS courses may be taught no more than twice. Faculty should go through the standard course request approval system to assign the course a permanent course number within their department's curriculum in order to continuing teaching the course.

HNRS courses are scheduled by the Honors Carolina office and have an enrollment capacity of 24 students.

Scheduling Honors Carolina Courses

During the Course Schedule Maintenance period, academic units should submit an [Honors Carolina Course Planning Form](#) prior to the scheduling deadline. A reminder will be emailed to directors of undergraduate studies and departmental course scheduling officers each semester.

The planning form should include:

- **Honors First Year Seminars:** Only a limited number of Honors First Year Seminars may be scheduled each year. The Honors Carolina office must confirm that proposed seminars can be accommodated. Note: This procedure is separate from any review and/or approval required by the First Year Seminar Office. [Click here for more information.](#)
- **Departmental Honors Carolina Courses | “H” Courses:** Departments may offer Honors sections of any undergraduate course that has been reviewed and approved by the College of Arts & Sciences administrative boards or curriculum committee — ie, any course that currently exists in the Course Inventory. The same General Education requirements approved for a given course number will apply to the Honors version of that course.

The departmental course scheduling officer should schedule Honors Carolina courses via ConnectCarolina each semester during the Course Schedule Maintenance period.

If a planned course has not been offered previously as an “H” section, it will need to be added to the course Inventory before it can be scheduled in ConnectCarolina. The Honors Carolina office will work directly with the Office of the University Registrar to update the Course Inventory prior to the end of the Course Schedule Maintenance period. Once the Course Inventory is updated, the Honors Carolina office will notify the departmental course scheduling officer that the course is ready to be scheduled in ConnectCarolina.

- **Add Consent Flag:** This should be set to “No Consent.” Honors Carolina courses should not require special permission to register (with the exception of Honors thesis and research courses). If you believe it is necessary to require consent for a course, include an explanation in the “Notes” field on the Honors Carolina Course

Planning Form.

- **Enrollment Capacity:** This should be set to “24” for all Honors Carolina courses. If you wish to set a lower enrollment, include an explanation in the “Notes” field on the Honors Carolina Course Planning Form. Requests to offer fewer seats in an Honors First Year Seminar should be directed to the [First Year Seminar Office](#).
- **Wait List Capacity:** This should be set to “0.” Honors Carolina manually maintains wait lists.
- **Reserve Capacities:** Honors Carolina will set reserve capacities for courses prior to the beginning of registration.

Once reported, any changes to an Honors Carolina course offering (day/time/instructor changes, cancellations, new courses) should be reported to [Jason Clemmons](#) immediately.

Course Registration & Wait Listing

Honors Carolina students enroll in Honors Carolina courses each semester at their regular registration appointment time via ConnectCarolina. Online registration remains open to those students until 8:00am on the Monday after first-years begin to register. This is considered the Honors Carolina priority registration period.

Throughout the Honors Carolina priority registration period, the Honors Carolina office will adjust the enrollment and reserve capacities of Honors Carolina courses — departments should not adjust these numbers. Wait listing is not permitted during online registration.

Once the Honors Carolina priority registration period ends, online registration for honors courses is suspended. The Honors Carolina staff will add Department Consent flags and Registration Notes to each course indicating that additional students seeking to enroll must submit a wait list request at <http://honorscarolina.unc.edu/waitlist>.

Any student with a cumulative GPA of 3.0 or higher may submit a wait list request.

Wait lists are compiled and monitored by Honors Carolina throughout the registration period. Honors Carolina students receive wait list priority and are enrolled before other students when seats become available.

Before the semester begins, wait lists are purged and a copy is provided to instructors for their records. Once classes begin, instructors must provide written permission for students to join an Honors Carolina course. [Permission notes](#) should be delivered by the student to the Honors Carolina office.

Maintaining small class sizes is integral to the Honors Carolina experience. No Honors Carolina course should be over-enrolled by more than one or two students under any circumstances.

Honors Carolina Students

Honors Carolina is a community of scholars, artists, scientists, entrepreneurs, historians, athletes, activists, and more. We celebrate our diversity and believe that our differences—and our shared experiences—make us smarter and stronger.

Membership by Invitation

When students are accepted for admission to Carolina, they are automatically considered for Honors Carolina. No separate application is required. A committee of faculty and academic staff make the final selections, relying on essays and teacher recommendations to provide insight into each student's intellectual curiosity, passion for learning, and eagerness to embrace challenges. There is no set formula of class rank and test scores that guarantees an invitation to join Honors Carolina.

At present, Honors Carolina expects to enroll approximately 450 incoming students, or about 10 percent of the first-year class.

Membership by Application

Students who are not invited to join Honors Carolina as incoming students may apply to join the program in January of their first year or September of their second year. The application requires students to submit a 250-word personal statement and a recommendation letter written by a UNC faculty member with whom the student has studied.

Sophomore transfer students can also apply to join Honors Carolina in September.

More information and links to the applications are online here:

<http://honorscarolina.unc.edu/academics/join-honors-carolina/>

Program Requirements

REQUIREMENTS FOR FIRST YEAR STUDENTS

- Complete an Honors First Year Seminar
- Complete one additional Honors course during their first year
- Complete career exploration and professional development modules in the Go Anywhere platform, as assigned
- Maintain a 3.000 or higher cumulative GPA*
Students who do not meet these requirements are removed from the program.

REQUIREMENTS IN SUBSEQUENT YEARS TO EARN THE HONORS CAROLINA LAUREATE DESIGNATION

- Complete a total of 24 credit hours in Honors coursework or course equivalents (includes the Honors credit hours completed during the first year)
 - 18 hours credit required for students who join Honors Carolina at the end of their first year
 - 15 hours credit required for students who join Honors Carolina during the fall of their second year
 - 15 hours credit required for second year transfer students
- Complete career exploration and professional development modules in the Go Anywhere platform, as assigned
- Maintain a 3.000 or higher cumulative GPA*

If a student's GPA drops below 3.0, they will be placed on probation for one semester. If the student's GPA remains below 3.0, they will be removed from the program.

Course Equivalents – Alternate Ways Students Can Earn Program Credit

Honors Carolina offers several alternative ways to earn course credit toward their graduation requirements.

Honors Study Abroad Programs & Burch Field Research Seminars

<http://honorscarolina.unc.edu/global-honors/>

Dunlevie Honors Colloquium

<http://honorscarolina.unc.edu/academics/courses/course-equivalents/dunlevie-honors-colloquium/>

Honors Contract

<http://honorscarolina.wpengine.com/academics/courses/course-equivalents/honors-contract/>

Honors Carolina Fellowships

<http://honorscarolina.unc.edu/fellowships/>

Faculty-Mentored Research Projects or Research Coursework

<http://honorscarolina.unc.edu/academics/courses/course-equivalents/>

Graduate-Level Coursework

<http://honorscarolina.unc.edu/academics/courses/course-equivalents/>

Non-Honors Study Abroad Programs

<http://honorscarolina.unc.edu/academics/courses/course-equivalents/>

Senior Honors Thesis

Many Honors Carolina students cap their undergraduate experience with a Senior Honors Thesis, partnering with a faculty mentor to develop original research or creative work. Students who successfully defend their thesis before a faculty review panel graduate with Honors or Highest Honors.

Each year, approximately 350 students complete a Senior Honors Thesis. For many of those students, the thesis becomes a first publication or an important part of their application to graduate or professional school.

Students may undertake a Senior Honors Thesis project only in their major field of study (with an exception for students who minor in Creative Writing). Students with double majors may graduate with Honors or Highest Honors in both fields of study. To do so, they must complete a distinct project in each field. All Senior Honors Thesis projects must be completed under the direct supervision of a faculty advisor. Tenured and tenure-track faculty, retired faculty, postdoctoral fellows, and fixed-term faculty appointed for more than a single year may serve as thesis advisors. Graduate students may not serve as advisors for Senior Honors Thesis projects.

Honors Carolina maintains a policy statement, "Senior Honors Thesis Guidelines for Academic Units, Faculty Advisors, and Students," online at <http://honorscarolina.unc.edu/research/senior-honors-thesis/> (scroll down to "Helpful Resources"). The most recent copy of this document is included here as **Appendix B**.

Senior Honors Thesis Research Awards

Honors Carolina offers financial awards to support Senior Honors Thesis research. These awards, up to \$500, may be used to cover any legitimate cost directly connected to a thesis project: laboratory equipment and supplies, computer software and hardware, travel, artistic supplies, books and periodicals not available through normal library sources, illustrations and duplication, etc.

Students must apply through their major department's Honors director or their faculty thesis advisor (for units without Honors directors). A Call for Applications is sent to departments early each semester. Students may not submit applications directly to Honors Carolina.

Appendix A: *What is an Honors Course at Carolina?*

Revised January 2016

HONORS ACROSS THE CURRICULUM

Honors Carolina offers a changing roster of more than 175 specially-designated courses each academic year. The courses are taught by faculty in departments and curricula throughout the College of Arts and Sciences and in the professional schools that have undergraduate degree programs. Honors courses are offered at a variety of levels, from first year seminars to more advanced classes for juniors and seniors. Most honors courses are designed to assist students in fulfilling their general education requirements.

Faculty teach honors courses as a part of their normal teaching load. The Honors Carolina deans work with individual instructors and department scheduling officers to coordinate faculty teaching interests with the program's curricular needs.

Honors courses offer faculty a flexible environment in which to:

- explore innovative approaches to undergraduate teaching;
- connect their research interests with the work of the classroom;
- develop new uses for instructional technologies; and
- create co-curricular learning experiences outside the traditional classroom.

Honors Carolina awards course development grants and supplemental funds to encourage such creative course design.

Honors courses that departments intend to offer on a regular basis ordinarily carry a regular department course number with an H suffix. Courses that are more experimental or that cross disciplinary boundaries may be offered with an HNRS number managed by Honors Carolina. In all cases, instructors' home departments receive enrollment credit for honors courses.

Honors Carolina students register for honors courses during a priority registration period. Other students who have at least a 3.0 GPA may enroll in honors courses on a space-available basis during the regular registration process. Honors Carolina is committed to the highest standards of academic excellence, and to making the rewards of achieving those standards available to all students who desire the honors challenge.

CHARACTERISTICS OF HONORS COURSES

Honors Carolina is a campus-wide enterprise, and for that reason any definition of honors instruction must be flexible enough to accommodate a wide variety of disciplines. The general characteristics and objectives of honors courses are as follows:

- Format – Honors courses are ordinarily taught as seminars with enrollments of 20-24 students (limited exceptions are made when appropriate for a particular discipline). That intimate learning environment offers students and faculty greater opportunities for one- to-one interaction and a chance to delve more deeply into a specific topic than

might otherwise be possible.

- Approach – The primary objective of honors instruction is to immerse undergraduates in the work of a research university, to engage them in an active understanding of how knowledge and art are created, evaluated, and applied. Honors courses offer students regular and sustained opportunities to:
 - work with primary sources;
 - conduct original research; and
 - participate in original creative activity.

Ideally, honors courses bring multiple disciplinary perspectives to bear on a chosen topic. They challenge students to grapple with the complexities of knowledge, and they emphasize exploration and discovery over factual assimilation.

- Pedagogy – Honors courses require that students assume significant responsibility for their own learning and that of their classmates. The courses offer opportunities for team- work as well as independent inquiry; they model and inspire thinking that is original and open to risk; and they demand that students meet the highest standards of scholarly rigor in expository or creative writing and in public presentation of their art, ideas, and discoveries. In many honors courses, these objectives are met by including in the syllabus an individual or team project that constitutes a significant portion of the final course grade.

Honors courses involve more reading, writing, and public speaking than non-honors offerings. The honors distinction, however, is not simply a matter of quantity. Honors courses challenge students to read more complex materials, to wrestle with more intricate problems, to reach beyond established understandings, to generate new questions and creative techniques, and to produce more sophisticated accounts of their scholarly labors.

- Assessment – The evaluation of student learning is keyed to the primary objective of honors instruction; that is, the incorporation of undergraduate students into the intellectual life of the research university. To the fullest extent possible, assignments and assessment tools mirror the diverse ways that knowledge and art are disseminated and appraised in the disciplines. These include (but are not limited to) discursive, critical, and synthetic essays; peer review; narrative and project-based research reports; and public presentations, exhibitions, and performances.

ARRANGING TO TEACH AN HONORS COURSE

Faculty who wish to teach an honors course should discuss that interest with their department chair and director of undergraduate studies. They are also invited to contact one of the Honors Carolina deans, who will be happy to consult with them on course design and scheduling:

Jim Leloudis

Peter T. Grauer Assoc Dean for Honors Carolina
919.843-7754, leloudis@unc.edu

Ritchie Kendall

Assistant Dean for Honors Carolina
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Appendix B: *Senior Honors Thesis Guidelines for Academic Units, Faculty Advisors, and Students*

Revised July 2017

GENERAL GUIDELINES

Students who wish to graduate from Carolina with honors or highest honors must complete a senior honors thesis project in their major field(s) of study. Such students need not have been members of Honors Carolina. They must, however, meet academic eligibility standards set by Honors Carolina and the individual departments, curricula, and professional schools (hereinafter referred to as academic units) that sponsor senior honors thesis programs.

Students with double majors may graduate with honors or highest honors in both fields of study. To do so, they must complete a distinct project in each field. Students may not undertake a senior honors thesis project in a minor field (Creative Writing is the sole exception) or in a field outside of their declared major(s).

Graduating with honors or highest honors is separate from graduating with distinction or highest distinction. The latter designations are awarded by the University solely on the basis of cumulative GPA. Students graduate with distinction or highest distinction if they have completed at least 45 academic hours at UNC-CH and have obtained an overall GPA of at least 3.500 (distinction) or 3.800 (highest distinction).

Students who successfully complete a senior honors thesis project will have the designation 'Honors' or 'Highest Honors' printed beside their names in the Commencement bulletins and recorded on their diplomas and transcripts. Creative Writing minors earning honors or highest honors will be recognized in the Commencement bulletins and will receive a special remark on their transcripts, but no designation will appear on their diplomas.

ELIGIBILITY

Students who wish to undertake a senior honors thesis project must have a cumulative GPA of 3.300 or higher in order to begin the project, and must maintain a cumulative GPA of 3.300 or higher through graduation.

Students whose GPA is close to the eligibility standard and who have a reasonable chance of meeting the requirement within a semester of additional coursework may begin a senior honors thesis project on a probationary basis. Such exceptions must be approved in advance by students' major academic units and either the Associate or the Assistant Dean for Honors Carolina. Students who fail to raise their GPAs to meet the standard at the end of the probationary semester may not continue as candidates for graduation with honors or highest honors. They should receive graded course credit for the work completed and may, at the discretion of their major academic units, continue their projects by way of independent study. Students who continue on that basis are not eligible to graduate with honors or highest honors.

Academic units that wish to impose a higher GPA eligibility standard may do so by requiring that students meet both the cumulative 3.3 GPA standard set by the Honors Carolina office and a higher GPA standard for all coursework required for the major.

STANDARDIZATION OF SENIOR HONORS THESIS COURSEWORK

Senior honors thesis students must complete an original and substantial research, performance, or creative project under direct supervision by a faculty advisor.

Students beginning the senior honors thesis sequence may be in the second semester of their junior year or the first semester of their senior year. Coursework must be completed in consecutive semesters

Each academic unit should select a single senior honors thesis coursework format from the options below, ensuring that all students within the department follow the selected method. Regardless of the scheduling format used, senior honors thesis courses may be scheduled only during fall or spring semesters, not during summer sessions. Registration of senior honors thesis students is handled within each academic unit.

Format 1:

Two-semester sequence of regularly-scheduled courses taught by unit-designated faculty. Course numbers 691H through 694H should be used for this purpose.

- Instructor of record = unit-designated course instructor
- Meeting pattern = standard class meeting period
- Credit hours = 3.0
- Enrollment typically between 10 and 20 students
- Syllabus distributed on first day of class
- Students enrolled also work under the supervision of an individual faculty thesis advisor. Faculty thesis advisors may supervise no more than two students per semester. Exceptions may be granted with prior approval by the Associate Dean for Honors Carolina and the Senior Associate Dean for Undergraduate Education.

Format 2:

Two-semester sequence of independent research taught by faculty thesis advisors. Course numbers 691H through 694H should be used for this purpose. Section numbers based on thesis advisor.

- Instructor of record = faculty thesis advisor
- Credit hours = 3.0
- Enrollment maximum of two students per faculty thesis advisor. Exceptions may be granted with prior approval by the Associate Dean for Honors Carolina and the Senior Associate Dean for Undergraduate Education.
- [Senior Honors Thesis learning contract](#) required for each student, approved and kept on file for four years by academic units.

Format 3:

A combination of regularly-scheduled coursework and independent study compliant with the guidelines above and approved by the Associate Dean for Honors Carolina.

GRADING

At the end of the first semester of senior honors thesis work, academic units should evaluate students' progress and determine whether they will continue their projects. Students making satisfactory progress should be assigned either a permanent letter grade or the temporary grade SP for the semester, and be enrolled by their academic units in the second semester of senior honors thesis work. Students whose performance is unsatisfactory should receive a permanent grade for the work completed and may, at the discretion of their major academic units, continue their projects by way of non-honors study. Students who continue on that basis are not eligible to graduate with honors or highest honors.

A temporary grade of IN should not be used for the first semester of senior honors thesis work, except when extraordinary life circumstances prevent a student from completing course requirements. A grade of IN is calculated as an F and lowers a student's cumulative GPA until changed to a permanent letter grade. That is a concern for students applying for post-graduate study as they complete their senior honors thesis coursework.

At the end of the second semester of senior honors thesis work, academic units should assign students a permanent letter grade for the semester. Academic units that assigned the temporary grade SP for the first semester of senior honors thesis work should also change that grade to a permanent letter grade. Units that intend to assign a temporary grade of IN for the second semester of senior honors thesis coursework should seek prior approval by the Associate Dean for Honors Carolina.

Only instructors of record are allowed to submit grades and grade changes. Submissions should be made in compliance with deadlines established each semester by the Office of the University Registrar.

SUPERVISION

Tenured and tenure-track faculty, postdoctoral fellows with teaching appointments, and fixed-term faculty who have been employed by an academic unit for at least one year may serve as senior honors thesis advisors. Advisors must have a permanent or adjunct appointment in the unit in which their advisees' senior honors thesis coursework is scheduled. In curricula, affiliated faculty may serve as advisors. Their affiliate status should be confirmed by letter from curricula chairpersons to the Associate Dean for Honors Carolina.

Graduate students may not serve as thesis advisors or as instructors for senior honors thesis courses.

EVALUATION FOR HONORS OR HIGHEST HONORS

Upon the completion of their projects, senior honors thesis students must pass an oral examination or other appropriate form of evaluation. Faculty in each academic unit should define an evaluation process that reflects their discipline's scholarly norms and customary practices. In most instances, evaluations are made by a committee of two or more faculty, one of whom is the candidate's project advisor. Tenured and tenure-track faculty, retired faculty, postdoctoral fellows with teaching appointments, and fixed-term faculty who have been employed by an academic unit for at least one year may serve as committee members. They may be drawn from any academic unit at UNC-Chapel Hill or from another accredited college or university, as deemed appropriate and approved by the project advisor. Academic units may also require approval by their honors director and/or director of undergraduate studies.

Evaluators have three options: 1) they may award only course credit for a student's thesis work; 2) they may designate that the student graduate with honors; or 3) they may stipulate that the student graduate with highest honors. As a matter of best practice, a number of academic units require that examining committees refer all candidates for highest honors to a unit-level committee that evaluates nominated projects and makes the final decision on awarding highest honors. Highest honors should be awarded only to students who have met the most rigorous standards of scholarly excellence.

Academic units should not include cumulative GPA as a factor in awarding honors or highest honors. The University recognizes students' overall academic achievement by graduating them with distinction or highest distinction. Honors and highest honors are awarded more specifically for outstanding scholarly achievement within a specific field of study. In light of that fact, academic units may, if they wish, consider students' GPAs within their major(s) as a factor in awarding honors or highest honors.

RESEARCH FUNDING

Honors Carolina (<http://honorscarolina.unc.edu/current-students/honors-thesis-and-undergraduate-research/honors-thesis-research-grants/>) offers financial awards to support senior honors thesis projects. There are two funding cycles per year, with deadlines announced by the Honors Carolina office. Students must apply through their major academic unit's honors director, or in units without honors directors, their project advisors. Funding is also available through the Office for Undergraduate Research (<http://www.unc.edu/depts/our>) and from funds administered by individual academic units.

REPORTING REQUIREMENTS AND DEADLINES

Academic units must report their honors and highest honors candidates to Honors Carolina by the deadlines listed on the Honors Carolina web site (<http://honorscarolina.unc.edu/current-students/faculty-staff/honors-thesis/>).

Candidates should be reported during the semester they complete their senior thesis

coursework, which may or may not be the semester in which they intend to graduate.

The Honors Carolina office will send academic units reporting forms prior to each deadline. Academic units will be asked to provide their candidates' names and PIDs, to specify the courses in which students were enrolled for honors thesis work, and to indicate whether individual students earned honors or highest honors.

Academic units should also confirm that their candidates have the minimum 3.300 cumulative GPA required by the Honors Carolina office and that the students meet any other standards set within their major field(s) of study.

Students whose names are reported to the Honors Carolina office after the deadlines will not receive recognition in the Commencement program.

ELECTRONIC SUBMISSION OF SENIOR HONORS THESES

Students will submit the final version of their thesis electronically via the Carolina Digital Repository (CDR). Submissions are due by the last day of class in the semester in which students complete their theses, which should provide ample time for any minor edits suggested by the defense committee. The University Library will catalog electronic theses and make them available to the public.

Students should follow these steps to submit their completed thesis to the CDR:

1. Log in to <https://cdr.lib.unc.edu/forms/honors-thesis.form> using Onyen.
2. Complete required fields and upload documents:

REQUIRED DOCUMENT #1 - A scanned copy of their thesis cover page only, signed by the thesis advisor, in pdf format using the following naming convention: "GraduationYear_LastName_Cover.pdf" (ex. 2013_Clemmons_Cover.pdf)

REQUIRED DOCUMENT #2 - The thesis in PDF format using the following naming convention: "GraduationYear_LastName.pdf" (ex. 2013_Clemmons.pdf)

OPTIONAL DOCUMENTS – Additional supplemental files in PDF format using the this naming convention: GraduationYear_LastName_SupplementalFileNumber.pdf" (example: 2013_Clemmons_2.pdf)

Students who have supplemental files larger than 500MB should contact the CDR staff at cdr@unc.edu to arrange an alternative file transfer method.

3. Click "Submit Deposit"

Each student's thesis will be held in the CDR until that student's graduation date, when Honors

Carolina will clear the thesis for online publication. Once published, theses will be publicly accessible via the [Carolina Digital Repository website](#).

Students may request a one- or two-year delayed release of their work via the CDR. Such requests must be submitted in writing to honorscarolina@unc.edu before the last day of class in the semester of submission.

Academic units should verify that students successfully upload the final version of their theses to the CDR by the last day of class in the semester in which the theses are completed:

1. Log in to <https://cdr.lib.unc.edu/admin/> using your Onyen.
2. Click on “UNC Chapel Hill Undergraduate Honors Thesis Collection.”
3. Click on your department name. A list of student submissions will appear on this page.

RESEARCH RECOGNITION

The Honors Carolina office provides cords for students graduating with honors or highest honors to wear with their commencement gowns. Academic units should retrieve the honors cords from the Honors Carolina office and distribute them to their honors graduates. An email notice will be sent to each academic unit's honors director or director of undergraduate studies when the honors cords are available for distribution. Honors cords will only be issued to academic units for students whose names have been officially reported to Honors Carolina as having been confirmed for graduation with honors or highest honors.

Many academic units sponsor end-of-the-year events to celebrate their senior honors thesis students' work. Those events range from luncheons and receptions to day-long symposia at which students present their work to the academic community. Senior honors thesis students may also apply to participate in the annual Celebration of Undergraduate Research sponsored by the Office for Undergraduate Research.

Eligibility requirements and standardization of coursework approved by the Administrative Boards of the General College and the College of Arts and Sciences (October 29, 2013) and by Faculty Council (January 17, 2014).
