

Q1.

## **Welcome to the A&S Honors Faculty Thesis Paperwork submission box!**

Thank you for submitting the necessary paperwork for your student's Latin honors recommendation. We greatly appreciate your time and dedication in supporting our talented students!

The Honors Program is accepting submission of faculty defense forms and letters of recommendation via our submission box instead of email. We appreciate you using this form to upload your paperwork.

**We would also appreciate it if you could carefully review the required information for the defense form and letters of recommendation prior to uploading your files, and make any corrections before submitting.**

Please do not share the committee's recommendation with the student after their defense. Students will be notified of their designation at their @colorado.edu email by 5pm on Friday, November 14th.

The deadline to submit faculty defense forms and letters of recommendation for students defending in Fall 2025 is on or before **Friday, November 7th by noon.**  
**We welcome early submissions!**

Each committee will need to upload one faculty defense form along with letter(s) of recommendation that define and support the committee's Latin honors recommendation. These individuals pieces of paperwork do not need to be submitted in the same submission form; if different committee members are handling different items, they can be submitted individually by the person who is responsible for them.

**Below are the GPA ranges for each designation, as well as information about steps up or down:**

- Cum laude range is 3.300-3.499
- Magna cum laude range is 3.500-3.799
- Summa cum laude range is 3.800-4.0

Step-up guidelines:

- If the recommendation is at one level higher than the GPA would suggest (ex. a *magna cum laude* recommendation for a student who has a 3.300 GPA), this is considered a one-step jump up and does not usually require additional supporting documents for the recommendation.
- If the recommendation is at two levels higher than the GPA would suggest (ex. a *summa cum laude* recommendation for a student with a 3.300 GPA), this is considered a two-step jump up and requires at least two strong letters of support from committee

members. Students with a GPA between 3.000 and 3.299 may come under more intense scrutiny during the Honors Council review; it is recommended that two letters of support are submitted regardless of whether the student is recommended for one or two steps up.

- For students who have a GPA below 3.000, an honors designation of *cum laude* is considered a two-step jump up and two very strong supporting letters are required. The student is not eligible for a designation higher than *cum laude*.

#### Step-down guidelines:

- If the recommendation is at one level lower than the GPA would suggest (ex. a *magna cum laude* recommendation for a student who has a 3.800 GPA), this is considered a one-step jump down and does not usually require additional supporting documents for the recommendation.
- If the recommendation is at two levels lower than the GPA would suggest (ex. a *cum laude* recommendation for a student with a 3.800 GPA), this is considered a two-step jump down and requires at least two strong letters of support from committee members.

#### Split votes and "no honors" guidelines:

- Split votes: In cases where committees are split in their recommendation, the Honors Council Representative should be prepared to discuss the split vote in both the Honors Council subcommittee meeting as well as in the main Honors Council meeting. In addition, we recommend the committee submit two letters of recommendation, with each letter supporting a separate recommendation.
- No honors: If the committee is considering a "no honors" recommendation, please reach out to your department's Honors Council Representative AND the Honors Program at [honors@colorado.edu](mailto:honors@colorado.edu) for guidance, as there is a separate process for "no honors" recommendations.

Q5. Please submit one faculty defense form in PDF format for each of your students. Do not upload multiple files in each upload box; the form will only store one of the uploads per question. Please use the naming format "StudentLastName StudentFirstName Defense Form.pdf". Below are links to the electronic versions of the faculty defense form that you can fill out:

- [Regular PDF version of the Faculty Thesis Defense Form](#)
- [Fillable electronic version of the Faculty Thesis Defense Form](#)

#### The faculty defense form **must** include:

- Student's first and last name
- Student's department
- Location of defense (e.g. "Via Zoom" or "Humanities 135")
- Date and time of defense (e.g. 11/1/2025 at 11:00am)
- Voting members' first and last names
- Voting members' departments
- Voting members' signatures
  - If completing the form electronically, the Honors Council Representative may sign the form on behalf of all members by adding "on behalf of the full committee" below

the Honors Council Representative's signature. If completing the form in person, please have each member sign in the designated signature location.

- Honors recommendation vote
  - Please list the number of votes for each designation. You do not need to indicate zeroes, and please do not use X's.

If your department combines the faculty defense form and letter(s) of recommendation into one PDF, please confirm that the defense form and letter(s) contain all required information shown above and below. You can then submit the single PDF in either location. Please use the naming format "StudentLastName StudentFirstName Defense Form and Letter of Recommendation.pdf".

[Buffalo Ralphie Defense Form.pdf](#)

342.5KB

application/pdf

Q4. Please submit a letter of recommendation in PDF format that supports the committee's recommendation. Please use the naming format "StudentLastName StudentFirstName Letter of Recommendation.pdf". If you have more than one letter of recommendation for your student, and they are stored in separate PDF's, you will have an opportunity to upload an additional letter below.

**The letter of recommendation must include all of the following:**

- The name of all committee members who conducted the defense, with the thesis advisor specified. Do not use "committee chair" or other alternate phrases when mentioning committee roles. Acceptable committee titles are Thesis Advisor, Honors Council Representative, Outside Reader, and Additional Committee Member.
- The student's **cumulative GPA, listed to three decimal places (e.g., 3.495)**
- A clear statement of the recommendation as well as the vote (if the vote is unanimous, state that explicitly; if the vote is not unanimous, a clear indication of the split must be provided).
- The **rationale** for the recommendation. (for example, "The committee unanimously recommends *summa cum laude* for John Doe based on an exceptionally strongly-written thesis and a thorough oral defense.", along with additional details as to why that recommendation was made).
- Statements regarding the **quality of the thesis AND the quality of the defense**. For the statements on quality, we suggest details describing what the topic was about, why it is timely and/or crucial and/or impactful to the discipline/society/etc., how their research forwarded (or did not forward) the school of thought or other research in the same area, and/or any other specific aspects of their project, paper, and defense discussion that demonstrate why the committee made the recommendation that they did. As to the thesis defense, questions the committee asked that were particularly well or poorly-answered by the student, or aspects of the thesis that made it stand out as lacking or superior to other works in the discipline (or other fields), can really give the Honors Council a genuine feel for what the paper and defense were like.

[Buffalo Ralphie Letter of Recommendation 1.pdf](#)

183.4KB

application/pdf

Q7. If you have an additional letter of recommendation for this student, you can upload it here.

[Buffalo Ralphie Letter of Recommendation 2.pdf](#)

207.8KB

application/pdf

Q8. If you have an additional letter of recommendation for this student, you can upload it here.

Q2. To submit your documentation, please click the Next button below. If you need to make changes, click the Back button.