



# College of Arts and Sciences Honors Program

## Registration to Graduate with Latin Honors

Welcome to the electronic thesis registration process!

**Please have the following information prepared for a successful completion of this form:**

- Your prospectus, initial bibliography, and timeline should be ready to submit
- Your personal information, including your expected graduation semester/year
- You should have your committee member information available, including Thesis Advisor, Honors Council Representative, and Outside Reader. Here is a link to more information on selecting a committee and eligibility requirements:

<https://www.colorado.edu/honors/building-your-thesis-committee>

You must register your project with the Honors Program to defend your project in the upcoming semester.

If your major department requires an internal application or registration, you will still need to complete this registration form to register your project with us.

**Remember, you must submit your completed registration by the registration deadline.**

**Here are the deadlines:**

- For a Spring 2025 defense, the deadline to register is October 1, 2024.
- For a Fall 2025 defense, the deadline to register is April 29, 2025.

In addition to collecting information from you regarding your project, we will be asking you to initial key policies, procedures, and information that are vital to the success of your project.

We recommend that you fill out the registration form on your computer to make it easier to read through all the information, as opposed to filling it out on a mobile device such as a cell phone.

**Please read each question carefully to ensure you're filling out your registration accurately and you understand each item you're asked to initial.**

If something is unclear or you have questions, please reach out to us at 303-492-6617 or [honors@colorado.edu](mailto:honors@colorado.edu) right away.

We look forward to working with you this academic year!

**Let's get started:**

The first step in registering your project with us is to discuss your project and get departmental permission from your Honors Council Representative. Please make sure you've completed this step before continuing your registration. You are required to show written proof that your Honors Council Representative has approved your project and agreed to serve on your committee.

To provide written proof, **your Honors Council Representative must send an email to [honors@colorado.edu](mailto:honors@colorado.edu) verifying the following statement:**

"I have met with the student and give my department's approval for them to pursue Latin honors. I agree to serve on their thesis committee."

To make it easier for you, we've started an example email. **Click on the linked Honors email address above to open the message.** Feel free to modify the message, as long as it is clear that the Honors Council Representative needs to verify the above statement. Be sure to change the "To:" field to include your Honors Council Representative's email address.

**Your registration will not be complete until we receive this verification from your Honors Council Representative.**

Please type your initials in the box below to verify that you have discussed your project with your Honors Council Representative and have sent this email:

RB

Please type your name as you wish it to appear on your Latin honors award certificate. For example, if your full name is Robin Morgan Gonzales-Smith, but you don't want your name to be displayed that way on your certificate and would instead prefer "Robin Gonzales", you would type "Robin Gonzales" below:

Ralphie Buffalo (SAMPLE SUBMISSION)

We would appreciate it if you would share your preferred name with us.

This information will not be included on your certificate or diploma; it is so that we can respectfully communicate with you and with your committee regarding your project.

Ralphie

Optional: We would appreciate it if you would share the pronouns you use (for example, she/her/hers).

This information will not be included on your certificate or diploma; it is so that we can respectfully communicate with you and with your committee regarding your project.

[For more information about pronouns, click here.](#)

he/him

Please select the semester you plan to defend your thesis:

Spring 2025



**The Honors Council is only authorized to award Latin honors to undergraduates.** You cannot graduate this semester and still defend next semester.

The Registrar's Office is unable to retroactively apply a Latin honors designation once a diploma is issued. There are no exceptions to this.

If you have questions about the timing of your graduation, please contact us at [honors@colorado.edu](mailto:honors@colorado.edu) or call 303-492-6617.

Please enter your initials in the box below to confirm that **you will be classified as an undergraduate at the time of your thesis defense.**

RB

**The Honors Council is not authorized to award Latin honors in a minor or a certificate.**

Please enter your initials in the box below to confirm that you are writing a thesis **in your major** and not in a minor or a certificate.

General Honors candidates, please initial to indicate that you are writing a General Honors thesis and it has been approved by the Honors Program General Honors reviewing committee.

RB

Please select the major in which you are writing your thesis (select "General Honors" if you are doing a general honors or distributed studies thesis).

If you are writing multiple theses in different majors, you will need to submit a separate registration for each major:

Environmental Studies ▼

Please select the name of your HONORS COUNCIL REPRESENTATIVE from the drop-down list below. You can only choose an Honors Council Representative in your major (or from the Honors Program if you're writing a General Honors thesis).

Abby Hickcox (General Honors) ▼

**Please select the name of your THESIS ADVISOR from the drop-down list below.** *The list is not a complete list of eligible faculty; it is simply a list of those who have previously been verified as eligible and have served on prior committees.* [If you would like to view the list in a searchable or sortable format, please click here to download a PDF or Excel file of the list.](#) You'll still need to select your advisor via the drop-down list below, which is alphabetical by first name.

**If you do not see your thesis advisor in the list,** you will need to reach out to the Honors Program to see if the person you've selected is eligible to serve. Please contact us at [honors@colorado.edu](mailto:honors@colorado.edu) as soon as possible so that we can check their eligibiliy. You will not be able to continue your registration until you have a Thesis Advisor who's been approved to serve.

Abby Hickcox (General Honors) ▼

You are required to show written proof that your THESIS ADVISOR has agreed to serve on your committee. To accomplish this, **your thesis advisor must send an email to [honors@colorado.edu](mailto:honors@colorado.edu) verifying the following statement:**

"I have discussed the project proposal with the student and agree to provide the necessary help and direction for the project."

To make it easier for you, we've started an example email. **Click on the linked Honors email address above to open the message.** Feel free to modify the message, as long as it is clear that the thesis advisor needs to verify the above statement. Be sure to change the "To:" field to include your advisor's email address.

**Your registration will not be complete until we receive this verification from your thesis advisor.** Please type your initials in the box below to verify that you have sent this email to your thesis advisor.



The primary purpose of the Outside Reader is to evaluate your thesis project, paper, and defense to determine that it meets the same high quality standards as required in other departments, so this person cannot be from the same department that your major is in.

**Please select the name of your OUTSIDE READER from the drop-down list below.** If you are writing a General Honors thesis, you will select the name of your Additional Committee Member instead.

*The list is not a complete list of eligible faculty; it is simply a list of those who have previously been verified as eligible and have served on prior committees. [If you would like to view the list in a searchable or sortable format, please click here to download a PDF or Excel file of the list.](#) You'll still need to select your Outside Reader via the drop-down list below, which is alphabetical by first name.*

**If you do not see your Outside Reader in the list,** you will need to reach out to the Honors Program to see if the person you've selected is eligible to serve. Please contact us at [honors@colorado.edu](mailto:honors@colorado.edu) as soon as possible so that we can check their eligibility. You will not be able to continue your registration until you have a Outside Reader who's been approved to serve.

Amy Palmer (BCHM)



**You are only required to have 3 members on your committee, which you now should have selected.** However, if there are additional faculty members you would like to add, please list their name(s) and department(s) here. We do not recommend that you have more than 5 members in your committee, as it becomes difficult to coordinate everyone's schedules to choose a defense date.

**If you have selected the same person for two of the roles (for example, if your Thesis Advisor and your Honors Council Representative are the same person), you will need to provide a third member of your committee below.**

Please be sure that any faculty member(s) you add meet the following eligibility requirements:

"Thesis committees require at least three members of the CU Boulder faculty. To be eligible to serve on a thesis committee one must be a regular full-time faculty member or a multi-year contract instructor involved in an instructional program at the University of Colorado Boulder. **In terms of rank, this means the faculty member must be a Professor, Associate Professor, Assistant Professor, Teaching Associate Professor (Senior Instructor), or Teaching Assistant Professor (Instructor).** Additionally, faculty must hold a terminal degree in their field (usually a Ph.D.), and should have experience teaching or mentoring undergraduate students. Graduate students and postdocs are not eligible to serve."

If you are not sure of the faculty member's eligibility, we recommend you [look them up on experts.colorado.edu](https://experts.colorado.edu) or contact us to verify their eligibility by emailing [honors@colorado.edu](mailto:honors@colorado.edu). We will contact you after verifying their eligibility status to let you know if they can serve.

Abby Hickcox is both my thesis advisor and honors council representative, so my 3rd committee member is

Please enter your initials in the box below to acknowledge that you understand that all members of your committee are subject to eligibility verification by the Honors Program office, and that you may be notified that you need to modify, add, or remove members in order to meet committee eligibility requirements as established by the Honors Council:

RB

**We'd now like you to share your expected graduation date to help us plan for the Convocation ceremony.** Please remember, your expected graduation date CANNOT be this semester; you must still be an undergraduate at the time you defend your paper. We will not use this information to verify that you're graduating at the right time; this is simply to help us plan our ceremony. Please contact us if you have questions about the timing of your graduation.

Please provide your expected graduation date (for example, "Spring 2025"):

Fall 2025

**The next step is to upload your prospectus, initial bibliography, and proposed timeline.** The Honors Program does not require these to be formatted in a particular way; however, please check with your Honors Council Representative to see if your major department has any formatting requirements, especially in regards to the bibliography. The Honors Program prefers that your timeline contain our published thesis deadline dates at a minimum, especially the last day to defend. [Click here to access the thesis deadlines document](#). Your Honors Council Representative may have additional requirements or recommendations in what you should include in your timeline.

**Please complete the following steps before uploading your file:**

1. Combine your prospectus, bibliography, and timeline into one file if you have not already done so.
2. Name the file using the following format: "LastName FirstName Registration Packet." For example, Robin Morgan Gonzales-Smith would name their file "Gonzales-Smith Robin Registration Packet"
3. Save the file in PDF format.

Buffalo Ralphie sample registration packet.pdf

**56.9 KB**

application/pdf

Please type your initials in the box below to verify that you acknowledge and agree to the following statement:

***I have consulted with my department and/or the Honors Program and have completed/am completing the requirements that they have established.***

***If I choose to defer my project to another semester or withdraw from the thesis process, I will consult with the Honors Program Office.***

Once you've typed your initials, click the right arrow below to submit your registration.

RB

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# Congratulations!

**You have successfully submitted your Honors Thesis registration.**

**Please keep an eye on your @colorado.edu email throughout the academic year. We will be contacting you periodically to:**

- Confirm your registration or request modifications and/or corrections as necessary
- Check in closer to your defense date to remind you of deadlines
- Notify you of your Latin honors designation
- Provide information about the Convocation ceremony and request RSVP information

All email communications will come from **honors@colorado.edu**. Please be sure that our emails are not going to your spam folder, and please respond to any emails in a timely fashion.

You can download a PDF version of your registration at this time. We recommend that you email a copy to your Honors Council Representative for their records.

We wish you all the best in your thesis project! Please don't hesitate to contact us if you have any questions.

For our contact information, please visit our website:

<https://www.colorado.edu/honors/contact-us>