

## ANTHROPOLOGY DEPARTMENT UNDERGRADUATE HONORS THESIS Deadlines and Procedures – Spring 2025

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This form provides information and deadlines with respect to students enrolled in ANT4914 who are completing an undergraduate honors thesis in Anthropology (CLAS) in their final semester. Enrollment in ANT4914 is required for students in their final semester who plan to complete an honors thesis.

- A final designation of ‘honors’ (*cum laude*), ‘high honors’ (*magna cum laude*) or ‘highest honors’ (*summa cum laude*) may be awarded after meeting all requirements stipulated by both the honors thesis contract and the faculty mentor, and in accordance with the final recommendation of the Anthropology honors committee. FYI, CLAS will not award ‘honors’ to a student with a final UF GPA <3.5 (all courses taken during 3LS and 4LS).
- More information about undergraduate research can be found on the UF Honors Program website: <http://www.honors.ufl.edu/academics/research/>
- Information about graduation requirements in CLAS can be found on the UF Academic Advising Center website: <https://www.advising.ufl.edu/academicinfo/graduation/>

### ***Procedures and Accompanying Deadlines***

#### **1. DRAFT thesis to faculty mentor who is directly supervising your research**

**Due:** Friday, March 14, 2025

- Submit a COMPLETE draft (WORD document) of the thesis that includes all required references, figures and tables to your faculty mentor for review and comments. Both student and faculty mentor should participate actively throughout this process and period of review (up until final submission of the thesis).

#### **2. FINAL submission of honors thesis to faculty mentor and to the Department**

**Due:** Wednesday, April 16, 2025

- Submit via email the FINAL VERSION of the thesis to your faculty mentor for grading (ANT 4914).
- Complete and get signatures for the [Honors Thesis Submission Form](http://anthro.ufl.edu/resources/department-documents-and-forms/undergraduate-student-forms/) (download from: [anthro.ufl.edu/resources/department-documents-and-forms/undergraduate-student-forms/](http://anthro.ufl.edu/resources/department-documents-and-forms/undergraduate-student-forms/)).
- Send pdf of Thesis and signed Submission Form to [kernaghan@ufl.edu](mailto:kernaghan@ufl.edu) (Honors Thesis Coordinator)
- For honors thesis formatting suggestions, graduate thesis format requirements are recommended. Please refer to their website: <https://success.grad.ufl.edu/td/formatting/>
- If your mentor is not Anthropology faculty, you must submit one copy of your completed thesis to the faculty member directly supervising your research (‘faculty mentor’) and a copy to the honors thesis coordinator in anthropology (or agreed upon Anthropology ‘proxy faculty mentor’). The APY Honors Thesis Submission Form must be co-signed by your faculty mentor and the Anthropology ‘proxy faculty mentor’.

#### **3. FINAL submission of honors thesis uploaded to the UF Institutional Repository**

**Due:** Wednesday April 23, 2025

- You are also responsible for emailing an electronic copy of your thesis and honors submission form to the UF Institutional Repository (IR@UF). For Instructions see: [http://guides.uflib.ufl.edu/ufir/honors\\_theses](http://guides.uflib.ufl.edu/ufir/honors_theses). Please contact the IR Team at [IRManager@uflib.ufl.edu](mailto:IRManager@uflib.ufl.edu) or 352-294-3785 with any questions regarding this final step.