

**OFFICIAL DROP FORM FOR HONORS CANDIDATES**

*Please Print*

If you are currently an honors candidate and have decided to drop your thesis, please complete the form below. Refer to the attached document, "Process for Dropping a Senior Honors Thesis" for more information.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

WES ID # \_\_\_\_\_ Department: \_\_\_\_\_

Did you take a 409 tutorial in the Fall? (please circle)      **yes / no**

If yes, in what department did you take the tutorial: \_\_\_\_\_

Will you be downgrading to a 407/408 senior tutorial? (please circle) **yes / no**

Reason for dropping/or downgrading your honors thesis or thesis project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**APPROVED BY:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Tutor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
(if writing for two depts.)

Class Year Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL SIGNATURES REQUIRED FOR APPROVAL**

## Process for Dropping A Senior Honors Thesis

\*Please make sure that you know how any changes below will affect your graduation situation in terms of oversubscription (tutorial & departmental) and credit total.

### I. 409 Senior Thesis Tutorial During the Fall Semester:

If a student is enrolled in the Senior Thesis Tutorial (DEPT409) and decides to discontinue his/her thesis, the student must complete an official senior thesis drop form (red) located on the Honors Board, 1<sup>st</sup> Floor North College.

#### A. Prior to the Withdrawal Deadline

If an honors candidate decides to discontinue the thesis before the last day to withdraw from fall classes, then he/she needs to complete the thesis drop form and select the appropriate option:

1. withdraw from DEPT409, receiving a W on their academic history and no credit.

409 → W

2. downgrade from DEPT409 to DEPT407, finish the tutorial by the end of the fall term (or, with an IN, by the first day of classes of the spring semester, unless the tutor sets an earlier deadline), and receive a grade and credit.

409 → 407 GR

#### B. After the Withdrawal Deadline

If an honors candidate decides to discontinue the thesis after the last day to withdraw from fall classes, then he/she needs to complete the thesis drop form and select the appropriate option:

1. downgrade from DEPT409 to DEPT407, finish the tutorial by the end of the fall term (or with an IN by the first day of classes of the spring semester, unless the tutor sets an earlier deadline), and receive a grade and credit.

409 → 407 GR

2. get a deferred grade of X with no credit. The X will remain on the student's academic history and show that the student began but did not complete this semester's thesis work.

409 → X remains

**Note:** DEPT407 does not count toward oversubscription for individual tutorials BUT IT DOES COUNT toward oversubscription in a department (Tier 2—courses #201 and above).

### II. 409/410 Senior Thesis Tutorial During the Spring Semester Drop/Add Period:

#### A. Prior to the end of the Drop/Add Period

If an honors candidate decides to discontinue the thesis before the end of the spring semester Drop/Add period, then he/she needs to complete the thesis drop form and not enroll in DEPT410. One of the following situations will also stand:

1. If the candidate has a grade for DEPT409, then the grade and credit will remain, showing that the student completed only one semester of thesis work.

409 GR remains, 410 delete

2. If the candidate has a deferred grade of X for DEPT409, then these are the available options:
  - a. get a grade for DEPT409, if the tutor determines that enough work was done to warrant a thesis credit. The tutor must notify the Honors Coordinator.

409 X → GR; 410 delete

- b. downgrade DEPT409 to 407, submit work to the tutor, and receive grade and credit for 407. The tutor must notify the Honors Coordinator of the decision to downgrade and submit a provisional grade, since the student's work is due within four weeks of this notification.

409 X → 407 GR; 410 delete

c. have the DEPT409X remain on the academic history with no credit, if the tutor determines that the student did not do enough work to warrant a credit for DEPT409 or a downgrade to 407.

409 X remains; 410 delete

d. have the DEPT409X remain on the academic history with no credit, but enroll in the senior essay (DEPT402 or 404) and receive a grade and credit for the 402 or 404 if offered in the spring semester.

409 X remains; enroll 402 (or 404)

**Note: Before downgrading to DEPT407 or enrolling in DEPT402, the student should check with the Senior Class Dean to make sure he/she will not be in jeopardy of oversubscription. DEPT407 does not count toward oversubscription in the tutorial category, but does count toward oversubscription in a department (Tier 2—courses #201 and above). DEPT402 counts toward oversubscription in both categories.**

**Note: Special Process for CSS Students who Need to Downgrade their Theses**

CSS students will not be permitted to continue with their theses into the second semester unless satisfactory progress has been made by the beginning of the term. Thesis advisors will be asked if their students have completed a significant body of writing (the equivalent of one chapter) and have developed an outline of the work as a whole by no later than the last day of classes in the first semester. Advisors of students who have not met this requirement will be contacted within the first few days of the second semester. If they are still not in compliance, their thesis will be converted to a senior project. In that event, assuming the student received an "X" for the fall tutorial (normally CSS409), the student and the thesis (now project) advisor have two options. If they determine that the senior project essay can be completed by the end of the fourth week of the second semester, the fall tutorial (CSS409) will be changed to CSS407, and the project advisor will submit a grade for that class when the essay is completed. If they determine that completing the essay will require more than four weeks, the student will register for CSS408 through the Honors Coordinator, and the project advisor will submit a grade for it by the end of the spring semester and an X will remain on the transcript for CSS409 indefinitely.

**III. 410 Senior Thesis Tutorial During the Spring Semester:**

If a student is enrolled in the Senior Thesis Tutorial (DEPT410) and decides to discontinue his/her thesis, the student must complete an official senior thesis drop form located on the Honors Board, 1<sup>st</sup> floor, North College. The student should make sure that he/she will have enough credits to graduate without DEPT410 and/or DEPT409.

**A. Prior to Withdrawal Deadline**

If an honors candidate decides to discontinue the thesis before the last day to withdraw from spring classes, then he/she needs to complete the thesis drop form and select the appropriate option:

1. withdraw from DEPT410, receiving a W on his/her academic history and no credit.
  - a. If the student has a grade for DEPT409, then the grade and credit will remain.  
409 GR remains; 410 W
  - b. If the student has a deferred grade of X for DEPT409, the tutor can determine either that not enough work was done to warrant a grade and so the X remains with no credit or that enough work was done to warrant a thesis credit and so assign a grade.  
409 X remains; 410 W –or- 409 X → GR; 410 W

c. If the student has a DEPT409X and would like to downgrade to 407, then the student has four weeks to complete the work from the date of the tutor's notification to the Honors Coordinator of this change. The tutor will then submit a grade and credit will be posted when the work has been submitted.

409 X → 407 GR; 410 W

2. downgrade from DEPT410 to DEPT408, complete the work by the end of the semester, and receive a grade and credit.

a. If the student has a grade for DEPT409, then the grade and credit remain; it cannot be deleted. Therefore, a downgrade from DEPT410 to 408 means that enough work has been done to warrant credit for both semesters and that more work has been done than is required for a senior essay (402 or 404).

409 GR remains; 410 → 408 GR

b. If the student has a deferred grade of X for DEPT409, then the X will remain if the tutor determines either that not enough work has been done to warrant a full credit for the fall semester as well as for the spring.

409 X remains; 410 → 408 GR

c. If the student has a deferred grade of X for DEPT 409, the student can downgrade to DEPT407 for a grade and credit, if the tutor determines that there has been enough work done to warrant credit for both semesters. The student will submit the year-long work to the tutor by the end of the semester, and receive a grade and credit for 407 at the same time that a grade and credit is given for DEPT408.

409 X → 407 GR; 410 → 408 GR

#### **B. After the Withdrawal Deadline**

**If an honors candidate decides to discontinue the thesis after the last day to withdraw from spring classes, then he/she needs to complete the thesis drop form and select the appropriate option:**

1. downgrade from DEPT410 to DEPT408, complete the work, and receive a grade and credit. This downgrade should be dependent on whether the student has done enough work to earn credit for one or two semesters.

The options are the same as listed in A.2, above.

2. get a deferred grade of X for DEPT410, which will remain on the student's academic history without credit. This grade of X shows that the student began thesis work in the spring semester but did not finish and will not receive credit. One of the following situations will also stand:

a. If the candidate has a grade for DEPT409, then the grade and credit will remain.

409 GR remains; 410 X

b. If the candidate has a deferred grade of X for DEPT409, then he/she can either:

1) have the X remain, if the tutor determines that not enough work was done to warrant a full credit for the fall semester, leaving the student with no credit for either the fall or the spring semester.

409 X remains; 410 X

2) downgrade DEPT409 to DEPT407, submit work to the tutor within four weeks of the tutor notifying the Honors Coordinator or by the end of the semester, whichever comes first, and receive a grade and credit for DEPT407.

409 X → 407 GR; 410 X

**Note: DEPT408 does not count toward oversubscription for individual tutorials BUT IT DOES COUNT toward oversubscription in a department (Tier 2—courses #201 and above).**

\*\*\*\*If a candidate is unable to meet the Honors Thesis submission deadline in April, then he/she forfeits the opportunity for honors consideration and must submit the work by the end of the semester to receive a grade and credit. If the work does not encompass the breadth and depth of thesis work, the student must downgrade his/her thesis to reflect the scope of the work accomplished. Please check with the senior class dean for issues of oversubscription.

(originally created 2/2004; updated 2/2014)