

## DEPARTMENT/PROGRAM/COLLEGE READER COPY REQUIREMENTS

**Last updated: 4/7/22**

Instructions: Consult the chart below to determine whether your department/program requires printed copies or a PDF version of your thesis for their readers. The Chair and AA in your department/program and all of your readers will be able to access PDF copies through their faculty WesPortal as soon as you register your thesis on Thursday, April 14, 2022.

If your department/program requires printed reader copies, you will deliver these IMMEDIATELY after you register the PDF copy of your thesis. Deliver the copies in clearly marked sealed envelopes to your readers (or to the administrative assistant in the department/program, if your readers are anonymous). You are responsible for knowing if your department/program requires reader copies and where these need to be delivered. If you are not sure, check with your department/program before the thesis/essay registration deadline.

The Honors Committee voted to move to double-sided theses this year. If printed copies are required by your readers, please print your thesis double-sided (on both sides of the paper). If you are writing for more than one department/program, you must follow the requirements for each specific department. For example, if you are writing a thesis that will be submitted to DANC and the ENGL department, after registering the PDF copy of your thesis you will deliver two double-sided copies of your thesis to your readers in DANC. You will not need to deliver any reader copies to ENGL; the ENGL department and your readers for ENGL will access your thesis through WesPortal as soon as it is registered.

If you have the same reader for more than one department and that faculty member required printed reader copies, you will only need to produce one printed copy for that reader. If the reader is reading for a department that requires a printed copy and another department that does not require one, check with the reader to confirm his/her preference.

<b>Dept/Program/College</b>	<b>Printed Reader Copies Required?</b>	<b>Number of Printed Copies Required</b>
<b>AFAM</b>	No	0
<b>AMST</b>	No	0
<b>ANTH</b>	No	0
<b>ARCP</b>	Yes	3
<b>ARHA</b>	Yes	2
<b>ARST</b>	No	0
<b>ASTR</b>	Yes	3
<b>BIOL</b>	No	0

<b>CIS</b>	No	0
<b>CCIV</b>	Yes	3
<b>CEAS</b>	Check with your individual readers	3
<b>CHEM</b>	Yes	3
<b>CLAS</b>	Yes	3
<b>COL</b>	No	0
<b>COMP</b>	No	0
<b>CSS</b>	No	0
<b>DANC</b>	Yes	2
<b>E&amp;ES</b>	No	0
<b>ECON</b>	No	0
<b>ENGL</b>	No	0
<b>ENVS</b>	No	0
<b>FGSS</b>	Check with your individual readers	3 (2 readers + advisor)
<b>FILM</b>	Yes	3
<b>FRST</b>	No	0
<b>GRST</b>	No	0
<b>GOVT</b>	No	0
<b>GS</b>	Yes	1
<b>HISP</b>	No	0
<b>HIST</b>	No	0
<b>ITST</b>	No	0
<b>LAST</b>	Yes	2
<b>MATH</b>	No	0
<b>MB&amp;B</b>	No	0
<b>MDST</b>	Yes	2
<b>MUSC</b>	Yes	3
<b>NS&amp;B</b>	Yes	3
<b>PHIL</b>	No	0
<b>PHYS</b>	No	0
<b>PSYC</b>	Yes	2
<b>REES</b>	Check with Deb Pozzetti, REES AA	3
<b>RELI</b>	Yes	3
<b>RMST</b>	No	0
<b>SISP</b>	Check with your individual readers	3
<b>SOC</b>	No	0
<b>THEA</b>	No	0