

Honors Thesis Procedure (Fall 2025)

Print this out and use as your overview and check-list for your honors thesis submission process. All deadlines are at midnight unless otherwise stated.

Do not push everything off until a deadline is upon you. These are all hard deadlines that cannot be negotiated or circumvented even in circumstances that are beyond your control.

1. Monday, October 6, 2025

- i. Statement of Intent: Email Dr. Rexford (alix.rexford@chem.ufl.edu) if you wish to submit an honors thesis for graduation with high honors.
- ii. If your email is not received by the deadline, it will be automatically assumed that you will not submit an honors thesis and therefore not graduate with high honors.
- iii. Based on your upper-level GPA at time of graduation you may still graduate with *cum laude* even without submitting a thesis.

2. Friday, October 17, 2025

- i. Complete the Canvas survey after making a tentative timeline for finalizing research and writing.

3. TBD

- i. Advisor Submission: Submit your thesis to your adviser by the deadline they have established with you so that they have ample time to suggest edits and complete your evaluation letter.

4. Monday, November 10, 2025

- i. Departmental Submission: Submit an electronic copy of your thesis (PDF) to the Honors Thesis Canvas course.
- ii. Advisor recommendation: Remind your advisor to submit a letter with their evaluation of your work and their recommendation on your high honors designation (*magna cum laude* or *summa cum laude*) to Dr. Rexford, alix.rexford@chem.ufl.edu. The letter should be on their departmental letterhead with their signature.
- iii. There are no departmental forms to fill out.
- iv. Important information and guidance on submission of an honors thesis is found at the library website here: http://guides.uflib.ufl.edu/etds/honors_theses.
- v. You will need to prepare an electronic version of your thesis for submission to both the Department and the Libraries. For acceptable formats see here: https://guides.uflib.ufl.edu/ld.php?content_id=50412484. PDF is preferred.
- vi. Find the FAQs about the honors thesis process on this Canvas site under Files → Resources → [honors_thesis_faqs.pdf](#)

5. By Friday, November 21, 2025 @ 8:00pm

- i. Your thesis will be evaluated by the Thesis Committee of the Department of Chemistry which will determine the designation of *summa* or *magna*. The committee may ask you to make corrections to your thesis.
- ii. You will be notified of any change requests by email no later than the deadline above.
- iii. You will be notified if you are required to present a defense to earn the highest designation, *summa cum laude*, by the deadline above.

6. Wednesday, December 3, 2025

- i. Second Submission: If a second submission is necessary, it must be completed and submitted to the Honors Thesis Canvas course by the deadline above.
- ii. If no revision is required, your first submission will automatically become your final departmental submission.

7. Thursday/Friday December 4 or 5, 2025, on Zoom; time TBA

- i. Defense: If you wish to obtain the highest designation, *summa cum laude*, you *may* need to deliver a 10-minute presentation on your thesis to the committee followed by 5 minutes of question & answer time. The defense will take place on reading days over Zoom.
- ii. Please note that delivering a defense does not guarantee you *summa* designation.

- iii. If you are pre-qualified for either *magna* or *summa* and your thesis has been evaluated at the same level, no defense is needed.

8. Friday December 5, 2025 @ 5:00 PM

- i. College Submission: Dr. Rexford will submit all names and honors designations to the college by end of workday,
- ii. Electronic submission to the library must be done via an online form at: <https://apps.uflib.ufl.edu/Honors/>. Submission files should be in PDF format.
- iii. You need to prepare an electronic version of your thesis for submission to both the Department and the Libraries. For acceptable formats see here: https://guides.uflib.ufl.edu/ld.php?content_id=50412484. PDF is preferred.
- iv. The Libraries also accept supplemental material such as video, audio, code, *etc.* as .zip files.
- v. If you need assistance with your submission contact IRManager@uflib.ufl.edu or 352-294-3785.

Copyrighted Material: If your thesis contains copyrighted material (figures, tables, or any other large portions of information or data where someone else holds the copyright), a signed and dated letter from the copyright holder(s) needs to be submitted together with your thesis. This includes co-authors who are not UF faculty, staff, or graduate students. It is your responsibility to contact the copyright holder(s) of material you wish to reproduce and gather their signatures on the permission letter(s).¹ A sample letter can be found here: https://guides.uflib.ufl.edu/ld.php?content_id=65544805. For more information see UF's copyright page: <https://guides.uflib.ufl.edu/copyright>. Feel free to email your question(s) about copyright permissions to copyright@uflib.ufl.edu or tshelton@ufl.edu.

¹Obtaining copyright permission can sometimes be a time-consuming process. Start it early so it won't conflict with your submission deadlines. Ideally, you should seek copyright permission at the time when you decide to include copyrighted material in your draft thesis.