

Departmental Honors Dates for Students Completing Chemistry Degree Requirements in May 2019

SEPTEMBER 2018

- Read [Application to Departmental Honors](#) Guidelines, found on the Class Deans home page and [How to Apply](#). Download the Application to Enter Departmental Honors form.
- Thurs Sept 6** Fall classes begin at 8 a.m.
Request “Calculation of GPA” form from honors@smith.edu
- Wed Sept 14** *Deadline for submission of completed Honors Application* to the Chemistry Director of Honors (CDofH), David Bickar*
- Wed Sept 21** **Deadline for CDofH to submit completed honors application to Dean of the Senior Class/Chair, Subcommittee on Honors and Independent Programs (S.H.I.P.)**
- Fri Oct 12** **Deadline for students to apply for Libraries Appointment (not required)**
Choose second reader for Thesis, and inform CDofH
 Deadline for students to return Tomlinson Fund Reimbursement application form to Dean of Senior Class/Chair of S.H.I.P. (forms: www.smith.edu/classdeans/honors.php)
- Fri Oct 26** Deadline to submit receipts for Tomlinson Fund Grants to Dean of the Senior Class/Chair of S.H.I.P. (1st of 3 deadlines for receipts.)
- Nov 21-25** Thanksgiving Recess
- Thurs Dec 13** Fall classes end

JANUARY 2019

- Thurs Jan 24** Spring classes begin at 8 a.m.
Contact Becci Thomas to schedule your Honors Project presentation at the CHM/Biochem Lunchbag
Class of 19J students considering Honors should see CDofH
- Wed Feb 6** Deadline to apply for reimbursement from Tomlinson Fund Grants (2nd of 3 deadlines.)
Deadline for Departments to submit completed honors applications for 19J's
- Fri Feb 8** *Submit draft of Introduction and Experimental Sections to advisor and second reader*
- Fri Feb 15** *Meet with advisor and second reader to discuss Introduction and Experimental Sections and plans for the semester*
- Fri Mar 8** *Submit draft of Results and Discussion Section to advisor and second reader*
- Mar 9–17** Spring Recess
- Fri Apr 5** **Deadline for students to submit title page on Moodle (includes 18Js)**
Deadline for students to submit signed permission form to Libraries (includes 18Js)
- Fri Apr 12** *Deadline for students to submit completed honors thesis to adviser*
 Deadline to apply for reimbursement from Tomlinson Fund Grants (3rd and final deadline.)
Deadline for students to convert Honors to special studies (forms for withdrawing from honors program are available from Senior Class Dean)
- Apr 29-May 2** *Presentation and Examination of Honors research*
- Thurs May 2** Last day of classes
- May 3-6** Pre-exam Study Period
- May 7-10** Final Examinations
- Mon May 13** **Deadline for students (including 18Js) to submit final corrected copy of Honors Project as pdf file (title page, body of work, bibliography, including .jpg files if appropriate) at <http://moodle.smith.edu>**
Senior grades due
- Tues May 14** S.H.I.P. calculates Honors Designations (includes 18Js)
- Sun May 19** Commencement

*The complete application includes a completed and signed copy of; (1) Application form, (2) Honors checklist, (3) Project description, (4) GPA Calculation form and (5) (optional) Tomlinson Fund application.

College Honors Deadlines; CHM Dept. Deadlines; Important dates

Questions should be directed to David Bickar, CDofH

Acknowledgement of Chemistry Department and College Deadlines

Please read and sign the statement below, acknowledging that you are aware of the deadlines set by the Chemistry Department (shown above in italics) and the college (shown above in bold). Students who do not adhere to the deadlines may be removed from the Departmental Honors program. Please return the signed form to the Chemistry Department Director of Honors with your Honors Application.

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I have read the schedule for Departmental Honors and I will adhere to all requirements, conditions, and dates stipulated.

Signature of Applicant _____ Date _____

Print Name _____

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