

## Honors Thesis/Project Grade Report

The thesis/project primary faculty advisor will be responsible for overseeing the Honors student's thesis/project progress during the semester and will be the person who has ultimate authority to determine the student's final grade. No later than **3 p.m. on the Friday of finals week of that semester**, the faculty advisor (after consultation with any other committee members, like an optional honors contact or an optional additional committee member) should submit a recommended grade for the thesis/project to the Honors Director (see details below), who will register it before grades are due. Extensions will not be granted, except in extenuating circumstances. The faculty advisor should alert the Honors Director (at least two full weeks before the Friday of Finals Week) in such cases to determine whether an Incomplete is appropriate (see #3 below).

This form must be received directly from the Thesis/Project Primary Faculty Advisor or designated faculty committee member either mailed, emailed, or dropped off to Merie Kirby, Honors Director, Honors Program Office, Box 7187 (Columbia Hall, Room B307). If scanning and emailing, please send to: [merie.kirby@und.edu](mailto:merie.kirby@und.edu). This form must be received no later than **3 pm on the Friday of finals week in which the work is completed.**

**Printed Name of Student** \_\_\_\_\_ **Student ID** \_\_\_\_\_

**Project/Thesis Title**

\_\_\_\_\_

\_\_\_\_\_

**Printed Name of Primary Faculty Advisor** \_\_\_\_\_

**Semester** \_\_\_\_\_

**Thesis/Project Grading Recommendation (check one):**

1.  No (further) revisions are required. I recommend that the student receive a grade of \_\_\_\_\_.
2.  The following **minor** revisions are recommended (attach additional page) to yield a more polished product, but the student should still receive a grade of \_\_\_\_\_.
3.  The project/thesis is incomplete and/or major revisions are required. I recommend the student receive an

**Incomplete** until the following problems are addressed (attach additional page to specify):

The deadline for implementing these revisions is: \_\_\_\_\_ (mm/dd/yyyy).

Upon receipt of the revisions, the primary faculty advisor is responsible for submitting a new Thesis/Project

Grade Report form to the Honors Director within two weeks, noting the new grade for removal of the student's

Incomplete.

**Primary Faculty Advisor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_