

THESIS DEFENSE SCHEDULING FORM

Establishing the Thesis Committee & Scheduling the Defense

Honors Program theses must be defended before a faculty committee. The composition of the committee and the date/location of the defense should be established around the time the initial draft of the entire thesis is submitted to the faculty director. The committee must include at least: (1) the supervising Baylor professor, who serves as committee chair or first reader; (2) another full-time Baylor professor from the project area (i.e., discipline or department), who serves as second reader; and (3) an outside reader, an expert in the field from another discipline/department. The third reader may occasionally be an Honors Program representative, or, even more rarely, an expert from outside of Baylor University. Additional committee members may be appointed at the discretion of the committee chair.

To facilitate the formation of the committee and the thesis defense, **this completed and signed form must be submitted by the Honors thesis writer to the Honors Program office, usually no later than the date listed below:**

| When Graduating? | This form due to Honors Office: |
|------------------|---------------------------------------|
| Spring Semester | Refer to syllabus for specific dates. |
| Summer Semester | |
| Fall Semester | |

Please note that all information is required. Failure to submit this form may lead to a delay in the defense and consequentially preclude Honors-Program graduation.

Student first name: _____ Student last name: _____ BU ID number: _____

Student major: _____

Thesis Advisor first name: _____ Advisor last name: _____ Advisor Dept.: _____

Name of second reader: _____ Email address, if not Baylor faculty: _____

Name of third reader: _____ Email address, if not Baylor faculty: _____

Working with his or her faculty mentor, the thesis writer must secure a room for the defense at a time agreeable to all the committee members. A virtual or hybrid defense is allowed but must be approved ahead of time by the thesis advisor.

Date and time of defense: _____ Location of defense (Building AND Room No.): _____

If virtual or hybrid, provide platform info/URL: _____

Name of office coordinator/manager who reserved the room: _____

NOTE that the room must be reserved for the defense. If a professor's office is used, write the name of the professor.

Once the date, time, and location of the defense have been secured, the thesis writer must gather signatures from the entire thesis committee confirming that all parties involved are agreeable to the scheduling of the defense. The thesis writer is encouraged to provide a copy of this signed form to the rest of the committee and later remind all participants of the scheduled defense as the time approaches.

If a reader is unavailable to sign the form (off campus, studying abroad, etc.), then an email may be sent to the Honors Program office from the reader (or the student if arrangements have been confirmed and the faculty reader is copied on the email) indicating his or her willingness to serve on the defense committee at the scheduled time.

HONORS WEEK PRESENTATIONS

All Honors students are expected to present their research during Honors Week in April. Students should discuss this with their faculty mentor, particularly if there are confidentiality agreements in place with external research sponsors. This will apply to certain technical research projects and the protection of patentable intellectual property.

Student initial: _____ Faculty initial: _____

Student thesis writer: _____
(signature)

Second reader: _____
(signature)

Thesis mentor/advisor: _____
(signature)

Third reader: _____
(signature)

Date: _____

Honors Program Representative: _____
(This signature will be added after the form has been submitted to the Honors Program.)