

# Department of Biological Sciences Honors Program

## Checklist of Student Requirements and Due Dates

### Honors program requirements:

Application – Due the term prior to starting BIO 4950

- 1) Secure an advisor to work with from the following departments
  - a) Biological Sciences
  - b) Biochemistry and Molecular Biology
  - c) Neuroscience, Cell Biology and Physiology
- 2) Maintain a 3.400 GPA for the previous 30 semester hours
- 3) Complete the application form inside the honors packet, which can be obtained from either Departmental Honors Chair or the Biology Office (235 Bio Sci)
- 4) Attach to the application form the following items:
  - a) An unofficial transcript or your grades for the previous 30 semester hours
  - b) Course schedule – prepare a typed list of courses you plan to take for all of your remaining terms until graduation, term by term
- 5) Turn in items 3 and 4 to either the Departmental Honors Chair or to the Biology Office (235 Bio Sci)

### Acceptance into the program

After turning in your application, it will be reviewed by the Departmental Honors Committee Chair. You will receive an e-mail stating whether you have been accepted into the program. After acceptance, you may then register for BIO 4950.

### How to register for BIO 4950

Go to 235 Bio Sci and get a white registration slip. Take this slip to your research advisor to determine how many credit hours are required and obtain your research advisor's signature. Return this slip to the Biology Office (235 Bio Sci) by the end of the first week of the term to obtain an override to register for BIO 4950. You will need to repeat this process EACH term to register for BIO 4950. If you wish to register after the first week of the term, you must complete a green slip from the registrar's office and complete registration with the Registrar.

YOU MUST COMPLETE A MINIMUM OF 5 CREDIT HOURS BIO 4950 BEFORE COMPLETING THE DEPARTMENTAL HONORS PROGRAM. Honors projects last a minimum of 3 semesters. For example, if you started your project in January of Spring term, the earliest possible completion date would be in April of the NEXT Spring term. Projects may be started at the beginning of any term during the academic year.

### Proposal

Your proposal is due on the last day of exam week during your first term of BIO 4950. Please see the proposal guidelines in the honors packet, or contact Departmental Honors Chair for guidelines.

### GPA

Students must maintain a 3.400 GPA throughout the completion of Departmental Honors. Students whose GPA drops below 3.400 may be dismissed from the program.

### Departmental Honors Seminar

Students must complete the Departmental Honors Seminar course before completion of the Departmental Honors Program. This seminar is offered only ONCE A YEAR in the Spring term. (Students starting the program prior to the semester transition must complete ONE UH4000 course OR the Departmental Honors Seminar.)

### Thesis

Your thesis is due the last day of exam week of the last term of BIO 4950. Please see the proposal guidelines in the honors packet, or contact the Departmental Honors Chair for guidelines.

### Abstract

Your abstract is due the last term of BIO 4950, Departmental Honors Chair will contact student to apprise of due date, must be 300 words maximum.

### Departmental presentation

Presentations are scheduled with Departmental Honors Program Chair for the end of the last term of BIO 4950, students will give a 15-20 minute presentation on their honors research data at a departmental seminar that will be scheduled by the Departmental Honors Chair.

### Forms due for graduation

There is a form on the University Honors website that must be completed to ensure that your Departmental Honors designation appears on your transcript. This form must be completed by the due date each term and turned in to the University Honors Program. Fill out and submit the “degree application” form by the due date. The Departmental Honors Program Chair will fill out and submit the form entitled “Fulfillment of Departmental Honors Requirements Form”. <http://www.wright.edu/honors/resources>

\*Note – These forms are to be completed the term of graduation. If you are not graduating the term you complete the Departmental Honors Program, you do not fill out these forms until the term of graduation. Please contact the Departmental Honors Chair to apprise of this situation.

**Failure to complete any of the above requirements is grounds for dismissal from the program.**

### Contact Information:

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Additional Honors Committee faculty members: Dr. Jeffrey Peters, Dr. Paula Bubulya and Beverly Schieltz