

University of Miami
Rosenstiel School Undergraduate Program
Standard Operating Procedure
Senior Thesis and Departmental Honors Registration

We recommend that students begin their research no later than their junior year to complete the requirements for completing a Senior Thesis and Departmental Honors.

1. You and a faculty member of your choice agree on a suitable research project. Before deciding on your research project, consider talking with several faculty members to discuss possible projects.
2. Complete a minimum of 3 credits of research by enrolling in ATM, GSC, MBE, or MSC 411.
3. Enroll in 1 credit of thesis course ATM, GSC, MBE, or MSC 412 during the term in which you will write your thesis (typically your last semester). You will receive a letter grade based on your performance on your senior thesis. Students write a formal thesis summarizing the results of their independent research carried out under faculty supervision.
4. **No later than the last day to apply for fall or spring graduation**, during your final semester, e-mail your completed **typed** Senior Thesis and Departmental Honors Registration Form to Ruth Goodin at ruthgoodin@miami.edu with a copy to Whitney Nolton at wnolton@rsmas.miami.edu. Please check the [academic calendar](#) to see the last day to apply for graduation. At least one committee member must be a Rosenstiel School Ph.D. faculty member who the student will be assigned to in CaneLink for ATM, GSC, MBE, or MSC 412. A hand written Senior Thesis and Departmental Honors Registration Form will not be accepted (it must be typed).
5. Present a poster or give an oral presentation of research at a public forum such as the Rosenstiel School Undergraduate Research Symposium.
6. If you are applying for Departmental Honors:
An overall cumulative GPA by the completion of your final semester is required to be a **minimum** of
 - 3.5 if your bulletin year is prior to 2023-2024 or
 - 3.6 if your bulletin year is 2023-2024 or later.
7. Complete the **Rosenstiel Undergraduate Authorization Form**, and indicate whether you consent to having your photo displayed. If you consent to having your photo displayed, please attach a **digital photo** of yourself when you submit the Senior Thesis and Departmental Honors Registration Form.
8. **By the last day of classes at noon**, the following are due for your name to be included in the graduation program:
 - a. an email sent to ruthgoodin@miami.edu with a Cc: to your Thesis Committee Chair stating that you have completed your research presentation requirement. The email must

also include the date, location, and abstract title. Also attach any flyer or announcement with your name.

- b. Your completed thesis and approval form with all three committee members' signatures must be emailed to Ruth Goodin at ruthgoodin@miami.edu with a copy to Whitney Nolton at wnolton@rsmas.miami.edu. For approval form formatting, see "Approval Form" under "Templates" by visiting the Senior Thesis and Departmental Honors website link below.
9. Your senior thesis will be uploaded to the University of Miami Libraries Scholarly Repository, and available for public review.
 10. Be sure to visit the [Senior Thesis](#) and [Departmental Honors](#) web site.
 11. For more information regarding rules for 411 and 412 courses, click [here](#).