

ARCHIVING DEADLINE

Students seeking graduation with Latin high honors must make their research public by providing a CE manuscript and any artifacts to Commonwealth College for approval and forwarding to the W.E.B. DuBois Library archives. The manuscript/artifacts should be submitted to the Commonwealth College office **by the final day of exams for the semester.** This date can be found on the Undergraduate Registrar's academic calendar web page. Students should submit their materials in person in case there are problems or questions that need to be addressed.

CE manuscripts must be accompanied by a completed, appropriate "**Capstone Completion**" form, available in the Commonwealth College office or on our website:

www.comcol.umass.edu/forms

Approved manuscripts and materials will be forwarded to the Archives for inclusion in their collection of undergraduate honors research.

GRADUATION CREDENTIALS

Commonwealth College Scholar, cum laude

Awarded in recognition of the completion of all Commonwealth College honors course requirements with grades of B or higher, and a 3.200 or higher overall GPA with a minimum of 45 graded, residence credits.

(Note: cum laude candidates are not required to archive their CE manuscripts/artifacts but are welcome to do so provided they earn a minimum

grade of "B+" for the work.

Commonwealth College Scholar, Magna cum laude

Awarded in recognition of the completion of Commonwealth College honors course requirements with grades of B or higher, **with B+ or higher for the capstone course(s) and final thesis or project documentation**, a 3.500 or higher overall GPA with a minimum of 45 graded, residence credits, and approved manuscript/artifacts for archiving.

Commonwealth College Scholar, Summa cum laude

Awarded in recognition of the completion of Commonwealth College honors course requirements with grades of B or higher, **with an A- or A for the capstone course(s) and final thesis or project documentation**, a 3.800 or higher overall GPA with a minimum of 45 graded, residence credits, and approved manuscript/artifacts for archiving.

FINAL NOTE

- Students pursuing a Departmental Honors (DH) track should consult their DH track requirements for additional criteria which may affect their high honors award.
- Students who are not members of Commonwealth College but who achieve a minimum overall GPA of 3.200 and 45 graded, residence credits will be awarded the Latin honor "cum laude" upon graduation.

Commonwealth College Capstone Experience



Finishing Up

- [Manuscript Guidelines](#)
- [Graduation Credentials](#)



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Further Assistance

- **Capstone Information:** www.comcol.umass.edu/capstone
- **Sample Title and Abstract pages:** www.comcol.umass.edu/cedocumentation
- **Commonwealth College Advisors:** advisor@comcol.umass.edu
- **Departmental Honors (DH):** www.comcol.umass.edu/departmentalhonzors



DOCUMENTATION

Students seeking graduation with Latin high honors -- *magna cum laude* or *summa cum laude* -- must make their research public by providing a Capstone Experience (CE) thesis or project manuscript to Commonwealth College for approval and forwarding to the W.E.B. DuBois Library archives. This manuscript must be accompanied by an appropriate "Capstone Completion" form (Independent or Course CE) (www.comcol.umass.edu/forms).

Thesis Option

Thesis manuscripts traditionally include the items noted below. However, the Capstone Experience instructor/committee may authorize adjustments to numbers 3 – 8 to meet professional standards set by the department.

1. Title Page
2. Abstract (2 copies)
3. Introduction and review of the literature of previous researchers
4. Methodology or critical approach
5. Presentation and discussion of research results
6. Conclusions and implications for future study
7. Bibliography
8. Appendix (optional)

Project Option

A project manuscript must accompany artifacts produced from the student's research (including written artifacts not in thesis form). The manuscript's length and scope are determined by the Capstone instructor/committee but it must be minimally in the 5-10 page range.

Artifact formats follow the standard of the discipline. Examples include collections of poetry, screenplays, slides/videotapes/CDs of creative work, case studies, engineering plans, landscape designs, photojournalistic essay, etc.

The manuscript which accompanies the artifact(s) should include:

1. Title Page
2. Abstract (2 copies)
3. Minimally two of these:
 - o Contextual Information, e.g., a literature review or a discussion of theoretical or artistic influences
 - o Process Information, e.g., what did you wish to achieve? How did you set out to achieve the goals?
 - o Reflections, e.g., what did you learn or contribute? What changes would you make in hindsight? Implications or suggestions for the future?
4. Appendix (optional)

FORMATTING REQUIREMENTS

Thesis and Project manuscripts must meet minimum quality standards for submission to the Archives. In general, they must

- Be unbound
- Be printed on clean, white, 8.5 x 11 inch

- paper of consistent quality and weight
- Have margins of 1.5 inches on the left side (for potential binding) and 1 inch on remaining sides
- Have consistent font type and size throughout, e.g., Times Roman 12 pt (exception: Appendix contents)

Title Page and Abstract

The title page and abstract must be formatted according to the examples provided on the Commonwealth College website:

www.comcol.umass.edu/forms

Manuscript Body

Follow general formatting requirements noted in previous section. In addition:

- Pages should be numbered consecutively
- Typing should be double-spaced (exceptions: block quotes, footnotes, itemized or tabular material)
- A consistent style manual should be used throughout (e.g., Psych APA, English MLA, Chicago, etc.)

Artifact Label

Artifacts such as CDs or videotapes must have typed labels affixed which list the student's

- First and last name
- Spire ID
- Major
- Anticipated month and year of graduation
- Thesis or Project title from the manuscript title page

Latin high honors (*Magna cum laude* and *Summa cum laude*) require a minimum overall GPA of 3.500 for *Magna* and 3.800 for *Summa*.