

## MEMORANDUM

To: Undergraduate Students  
Undergraduate Student Services  
MAE Faculty

From: Michael Griffis, MAE Undergraduate Coordinator

Date: 20 Aug 2025

Re: Undergraduate Honors Thesis

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**Background:** This document advises how a student completes an Honors thesis for MAE degrees. Undergraduates who have an upper-division (UD) GPA of 3.50 or greater can do an Honors thesis in order to elevate the Latin honors they receive:

Latin honors	Requirements
Cum laude	3.30 to 3.49 UD GPA
Magna cum laude*	3.50 to 3.79 UD GPA with Honors thesis
Summa cum laude*	3.80 and above UD GPA with Honors thesis

\* Students with 3.50 and above UD GPA without Honors thesis receive Cum laude.

The upper-division GPA starts accumulating the term after the student reaches 60 total hours. Note: GPA is truncated, and it's the final UD GPA that prevails. (In the unfortunate event that a student's final UD GPA falls below 3.50, then the thesis is referred to as an "Undergraduate Thesis.") When a dual-major student does a single Honors thesis, the elevated Latin honors can be awarded to either the BSAE or the BSME degree but not both.

**Subject matter:** It is beyond the scope of this document to suggest what topic the student pursues. It is up to the student to decide this and find an appropriate MAE faculty member to serve as committee chair. (The chair may offer ideas regarding a topic too.) The timing of this typically will start a term or two before the term the student defends. It is not required that the student defend the same term they graduate, but this is often the case.

**Associated courses, credits:** Many students earn credit while pursuing their Honors thesis research. There are many options. A student can do research, EGN4912, 1 to 3 credits. They can do independent study EML4905 or EAS4905, 1 to 3 credits. (One key difference is the former is S/U and the latter is letter A/B graded.) The EML4914 Undergraduate Realization Thesis is yet another option. If working in a lab, it is recommended that the student register for at least 0 credits of EGN4912. Each of these options typically has the committee chair as the instructor who reports the grade. A student should not double up combinations of these (just one choice please). To register for any of these options, consult your MAE advisor. Note: it is **not** required that an Honors thesis student register for credit. See the table below for a more organized view of the many options.

Course	could be realization elective	could be technical elective*	A/B vs S/U	credits	Honors thesis possible?	Typically
EML 4502	Yes	Yes	A/B	3	No	Team
EML 4914#	Yes	Yes	A/B	3	Yes with GPA#	Individual
EML 4905§	No	Yes	A/B	1-3	Yes with GPA§	Individual
EAS 4905§	No	Yes	A/B	1-3	Yes with GPA§	Individual
EGN 4912¶	No	Yes	S/U	0-3	Yes with GPA¶	Individual
No class	N/A	N/A	N/A	N/A	Yes with GPA	Individual

\* If not being used to meet some other requirement of the major.

# This one preferred, if “realization” project, esp. for ME realization elective.

§ This one preferred, for non-realization projects, since letter graded.

¶ If working in a lab, a minimal requirement is 0 hours.

**Declaring a committee:** Early in the term of defense, the student should identify a 2<sup>nd</sup> MAE faculty member and one external member who together with the committee chair serves as the three-person Honors thesis committee. There is an “Appointment of Supervisory Committee for Magna or Summa cum Laude Graduation” form that **must** be submitted. (Consult your MAE advisor.) At this time, it is important that the student works with the committee to establish the requirements, expectations of the research, the written thesis, and the oral defense. It is important to set the time, date, and place of the oral defense.

**Additional Guidance:** While consulting with their advisor regarding thesis requirements, a student should also seek guidance from MAE Advising. We have a thesis template, and we will hold a seminar to discuss best practices.

**Defense:** Before the oral defense, the student sends a draft of the written thesis to the committee to give them a chance to review it. On the agreed-to date, time, and place, the student defends the thesis to the committee. After the thesis is successfully defended, the student gets the committee to sign the “Final Oral Examination Form for Magna or Summa cum Laude Graduation.” The student should obtain this document beforehand from their MAE advisor.

**MAE Requirements:** MAE policy requires the student to submit the final version of the written thesis to MAE advising as well as the signed oral examination form. When students fail to provide these, then the elevated Latin honors will **not** be awarded. Dual AE/ME majors should declare which major is awarded the elevated Latin honor.

**UF Library’s Undergraduate Works Collection:** Each student can opt in to have their written thesis archived in UF library’s Undergraduate Works Collection for public access. This is not required. If the student authorizes, MAE advising will submit all theses en masse to the library. Note if the student authorizes, there is an additional online UF library form to fill out. The student should consult their MAE advisor.

**Other:** Students in a Combination Degree program seek to double count credits for their BS and MS degrees. Except for a potential of missing out on receiving some double counted credits, the Combination

Degree program is unrelated to whether undergraduate Honors thesis is pursued or whether a Master's thesis is pursued.

**Summary:**

- Two MAE faculty plus one external are **required** for a committee.
- There are many options for receiving credit toward degree, including an option for no credit.
- There is a form that is **required** to declare who is on the committee. This lets MAE advising know.
- There is a "Final Oral Examination" form that is **required** to be submitted to MAE advising after the defense.
- There is a written thesis that is **required** to be submitted to MAE advising once it is finalized.
- Student can opt in to have their written thesis forwarded to UF library for public access. This is not required. Note there is an online library form that gives student permission to post.