

SENIOR PROJECT OR THESIS

Senior Project or Thesis Overview

In order to graduate from New College of Florida, all students, regardless of Area of Concentration, undertake and complete a senior project or thesis. The completed project should demonstrate the ability to express ideas and information in writing. When the thesis is approved by the thesis sponsor, the original copy is archived in Jane Bancroft Cook Library. The student is responsible for delivering the final copy of the thesis to Cook Library by the Monday of graduation week by no later than 5:00 p.m. If the Library has not accepted the senior thesis, the student will not be able to participate in the College's graduation ceremony, his or her diploma will be withheld, and a hold will be placed on his or her transcript until the library copy has been accepted. The printed library copy should be submitted unbound, preferably in an envelope. The student must also email the complete .pdf of the thesis and a Word or rtf file of the abstract to thesis@ncf.edu. The Cook Library will pay for one bound copy of the thesis for the archive. A divisional copy of the thesis may be made at the request of an appropriate faculty member and will be charged to that division. All theses that have been completed at New College are available in Cook Library. Signature of the abstract by the faculty thesis sponsor or sponsors signifies approval of the thesis for deposit in Cook Library.

If the project or thesis takes other than written form—for example, a work of art—the student must also submit a written description of the project to the Cook Library, along with slides, a video, or a recording as the baccalaureate committee deems appropriate.

Submission of the Library Copy

A senior thesis is a scholarly document. Digital copies of theses are made available upon request to members of the public for a fee.

The print thesis must be submitted to the Jane Bancroft Cook Library in a 10" x 13" envelope. Audiovisual materials that are part of the thesis project should be submitted with the print copy. All non-paper materials, such as photographs, CDs, and DVDs, must be labeled with the thesis student's name and year of graduation.

Students must submit an electronic copy of their thesis via email to thesis@ncf.edu. The complete thesis should be submitted as a .pdf file. The final library copy should be as clean and correct as possible. The library thesis coordinator will review the thesis copy for margins and signatures, and may reject manuscripts with light or unreadable print or those that otherwise do not meet the specifications described here. The library thesis coordinator is responsible for accomplishing review in a timely manner. After the thesis has been reviewed and accepted, there will be no further review by library staff. The library copy of the thesis, both in print and as a .pdf, must be submitted no later than 5:00 pm on the Monday of graduation week.