### Fall Semester 2017

<table>
<thead>
<tr>
<th>August</th>
<th>18-21 Fri.–Mon.</th>
<th>Orientation outings All work for spring semester 2017 incompletes due to the instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Fri.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22-27 Tue. – Sun</td>
<td>Residence orientation Hillside halls open for new students Placement exams</td>
<td></td>
</tr>
<tr>
<td>22 Tuesday</td>
<td></td>
<td>First faculty meeting First day of open registration</td>
</tr>
<tr>
<td>23 Wednesday</td>
<td>Convocation</td>
<td></td>
</tr>
<tr>
<td>24 Thursday</td>
<td>New student advising and registration</td>
<td></td>
</tr>
<tr>
<td>25 Friday</td>
<td>Student residences open for returning students</td>
<td></td>
</tr>
<tr>
<td>28 Monday</td>
<td>Classes begin</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th>1 Friday</th>
<th>Last day of late registration Labor Day holiday - no classes scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Friday</td>
<td>Deadline to add classes, change sections or reduce unit value in fall classes</td>
<td></td>
</tr>
<tr>
<td>22 Friday</td>
<td>Four-week comments due</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th>2 Monday</th>
<th>Deadline to drop semester classes withdrawal from a fall class recorded after this date</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-22 Sat.-Sun.</td>
<td>Fall break—residence halls open, limited food service</td>
<td></td>
</tr>
<tr>
<td>23 Monday</td>
<td>Classes resume EIGHT-WEEK GRADES DUE by 5 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>6 Monday</th>
<th>Deadline to withdraw from a fall semester class or change to CR/NC. Deadline to drop a year class withdrawal recorded after this date. Deadline to take a leave of absence for fall or to withdraw from the college.</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-26 Thurs.-Sun.</td>
<td>Thanksgiving vacation—halls open, limited food service</td>
<td></td>
</tr>
<tr>
<td>27 Monday</td>
<td>Classes resume</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>1 Friday</th>
<th>Fall senior theses due: four copies due in the Registrar's Office by 3 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Tuesday</td>
<td>Thursday classes meet Friday classes and Wednesday night classes meet LAST DAY OF CLASSES FOR FALL.</td>
<td></td>
</tr>
<tr>
<td>6 Wednesday</td>
<td>Reading period and senior oral exams FINAL EXAMINATIONS. No work for fall classes may be submitted after this period Residence halls close noon Theses due in library noon</td>
<td></td>
</tr>
<tr>
<td>7-10 Thurs.-Sun.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-14 Mon-Thurs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Friday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January (2017)</th>
<th>2 Tuesday</th>
<th>FALL SEMESTER GRADES DUE AT 9 a.m. Divisional grade reviews - 10 a.m. Faculty grade review meeting - 1 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Friday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Spring Semester 2018

<table>
<thead>
<tr>
<th>January</th>
<th>12 Friday</th>
<th>All work for fall semester 2017 incompletes due to the instructor Student residences open - limited food service</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Monday</td>
<td>Martin Luther King, Jr. holiday</td>
<td></td>
</tr>
<tr>
<td>19 Friday</td>
<td>Final day of open registration Classes begin</td>
<td></td>
</tr>
<tr>
<td>22 Monday</td>
<td>Last day of late registration</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th>2 Friday</th>
<th>Deadline to add classes, change sections or reduce unit value in spring classes Four-week comments due</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Friday</td>
<td>Deadline to drop semester classes withdrawal from a spring class recorded after this date. Deadline to withdraw from a year class</td>
<td></td>
</tr>
<tr>
<td>26 Monday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>10-18 Sat.-Sun.</th>
<th>Spring break—residence halls open; limited food service Classes resume EIGHT-WEEK GRADES DUE by 5 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Monday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th>2 Monday</th>
<th>Deadline to withdraw from a spring class or change to CR/NC. Deadline to take a leave of absence for spring or to withdraw from the college Registration for 2018-19 opens SENIOR THESES DUE: four copies due in the Registrar’s Office by 3 p.m. LAST DAY OF CLASSES Reading Period and oral exams begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27 Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Monday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th>1-6 Tues.-Sun.</th>
<th>Reading period and oral exams continue FINAL EXAMINATIONS. No work for spring classes may be submitted after this period Theses due in library noon SENIOR GRADES DUE (pass/no pass)—3 p.m. Senior grade review</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-10 Mon-Thurs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Saturday</td>
<td>Commencement rehearsal—2 p.m. Commencement—2 p.m.</td>
<td></td>
</tr>
<tr>
<td>14 Monday</td>
<td>COMMENCEMENT Residence halls close noon ALL GRADES DUE—9 a.m. Divisional grade reviews morning Final faculty meeting—afternoon</td>
<td></td>
</tr>
<tr>
<td>15 Tuesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Wednesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Friday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You have now reached the final stage of your undergraduate education at Reed. This little book, provided to you by the registrar’s office in collaboration with many campus offices, is intended to help make your senior year go as smoothly as possible. It’s grouped into four main categories:

- **Summaries of Thesis Deadlines**: Here you will find some of the deadlines that pertain to your division and department. Please note that the deadlines listed here are not all-inclusive. See your thesis adviser for more detailed instructions.

- **Degree Requirements and Credit Information**: This provides you with a summary of the general college requirements you must complete in order to graduate and an explanation of credit-related policies.

- **The Thesis Year Process**: Here you will find a thorough and chronological explanation of the thesis process, including essential information on formatting your thesis, handing it in, and graduating.

- **Directory of Important Contacts**: These are the people to contact whenever you have questions.

If at any time during the year you have a question about the contents of this book or about anything else not covered in it, please feel free to contact Mark Fowler, the graduation specialist in the registrar’s office (Eliot 311) or call x7793. You may also contact your thesis adviser or divisional administrative coordinator.

The 2017-18 Senior Handbook was assembled by M Prull in the Registrar’s Office.
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## Summaries of Thesis Deadlines

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<th>6</th>
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<tbody>
<tr>
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<td>5</td>
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<td>7</td>
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Calendar Awareness

One way to make this valuable learning experience as painless as possible is to be aware of deadlines, both from your division and from the college. At the beginning of the year, make sure that you note those dates that are applicable to you. In this handbook, you will find a comprehensive calendar for this academic year on the inside cover (page 1) and a brief listing of thesis-related deadlines on pages 5-7. If you do not find what you need listed here, please check with your divisional administrative coordinator (see the list of names and extensions on pages 32 and 33) or with the registrar’s office.

Deadlines

Know your first draft deadline. Some divisions have serious penalties for thesis drafts that are not turned in on time. Check the divisional/departmental deadline for your thesis proposal. Consult with your thesis adviser as to the necessary content. If you need to turn in a thesis proposal before you are required to have a thesis adviser, consult with the division/department administrative coordinator about deadlines and content.

Your Thesis Adviser

Choose a thesis adviser (in some departments your thesis adviser will be chosen for you). Once you know who your thesis adviser is, please let the graduation specialist know. This will ensure that the correct faculty member records the grade for your thesis. If you change thesis advisers, let the registrar’s office know.

Oral Examination

Depending on your department, you may be responsible for the selection of all or part of your oral examination board. Ask your adviser about orals schedules and the regulations of your department. The registrar’s office has no role in scheduling orals, but schedules are posted on a bulletin board outside Eliot 311 once they are set.

Source: http://idesigniphone.net/wallpapers/03562.jpg
Spring/Fall 2017

Thesis Deadlines:

Division of The Arts
Mon., October 30, 2017
Deadline for students to have complete first draft of theses to thesis advisers (for theses to be completed Fall 2017).

Division of History and Social Sciences (H&SS)
Fri., October 27, 2017, noon
Two (2) copies of thesis first draft submitted to Julie Shannon in Vollum 112. No initials required from thesis adviser or department chair.

Division of Literature and Languages (L&L)
For full thesis due date information refer to your division handbook.
All thesis submissions are to be delivered to the office of Joan Meyer (Psychology 116), L&L faculty administrative coordinator, unless otherwise noted.
Mon., October 30, 2017, before noon
One copy of the full thesis draft due.

Division of Mathematics and Natural Sciences (M&NS)
Biology Majors:
Mon., August 28, 2017, noon
Draft of thesis introduction due no later than noon on the first day of classes for the fall semester, Monday, August 28, 2017, unless other arrangements have been made with adviser.

All other MNS Majors:
See your adviser for deadlines.

Division of Philosophy, Religion, Psychology, and Linguistics (PRPL)
Fri., November 3, 2017
First draft of thesis due, initialed by adviser, to be submitted to Mary Sullivan, PRPL administrative coordinator (Physics 128).

All Divisions:
Fri., December 1, 2017, 3 p.m.
Four (4) final thesis copies, approved by the adviser, due in the registrar’s office.

Fri., December 15, 2017, noon
Two (2) bound thesis copies, signed by the adviser, due in library.

The deadline to withdraw from a spring/fall thesis is Mon., October 2, 2017.
## Thesis Deadlines: Fall/Spring 2018

### Division of The Arts
- **Fri., September 29, 2017, noon**
  - Deadline for each senior (for theses to be completed spring 2018) one electronic copy of their senior thesis proposal to Charlie Wilcox (cwilcox@reed.edu).
- **Mon., December 4, 2017, noon**
  - Deadline for seniors to submit a complete first chapter of theses to advisers (for theses to be completed in spring 2018).
- **Fri., March 30, 2018**
  - Divisional deadline for students to have first draft of their complete theses to their thesis advisers (for theses to be completed spring 2018).

### Division of History and Social Sciences (H&SS)
- **Mon., September 18, 2017, noon**
  - One (1) electronic copy of thesis proposal submitted to HSS thesis proposals Moodle page.
- **Fri., March 23, 2018, noon**
  - Two (2) copies of thesis first draft submitted to Julie Shannon in Vollum 112. No initials required from thesis adviser or department chair.

### Division of Literature and Languages (L&L)
- For full thesis due date information refer to your division handbook.
- All thesis submissions are to be delivered to the office of Joan Meyer (Psychology 116), L&L faculty administrative coordinator, unless otherwise noted.

#### English Majors:
- **Mon., August 14, 2017, noon**
  - Submit electronically at least two potential topics and two potential advisers to the Jolie Griffin (griffinjo@reed.edu), English faculty administrative coordinator.

#### All L&L Majors:
- **Wed., September 13, 2017, noon**
  - Thesis adviser and topic selection form due.
- **Wed., September 27, 2017, noon**
  - One copy of thesis statements due.
- **Mon., November 20, 2017, noon**
  - Two copies of the first section plus prospectus due.
- **November 27-30, 2017**
  - Mini Orals with student, adviser and 1st reader take place.
- **Mon., March 26, 2018, noon**
  - One copy of the full thesis draft due.

### Division of Mathematics and Natural Sciences (M&NS)
- **Biology Majors:**
  - **Mon., January 22, 2018, noon**
    - Draft of thesis introduction due no later than noon on the first day of classes for the spring semester, unless other arrangements have been made with adviser.
- **All other MNS Majors:**
  - See your adviser for deadlines.

### Division of Philosophy, Religion, Psychology, and Linguistics (PRPL)
- **Wed., October 4, 2017**
  - First draft of thesis due, initialed by adviser, to be submitted to Mary Sullivan, PRPL administrative coordinator, (Physics 128).

#### Psychology Majors:
- A draft of the first chapter of the thesis is to be submitted to thesis advisers by the last day of classes of fall semester.

#### Linguistics Majors:
- The first draft of the thesis is due to thesis advisers 5 weeks before the end of term, March 23, 2018.

- **Fri., March 30, 2018**
  - First draft of thesis due, initialed by adviser, to be submitted to Mary Sullivan, PRPL administrative coordinator, (Physics 128).

### All Divisions:
- **Fri., April 27, 2018, 3 p.m.**
  - Four (4) final thesis copies, approved by the adviser, due in the registrar’s office.
- **Fri., May 11, 2018, noon**
  - Two (2) bound thesis copies, signed by the adviser, due in library.

The deadline to withdraw from a fall/spring thesis is Mon., February 26, 2018.
Division of The Arts

See adviser for deadlines.

Division of History and Social Sciences (H&SS)

Mon., February 28, 2018, noon
One (1) electronic copy of Thesis Proposal submitted to HSS Thesis Proposals Moodle page

Fri., October 26, 2018, noon
Two (2) copies of thesis First Draft submitted to Julie Shannon in Vollum 112.
No initials required from thesis adviser or department chair

Division of Literature and Languages (L&L)

For full thesis due date information refer to your division handbook.

All thesis submissions are to be delivered to the office of Joan Meyer (Psychology 116), L&L faculty administrative coordinator, unless otherwise noted.

English Majors:
Mon., January 8, 2018, noon
Submit electronically at least two potential topics and two potential advisers to Jolie Griffin (griffinjo@reed.edu), English faculty administrative coordinator.

All L&L Majors:
Thesis adviser and topic selection form due.
One copy of thesis statements due.
Two copies of the first section plus prospectus due.
Mini Orals with student, adviser and 1st reader take place.
One copy of the full thesis draft due.

Division of Mathematics and Natural Sciences (M&NS)

Biology Majors:
Weds., January 31, 2018, noon
Thesis proposals due no later than noon on the second Friday of spring semester.
First day of classes of second semester of the thesis
Deadline for submitting draft of introduction section of thesis unless other arrangements have been made with thesis adviser.

All other MNS Majors:
See your adviser for deadlines.

Division of Philosophy, Religion, Psychology, and Linguistics (PRPL)

February 19, 2018
Copy of thesis proposal, initialed by adviser, to be submitted to Mary Sullivan, PRPL administrative coordinator, (Physics 128).

4 weeks before the last Friday of term Fall 2018
First draft of thesis due, initialed by adviser, to be submitted to Mary Sullivan, PRPL administrative coordinator, (Physics 128).

All Divisions:
Fri., November 30, 2018, 3 p.m. Four (4) final thesis copies, approved by the adviser, due in the registrar’s office.

Fri., December 14, 2018, noon Two (2) bound thesis copies, signed by the adviser, due in library.

The deadline to withdraw from a spring/fall thesis is Mon., October 1, 2018.
Degree Requirements

In addition, you must complete 6 quarters of Physical Education (P.E.) in order to graduate. The college will not waive the remaining P.E. credits if you finish your thesis without completing your P.E. requirements. Remember, you can only earn credit for one P.E. course in each quarter, so plan ahead. There are two quarters in each semester, so you can only complete 4 quarters of P.E. in a year.

Physical Education

Reed requires a minimum of 30 units to graduate, 15 of which must be taken in residence at the college. Courses taken while on an exchange through Reed do not count as units earned in residence. You are also required to PASS at least 6 units in the thesis year, with no fewer than 2 in each semester. Thesis is typically a 2-unit, year-long course.

Units

You must meet all of your group requirements. The registrar’s office can provide you with evaluations that show what general requirements you have met. Divisions have requirements that you must fulfill (except the Mathematics and Natural Sciences division and the Philosophy, Religion, Psychology, and Linguistics division), as does each department. The registrar’s office does not track completion of departmental requirements; your department does. Consult with your academic adviser if you have any questions regarding departmental requirements.

Group Requirements

Only students who have completed all degree requirements may participate in commencement.

Source: https://s-media-cache-ak0.pinimg.com/736x/21/d7/59/21d759524c3b923cb529e401b919cc5b-marine-life-art-photography.jpg

Source: http://www.freeiconspng.com/img/42745
### General College Requirements

#### Credit Requirements
- 30 academic units (6 units in the thesis year)
- 15 units in residence
- 6 quarters of P.E.

#### Humanities

- Humanities 110 is required of all first-year students and students who transfer with first-year standing but without transferable credit equivalent to 110. Sophomore or junior transfers may substitute Hum 211/212, Hum 220, or Hum 231/232 and one additional unit from Group A or Group B for the Humanities 110 requirement. If so used, Hum 211/212, Hum 220, or Hum 231/232 may not also be used toward any other distribution requirement.

#### Distribution (Group) Requirements

- Each group requires two units in the same discipline
- No course may satisfy more than one distribution requirement
- No student may fulfill more than one distribution requirement through work in his or her major department.
  - In exception to this, students pursuing interdisciplinary majors may at the discretion of the major committee fulfill two distribution requirements through their major department(s)
- No distribution requirement may be satisfied by a waiver, independent study courses, Advanced Placement or International Baccalaureate credit, or by courses taken for credit/no credit
- Only one of Humanities 211/212, 220, or 231/232 may be used to satisfy distribution requirements

### Group A: Literature, Philosophy, Religion, and the Arts

Two units in the same discipline, which may be selected from the following: art history; classics (excluding 371, 372, 373, 375, and 383); dance (excluding applied); English; literature (both foreign and in translation); music (excluding applied); philosophy; religion; theatre (excluding acting and design); or one of Humanities 211/212, 220, or 231/232. Creative writing and studio art may not be used to meet this requirement. Notes: History majors may not meet this requirement with a 200-level Hum course.

### Group B: History, Social Sciences, and Psychology

Two units in the same department from one of the following: Two anthropology courses, at least one of which must be Anthropology 201 or 211; one 200-level political science course and any other political science course, but no more than one course from Political Science 280 (formerly 230)-298 and 380-415; Sociology 211 and one other sociology course; any two units in economics, history or psychology; two units from Linguistics 212, 296, 313, 326, 330, 332, 335, 337, 338, 348, 393, 411, 439, and 440; two of Classics 371, 372, 373, 375, and 383; or one of Humanities 211/212, 220, or 231/232.

### Group C: The Natural Sciences

Minimum of two units from the physical sciences (chemistry, physics) or two units from the biological sciences in courses that contain both lecture and laboratory components.

### Group D: Mathematics, Computer Science, Logic, Foreign Language, or Linguistics

Minimum of two units in the same discipline from either: (1) mathematics, computer science, and formal or symbolic logic, or (2) foreign language (two units in one language—literature courses cannot be used to satisfy Group D) or linguistics (211, 296, 312, 320, 321, 322, 323, 324, 328, 329, 331, 336, 337, 341, 348, 350, 352, 393, and 439).

### Group X: Additional Breadth

Two additional units in any single department outside the student’s major department. Applied courses such as studio art, acting, creative writing, and dance may be used to fulfill this requirement, even if they are not applicable to Groups A–D. This excludes applied music courses.
Do you need to transfer credit for classes taken at another institution in order to make up quantity (units applied towards your total of 30) or satisfy a group or other requirement? In either case you will have to complete a “Request for Transfer Credit” form, which you may obtain from the registrar’s office or at http://www.reed.edu/registrar/forms.html.

To complete the form you must obtain signatures from:
- the chair of the department, or their designee, under whose jurisdiction the course would fall if taken at Reed
- your adviser

Return the completed form to the registrar’s office (E311). If you do not obtain all the necessary signatures, the form will be returned to you, resulting in delay. Arrange for an official transcript to be sent directly to the registrar’s office.

Notes:

A course cannot be transferred unless you earn a grade of C- or better. In the case of a grade of “P” or “Cr”, the college from which you are transferring credit must specify that the grade meets the C- or better requirement.

One Reed unit is equivalent to 4 semester hours or 6 quarter hours. No transfer work will be accepted if it duplicates any courses you have taken at Reed, or if it is taken during a semester when you are enrolled at Reed and a similar course is offered concurrently at Reed.

If you have already taken a course elsewhere but have not transferred the credit, complete the form and order an official transcript to be sent to the registrar’s office at Reed. Only when this transcript has been received can the course be evaluated for transfer credit. You will receive notification regarding the amount of credit from the recorder, Ben Bradley. He can be reached at extension x7295, or you may stop by Eliot 311 and speak with him.

If you have not yet taken a course, but find that you must complete additional credit from another college in order to graduate, it is important that you complete the request for transfer credit form prior to taking the coursework. This will ensure acceptance by your adviser and relevant department when an official transcript showing acceptable work is received by the registrar’s office. Upon completion of the work, make sure that an official transcript is sent directly to us, since credit will not be recorded without it.

If you are a transfer student, please check that you have received credit for the number of units that you expected. This information is available in the registrar’s office, Eliot 311.
Credit/No Credit Grades

Juniors and seniors may take a maximum of two units of work on a credit/no credit basis. Your work will be reported as Cr (credit) if you obtain a grade of C or better; below that level it will be reported as NC (no credit). These marks will not be used in the computation of your grade point average.

You may register for Cr/NC with the permission of the instructor and your adviser, in accordance with regular add/drop procedures. You may change to or from the Cr/NC option in accordance with the deadline set for withdrawing from courses, which is MONDAY, NOVEMBER 6, 2017 for the fall semester and MONDAY, APRIL 2, 2018 for the spring semester. The deadline to change to Cr/NC for a year-long class is MONDAY, FEBRUARY 2, 2018. Use the “Changing Grading Option to Credit/No Credit” form, available from the registrar’s office or at http://www.reed.edu/registrar/forms.html.

You may not take a course for Cr/NC:

- to satisfy college distribution requirements
- to satisfy requirements for your major or your division
- in your major department, even if it is not necessary for graduation

While your thesis adviser will be your primary source of support and direction, academic support services also has resources to help you with your thesis.

Writing Center Tutors
Seniors can get writing assistance from trained tutors on either a short-term or an ongoing basis. For brainstorming or feedback on short sections, visit drop-in hours any Sunday through Thursday from 6-10 p.m. in the DoJo. To be matched with a writing tutor who can read and help you revise longer sections of your thesis, contact David Gruber (gruberd@reed.edu). Our tutors represent a variety of majors and are excited to work with seniors!

Workshops
Past topics have included “Preventing Procrastination,” “Time Management,” and “Reading Effectively.” Topics for workshops are student-driven; let us know if there's a subject you'd like to see us cover. The full schedule of workshops is available online at: http://www.reed.edu/academic_support/workshops.

One-On-One Coaching
Academic support staff works individually with seniors struggling with procrastination, dividing work into manageable pieces, overcoming writer's block, quantitative skills, stress, and time management. We won't offer advice on content (see your professors for those kinds of questions), but we can help keep you on track.

DoJo
When you need a break from the library, check out the study space up at the DoJo. We have computers, a printer, a library of commonly used textbooks, and space for individual or group study. Academic support services is happy to provide snacks and tea every night. The DoJo is open to students from 9 a.m. - 11 p.m. every day that school is in session.

For more information about any of these services, contact:

Julie Maxfield, Associate Dean of Students
maxfieldj@reed.edu Office in Eliot 204A
(503) 517-7916

David Gruber, Assistant Dean of Students for Academic Support
gruberd@reed.edu Office in DoJo 104
(503) 517-7722

Helen Scharber, Quantitative Skills & Academic Support Coordinator
scharberh@reed.edu Office in DoJo 110
(503) 517-7690

Theresa Lowrie, Director of Disability Support Services
thlowrie@reed.edu Office in DoJo 106
(503) 517-7690

Jess Gibson, Accommodations Coordinator for Disability Support Services
gibsonj@reed.edu Office in DoJo 109
(503) 517-7689

Source: http://www.dolphins-world.com/
"Keep in mind that it's totally normal to hit roadblocks in research — that's unavoidable, even for the most intelligent and successful scientists. Learn to love the feeling of uncertainty, because that's what it feels like to be on the forefront of current scientific knowledge!"

(Elizabeth Grace, Physics, '15)

"LaTeX looks intimidating but is actually pretty easy once you get the hang of it! Starting out writing in the template both teaches you as you go and starts you off with many pages! It's not just for science majors, it's especially helpful with lots of images and makes your bibliography a breeze."

(Nicole Ezell, Biology, '16)

“I got very overwhelmed in the beginning of my thesis, and ended up not talking to my adviser from November to late March. I did poorly on my thesis because of it. People are there to help you, not judge you or hate you. Lean on them, and don’t rely on your pride to get you through! I wish I had just not been afraid of such a kind and accepting adviser, who warmly welcomed me back with open arms once I reconnected with her!”

(Molly Worden, Linguistics, '17)

“Just start writing. Even if you haven’t read as much as you think you should have, just write. I mean it. In week two of your research, make yourself write a couple pages, and then keep doing that. Write summaries of what you’re reading or start on an easy section that you know you’ll have to work on anyway. You can always scrap it later. But having words on a page is enormously reassuring.”

(Haley Tilt, Classics, '16)

“Pick a really good writing tutor at the beginning of the writing process and stick with them for the rest of the year. It makes the editing process at the end easier, makes you accountable to another person, and gives you perspective on your thesis from someone outside of your major. We are so lucky to have so much support and resources to undertake such a big project that we actually care about.”

(Chanelle Doucette, Psychology, '14)
The Library

Thesis Desks

What if I’m not registered for thesis?
Please notify the library no later than MONDAY, SEPTEMBER 11, 2017 AT 5 P.M. Please consult the registrar or your department with any questions regarding registration or eligibility. More information about thesis desks and the thesis desk lottery can be found at: http://library.reed.edu/services/facilities.html#desks

What if I’m Spring/Fall?
Spring/fall seniors are assigned desks by a mini-lottery at mid-year. This assignment is for the spring semester only. Everyone will choose new desks in the fall.

How does the lottery work?
Results from the lottery will be posted on TUESDAY, SEPTEMBER 12, 2017, along with a map of thesis desk locations. The choosing of desks will take place on WEDNESDAY, SEPTEMBER 13, 2017, AT NOON in the library lobby.

Books & Research Materials

How long may I borrow materials?
Thesis students receive special loan privileges for regular books from the stacks. Instead of the usual 28-day period, the deadline for thesis books is THURSDAY, MAY 10, 2018. Please remember that all books are subject to recall. Thesis loan privileges do not apply to non-book materials or materials from other libraries.

Spring/fall seniors wishing to renew or borrow new materials over the summer should speak to a circulation staff member. Otherwise their materials will be due THURSDAY, MAY 10, 2018.

What about materials the library doesn’t own?
For materials not owned by the library, use InterLibrary Loan (ILL) or Summit. If you are unsure on how to proceed, see a librarian. If you would like the library to purchase an item, please contact your subject librarian.

Help

How do I get help?
Librarians are happy to help you conduct research for your thesis. You can always ask the reference librarian on duty in the reference room for help or make an appointment with the subject librarian for your department. Reasons to consult with your librarian could include help navigating databases, library services, obtaining library materials, help with copyright, using images, citing resources, or interpreting thesis requirements.

Sarah Bavier    sbavier@reed.edu    Art
Angie Beiriger    beiriger@reed.edu    Classics, History, Humanities, Philosophy, Religion
Abigail Bibee    abibee@reed.edu    Chinese, Russian
Laura Buchholz    laura.buchholz@reed.edu    Spanish
Annie Downey    adowney@reed.edu    Anthropology, French, German
David Isaak    isaakd@reed.edu    Linguistics, Psychology
Linda Maddux    madduxl@reed.edu    Biology, Chemistry, Mathematics, Physics
Joe Marquez    jmarquez@reed.edu    Anthropology, Economics, Music, Political Science, Sociology, Theatre
**What happens to my thesis after I turn it in to the library?**

Your thesis is cataloged and placed in the library’s thesis collections. The catalog record for your thesis includes your name as author, the title, your department/program, and the name of your thesis adviser. This basic information about your thesis will be publicly available in Reed’s library catalog, in Summit, and in other networks of library catalog information such as WorldCat. One copy will become part of the Reed College archives and while it will be available to readers on site, it may not be removed from the library. The second copy will be shelved in the library’s thesis tower and will be available for browsing and check out by Reed community members and others with library borrowing privileges.

**Do I need copyright permission?**

The use of published or unpublished screenplays, complete texts or substantial portions of poems or essays, images (photos, illustrations, maps, etc.), and other similar works may require permission from the copyright holder before they can be reproduced in your thesis. It is your responsibility to ensure you have the required permissions before using this content. For more information or for help getting permission consult the library’s Copyright Help for Theses guide (http://libguides.reed.edu/copyright) or contact a librarian for help. Acknowledgement of formal permission should be clearly stated in the thesis but may be done in a variety of ways depending on the citation style you use.

**What citation style should I use?**

The style used, including footnotes or endnotes, style of bibliographic citations, etc. is up to your department and not dependent on library approval. Pro tip: use a citation management program like EndNote, Zotero, or JabRef to help you format and stay organized. See (http://libguides.reed.edu/citation) for more information.
In addition to the brilliant, scholarly content that you’ll spend most of your time on, your thesis has to meet Reed’s formatting requirements. The mechanics of producing a long, carefully formatted document can take a surprising amount of time—so you shouldn’t ignore it until the last minute.

Check out http://www.reed.edu/cis/help/thesis/ for our online resources. We also offer drop-in help at the Help Desk any time and weekly classes dedicated to teaching and troubleshooting thesis formatting. (Call or see the website for an up-to-date schedule.)

We support two technologies for writing your thesis: Microsoft Word (Mac or Windows) and LaTeX. You can find lots of help for each, including richly annotated style templates, at the URL above.

The Most Important Things to Know

1. **Start early!**
   You can save a lot of time by learning the technology early on, so you don’t have to undo and redo work at the end.

2. **Check with your adviser early.**
   Make sure you are aware of any special formatting requirements for your discipline, and that your adviser knows and supports your choice of technology (Word or LaTeX).

3. **Use power tools!**
   Citation management has never been easier. Zotero, Endnote, JabRef, (and other applications) are available in campus labs and for downloading to your own computer. You may never need to type a citation again! See:  http://www.reed.edu/cis/help/software/

4. **Master the tools.**
   Both Word and LaTeX have tools that make formatting easy and keep your document looking consistent. Using the CUS resources to master these tools early on will save you time and stress in the last few weeks, and let you concentrate on content and writing.

5. **Allow extra time and planning for non-text elements.**
   Inserting and formatting tables, images, charts, or other non-text items can require considerable effort. You’ll save time in the long run if you master the process early.

   Did we mention backup? We can help with almost any problem, but if you lose your work, there’s not much we can do. See our help pages at http://www.reed.edu/cis/help/backup.html for backup strategies.

We are here to help! Contact us at x7525, cus@reed.edu, or drop by the Help Desk in the ETC.
Margins

Leave a margin of 1.5 inches on the left side of each page (or in the case of a double-sided copy, on the edge of the page that will be bound), and a margin of at least one inch on the other three edges.

Page Numbers

Arabic page numbering begins with the first page of the introduction and continues through the entire thesis. Every page should have a page number except the first pages of chapters, but be sure to count them. The numbers may appear in various locations, most commonly on the top corner within the text area and in line with the outside margin. They may also be centered at the top or bottom of each page. (Positioning is particularly important when formatting a double-sided thesis, since numbers placed on outside corners must be on top right on odd-numbered pages, and top left on even-numbered pages). Regardless of the position you choose, placement must be consistent.

Page numbers should never be placed to the inside margin, where pages are bound together. Each chapter should begin on a new page. No page number or header should appear on a blank page; however, all blank pages within the paginated parts of thesis must be counted in the pagination. The abstract is not included in page numbering.

Spacing

Double-spaced and space-and-a-half are the most common spacing options for a thesis because they improve legibility. However, if your thesis is particularly long, you might choose to make it single spaced. Consult with your thesis adviser for text spacing standards in your discipline.

New Sections

When printing your thesis double-sided, be sure that each new section (both in the front matter and in the main body of the text) begins on the reader's right side (printed on the front side of the page). This includes the first pages of appendices and the bibliography. Achieving this may require that your document have a blank left-hand page at the end of the previous section. When this is necessary, the page should be completely blank, but should be counted in the pagination.

Footnotes

These must be single-spaced and numbered continuously for each chapter or for the entire work. Do not restart the numbering of footnotes on each page.

Source: http://www.roughy-mara.net/facts/swimming-deep-down/anglerfish/
The Thesis Format, Front Matter, Abstract

Items that are marked with an asterisk are required and will be checked for format accuracy in the registrar’s office when you submit your Orals copies. Other items are optional. The library will review your entire thesis after Orals, but before you have it bound.

You must follow this order for the contents of your thesis:

- *title page
- *approval page
- acknowledgements and/or preface
- list of abbreviations
- *table of contents
- list of tables
- list of figures
- *thesis abstracts (not required for creative theses in the English Department)
- dedication
- *major body of text
- glossary
- appendix
- endnotes
- *bibliography or list of references
- index

If you have any questions about the order of contents for your thesis consult your thesis adviser, the graduation specialist in the registrar’s office, or a librarian.

**Front matter** consists of all sections up to and including the dedication — that is, everything that comes before the major body of the text. Unless your discipline requires it, leave all numbering off of the front matter. Sections in the front matter may not appear in the table of contents unless they have page numbers.

**Table of Contents**

If any of the following items appear in the thesis, they must appear in the table of contents:

- introduction
- chapters
- appendix
- endnotes
- bibliography
- index

If any of the following items display Roman numbering, they must appear in the table of contents:

- list of figures
- abstract
- dedication
- list of tables

The following items **never** appear in the table of contents:

- title page
- approval page
- acknowledgements
- preface
- table of contents

Please be sure that the title of each item matches its listing in the table of contents EXACTLY. Also, be sure to check and re-check that all of the items listed in the table of contents accurately match the pagination of the thesis. This is especially important if you revise the text of the thesis and do not automatically adjust the table of contents to match it. If you are using LaTeX, you should hit “Typeset” twice to update the table of contents, especially before you print your final copies.

**List of Tables/List of Figures**

As with the table of contents, entries on the List of Figures should accurately reflect what is in the thesis document.

**Abstract**

A statement summarizing the important points of the thesis. The average abstract is about 200 words long. An abstract is not required for a creative writing thesis written in the English Department.
An Example of a Title Page for a Reed College Senior Thesis

A Thesis

Presented to

The Division of The Arts

Reed College

In Partial Fulfillment

of the Requirements for the Degree

Bachelor of Arts

(Your Name Here)

(Month and Year Here)
For title page format, follow the sample shown on the next page of this handbook or use the template available for download at http://downloads.reed.edu.

The basic thesis title:

A Thesis Presented to the Division of (...)

If you have an established interdisciplinary major, you should state:

A Thesis Presented to the Established Interdisciplinary Committee for (...)

If you have an ad hoc interdisciplinary major that is not within one division, you should state:

A Thesis Presented to the Interdivisional Committee for (...)  
Major A and Major B

If your ad hoc interdisciplinary major is within one division but is not an established committee, you should state:

A Thesis Presented to the Interdisciplinary Committee for (...)

NO VARIATIONS IN TITLE PAGE FORMATTING WILL BE ACCEPTED.

It is best to type the title in capital and lower case letters. Do not use decorative graphic devices to adorn titles. Because the only subject retrieval for theses in the library catalog is by key words in the title, please use a title that accuracy reflects the content of your thesis. The titles, as well as all other parts of the thesis, must be in a consistent font and font size. Do not use ampersands on the title or approval page unless they’re in your thesis title.

Source: http://www.pngall.com/wp-content/uploads/2016/05/Shark.png
<table>
<thead>
<tr>
<th>Approved for the Division (Major)</th>
<th>Approved for the Division (Psychology)</th>
<th>Approved for the Division (Linguistics)</th>
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<td>Psychology Thesis</td>
<td>Linguistics Thesis</td>
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<td>Approved for the Committee (Biochemistry and Molecular Biology)</td>
<td>Approved for the Committee (Environmental Studies - Chemistry)</td>
<td>Approved for the Committee (Art and Chinese)</td>
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</table>
### Approved for the Division

(type your department or interdisciplinary major here)

**Adviser Signature**

Your Adviser’s Name Typed Here

---

If you are writing a MAL's thesis, the “committee” should be listed as Graduate Studies.

The line is for the signature of your thesis adviser only AFTER your oral examination is completed and corrections (if any) have been made. When turning in your four copies to the registrar’s office, you must have your adviser’s signature on a separate piece of paper. Be sure an original signature is on the archival copy that goes to the library.

If you are an interdisciplinary, interdivisional, or ad hoc interdisciplinary major with two thesis advisers and wish for both of them to sign your thesis, the signatures may be placed either side by side or one above the other.
Using Images in Your Thesis

Library staff can help with digitizing, finding, and citing images. The Image Research Guide (http://libguides.reed.edu/images) and the Art Research Guide (http://libguides.reed.edu/art) offer detailed information on image research and citation guidelines.

The library’s Visual Resources Center (VRC) offers drop-in help with image scanning and research (L42). Self-service scanning workstations with image editing software are available in several library locations, including the IMC (L32).

Inserting images in your thesis

Instructions for inserting images in the thesis template (Word or LaTeX) are available on the CUS thesis help page. For more information about the thesis template, visit https://www.reed.edu/cis/help/thesis/.

Creating Your List of Figures

The List of Figures is optional but if you have more than one image, it is recommended that you include one. The List must exactly match the caption titles of the actual image. A sample List of Figures is included in the thesis template. More information can be found at https://www.reed.edu/cis/help/thesis/.

You may need permission from the copyright holder before you reproduce images! For information about copyright, permissions, and fair use, check out the Copyright Help for Theses Guide at http://libguides.reed.edu/copyright.

Source: http://www.pngall.com/wp-content/uploads/2016/05/Shark-Transparent.png

Source: http://dominia.fm/medicos-de-la-unam-descubren-propiedades-del-yodo-contra-el-cancer/
Four (4) copies of your thesis in final form must be presented to the graduation specialist in the registrar’s office by 3 p.m. on Friday, December 1, 2017 for seniors finishing theses in the fall, and by 3 p.m. on Friday, April 27, 2018 for seniors finishing theses in the spring.

“Final form” means that no changes are to be made to the thesis after this time other than those that may be requested by your oral examination board, and that the thesis follows the required format guidelines (see the “Thesis Format” section in this handbook for details).

Thesis copies should not be bound or signed by your thesis adviser until after your oral examination.

Your thesis will be checked in the registrar’s office for:

- Your adviser’s signature on a separate piece of paper, indicating approval of your thesis
- Correct format, all required sections, and page numbering
- Presence of all four copies that will be distributed by you to the members of your orals board

If you are a studio art major, you must follow general thesis format requirements and submit four copies of your thesis together with four copies of slides or photographs of your work. In the case that slides are not available at this time, a written waiver from the department chair must be submitted. Studio art theses must have an abstract.

If you are writing a creative thesis in the English Department, you are not required to include a thesis abstract. The rest of your thesis must follow the thesis format outlined in this book. You must have a bibliography.

Source: https://www.tes.com/lessons/Rnv_eL62RuVoYg/under-the-sea
Late Thesis Options

Should you fail to turn your thesis in to the registrar’s office on time, or if you will not be able to complete your thesis on time, you have three options:

**Weekend Extension**

With the approval of your thesis adviser, you may take a weekend extension, for a fee of $200. Spring/fall thesis students selecting this option will have their theses due on **Monday, December 4, 2017 by 3 p.m.** Fall/spring thesis students selecting this option will have their theses due on **Monday, April 30, 2018 by 3 p.m.** If you intend to take a weekend extension, you should consult with your thesis adviser, and you must inform the graduation specialist by 3 p.m. on the original thesis due date. The Faculty Code requires that readers have no less than 48 hours to read the thesis, so some rescheduling of orals may be necessary.

**Summer or Winter Extension**

With the approval of your thesis adviser, you may take a summer or winter extension, for a fee of $200. To do this, consult with your thesis adviser to make sure that they record the correct grade allowing you to take the extension, and inform the graduation specialist by 3 p.m. on the original thesis due date. All summer/winter extension theses are due on the first day of classes of the next semester by 3 p.m.

**Incomplete (INC)**

If, for reasons of health or extreme emergency, you cannot complete your thesis by the end-of-semester deadline, you may ask for an incomplete (INC) in your thesis. To receive an incomplete in your thesis, you will need to fill out a petition for waiver of policy form, obtain your thesis adviser’s signature, your division chair’s signature, and have the petition approved by the administration committee. You should be aware that the administration committee typically meets on Wednesday afternoons each week, and petitions should be turned in to the registrar’s office by no later than 3 p.m. of the Monday before an administration committee meeting.

Printing and Binding After Orals

Thesis Reproduction

To obtain the best quality of reproduction of your thesis, follow these guidelines:

A. If you are using a Macintosh for production of your thesis, any font and font size that will produce a clear readable copy are permissible. Do not use Ornaments, Dingbats, or other graphic devices on your title page. Consult your adviser about your choice and the acceptability of drawing programs if charts or graphs are required. If you have any questions, see a library staff member. Also, be sure to speak with Craig Lauder in printing services if using grayscale graphs or photos in your thesis.

B. Photocopy is the most acceptable form of reproduction on campus, but alternative methods can be used with Craig’s approval. Permanence is the chief consideration in approving any method of reproduction. Photocopy service is available at Reed Printing Services, located in Eliot 132, for 5¢ per page on archival paper. Avoid the thesis deadline rush. Printing services welcomes pages and chapters of an incomplete thesis. At off-peak times, a complete thesis can be copied in fewer than thirty minutes. Don’t forget to specify single or double-sided copy; if you want a double-sided thesis, please make the original double-sided as well. This will speed up the process for everyone during peak printing times.

Each time you want a part of your thesis copied, you will fill out an order form which is filed under your name; this will facilitate final billing and allow you to accumulate all copying and binding on one bill.

Thesis Binding

After the thesis has been completed and has the final approval of your adviser, binding can be done by Reed Printing Services (see them for prices) or at an off-campus bindery. If you are having the binding done off-campus, it must be approved in advance by the archivist in the library.

Two copies of the thesis (either 1 original and 1 reproduced or 2 original copies) are to be bound, preferably in hard binding and deposited with the library (see deadlines on pages 2 and 3). One of these copies, whether original or reproduced, must be on archival paper (at least 25% rag), 8 1/2 x 11, 20# weight, and have an original signature of your adviser. The other library copy can be on sulphite paper, (20# is used in most copiers). Printing services will use archival paper for all thesis copying. It is essential that you bring your thesis to the library before you have the two copies bound for a final check. If you are aware that your thesis adviser will be gone before your thesis is bound, be sure to get the approval page printed on archival paper and have it signed beforehand.

Your final bill must be paid before you can pick up your bound copies. For further information about billing and costs, see printing services personnel. Again, try to avoid the last minute rush prior to the deadline.

Approval and Binding Checklist

The library will send an email prior to Orals that outlines the approval process, including deadlines. The checklist below includes the steps you must follow to submit your thesis to the library:

• Make all corrections requested by your Orals Board.
• Bring a print copy of your completed thesis to the library. A librarian will check this copy for formatting and consistency.
• Take approved thesis and signed approval form to printing services.
• Pick up bound theses & have your adviser sign on the approval page of two copies for the library.
• Bring two signed copies of your thesis to the library for final check and submission by the deadline.

Thesis Reproduction

If you plan to include audio and/or visual tapes, cassettes, etc. in your thesis, please consult with a librarian. Special boxes to contain those materials are available. All accompanying pieces, such as CDs and DVDs, must be labeled.
The Electronic Theses or eTheses Archive is Reed’s digital collection of senior and MALS theses. The collection is maintained by the library and is a great resource for research and information. At present, access to electronic theses is limited to current Reed students, faculty, staff, and alums. The archive may eventually become a public collection accessible to anyone on the web at http://cdm.reed.edu/cdm4/etheses/.

Participation in the archive is voluntary. Consult with your advisor about your interest in submitting to the electronic archive, especially if your thesis contains research ongoing at Reed.

Seniors and MALS students should submit their thesis to the archive as the final step of the thesis process. Once the final printed thesis has been turned into the library, save and upload a PDF to the archive. The eTheses submission page (http://library.reed.edu/etheses) has details on properly saving your files, copyright, and submission guidelines. You can also include accompanying materials, such as digital images, media, or data, in a zip file. Questions about the process can be sent to etheses@lists.reed.edu.
## Final Grades

Senior grades are available on the Friday prior to commencement from instructors. If you have any concerns about passing a course you need for graduation, please check with your instructor.

For fall seniors, grades will be available by the second week of January. If you are taking just the fall semester of a year-long course, remember to complete a Credit for One Semester of a Year Course form in order to receive credit. It is available from the registrar’s office or online here: [http://www.reed.edu/registrar/forms.html](http://www.reed.edu/registrar/forms.html).

## Transcripts

Transcripts can be requested in the registrar’s office by filling out a hardcopy transcript request form or ordered online through the registrar’s website via our online requesting service, Parchment. Transcripts cost $5 per copy and are processed as quickly as possible, usually within 24 hours. Transcripts can be sent out by fax, mail, electronic secure PDF, or held in the office for pickup. Rushed shipping is available for an additional fee.

For same day delivery, please be sure to have orders placed before 11:00 a.m. Orders held for pickup will be available after 3:30 p.m. in Eliot 311.

Be sure to order your transcripts well before the posted deadline. Our office is not open on weekends and we do not process transcript orders (electronic or hardcopy) when the office is closed. If you want to have your transcript held until final grades or degrees are posted, check the appropriate box on the form or select the appropriate option while placing your online order. Be aware that there is a delay after graduation while grades are verified so that an accurate copy of your transcript is issued. Fall grades/degrees will be recorded on official transcripts by mid-January and spring grades/degrees by early June.

Please note: official transcripts cannot be released if you have an outstanding financial obligation to Reed or if you are delinquent on a loan. If you are unsure as to your financial status, check with Sara Rosenberger in the business office at 503-777-7504.

For same day delivery, please be sure to have orders placed before 11:00 a.m. Orders held for pickup will be available after 3:30 p.m. in Eliot 311.

Be sure to order your transcripts well before the posted deadline. Our office is not open on weekends and we do not process transcript orders (electronic or hardcopy) when the office is closed. If you want to have your transcript held until final grades or degrees are posted, check the appropriate box on the form or select the appropriate option while placing your online order. Be aware that there is a delay after graduation while grades are verified so that an accurate copy of your transcript is issued. Fall grades/degrees will be recorded on official transcripts by mid-January and spring grades/degrees by early June.

Please note: official transcripts cannot be released if you have an outstanding financial obligation to Reed or if you are delinquent on a loan. If you are unsure as to your financial status, check with Sara Rosenberger in the business office at 503-777-7504.

## Senior Survey

The senior survey is very important to the college in evaluating existing programs, designing and developing new ones, and advising new and prospective students. The Office of Institutional Research will send you a survey near the end of spring semester. Past responses have influenced such things as food service vendor selection, student orientation, and advising programs. Let Reed know what you really think about your overall experience by completing and returning your survey promptly. We appreciate your feedback.
Commencement

ALL requirements (college, departmental, divisional, and P.E.) MUST be met in order for a student to participate in the commencement ceremony. Do not leave anything to chance—exceptions are not made!

All students who are expected to graduate, and their parents, will be sent information from the Office of Conference and Events Planning (CEP) during the spring about various commencement events. You will be asked to return forms and pick up tickets for those events. If you choose to wear a cap and gown for commencement, you must stop by CEP in Greenwood to order regalia and be measured to ensure a good fit.

Your Diploma
You will receive a form from the registrar’s office requesting your preference for the way your name will be recorded on your diploma. Please complete this form and return it to Eliot 311 as soon as possible. You will receive your diploma at the commencement ceremony, unless you have failed to meet your financial obligation to the college. If you cannot attend the ceremony, you may pick up your diploma after graduation or leave an address with the graduation specialist before leaving campus, and your diploma will be sent to you via certified mail.

The Commencement Program
The commencement program includes the list of thesis titles recorded at the registrar’s office when you submit your thesis for approval. If your thesis title changes, please inform the registrar’s office as soon as possible.

Commencement Rehearsal
You must attend the commencement rehearsal if you intend to participate in the ceremony. Rehearsal is scheduled for SATURDAY, MAY 12, 2018 at 2 p.m. If it is impossible for you to attend rehearsal, it is your responsibility to inform both the registrar’s office and CEP in advance.
CLBR honors your thesis process and progress. We’re also here to support your first steps beyond Reed toward a meaningful and happy life, however you define it. When you connect with CLBR, you don’t need to know what you are supposed to do with the rest of your life, you just need to be willing to take the first step.

**During your thesis year, we can help you:**

- **Find meaning and purpose**
  - Wondering what it’s all about? 1-1 advising now through online scheduling in [Griffin Door](#).
  - Identify and explore your passions [Communities of Purpose](#).

- **Sharpen your tools: Develop your narrative, polish your college resume, publish a robust LinkedIn profile**
  - Meet with a professional advisor. Schedule in [Griffin Door](#) or email beyondreed@reed.edu.
  - Express Advising with Peer Career Advisors: Mon 6pm-8pm (LIB 203), Tues 3-5pm (Prexy), Wed 1-3pm (Prexy), Thurs 3-5pm (Prexy), Fri 2-4pm (Prexy), Sun 6-8pm (GCC-A).
  - Drop-in hours around campus: MRC: Wednesday 11:30-1:30, Commons: Thurs and Fri 11:30-1:30.
  - Virtual advising: email beyondreed@reed.edu to get started.
  - Attend a Senior Bootcamp: 10/17, 12/11, 1/18, 3/10, 5/7, 5/17.

- **Find alumni in your fields of interest and how to successfully contact them**
  - Check out the [Alumni Directory](#) or use the [LinkedIn Alumni Tool](#).

- **Apply for nationally competitive awards and Reed-based funding for research, travel, creative work and career exploration**
  - 1-1 advising.
  - [Online searchable tool](#).
  - Drop in hours in [Commons](#).

- **Apply to graduate school, med, or law school**
  - 1-1 advising.
  - Drop in hours in [Commons](#).
  - Sign up for [Pre-law](#) and [Pre-med listservs](#).

- **Practice for interviews and how to talk about your thesis with non-Reedies**
  - 1-1 advising and senior-only workshops throughout year.
  - Conduct a mock interview with a professional advisor. Schedule in [Griffin Door](#) or email beyondreed@reed.edu.
  - Contact Christine Hanolsy at hanolsy@reed.edu to reserve a quiet space for skype and phone interviews.

- **Search for on-campus, off-campus jobs, service, internships, and funding**
  - [Griffin Door](#): Reed’s container of not-so-secret opportunities like jobs, internships, funding.
  - Explore Jobs & Internship in the weekly CLBR Newsletter.
  - [Vault](#), [GoInGlobal](#), [great databases](#) we provide you for additional job and internship searches.

- **Meet employers on- and off-campus**
  - [Job Fayre](#), Employer Engagement Event (E3), Paideia, Mindstorm, and more.

**Christine Hanolsy**
Prexy reception. Friendly face.

**Kari Berkas**
Internship & Career adviser, Seattle émigré.

**Michelle Johnson**
Fellowships & Awards adviser, Fulbright and Watson Whisperer.

**Charles Daniel**
Pre-law, Pre-health, and graduate school advising.

**Brooke Hunter**
Assistant Director, Strategic Partnerships. Maven Extraordinaire. Alumni advising.

**Alice Harra**
Director, Reimagineer. General advising hours available. Always happy to hear feedback.

Reed.edu/beyond-reed  503-771-1112  Beyondreed@reed.edu  @beyond_reed
Reference Protocol and Courtesy

Since many of you are seeking references as you make plans to move beyond Reed, please make note of these etiquette tips:

• Consider your references as you would a relationship. Stay in touch with them to keep them up-to-date on your activities and progress. Don’t wait until a year or two passes to ask them if they’d be willing to serve as a reference. Begin to cultivate that relationship when you are still most present in their mind (e.g., when you’re still in school, not years later).

• Always request letters of recommendation at least four or five weeks in advance.

• Consider how to contact the person you are asking. Decide whether it would be best to reach them using an email, a written note, a phone request, or some other form of communication. Consider also other strategies that respect the person’s time and style, and make sure to give them the chance to reflect on your request.

• When you make the request, ask if the recommender is willing to write a strong letter or give a strong verbal (e.g., telephone) recommendation.

• Provide your letter writers with information that might help them in writing a letter. Include your own (draft or final) personal statement or letter of interest.

• Always let references know if you anticipate or are aware that an employer or school might be at the stage of contacting them.

• Include information about what you have been doing that uniquely qualifies you for the position or the program to which you are applying.

• Do not include references on your resume. Provide them in a separate document when requested by a potential employer unless specifically asked to accompany an initial application.

• Think strategically. If you wish to mention a reference who will carry weight with the recipient of the cover letter, ONLY include that reference if you have permission beforehand.

• Respect your references’ time commitment. Write them a hard copy thank you note, verbally express your gratitude, AND keep them informed of your achievements. Someday you will be in the position to provide references. Treat others as you would like to be treated.

• Never list or mention anyone who hasn’t been asked and who has not agreed to serve as a reference.

Source: http://www.picquery.com/red-starfish_dUUpNgryDKX1iy%7CfszEmgCMAxIMhzk03P7FgRryJ3sQ/
# Contacts

*Please see the Dean of Faculty’s page at [www.reed.edu/dean_of_faculty/](http://www.reed.edu/dean_of_faculty/) for the newest updates*

## Division of the Arts

**Division Chair:** Gerri Ondrizek  
503-777-7201  
Studio Art 204

**Department Chairs:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Michael Knutson</td>
<td>503-777-7204</td>
<td>Studio Art 205</td>
</tr>
<tr>
<td>Dance</td>
<td>Carla Mann</td>
<td>503-517-7631</td>
<td>PAB 140</td>
</tr>
<tr>
<td>Music</td>
<td>Morgan Luker</td>
<td>503-459-4624</td>
<td>PAB 143</td>
</tr>
<tr>
<td>Theatre</td>
<td>Peter Ksander</td>
<td>503-777-7355</td>
<td>PAB 146</td>
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</table>

**Faculty Administrative Coordinators:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
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<tbody>
<tr>
<td>Art, Dance</td>
<td>Savannah Dombeck</td>
<td>503-777-7710</td>
<td>Library 317</td>
</tr>
<tr>
<td>Division, Music, &amp; Theatre</td>
<td>Charlie Wilcox</td>
<td>503-517-5131</td>
<td>PAB 133</td>
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## Division of History and Social Sciences

**Division Chair:** Michael Breen  
503-517-7322  
Vollum 235

**Department Chairs:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
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<tbody>
<tr>
<td>Anthropology</td>
<td>Paul Silverstein</td>
<td>503-517-7606</td>
<td>Eliot 412</td>
</tr>
<tr>
<td>Economics</td>
<td>Jeffrey Parker</td>
<td>503-517-7308</td>
<td>Vollum 229</td>
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<tr>
<td>History</td>
<td>Mary Ashburn Miller</td>
<td>503-517-7685</td>
<td>Eliot 426</td>
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<tr>
<td>Political Science</td>
<td>Chris Koski</td>
<td>503-517-7719</td>
<td>Vollum 139</td>
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<tr>
<td>Sociology</td>
<td>Kjersten Whittington</td>
<td>503-517-7628</td>
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</table>

**Faculty Administrative Coordinators:**

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<tbody>
<tr>
<td>Anth &amp; PoliSci</td>
<td>Emily Hebrbron</td>
<td>503-517-5075</td>
<td>Eliot 204B</td>
</tr>
<tr>
<td>Division, Econ, History, Sociology, &amp; ICPS</td>
<td>Julie Shannon</td>
<td>503-777-7771</td>
<td>Vollum 112</td>
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</table>

## Division of Literature and Languages

**Division Chair:** Marat Grinberg  
503-517-7362  
Vollum 122

**Department Chairs:**

<table>
<thead>
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<th>Subject</th>
<th>Name</th>
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<tr>
<td>Chinese</td>
<td>Alexei Ditter</td>
<td>503-517-7348</td>
<td>Eliot 114</td>
</tr>
<tr>
<td>Classics</td>
<td>Walter Englert</td>
<td>503-517-7310</td>
<td>ETC 217</td>
</tr>
<tr>
<td>English</td>
<td>Jay Dickson</td>
<td>503-517-7906</td>
<td>ETC 218</td>
</tr>
<tr>
<td>French</td>
<td>Catherine Witt</td>
<td>503-517-7311</td>
<td>Vollum 308</td>
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<tr>
<td>German</td>
<td>Katja Garloff</td>
<td>503-517-7330</td>
<td>Eliot 407</td>
</tr>
<tr>
<td>Russian</td>
<td>Evgenii Bershtein</td>
<td>503-517-7953</td>
<td>Vollum 128</td>
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<tr>
<td>Spanish</td>
<td>Diego Alonso</td>
<td>503-517-7630</td>
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<tbody>
<tr>
<td>Russian, Spanish, Division</td>
<td>Joan Meyer</td>
<td>503-777-7794</td>
<td>Psychology 116</td>
</tr>
<tr>
<td>English, French, Humanities</td>
<td>Jolie Griffin</td>
<td>503-777-7753</td>
<td>Vollum 320</td>
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</table>

## Division of Mathematics and Natural Sciences

**Division Chair:** Jamie Pommersheim  
503-517-7619  
Library 307

**Department Chairs:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
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<tbody>
<tr>
<td>Biology</td>
<td>Jay Mellies</td>
<td>503-517-7964</td>
<td>Biology 122</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Julie Fry</td>
<td>503-517-7951</td>
<td>Chemistry 314</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Dave Perkinson</td>
<td>503-517-7417</td>
<td>Library 316</td>
</tr>
<tr>
<td>Physics</td>
<td>Lucas Illing</td>
<td>503-517-7336</td>
<td>Physics 234</td>
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**Faculty Administrative Coordinators:**

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<tbody>
<tr>
<td>Division &amp; Biology &amp; ES</td>
<td>Kristy Gonyer</td>
<td>503-777-7216</td>
<td>Biology 115</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Kayla Johnston</td>
<td>503-777-7229</td>
<td>Chemistry 303</td>
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<tr>
<td>Mathematics</td>
<td>Savannah Dombeck</td>
<td>503-777-7710</td>
<td>Library 317</td>
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<tr>
<td>Physics</td>
<td>Mary Sullivan</td>
<td>503-777-7221</td>
<td>Physics 128</td>
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</table>
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### Division of Philosophy, Religion, Psychology, and Linguistics

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<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Division Chair</td>
<td>Mark Bedau</td>
<td>503-517-7337</td>
<td>Vollum 141</td>
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<tr>
<td>Department Chairs:</td>
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<tr>
<td>Philosophy</td>
<td>Mark Hinchliff</td>
<td>503-517-7840</td>
<td>Vollum 239</td>
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<tr>
<td>Religion</td>
<td>Kenneth Brashier</td>
<td>503-517-7377</td>
<td>ETC 203</td>
</tr>
<tr>
<td>Psychology</td>
<td>Paul Currie</td>
<td>503-777-7267</td>
<td>Psychology 124</td>
</tr>
<tr>
<td>Linguistics</td>
<td>Kara Becker</td>
<td>503-517-7432</td>
<td>Vollum 125</td>
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<tr>
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<td>Emily Hebbron</td>
<td>503-517-5075</td>
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<tr>
<td>Division, Phil, &amp; Religion</td>
<td>Mary Sullivan</td>
<td>503-777-7221</td>
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<td>Psychology</td>
<td>Joan Meyer</td>
<td>503-777-7794</td>
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### Interdisciplinary Committees

See the Committee section on the Dean of the Faculty webpage: [https://www.reed.edu/dean_of_faculty/committees.html](https://www.reed.edu/dean_of_faculty/committees.html)

### Academic Support Services

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<th>Office</th>
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<tbody>
<tr>
<td>Associate Dean of Students</td>
<td>Julie Maxfield</td>
<td>503-517-7916</td>
<td>Eliot 204A</td>
</tr>
<tr>
<td>Asst. Dean of Stud. for Acad. Support</td>
<td>David Gruber</td>
<td>503-517-7722</td>
<td>Dojo</td>
</tr>
<tr>
<td>Quant. Skills &amp; Acad. Support Coordinator</td>
<td>Helen Scharber</td>
<td>503-517-7690</td>
<td>Dojo 110</td>
</tr>
<tr>
<td>Director of Disability Support Services</td>
<td>Theresa Lowsie</td>
<td>503-517-7921</td>
<td>Dojo 106</td>
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</tbody>
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### Business Office

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accounts and Student Loans</td>
<td>Sara Rosenberger</td>
<td>503-777-7504</td>
<td>Eliot 307</td>
</tr>
<tr>
<td>Assistant Controller, Student &amp; Grants</td>
<td>Erica Nukaya</td>
<td>503-788-6616</td>
<td>Eliot 308</td>
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### Printing Services

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Duplicating Lead Assistant</td>
<td>Craig Lauder</td>
<td>503-788-6621</td>
<td>Eliot 132</td>
</tr>
</tbody>
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### Library

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Circulation Desk and Reserves</td>
<td>N/A</td>
<td>503-777-7702</td>
<td>Library</td>
</tr>
<tr>
<td>Reference Desk</td>
<td>N/A</td>
<td>503-777-7554</td>
<td>Library</td>
</tr>
<tr>
<td>Science Librarian &amp; Thesis Check</td>
<td>Linda Maddux</td>
<td>503-777-7272</td>
<td>Library 195</td>
</tr>
<tr>
<td>Digital Assets Librarian</td>
<td>Angie Beiriger</td>
<td>503-459-4622</td>
<td>Library 191</td>
</tr>
<tr>
<td>Visual Resources Librarian</td>
<td>Sarah Bavier</td>
<td>503-517-7409</td>
<td>Library 42</td>
</tr>
</tbody>
</table>

### Computer User Services

<table>
<thead>
<tr>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help Desk</td>
<td><a href="mailto:cus@reed.edu">cus@reed.edu</a></td>
<td>503-777-7525</td>
<td>ETC</td>
</tr>
<tr>
<td>Hardware Shop</td>
<td><a href="mailto:chs@reed.edu">chs@reed.edu</a></td>
<td>503-777-7277</td>
<td>ETC</td>
</tr>
<tr>
<td>Main CIS Office</td>
<td></td>
<td>503-777-7254</td>
<td>ETC</td>
</tr>
<tr>
<td>Director of Computer User Services</td>
<td>Tony Palomino</td>
<td>503-788-6622</td>
<td>ETC 103</td>
</tr>
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</table>

### Registrar’s Office

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Graduation &amp; Transcript Specialist</td>
<td>Mark Fowler</td>
<td>503-777-7793</td>
<td>Eliot 311</td>
</tr>
<tr>
<td>Recorder</td>
<td>Ben Bradley</td>
<td>503-777-7295</td>
<td>Eliot 311</td>
</tr>
<tr>
<td>Registrar</td>
<td>Nora McLaughlin</td>
<td>503-777-7774</td>
<td>Eliot 310</td>
</tr>
<tr>
<td>Associate Registrar-Enrollment Services</td>
<td>Martha Schlitt</td>
<td>503-777-7296</td>
<td>Eliot 315</td>
</tr>
<tr>
<td>Associate Registrar</td>
<td>John Colgrove</td>
<td>503-777-7292</td>
<td>Eliot 315</td>
</tr>
<tr>
<td>Technical Administrative Support</td>
<td>Sarah Sharp</td>
<td>503-777-7294</td>
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