# Reed College 2019-20 Academic Calendar

## Fall Semester 2019

<table>
<thead>
<tr>
<th>August</th>
<th>23-26</th>
<th>Fri.–Mon.</th>
<th>Orientation outings All work for spring semester 2019 incompletes due to the instructor</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>23</td>
<td>Fri.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>26-1</td>
<td>Mon.–Sun.</td>
<td>Student orientation Residence halls open for new students</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Tuesday</td>
<td>Convocation First faculty meeting</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Wednesday</td>
<td>Final day of open registration Placement exams</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Thursday</td>
<td>New student advising and registration</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Friday</td>
<td>Student residences open for returning students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th>2</th>
<th>Monday</th>
<th>Labor Day holiday - no classes scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>Tuesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Friday</td>
<td>Deadline to add classes, change sections or reduce unit value in fall classes Four-week comments due</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Friday</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th>7</th>
<th>Monday</th>
<th>Deadline to drop semester classes - withdrawal from a fall class recorded after this date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19-27</td>
<td>Sat.-Sun.</td>
<td>Full break–residence halls open; limited food service</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Monday</td>
<td>EIGHT-WEEK GRADES DUE by 5 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>11</th>
<th>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></td>
<td>18</td>
<td>Monday</td>
<td>Spring 2020 registration resumes</td>
</tr>
<tr>
<td></td>
<td>28-1</td>
<td>Thurs.-Sun.</td>
<td>Thanksgiving vacation–halls open; limited food service</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>2</th>
<th>Monday</th>
<th>Classes resume Fall senior theses due; four copies due in the Registrar’s Office by 3 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6</td>
<td>Friday</td>
<td>Thursday classes meet Friday classes and Wednesday night classes meet</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Tuesday</td>
<td>LAST DAY OF CLASSES FOR FALL Reading period and senior oral exams</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Wednesday</td>
<td>FINAL EXAMINATIONS. No work for fall classes may be submitted after this period</td>
</tr>
<tr>
<td></td>
<td>12-15</td>
<td>Thurs.-Sun.</td>
<td>Theses due in library - noon</td>
</tr>
<tr>
<td></td>
<td>16-19</td>
<td>Mon.-Thurs.</td>
<td>SENIOR GRADES DUE at 9 a.m.</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Friday</td>
<td>Residence halls close - noon</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Monday</td>
<td>Division &amp; Faculty grade reviews</td>
</tr>
</tbody>
</table>

| January      | 6     | Monday    | Division & Faculty grade reviews                                                           |

## Spring Semester 2020

<table>
<thead>
<tr>
<th>January</th>
<th>17</th>
<th>Friday</th>
<th>All work for fall semester 2019 incompletes due to the instructor Student residences open - limited food service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18-26</td>
<td>Sat.-Sun.</td>
<td>Paidia</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Monday</td>
<td>Martin Luther King, Jr. holiday Final day of open registration</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Friday</td>
<td>Classes begin</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Monday</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th>7</th>
<th>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></td>
<td>21</td>
<td>Friday</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>2</th>
<th>Monday</th>
<th>Deadline to drop semester classes–withdrawal from a spring class recorded after this date. Deadline to withdraw from a year class or change to CR/NC. EIGHT-WEEK GRADES DUE by 5 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16</td>
<td>Monday</td>
<td>EIGHT-WEEK GRADES DUE by 5 p.m.</td>
</tr>
<tr>
<td></td>
<td>21-29</td>
<td>Sat-Sun.</td>
<td>Spring break–residence halls open; limited food service</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Monday</td>
<td>Classes resume</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th>6</th>
<th>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 2020-21 opens</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
<td>Monday</td>
<td></td>
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<table>
<thead>
<tr>
<th>May</th>
<th>1</th>
<th>Friday</th>
<th>SENIOR THESES DUE: four copies due in the Registrar’s Office by 3 p.m.</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>4-10</td>
<td>Mon.-Sun.</td>
<td>LAST DAY OF CLASSES Reading Period and senior oral exams</td>
</tr>
<tr>
<td></td>
<td>11-14</td>
<td>Mon.-Thurs.</td>
<td>FINAL EXAMINATIONS. No work for spring classes may be submitted after this period</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Friday</td>
<td>Theses due in library - noon</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Saturday</td>
<td>Commencement rehearsal- 2 p.m.</td>
</tr>
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<td></td>
<td>18</td>
<td>Monday</td>
<td>COMMENCEMENT</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Tuesday</td>
<td>Residence halls close - noon</td>
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<td></td>
<td>20</td>
<td>Wednesday</td>
<td>GRADES DUE AT 9 a.m.</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Friday</td>
<td>Final faculty meeting- afternoon</td>
</tr>
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Congratulations, 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 is 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 and need answers.

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 Assistant Registrar, in the registrar’s office (Eliot 311) or call x7793. You may also contact your thesis adviser or administrative coordinator.

The 2019-20 Senior Handbook was assembled by Emily Crook in the registrar's office.
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## The Thesis Year

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### Summaries of Thesis Deadlines

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### The Thesis Year Process

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<th>Reference Protocol and Courtesy</th>
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### Contacts

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<th>Contacts</th>
<th>Contacts (cont.)</th>
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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 35 and 36) 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.

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**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 Assistant Registrar know. This will ensure that the correct faculty member records the grade for your thesis. If you change your thesis adviser, let the registrar's office know.

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**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.
Thesis Deadlines:
Spring/Fall 2019

Division of The Arts
Mon., November 4, 2019 Complete draft of thesis due to adviser.

Division of History and Social Sciences (H&SS)
Fri., November 1, 2019, noon One (1) electronic copy of Thesis First Draft submitted to HSS Thesis Moodle page.
Fri., December 6, 2019, 3 p.m. Four (4) Final Thesis copies, initialed by the adviser, due to the Registrar’s Office.
Fri., December 20, 2019, noon Two (2) Bound Thesis copies due in Library

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:
All L&L Majors:
Mon., November 4, 2019, noon One copy of the full thesis draft due.
Fri., December 6, 2019, 3 pm Four copies of your thesis in final form are due to the registrar’s office.

Division of Mathematical and Natural Sciences (M&NS)
All MNS Majors: See your adviser for deadlines.

Division of Philosophy, Religion, Psychology, and Linguistics (PRPL)
Mon., February 18, 2019 Copy of thesis proposal, initialed by adviser, to be submitted to Mary Sullivan, PRPL administrative coordinator, (Physics 128).
Fri., November 8, 2019 First draft of thesis due, initialed by adviser, to be submitted to Mary Sullivan, PRPL administrative coordinator, (Physics 128).

All Divisions:
Fri., December 6, 2019, 3 p.m. Four (4) final thesis copies, approved by the adviser, due in the registrar’s office.
Fri., December 20, 2019, 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 7, 2019.
Thesis Deadlines:
Fall/Spring 2020

Division of The Arts
Fri., October 4, 2019, noon
Deadline for each to senior to send one electronic copy of senior thesis proposal to Charlie Wilcox (cwilcox@reed.edu).

Mon., December 9, 2019, 10 a.m.
Deadline for seniors to submit a complete first chapter of theses to advisers.

Fri., April 3, 2020
Divisional deadline for students to have first draft of their complete theses to their thesis advisers.

Division of History and Social Sciences (H&SS)
Mon., September 23, 2019, noon
One (1) electronic copy of Thesis Proposal submitted to HSS Thesis Moodle page

Fri., March 20, 2020, noon
One (1) electronic copy of Thesis First Draft submitted to HSS Thesis Moodle page.

Fri., May 1, 2020, 3 p.m.
Four (4) Final Thesis copies, initialed by the adviser, due to the Registrar’s Office.

Fri., May 15, 2020, noon
Two (2) Bound Thesis copies due in Library.

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:
Thurs., August 15, 2019
Submit electronically at least three potential topics and three potential advisers to Jolie Griffin (griffinji@reed.edu), English faculty administrative coordinator.

All L&L Majors:
Wed., September 18, 2019, noon
Thesis adviser and topic selection form due

Wed., October 2, 2019, noon
One copy of thesis statements due.

Mon., November 25, 2019, noon
Two copies of the first section plus prospectus due.

December 2-5, 2019
Mini Orals with student, adviser and 1st reader.

Mon., March 30, 2020, noon
One copy of the full thesis draft due.

Fri., May 1, 2020, 3 pm
Four copies of your thesis in final form are due to the registrar’s office.

Division of Mathematical and Natural Sciences (M&NS)

All MNS Majors:
See your adviser for deadlines.

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

Wed., October 2, 2019
Copy of thesis proposal, 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 6 weeks before the end of term, March 20, 2020.

Fri., April 3, 2020
First draft of thesis due, initialed by adviser, to be submitted to Mary Sullivan, PRPL Administrative Coordinator, (Physics 128).

Fri., May 1, 2020, 3:00 p.m.
Final thesis copies (4) due to the registrar.

All Divisions:
Fri., May 1, 2020, 3 p.m.
Four (4) final thesis copies, approved by the adviser, due in the registrar’s office.

Fri., May 15, 2020, noon
Two (2) bound thesis copies, signed by the adviser, due in library.

The deadline to withdraw from a fall/spring thesis is Mon., March 2, 2020.
**Division of The Arts**

- **Mon., February 24, 2020, noon**
  - Deadline for each senior one electronic copy of their senior thesis proposal to Charlie Wilcox (cwilcox@reed.edu).

- **Mon., April 27, 2020**
  - Deadline for seniors to submit a complete first chapter of theses to advisers.

**Division of History and Social Sciences (H&SS)**

- **Mon., February 17, 2020, noon**

- **Fri., October 30, 2020, noon**
  - One (1) electronic copy of Thesis First Draft submitted to HSS Thesis Moodle page.

- **Fri., December 4, 2020, 3 p.m.**
  - Four (4) Final Thesis copies, initialed by the adviser, due to the Registrar’s Office.

- **Fri., December 18, 2020, noon**
  - Two (2) Bound Thesis copies due in Library.

**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 13, 2020, noon**
  - Submit electronically at least three potential topics and three potential advisers to Jolie Griffin (griffinjo@reed.edu), English faculty administrative coordinator.

*All L&L Majors:*

- **Wed., February 12, 2020, noon**
  - Thesis adviser and topic selection form due.

- **Wed., February 26, 2020, noon**
  - One copy of thesis statements due.

- **Mon., April 20, 2020, noon**
  - Two copies of the first section plus prospectus due.

- **April 27-30, 2020, noon**
  - Mini Orals with student, adviser, and 1st reader will take place.

- **Mon., November 2, 2020, noon**
  - One copy of the full thesis draft due.

- **Fri., December 4, 2020, 3 pm**
  - Four copies of your thesis in final form are due to the registrar’s office.

**Division of Mathematical and Natural Sciences (M&NS)**

*All MNS Majors:*

- See your adviser for deadlines.

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

- **Mon., February 24, 2020**
  - 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 2020, first draft of thesis due, initialed by adviser, to be submitted to Mary Sullivan, PRPL Administrative Coordinator, (Physics 128).

Last Friday of term Fall 2020 by 3:00 p.m., final thesis copies (4) due to the Registrar.

**All Divisions:**

- **Fri., December 4, 2020, 3 p.m.**
  - Four (4) final thesis copies, approved by the adviser, due in the registrar’s office.

- **Fri., December 18, 2020, 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 5, 2020.**
General Degree Requirements

Group Requirements

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 Mathematical 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.

Units

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.

Physical Education

In addition, you must complete the P.E. requirement 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. Students of any year can elect to use 6 quarters of instructional P.E or substitute up to 2 quarters of Community Engagement or self-directed PE to complete the requirement.

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

Source: https://www.today.com/series/morning-routine/there-really-right-way-eat-your-cereal-one-writer-has-t103715

Source: https://www.livescience.com/37919-oddest-medical-case-reports.html

Which came first? The chicken or the people who think that chickens are gross little dinosaurs

Source: https://www.today.com/series/morning-routine/there-really-right-way-eat-your-cereal-one-writer-has-t103715

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Credit Requirements

- 30 academic units (6 units in the thesis year)
- 15 units in residence
- 6 quarters of P.E (see page 8)

Distribution (Group) Requirements

The 2018 requirements apply to all students who entered Reed prior to Fall 2019.

- Each group requires two units in the same discipline.
- No course may satisfy more than one group requirement.
- No student may fulfill more than one distribution requirement through work in their 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, by any credit by exam, or by courses taken for credit/no credit.
- At most, only one of Humanities 220 or two units from Humanities 211, 212, 231 and 232 may be used to satisfy distribution requirements.

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 220, or two units from Hum 211, 212, 231, and 232 and one additional unit from Group A or Group B for the Humanities 110 requirement. Courses used to fulfill the humanities requirement may not be used to fulfill any other college distribution requirement.

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), dance (excluding applied), English, literature (both foreign and in translation), music (except applied), philosophy, religion, theatre (excluding acting and design), or Humanities 220 or two units from Humanities 211, 212, 231, and 232.

Notes: History majors may not meet this requirement with a 200-level Hum course. Creative writing courses may not be used to meet the Group A requirement.

Group B: History, Social Sciences, and Psychology
Two units in the same department from one of the following: Two anthropology courses, fulfilled either with Anthropology 201 and an upper-level course, Anth 211 and an upper-level course, or Anth 201 and 211; one introductory political science course (220, 240, 260, or 280) and any other political science course, but no more than one course from Political Science 280-298 and 380-415; Sociology 211 and one other sociology course; any two units in economics, history or psychology; two units from linguistics (see the linguistics department listing for those courses that fulfill Group D); Classics 371, 372, 373, or 375; or Humanities 220, or two units from Humanities 211, 212, 231, and 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, Logic, or Foreign Language or Linguistics
Minimum of two units 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 (see the linguistics department listing for those courses that fulfill Group D).

Group X: Additional Breadth
Two more units in any single department outside the student's major department.
2019 General College Requirements

Credit Requirements
• 30 academic units (6 units in the thesis year)
• 15 units in residence
• 6 quarters of PE (see page 8)

Distribution (Group) Requirements
The current requirements apply to all students effective Fall 2019. Students enrolled prior to Fall 2019 can choose between old or new requirements.

• No course can count toward more than one category.
• “Subject” is defined as the subject designator for the course. Exceptions include: (1) HUM 411, which does not count toward group requirements, and (2) all literature courses, which are considered one subject.
• No more than two units from any subject can be used toward the distribution requirements. The one exception is Humanities, where the cap of two units excludes Humanities 110 or, in the case of transfer students, other Humanities courses being used to satisfy the Humanities 110 requirement. A given group cannot be satisfied by a combination of three courses that, due to one or more cross-listed courses, could be listed under the same subject.
• No distribution requirement can be taken as credit/no credit.
• No distribution requirement can be satisfied by waiver or by examination (e.g., AP, IB, or other examination).
• No thesis course or independent study course can be used to satisfy a distribution requirement.
• A course that is cross-listed between a department and a program will count only as a course in the department.

Humanities 110
Required of all first-year students and of all transfer students. Sophomore or junior transfers may substitute either Humanities 220 or two units from Humanities 211, 212, 231 and 232, and one additional unit from Group I or Group II for the Humanities 110 requirement.

Group I:
Three units from the following subjects, of which two must come from the same subject: art, Chinese, classics (only Greek and Latin language and literature classes), comparative literature, comparative race and ethnicity studies, dance, English (including creative writing), French, German, humanities, literature, music, philosophy, Russian, Spanish, theatre. A maximum of two units can be from language classes.

Group II:
Three units from the following subjects, of which two must come from the same subject: anthropology, classics (only archaeology and ancient history classes), comparative race and ethnicity studies, economics, international and comparative policy studies, history, humanities, linguistics, political science, religion, sociology.

Group III:
Three units from the following subjects, of which two must come from the same subject: biology, chemistry, computer science, mathematics, physics, psychology. A substantial portion of at least one unit used to satisfy the Group III requirement must be devoted to primary data collection and the analysis of that data.
Do you need to transfer credit for classes taken at another institution in order to make up quantity (units applied toward 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 it was 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.

Completed transfer credit forms and official transcripts must be received in the registrar’s office by:

- Friday, September 13, 2019 to guarantee credit for graduation in January
- Friday, February 7, 2020 to guarantee credit for graduation in May
Credit/No Credit Grades

Juniors and seniors may take a maximum of two units of work on an elective 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. You may change to or from the Cr/NC option before the same deadline set for withdrawing from courses. The deadlines are MONDAY, NOVEMBER 11, 2019 for the fall semester and MONDAY, APRIL 6, 2020 for the spring semester. The deadline to change to Cr/NC for a year-long class is MONDAY MARCH 2, 2020. 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

Source: https://dishnthekitchen.com/2018/02/10/huevos-habaneros-a-cuban-breakfast/
While your thesis adviser will be your primary source of support and direction, the Office of Academic Support 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 7-10 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!

**One-On-One Coaching**

Our 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 aren’t able to offer advice on content (see your professors for those kinds of questions), but we can help keep you on track or develop your process.

**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.

**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. 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Maxfield</td>
<td>Associate Dean of Academic Life</td>
<td><a href="mailto:julie.maxfield@reed.edu">julie.maxfield@reed.edu</a></td>
<td>Office in Eliot 204A</td>
<td>(503) 517-7916</td>
</tr>
<tr>
<td>David Gruber</td>
<td>Director of the Office of Academic Support</td>
<td><a href="mailto:gruberd@reed.edu">gruberd@reed.edu</a></td>
<td>Office in DoJo 104</td>
<td>(503) 517-7722</td>
</tr>
<tr>
<td>Miguel Rodriguez</td>
<td>Tutor Program &amp; Quantitative Skills Coordinator</td>
<td><a href="mailto:g-skills@reed.edu">g-skills@reed.edu</a></td>
<td>Office in DoJo 110</td>
<td>(503) 517-7690</td>
</tr>
<tr>
<td>Theresa Lowrie</td>
<td>Director of Disability &amp; Accessibility Resources</td>
<td><a href="mailto:thlowrie@reed.edu">thlowrie@reed.edu</a></td>
<td>Office in DoJo 106</td>
<td>(503) 517-7921</td>
</tr>
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<td>Jess Gibson</td>
<td>Assistant Director of Disability &amp; Accessibility Resources</td>
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<td>Office in DoJo 110</td>
<td>(503) 517-7689</td>
</tr>
</tbody>
</table>

Source: https://www.seekpng.com/ipng/u2q8w7q8w7t4o0i1_barre-granola-muesli-bar-png/
“The best advice I got was from Gail Kelly: ‘Thesis is one credit per term project and you should treat it as such.’ That is, don’t devote four credits worth of energy and anxiety to it.”

(Aaron Good, Anthropology, ’02)

“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)

“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)

“It’s really important not to compare your thesis process to others’. When people started turning their theses in and I still had weeks worth of work to do, it was really tempting to try and rush through to get my laurels earlier. But I didn’t, I trusted and stuck to my timeline and repeated constantly to myself that it was MY process and no one else’s.”

(Malin Frazel, ComplLit, ’18)
The Library

Thesis Desks

What if I’m not registered for thesis?
Please notify the library before MONDAY, SEPTEMBER 16, 2019 and consult the registrar or your department with any questions about registration or eligibility. Information about thesis desks and the 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. New desks will be chosen in the fall.

How does the lottery work?
Results from the lottery will be posted on TUESDAY, SEPTEMBER 17, 2019, along with a map of desk locations. The choosing of desks will take place on WEDNESDAY, SEPTEMBER 18, 2019, at NOON in the library lobby.

Books & Research Materials

How long may I borrow materials?
Thesis students receive extended loans for books from the Reed Library stacks. The deadline for all thesis books is THURSDAY, MAY 14, 2020. Books are still subject to recall and thesis loan privileges do not apply to non-book materials or materials from Summit and InterLibrary Loan (ILL).

Spring/Fall seniors wishing to renew or borrow materials over the summer should speak to circulation staff. Otherwise their materials will be due THURSDAY, MAY 14, 2020.

What about materials the library doesn’t own?
Use Summit or InterLibrary Loan (ILL). Your subject librarian can help navigate these resources and talk to you about options to purchase library materials for your thesis.

Help

How do I get help?
Ask the reference librarian on duty or make an appointment with your subject librarian. They can help you conduct research, navigate databases, obtain materials, work with images and copyright, provide citation guidance, and interpret thesis formatting requirements.

Find your department’s subject librarian at: http://library.reed.edu/about/librarians.html

Subject Librarians

Angie Beiriger  beiriger@reed.edu  Classics, Economics, History, Humanities, Philosophy, Political Science, Religion, Sociology
David Isaak  isaakd@reed.edu  Anthropology, Linguistic, Psychology
Jim Holmes  holmesj@reed.edu  Chinese, Russian
Laura Buchholz  laura.buchholz@reed.edu  Spanish
Maria Cunningham  cunninma@reed.edu  English
Megan Watson  watson@reed.edu  Dance, French, Music, Theatre
Robin Ford  fordri@reed.edu  Biology, Chemistry, German, Mathematics, Physics
Sarah Bavier  sbavier@reed.edu  Art
Your thesis is cataloged and placed in the library’s collection. The catalog record for your thesis includes your name, thesis title, department/program, and your thesis adviser. This basic information will be publicly available in Reed’s Library catalog, Summit, and other networks of library catalogs like WorldCat.org. One copy will go to the Reed College Archives while the second copy will be shelved in the library’s thesis tower and will be available for check out.

What happens to my thesis after I turn it in to the library?

Do I need copyright permission?

The use of 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. It is your responsibility to ensure you have the required permissions before using this content. Acknowledgment 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. 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.

What citation style should I use?

The citation/formatting style used is up to your department and not dependent on library approval. Using a citation management program like Zotero can help you format and stay organized. See a librarian or the Citation Help guide (http://libguides.reed.edu/citation) for more information.

Figure 1. Drop bear (a) in its habitat, (b) attacking prey, (c) a drop bear’s breakfast

A Word From CUS!

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/](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

- **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.

- **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).

- **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/](http://www.reed.edu/cis/help/software/)

- **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.

- **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.

- **Backup. Backup. Backup!**
  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](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.

Source: https://commons.wikimedia.org/wiki/File:Coffee_cup_big.svg
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 on 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 the thesis must be counted in the pagination. The abstract is not included in page numbering.

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.

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.

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: https://shewearsmanyhats.com/eggs-benedict-recipe/

Footnotes Are Eggcellent!!!
Items that are marked with an asterisk are required and will be checked in the registrar’s office when you submit your copies for the format check. 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
  - Acknowledgments and/or preface
  - List of abbreviations
- Table of contents
  - List of tables
  - List of figures
  - List of spectra
- 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 Assistant Registrar in the registrar’s office, or a librarian.

**Front Matter**

*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.
The entries and pagination on the table of contents and any included lists (tables, figures, spectra, etc.) must accurately reflect what is in the thesis document.

**Table of Contents**

Items listed in the TOC must exactly match what is in the body of the text. Including the subsections in the TOC is up to you, but if the subsection for one chapter appears all subsections for all chapters must appear.

If these items are present they must be listed in the TOC:

- 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
- List of tables
- Abstract
- Dedication

These items never appear in the TOC:

- Title page
- Approval page
- Acknowledgments
- 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/Figures/Spectra**

Tables/Figures/Spectra should be numbered according to the formatting style for your discipline.

Titles in the list should match or be very similar to the titles in the body of the text. Shortened titles are ok if the wording is similar to that in the body of the text. It is preferable to not have captions appear in these lists. See a librarian for clarification.

- Check that the pagination for items in the TOC and lists accurately matches what is in the body of the text.
- Before printing your final copies update all tables to ensure accuracy.

**Abstract**

An abstract is 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)
Title Page

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 accurately 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.
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| Biochemistry and Molecular Biology | (Optional 2nd Adviser Signature) | |
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| (Optional Second Adviser’s Name Typed Here) | | (Optional Second Adviser’s Name Typed Here) |

| Art and Theatre | | |
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List of Majors, Approval Page

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<tr>
<td>Graduate Studies</td>
<td>Committee for Graduate Studies</td>
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</table>

Approval Page

On a separate page, following the title page, just below the center, type:

Approved for the Division*

(type your department or interdisciplinary major here)

Adviser Signature

Your Adviser’s Name Typed Here

*replace “Division” with “Committee” if appropriate

If you are writing a MALS thesis, the “committee” should be listed as Graduate Studies. Please consult MALS handbook for further instructions: https://www.reed.edu/MALS/academic_program/thesis.html.

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.
A student may elect to complete a minor in fields where a minor has been established. Minors typically require five or six courses, and represent an identifiable level of achievement within the relevant field. Classes taken in the student’s major department or, in the case of interdisciplinary majors, in the student’s major departments cannot be counted toward a minor.

The minor shall be declared by completion and submission of the declaration of minor form to the registrar’s office. This must be approved by the adviser and by a faculty member in the minor field to indicate that the curricular expectations of the minor have been explained and discussed with the student. The completion of a minor will be recorded when the student graduates.

Available Minors

The current minors are available effective Fall 2019.

- Chinese
- Classics
- English
- French
- German
- Russian
- Spanish

Departments or programs that offer majors are not required to offer minors. Ad hoc minors are not available, even by petition. There is no limit on the number of minors a student can complete.

More information on available minors and their requirements can be found at:
https://www.reed.edu/registrar/minors.html

Source: https://www.fona.com/breakfast-trends-health-on-top/
Using Images in Your Thesis

Library staff can help with digitizing, finding, and citing images. The Finding and Using Visual Resources Guide (http://libguides.reed.edu/images) offers information on image research and citation, but the Visual Resources Center (L42) can help further with image research and digitization.

Scanners and image editing software are available in several library locations, including the Instructional Media Center (L32).

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. http://libguides.reed.edu/copyright

Instructions for inserting images in the thesis Word or LaTeX templates are available on the CUS thesis help page: https://www.reed.edu/cis/help/thesis/

Creating Your List of Figures

While the List of Figures is an optional section, it is recommended to include one if you have multiple figures. All figures must have titles and the items in the list must match the titles of the images. A sample List of Figures as well as specifics about formatting is in the thesis template. Contact your librarian with questions.
Turning in Your Thesis Before Orals

Four (4) copies of your thesis in final form must be presented to the registrar’s office by 3 P.M. ON FRIDAY, DECEMBER 6, 2019 for seniors finishing theses in the fall, and by 3 P.M. ON FRIDAY, MAY 1, 2020 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 thesis adviser’s signature on a separate piece of paper, indicating approval for submission
- 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://knowyourmeme.com/photos/466283-food-porn

Don’t snooze on your Thesis!

(Too much coffee, make at least one of them Irish to balance it out)
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 may have three options:

**Weekend Extension**

With the approval of your thesis adviser, you may take a weekend extension, for a fee of $50. Spring/fall thesis students selecting this option will have their theses due on Monday, December 9, 2019 by 3 p.m. Fall/spring thesis students selecting this option will have their theses due on Monday, May 4, 2020 by 3 p.m. If you intend to take a weekend extension, you should consult with your thesis adviser and you must inform the Assistant Registrar 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 they record the correct grade allowing you to take the extension, and inform the Assistant Registrar 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 during the semester, and petitions should be turned in to the registrar’s office by no later than noon on the Tuesday 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.

If you plan to include audio, images, data, code, 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 with your name.

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 and bound copies of your thesis to the library for final check and submission before the deadline

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, the archivist in the library must approve it in advance.

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 5-7). 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.

Thesis Reproduction

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 and bound copies of your thesis to the library for final check and submission before the deadline
Contributing to the eTheses Archive

The Electronic Theses or eTheses Archive is Reed's digital collection of undergraduate and MALS theses maintained by the library. It’s a great resource for research and information while you’re working on your thesis. You can add your own thesis to the archive after you turn in your final print thesis to the library.

Accompanying materials, such as digital images, media, or data can be included. Consult with your adviser about your interest in submitting to the electronic archive, especially if your thesis contains research ongoing at Reed.

Submission to the eTheses archive is voluntary. The eTheses submission page (http://library.reed.edu/etheses) has details on file formatting, copyright, and submission guidelines. Questions about the process can be sent to etheses@groups.reed.edu.

Source: https://www.bonappetit.com/story/how-to-buy-coffee-beans

Other Final Issues

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.

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.

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.

How long of a kiss do chickens like? Just a peck!

Please contact the registrar’s office if you have questions. You may reach us by email at registrar@reed.edu or by telephone at 503-777-7793.
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 will receive an email in November, asking if the college can contact their parents or guardians about commencement. Over winter break, Conference and Events Planning (CEP) will send a save the date letter to these approved parents.

Your Diploma

You will receive an electronic 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 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 Assistant Registrar before leaving campus, and your diploma will be sent to you via certified mail.

Commencement Rehearsal

You must attend the commencement rehearsal if you intend to participate in the ceremony. Rehearsal is scheduled for SATURDAY, MAY 16, 2020 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.

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.

Robes

The college will order a robe for you (at no cost). In March, CEP will ask students expected to graduate for their height for gown orders, via a Google form. CEP will also send out a few email reminders about resources for graduating seniors (commencement website, checklist for commencement requirements, etc.)

Other Events

Aside from the ceremony itself and the rehearsal, all other events the weekend of commencement are optional. In addition to department celebrations, there will be a commencement eve dinner (ticketed) for you and your family. There will be a breakfast in commons the morning of the ceremony. And there will be a reception after the ceremony.

Source: https://cstoredecisions.com/2019/06/05/belgian-waffles/
Planning for Life Beyond Thesis
(with some help from the Center for Life Beyond Reed)

CLBR honoring your thesis process and progress. We’re also here 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 Handshake
  - Identify and explore your passions through Communities of Purpose

- **Sharpen your tools: Develop your narrative, polish your resume, publish a robust LinkedIn profile**
  - Meet with a professional adviser - schedule in Handshake
  - Express Advising with Peer Career Advisers - find schedule and locations at reed.edu/beyond-reed
  - Drop-in hours around campus - find schedule and locations at reed.edu/beyond-reed
  - Virtual advising: make virtual appointments in Handshake
  - Attend a Senior Bootcamp: 10/22, 12/12, 1/21, 3/21, 5/7

- **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
  - Sign up for Fellowships & Awards Google group

- **Apply to graduate school, med, or law school**
  - 1:1 advising
  - Drop in hours in commons
  - Sign up for Pre-Law, Pre-Health Google groups

- **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 adviser - schedule in Handshake
  - Contact CLBR at beyondreed@reed.edu to reserve a quiet space for Skype and phone interviews

- **Search for on-campus, off-campus jobs, service, internships, and funding**
  - Handshake, Reed’s database of opportunities such as jobs, internships, funding
  - Explore Jobs & Internship in the weekly CLBR Newsletter
  - Sign up for Service (SEEDS) opportunities Google Group
  - Vault, GoinGlobal great databases we provide you for additional job and internship searches

- **Meet employers on- and off-campus**
  - Job Fayres and more!

Alice Harra
Director

Charles Daniel
Associate Director

Brooke Hunter
Assistant Director for Employer Relations/Strategic Partnerships

Hayden Todd
Career and Fellowships Adviser

Nate Martin
Administrative Coordinator

Shania Siron
Career and Fellowship Advisor

reed.edu/beyond-reed 503-788-6690 beyondreed@reed.edu reed.joinhandshake.com
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: https://www.thecookierookie.com/spiked-chai-tea-recipe/
## Division of the Arts

Division Chair: **Peter Ksander**  
503-777-7355  
PAB 146

**Department Chairs:**

- **Art:** **Kris Cohen**  
503-517-7959  
Library 320

- **Dance:** **Carla Marín**  
503-517-7631  
PAB 140

- **Music:** **Mark Burford**  
503-517-7734  
PAB 144

- **Theatre:** **Kate Breleson**  
503-459-4639  
PAB 141

**Faculty Administrative Coordinators:**

- **Art:** **Lisa Mickola**  
503-777-7710  
Library

- **Dance, Division, Music, & Theatre:** **Charlie Wilcox**  
503-517-5131  
PAB 133

---

## Division of History and Social Sciences

Division Chair: **Alex Montgomery**  
503-517-7395  
Vollum 317

**Department Chairs:**

- **Anthropology:** **Charlene Makley**  
503-517-7461  
Eliot 312

- **Economics:** **Nick Wilson**  
503-517-7733  
Eliot 415

- **History:** **Mary Ashburn Miller**  
503-517-7685  
Eliot 426

- **Political Science:** **Tamara Metz**  
503-577-7299  
Vollum 425

- **Sociology:** **Marc Schnieberg**  
503-517-7495  
Eliot 409

**Faculty Administrative Coordinators:**

- **Anthropology & Poli Sci, Division, Econ, History, Sociology, & ICPS:** **Emily Hebborn**  
503-517-5075  
Eliot 204B

---

## Division of Literature and Languages

Division Chair: **Laura Leibman**  
503-517-7329  
Greywood 115

**Department Chairs:**

- **Chinese:** **Jing Jiang**  
503-517-7376  
Eliot 428

- **Classics:** **Ellen Millender**  
503-517-7667  
ETC 216

- **English:** **Gail Sherman**  
503-777-7278  
Greywood 116

- **French:** **Luc Monnin**  
503-517-7434  
Vollum 316

- **German:** **Katja Garloff**  
503-517-7330  
Eliot 407

- **Russian:** **Evgenii Berstein**  
503-517-7953  
Vollum 128

- **Spanish:** **Ariadna García-Bryce**  
503-517-7637  
Vollum 232

**Faculty Administrative Coordinators:**

- **Russian, Spanish, Division, English, French, Humanities:** **Joan Meyer**  
503-777-7794  
Psych 116

- **German:** **Charlie Wilcox**  
503-517-5131  
PAB 133

---

## Division of Mathematical and Natural Sciences

Division Chair: **Alan Shusterman**  
503-517-7699  
Chemistry 408

**Department Chairs:**

- **Biology:** **Janis Shampay**  
503-517-7887  
Biology 226

- **Chemistry:** **Alan Shusterman**  
503-517-7699  
Chemistry 408

- **Computer Science:** **Jim Fix**  
503-517-7478  
Library 314

- **Mathematics:** **Jamie Pommersheim**  
503-517-7619  
Library 307

- **Physics (Fall):** **Lucas Illing**  
503-517-7336  
Physics 234

- **Physics (Spring):** **John Essick**  
503-517-7841  
Physics 130

**Faculty Administrative Coordinators:**

- **Division, Biology, & ES:** **Kristy Gonyer**  
503-777-7216  
Biology 115

- **Chemistry:** **Kayla Johnston**  
503-777-7229  
Chemistry 303

- **Mathematics:** **Lisa Mickola**  
503-777-7710  
Library 317

- **Physics:** **Mary Sullivan**  
503-777-7221  
Physics 128

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.
### Contacts (cont.)

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

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<tr>
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<tbody>
<tr>
<td>Division Chair: Matt Pearson 503-517-7618 Vollum 313</td>
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<td>Department Chairs:</td>
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<tr>
<td>Philosophy Troy Cross 503-459-4629 Vollum 131</td>
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<td>Religion Michael Foat 503-517-7316 ETC 206</td>
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<tr>
<td>Psychology Jennifer Corpus 503-517-7475 Psych 121A</td>
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<tr>
<td>Linguistics Sameer Khan 504-517-4018 Eliot 101C</td>
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<td>Faculty Administrative Coordinators:</td>
</tr>
<tr>
<td>Division, Phil, &amp; Religion Mary Sullivan 503-777-7221 Physics 128</td>
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<tr>
<td>Linguistics Emily Hebron 503-517-5075 Eliot 204B</td>
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<tr>
<td>Psychology Joan Meyer 503-777-7794 Psych 116</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)

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<tr>
<td>Associate Dean of Academic Life Julie Maxfield 503-517-7916 Eliot 204A</td>
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<tr>
<td>Director of the Office of Academic Support David Gruber 503-517-7722 DoJo</td>
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<tr>
<td>Quant. Skills &amp; Tutor Program Coordinator Miguel Rodriguez 503-517-7690 DoJo 110</td>
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<tr>
<td>Director of Disability &amp; Accessibility Resources &amp; ADA Coordinator Theresa Lowrie 503-517-7921 DoJo 106</td>
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<tr>
<td>Student Accounts &amp; Loans Coordinator Sara Rosenberger 503-777-7504 Eliot 308</td>
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<tr>
<td>Assistant Controller, Students &amp; Grants Erica Nukaya 503-788-6616 Eliot 308</td>
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<td>Reference Desk N/A 503-777-7554 Library</td>
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<tr>
<td>Thesis Check Librarian Sarah Bavier 503-517-7409 Library 42</td>
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<tr>
<td>Digital Scholarship Librarian Angie Beiriger 503-459-4622 Library 191</td>
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<td>Visual Resources Librarian Sarah Bavier 503-517-7409 Library 42</td>
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<tr>
<td>Help Desk <a href="mailto:cus@reed.edu">cus@reed.edu</a> 503-777-7525 ETC</td>
</tr>
<tr>
<td>Hardware Shop <a href="mailto:chs@reed.edu">chs@reed.edu</a> 503-777-7277 ETC 114</td>
</tr>
<tr>
<td>Main CIS Office 503-777-7254 ETC</td>
</tr>
<tr>
<td>Director of Computer User Services Tony Palomino 503-788-6622 ETC 103</td>
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<tbody>
<tr>
<td>Assistant Registrar Mark Fowler 503-777-7793 Eliot 311</td>
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<tr>
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