2018-2019 Dates & Deadlines

**September 30th, 2019** – You and your advisors should have developed a comprehensive timeline of your project from start to completion. Email it to honors@ramapo.edu as well.

**October 30th, 2019** – This is the first check in with us. Send your Sponsor and Reader an email explaining where you are in relation to your timeline and detailing your next steps. If IRB approval is required for your research, provide evidence that you have applied for it. CC honors@ramapo.edu on this email so that we know you’re on the right track.

**December 1st, 2019** - You should be at least 50% complete with your project. If you require IRB approval, provide evidence you have received that approval by this date. Send your advisors an email explaining where you are in relation to your timeline and detailing your next steps, CC’ing honors@ramapo.edu. We will check in on the status of your project with your Sponsor. If your Sponsor tells us that they have not met with you regularly or have not seen any work or research, we will meet with you to discuss discontinuing your project.

**February 15th, 2020** - Send your Sponsor and Reader an email explaining where you are in relation to your timeline and detailing your next steps. CC honors@ramapo.edu so that we know you’re on the right track.

**March 16th-20th, 2020** – Spend this week reviewing the final draft of your project with your sponsor and reader and procuring their signatures on your Senior Project Completion Form.

**March 23rd, 2020** - All work must be completed and signed off on by your Sponsor and Reader. If you are completing a poster, you must submit it to honors@ramapo.edu for printing by this date. The Honors Director will then verify that the project has fulfilled the requirements.

**April 13th, 2020** – Present your research at the Symposium.