



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: H.2000

SECTION: Honors College

TITLE: Capstone Experience/Thesis – Fiscal Matters

DATE: September 11, 2012

REVISED:

Authorized by: Craig T. Cobane, Executive Director

### **I. Purpose and Scope**

This policy covers the mechanism by which funds may be allocated in connection with faculty acting as first advisor for an Honors College Capstone Experience/Thesis.

### **II. Policy**

For each faculty member who serves as first advisor on an Honors College student's thesis committee, the Honors College will, upon request of the faculty member, transfer \$150 to the budget index of their home department, for distribution by the department head as deemed appropriate. The transfer of funds shall be made in the fiscal year that the student's thesis was completed and grade assigned.

### **III. Procedure**

### **IV. Related Policies**

### **V. Reason for Revision**