

Instructions for Faculty and Departments: Preparation of a Bachelor's Thesis

1. A thesis subject/topic should be selected by the student and the advisor of the department in which it is written.
2. The credit assigned to theses differs among the departments. See appropriate departmental personnel for further information.
3. The thesis and [thesis certification form](#) should be completed and submitted to:
 - a. The head of the department according to the departmental senior thesis deadline and
 - b. The College of LAS & IDEALS through the online [Undergraduate Theses & Capstone Online Submission System](#) no later than one week following the last day of instruction. *The instructor in charge may require it earlier as s/he deems necessary, and the Dean of the College may extend the deadline if necessary.*
 - c. Please note, the thesis and the certification form will be uploaded by the students separately as PDF documents. If students need a scanner for the thesis certification form, the library has several: <https://www.library.illinois.edu/library-technology/scan/>

IDEALS is the Illinois Digital Environment for Access to Learning and Scholarship, a repository that collects, disseminates, and provides persistent and reliable access to the research and scholarship of faculty, staff, and students at the University of Illinois at Urbana-Champaign. Undergraduate theses will be available in the "[Undergraduate Theses at Illinois](#)" community. For more information on the IDEALS submission process, please visit the Undergraduate Research and IDEALS [online guide](#).

There are three options for online access to students' undergraduate theses in IDEALS:

- **Open Access (recommended)** Anyone can access a thesis from IDEALS.
- **U of Illinois access with a NetID and password** Only current affiliates of the university will be able to access a thesis document.
- **Closed Access** Only the metadata about an undergraduate thesis will be visible e.g., student name, thesis title, etc. and the thesis will not be available for download by anyone.

Note: If the student chooses the "U of Illinois access" or "Closed Access" option and they want to share their thesis with someone from outside the institution, they will need to send the document.

Regardless of the option the student chooses, the metadata will be indexed by online search engines including Google and Google Scholar; this includes the student's name, the title of the document, the name(s) of faculty mentor(s)/supervisor(s), keywords, the abstract, and the date of the submission.

The student owns the copyright to their undergraduate thesis, which means they can change the status of their thesis in the database at any time by contacting ideals-gen@illinois.edu.

We ask students to consult with their faculty advisor before making a final decision and be sure that both the student and the faculty advisor review the [IDEALS license agreement](#).