

DEA HONORS PROGRAM SUGGESTED TIMELINE:

1. August/September of your Junior year:

- a. Submit your DEA Honors Program Application.

2. August/September of your Senior year:

- b. You and your DEA faculty Committee chairperson will need to develop the specifics of your research and determine whether or not your studies/thesis will require approval by the University Committee on Human Subjects. If so, you will need to pass the University Human Subjects Committee training before any submission is made. Note that the approval process can take from 2 to 6 weeks depending on the nature of the research, so plan your timeline accordingly. The process can take longer if revisions and resubmission is required. It is recommended that you seek Human Subjects approval for your thesis during the spring semester of your Junior year, as approvals last for 12 months.
- c. You will need to meet with your Committee chairperson, to determine how many credits you will register for when signing up for DEA 4990. It is usually 3 credits per semester for the maximum of 6 credits in total (3 per semester). Enrollment occurs during the first three weeks of each semester.
- d. You must make sure you are enrolled in DEA 4990 (enrollment is done using an add/drop slip).
- e. **Other Members** – You and your Committee chairperson can be add other special members to the committee as appropriate.
- f. You and your Committee should agree on a schedule for the thesis research to ensure that everything is completed on time.

3. January/February/March of your Senior year:

- a. **January/February** – You and your Committee should invite a Research Member to examine the thesis research and ensure the willingness and availability of this person for the oral defense. This person must be a Cornell University faculty member, but may have a non-professorial rank (such as lecturer). The person should be someone who is knowledgeable in the student's chosen research topic area.
- b. **March 15** (or date agreed by your committee) – Submit a full draft to your Committee and the Research Member.

4. April/May of your Senior year:

- a. **April 1-14** – Schedule your honors thesis defense (this must be agreed by your Committee Chair and Research Member)
- b. **April 15 - May 4** – Time period for a date for the defense of your honors thesis. The Committee and Research Member must be at the defense. Others can also be invited. The defense will consist of an oral presentation of the thesis research, typically 15-30 minutes, followed by questions and answers. The Committee and Research Member will discuss your performance and the research thesis in private. You then will be informed of the evaluation of your oral defense and any necessary revisions required to your thesis to constitute successful completion of your honors program.
- c. **After the thesis defense** – Complete any required revisions to your thesis and give final copies to the department (it does not require proper binding in a hard cover, can be bound as a ring bound thesis or equivalent) to your Committee and to your Research Member. Send an electronic copy (pdf preferred – please check your pdf for any errors before submitting it) to the department's Academic Programs Coordinator, who will (if you desire) upload one electronic copy of the completed thesis to the Cornell University Library archives via eCommons at <http://ecommons.library.cornell.edu/index.jsp>. Please note that you will need to sign an official release form before any documents can be uploaded.
- d. Once the honors defense and thesis has been satisfactorily completed the DEA "At-Large" Honors Representative and the department's Academic Programs Coordinator must be notified.
- e. Honors students are encouraged to present a poster, describing their research, at a time and place to be announced by the college.
- f. The department's Academic Programs Coordinator will submit the names of successful honors students to the College Dean's Office no later than May 15 of the student's senior year.