

# **D+EA HONORS PROGRAM SUGGESTED TIMELINE FOR DECEMBER GRADUATES:**

## **1. Beginning of your Junior year:**

- a. Submit your D+EA Honors Program Application.

## **2. Beginning of your Senior year:**

- b. You and your D+EA faculty Committee Chair 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 Chair, 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 Chair can add other special members to the committee as appropriate.
- f. You and your Committee Chair should agree on a schedule for the thesis research to ensure that everything is completed on time.

## **3. Early in last semester of your Senior year:**

- a. **August/September**– You and your Committee Chair should invite an External Examiner (also referred as Reader) to examine the thesis research and ensure the willingness and availability of this person for the oral defense. This person must be an outside faculty member with whom student will work with during their honors thesis. The external examiner should be a faculty from a non D+EA department. A D+EA faculty member with expertise in a different concentration may be accepted if recommended by the committee chair.
- b. **October 15** (or date agreed by your Committee Chair and External Examiner) – Submit a full draft to your Committee Chair and External Examiner.

## **4. November/December of your Senior year:**

- a. **November 1-14** – Schedule your honors thesis defense, this must be agreed by your Committee Chair and External Examiner.
- b. **November 15 - December 3** – Time period for a date for the defense of your honors thesis. The Committee Chair and External Examiner 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 Chair and External Examiner 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 send a digital final copy (pdf) to the D+EA Academic Programs Coordinator, your Committee Chair and External Examiner. The D+EA Academic Programs Coordinator will either upload the final copy (**if you choose**) to eCommons, Cornell's Digital Repository at <https://ecommons.cornell.edu/handle/1813/5430> or will submit a hard copy to the University Archives. Please note that you will need to sign a FERPA release form for digital or hard copy  
[https://www.human.cornell.edu/sites/default/files/Administration/Records%20Management/FERPA\\_and\\_eCOMMONS\\_RELEASE\\_WEBACC.PDF](https://www.human.cornell.edu/sites/default/files/Administration/Records%20Management/FERPA_and_eCOMMONS_RELEASE_WEBACC.PDF) and fill out a proxy form, so that the D+EA Academic Programs Coordinator can submit to eCommons on your behalf. <https://bit.ly/ecommonslicense>
- d. Once the honors defense and thesis has been satisfactorily completed the D+EA "At-Large" Honors Representative and the D+EA Academic Programs Coordinator must be notified by your Committee Chair.
- 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 D+EA Academic Programs Coordinator will submit the names of successful honors students to the College Registrar's Office no later than December 7 of the student's senior year.