

Department of East Asian Studies
Department Honors Procedures and Deadlines
(Revised February 25, 2009)

Student secures Thesis Advisor (preferably during Spring Semester of Junior year)

Last week of September: Submission of **Thesis Proposal** to Department

Mid-October: Department as a whole votes on Thesis.

- On approval, department appoints a three person, discipline-appropriate **Thesis Committee**.
- On approval, chair will give thesis advisor Permission Number for student to enroll in EAS 495 for the Fall semester.

End of Semester:

- Required: substantial piece of writing OR a detailed outline that shows significant work
- Thesis Advisor: determines grade for the semester.
- Thesis Advisor will notify chair whether student has permission to continue on to take EAS495 for the Spring semester. Students must secure a grade of B- for the Fall EAS495 to be eligible to continue.
- In ambiguous cases, thesis advisors are encouraged to consult with the other members of the Thesis Committee to ascertain their view of the viability of the project.

April 15:

- Completed thesis is due to the Thesis Committee.
- The members of the Committee will read and provide the student with feed back within one week of submission in cases that require revisions.

Last day of Spring Semester classes:

- Final Version of Thesis due in the Department
- Thesis Committee deliberates in the following days to determine the final grade for the project.
- Thesis Advisor reports the result of the deliberations of the Thesis Committee to the Department Chair for posting of final grade.