

# DEPARTMENTAL HONORS IN CHEMISTRY

Undergraduate Affairs Committee (updated Sep 30, 2024)

## *Requirements and Procedures*

- **Intent to participate**, committee composition, and proposal are submitted to the Undergraduate Affairs Committee using a DocuSign form available on the department's website by the end of Junior year (when registering for research credits during registration).<sup>1</sup> Refer to the timeline table below.
  - **Form a three-faculty *ad hoc* committee**
    - One of whom is the research adviser.
    - At most, one could be from outside the department or Lehigh.
    - The Undergraduate Affairs Committee will determine the final composition of the committee to ensure equity and appropriateness.
  - **Submit a proposal**
    - 2-page maximum; follows a template. Available as a word document.
  - The **last** deadline to declare intent, submit the proposal, and form to the ad hoc committee is the end of the second week of senior year.<sup>1</sup>
- **GPA of 3.0 or better in all Chemistry courses.** If your GPA is slightly below 3.0 upon entering your senior year, you can meet this requirement if you have a 3.0 or better GPA in all Chemistry courses when you graduate.
- **Complete a minimum of six (6) credits of chemistry research**—typically 3 each in CHM 375 and CHM 376, but at least 6 overall. CHM 177 does not count toward Department Honors.
- **Submit a written Thesis**
  - Follows a template and guidelines [50-page limit]. Available as a word document.
    - Although there is no set minimum number of pages required, an average thesis is usually around 30 pages. However, for High Honors, we expect a more extensive and well-developed thesis (see Rubric below).
  - Given to the committee 1 week before the defense.
  - Revision turned in to the research adviser 5 calendar days after the defense.
- **Orally defend the Thesis**
  - Before the committee.
  - It can be open to the public if students want.
  - This talk is a 25-30 minute presentation followed by up to 30 min of discussion. Max 1h.
  - Deadline for presenting: 8 calendar days before the last day of class

---

<sup>1</sup> It corresponds to a 'normal' timeline. Depending on the status of the student, the deadlines may have to be moved up.

- **Fill out and submit the approval form**
  - DocuSign available on the department's website
  - Submitted to the committee for approval and to the Undergraduate Affairs Committee
  - Deadline: last of day class
- **Type of Honors awarded:**
  - No Honors (NH) / Honors (H) / High Honors (HH).
  - Decided by consensus after discussion between the voting members of the committee.
  - Based on a rubric and voting criteria defining the requirements for each type of honor to minimize ambiguity, facilitate decision-making, and prevent deadlocks. Available as a word document for reference.
  - If the committee cannot reach a consensus, a simple majority wins (see Cases 1 and 2 in the table below), or the honor with the lower priority is awarded (see Case 3).

### Possible Deadlock Scenarios

	Case 1	Case 2	Case 3
<b>Vote 1</b>	NH	NH	NH
<b>Vote 2</b>	H	NH	H
<b>Vote 3</b>	H	H	HH
<b>RESULT</b>	H	NH	H

### Timeline of Due Dates for May graduation or for December graduation

If graduating in May:

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Junior Year (Spring)</b>					
By end of semester	Submit intent, proposal, and committee composition form				
<b>Senior Year (Fall)</b>					
Week 2					Last day to submit intent, proposal, and committee composition form
<b>Senior Year (Spring)</b>					
Week 13				Last day to turn in written Thesis to committee	

Week 14				Last day to defend Thesis	
Week 15 (last week of semester)		Last day to return Thesis revisions			Approval form due to UAC

If graduating in December:

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Junior Year (Fall)</b>					
By end of semester	Submit intent, proposal, and committee composition form				
<b>Following Semester (Spring)</b>					
Week 2					Last day to submit intent, proposal, and committee composition form
<b>Final Semester (Fall)</b>					
Week 13				Last day to turn in written Thesis to committee	
Week 14				Last day to defend Thesis	
Week 15 (last week of semester)		Last day to return Thesis revisions			Approval form due to UAC