

GRADUATION WITH HONORS RESEARCH DISTINCTION INSTRUCTIONS FOR THE FINAL ORAL DEFENSE

The final defense for graduation *with honors research distinction* must include a one-hour oral examination before three members of the teaching faculty, one of whom acts as the representative of the Honors Committee. The purpose of the defense is to allow the faculty committee to determine whether the work of the student who is a candidate for graduation *with honors research distinction* is truly outstanding. The advisor should discuss with the student the scope of this oral defense.

Candidates for graduation *with honors research distinction* must submit a Defense Committee Proposal form to the Arts and Sciences (ASC) Honors Office by the sixth Friday of the semester in which the candidate plans to defend the thesis (or the date specified for students graduating in Summer). On this form, the candidate will provide a proposed date for the defense and the names of the three faculty members who have agreed to be on the defense committee.

For distinction in a single field, the defense committee includes the project advisor, a second faculty member from the same department or major, and a third member from a department other than the field of distinction. This third member may be selected from the enclosed list of faculty who have had prior experience with undergraduate thesis projects, or may be selected in consultation with your project advisor. At least two of the committee members must hold appointments in the College of Arts and Sciences, and at least two of these faculty members must be tenured or tenure-track faculty.

For interdisciplinary projects, the committee should include the candidate's advisors and an honors representative from a field other than that of the advisors' departments. This committee must have at least three members.

The honors representative should be chosen early in the term of the projected examination. All three members of the committee must receive a copy of the thesis at least one week before the oral examination. Please note that all three committee members must be present at the oral examination in order to certify the student for graduation *with honors research distinction*. (Video conferencing is allowed if necessary.) Should a committee member be unable to serve, the advisor is responsible for finding a replacement and informing the ASC Honors Office of the change to the committee. At the conclusion of the defense, the members of the committee will each sign the Certification for Graduation *with Honors Research Distinction*, verifying that the candidate has successfully completed and defended the thesis. The certification form must then be submitted to the ASC Honors Office, 3180 Smith Laboratory, 174 West 18th Avenue. (The certification may be faxed to (614) 688-8791 or scanned and e-mailed to the ASC Honors Office, as well.)

Format for the Final Copy and Title Page

1. **Deadline:** A final copy of the thesis must be submitted to the University Libraries' Knowledge Bank **no later than** the last day of the term in which the examination takes place and/or the student will graduate.

See <http://library.osu.edu/projects-initiatives/knowledge-bank/tools/submission-instructions-for-knowledge-bank-collections/knowledge-bank-submission-instructions-honors-theses/> for submission details.

2. **Manuscript Format:** The ASC Honors Office does not require any particular manuscript format and leaves that decision to the project advisor, who is familiar with the practices of the discipline. All theses are required to be submitted electronically to the Knowledge Bank.

Title Page: The title page for the thesis should follow the example below.

Beowulf and Anglo-Saxon Perspectives on Kingship

Undergraduate Research Thesis

Presented in partial fulfillment of the requirements for graduation
with honors research distinction in Medieval and Renaissance Studies* in the
undergraduate colleges of The Ohio State University

by

Jane Doe

The Ohio State University
May 2015

Project Advisor: Professor John Smith, Department of English

***NOTE:** Students pursuing graduation *with honors research distinction* (thesis in an area outside the major field) should not include the area of distinction on the title page. Using the example above, if the student was not majoring in Medieval and Renaissance Studies, she would have written, “Presented in partial fulfillment of the requirements for graduation *with honors research distinction* in the undergraduate colleges of The Ohio State University.”

If you have any further questions, please contact Laura Reinert-Peters, Undergraduate Thesis Coordinator for the ASC Honors Program, at 292-5104 or any honors counselor in the ASC Honors Office in 3180 Smith Laboratory, 174 West 18th Avenue.