

College of Arts and Sciences

Honors Contract

The Honors Contract allows you to construct an especially challenging curriculum by incorporating strong course work, such as honors classes and approved upper-level classes (typically, 4000-level classes under semesters and 500- and 600-level classes under quarters), throughout your program of study. When approved by the Arts and Sciences (ASC) Honors Committee, an Honors Contract admits you to candidacy for graduation *with honors in the Arts and Sciences*. If you complete your Honors Contract curriculum with a minimum 3.4 cumulative grade point average on at least 60 graded (semester) credit hours at Ohio State, you will graduate *with honors in the Arts and Sciences*, which will be noted on your diploma and transcript.

Completing This Form:

1. Fill in the appropriate lines for **each class you have taken or plan to take** to complete each degree requirement. Fill in the quarter course numbers and credit hours for classes that you completed before Summer 2012. Fill in the semester course numbers and credit hours for classes you have taken or will take Summer 2012 or later. The *Course Catalog*, available on Buckeye Link, provides a complete listing of both quarter and semester courses. The *Quarter-to-Semester Course Conversion Guide* (also available on Buckeye Link) will allow you to identify the semester equivalents of quarter courses and vice versa.
2. When completing the **General Education Curriculum (GEC)** section of the Honors Contract, the Honors Guides to the General Education Curriculum (available in the ASC Honors Office or online at aschonors.osu.edu/forms) can be very useful. The Honors Guides outline appropriate course options for each area of the GEC for students completing an Honors Contract. Consult with your ASC honors counselor in the ASC Honors Office if you have questions about GEC requirements and course options.
3. Once you have completed the GEC section of your Honors Contract, **make appointments with your departmental honors advisors** (find their contact information at aschonors.osu.edu/advising/advisors) to discuss the course work you will take to complete your major(s) and any minors. Once you and your major/minor advisors have agreed on your major/minor course work, complete the major/minor section of your Honors Contract. Your major/minor advisors should then **sign the Honors Contract form**.
4. If you have received credit for a course (including AP, IB, EM, or transfer credit), you should include it somewhere on the Honors Contract form, even if it does not fulfill a GEC, major, or minor requirement (typically, you would list it in the "Additional Courses" section if it is an Arts and Sciences course). For a complete list of all of the courses for which you have earned credit, see your Advising Report (available through your Student Center on Buckeye Link).
5. Pay very close attention while adding up the total number of credit hours. Do **not** simply add quarter credit hours and semester hours together. **Follow the directions on the form. You will need to add up quarter hours and semester hours separately.** Quarter hours will need to be converted to semester hours before being added to the total number of semester credit hours being taken on semesters. In addition to calculating the total number of credit hours you take, you will also need to calculate upper-division hours (courses taken at the 3000 level or above, or at the 300 level or above). **Be careful not to count courses twice that appear in more than one place on your Honors Contract.**
6. Once the form is completed, **sign and date** the last page. Turn in your Honors Contract in to the ASC Honors Office in 3180 Smith Lab no later than **spring of your second year of study**. (Please note: your ASC honors counselor will sign the form **after** you turn it in.)

What Happens Next:

Your Honors Contract will be reviewed by the ASC Honors Committee, a committee of Arts and Sciences faculty members. If the committee determines that you have submitted a suitably rigorous program of study, your Honors Contract will be approved. Your Honors Contract will then represent your requirements for graduation *with honors in the Arts and Sciences*. You will receive a copy of your approved Honors Contract. You should keep this copy and refer to it often to make sure you are following your approved curriculum.

If the committee decides that your program of study would benefit from additional or different course work, your Honors Contract will not be approved. The committee will return your Honors Contract along with a message indicating the specific changes you would need to make for approval. If you are willing to make these changes, you will bring your Honors Contract to an appointment with your ASC honors counselor. Your counselor will make the required changes and then approve the Honors Contract on behalf of the committee. Once approved, you will receive a copy of your approved Honors Contract. As noted above, the Honors Contract will constitute your requirements for graduation *with honors in the Arts and Sciences*. Therefore, you should keep your copy of your Honors Contract to ensure you are following your approved program of study.

Changing Your Honors Contract:

1. Any time you need to change your approved Honors Contract, you must file a **Revision Form** with the ASC Honors Office. Forms are available in the ASC Honors Office and at aschonors.osu.edu/forms.
2. Proposed changes should be discussed with both your departmental honors advisor and your ASC honors counselor. If the revision will affect a major, a minor, or a prerequisite for a major or a minor, the relevant **departmental honors advisor must sign** your Revision Form if he/she approves the changes. Once signed, return the Revision Form to the ASC Honors Office for approval.
3. You should have any changes to your Honors Contract **approved before you take the substitute class**. Changes that either maintain or increase the strength or focus of your program will receive routine approval.
4. **Changes which diminish the strength of your Honors Contract** (e.g., replacing an honors course with the non-honors version of the course) will require the deliberation of the ASC Honors Committee and may not be approved. If you proceed with such changes without the prior approval of the committee, it is unlikely that you will be able to graduate *with honors in the Arts and Sciences*.

Options for Multiple Majors

A Guide to Graduating *with Honors in the Arts and Sciences*

Students pursuing **two or more majors** in the College of Arts and Sciences should consider early on whether they wish to complete a single degree with two (or more) majors or two degrees.

Single degree with two majors

A single degree with two majors leads to a single diploma, though both majors are noted on the student's record and transcript.

- You must meet the requirements for each major as set by the departments offering the majors.
- Each major must contain at least 18 semester credit hours not contained in the other.
- Overlap with the GEC may be permitted where appropriate. Consult your academic advisors for more information.
- You must complete at least 121 semester credit hours to earn a single degree with two majors.
- You must complete at least 39 upper-division hours.

To qualify for graduation *with honors in the Arts and Sciences* on a single degree with two majors, a student should plan to pursue strong course work throughout his or her program (using the Honors Guide to the General Education Curriculum as a guideline for the GECs), complete an approved Honors Contract, and graduate with at least a 3.4 cumulative grade-point average.

Two degrees

Pursuit of two degrees leads to the receipt of two diplomas. The degrees will be designated separately on the student's record and transcript.

- You must meet the requirements for each major as set by the departments offering the majors.
- You cannot overlap courses from either major.
- You must earn a minimum of 30 semester credit hours beyond the total required for one degree (i.e., you must earn at least 151 credit hours).
- You must complete at least 57 upper-division hours.
- You must fulfill all degree requirements for both degrees.
- Overlap between either major and the GEC is not permitted, unless specifically allowed by a particular GEC category.
- An approved petition is required to graduate with two degrees.

Students wishing to pursue the two degree option who would like to graduate *with honors in the Arts and Sciences* on both degrees should expect to be held to high standards for breadth and rigor in the GEC portion of their programs of study. While the Honors Guide to the General Education Curriculum provides a good guideline for constructing an honors degree, students seeking two degrees *with honors in the Arts and Sciences* should plan to exceed the minimum standards expressed on these guides. Minimal use of AP or IB credit and completion of additional honors or upper-level course work, particularly in the historical study and breadth areas of the GEC, are strongly encouraged. To qualify for graduation *with honors in the Arts and Sciences* on two degrees, a student should plan a general education curriculum of surpassing strength, complete an Honors Contract approved for two degrees, and graduate with a minimum 3.4 cumulative grade-point average.

HONORS CONTRACT

Candidacy for Graduation *with honors in the Arts and Sciences*

**Arts and Sciences Honors Office
3180 Smith Lab
174 West 18th Avenue**

PLEASE TYPE OR PRINT (black ink only)

Date: _____

Last Name _____ First Name _____ Middle Name _____

OSU ID _____ E-Mail Address _____

Local Address _____
Please include number, street, apartment, city, state, and zip code

Home Address _____
Please include number, street, apartment, city, state, and zip code

Local Phone _____ Home Phone _____

Degree Sought BA BS Other _____ Two Degrees

First Major _____ Second Major _____

Specialization* (see below) _____

First Minor _____ Second Minor _____

***Students in the following majors should include their specialization area:** Classics, Communication, Comparative Studies, Computer and Information Science, English (Pre-Edu), Geography, International Studies, and Mathematics (Applied Mathematics).

STUDENT STATEMENT: If you are proposing to meet a requirement with courses from disciplines other than those in the category, or if you are proposing an interdisciplinary major, explain the rationale for these aspects of your program. Include your explanation, typed, on a separate page.

Name _____

General Education Curriculum (GEC) Requirements: Space is provided for courses within each of the areas of the GEC. Include all of the Arts and Sciences courses you will take *that are not a part of the major area* and list them under the appropriate GEC category. If you propose to meet a requirement with courses from disciplines other than those within the category, include your reasons in the Student Statement requested on page one.

List the **quarter course number and credits** for courses you have taken on quarters. List the **semester course number and credits** for courses you have taken or plan to take on semesters.

1. SKILLS

A. Writing and Related Skills

| | Department | Quarters | | Semesters | | Grade |
|-------------------|------------|----------|---------|-----------|---------|-------|
| | | Course # | Credits | Course # | Credits | |
| (1) First Course | _____ | _____ | _____ | _____ | _____ | _____ |
| (2) Second Course | _____ | _____ | _____ | _____ | _____ | _____ |
| (3) Third Course | _____ | _____ | _____ | _____ | _____ | _____ |

B. Quantitative and Logical Skills

(1) **Basic Computational Skills** (Check the appropriate line below, and fill in any additional information.)

Placement Level L M N R (Choose one, if applicable)
 Remedial Course Work (Hours do not count toward minimum of 121 semester hours required for graduation.) List courses below:

Course work at the level of Math 104 or beyond. List courses in section B.(2) below.

(2) **Mathematical and Logical Analysis** (Math 150 or equivalent for BA; through Math 152 or equivalent for BS)

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

(3) **Data Analysis** (one course for BA; may overlap with the major)

Name _____

| <i>Department</i> | <i>Quarters</i> | | <i>Semesters</i> | | <i>Grade</i> |
|-------------------|-----------------|----------------|------------------|----------------|--------------|
| | <i>Course #</i> | <i>Credits</i> | <i>Course #</i> | <i>Credits</i> | |

C. Foreign Language (proficiency through at least 104 (or semester equivalent))

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

2. BREADTH

A. Natural Science (three courses for BA, four courses for BS)

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

B. Social Science (two courses)

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

C. Arts and Humanities (two courses)

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

D. Additional Breadth Selections (two courses)

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

3. HISTORICAL STUDY (two courses)

| | | | | | |
|-------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Name _____

NON-ASC COURSES: List courses offered by colleges other than Arts and Sciences.

| <i>Department</i> | <i>Quarters</i> | | <i>Semesters</i> | | <i>Grade</i> |
|-------------------|-----------------|----------------|------------------|----------------|--------------|
| | <i>Course #</i> | <i>Credits</i> | <i>Course #</i> | <i>Credits</i> | |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

g) **Quarter Credit Hours** (total for all non-ASC quarter courses above) _____

h) **Semester Credit Hour Equivalent** (multiply quarter hours (g) by 0.67) _____

i) **Semester Credit Hours** (total for all non-ASC semester courses above) _____

TOTAL SEMESTER CREDIT HOURS FOR NON-ASC COURSES

Semester Credit Hour Equivalent (h) + Semester Credit Hours (i) = _____

CREDIT HOUR TOTALS FOR HONORS CONTRACT

Grand Total Honors Contract Credit Hours (at least 121 semester credit hours required for one degree)

j) **Quarter Credit Hours** (total for all quarter courses on Honors Contract) _____

k) **Semester Credit Hour Equivalent** (multiply quarter hours (j) by 0.67) _____

l) **Semester Credit Hours** (total for all semester courses on Honors Contract) _____

TOTAL SEMESTER CREDIT HOURS FOR ENTIRE HONORS CONTRACT

Semester Credit Hour Equivalent (k) + Semester Credit Hours (l) = _____

Name _____

Total Upper-Division Credit Hours (at least 39 semester credit hours required for one degree)

Upper-division credit hours include all credit hours taken at the 300 level or above on quarters or at the 3000 level or above on semesters. This also includes Philosophy 2500 (250), 2000-level (200-level) courses taught in a foreign language, and 2000-level (200-level) courses in the mathematical and physical sciences (except courses numbered 2194).

m) **Quarter Credit Hours** (total for all upper-division quarter courses on Honors Contract) _____

n) **Semester Credit Hour Equivalent** (multiply quarter hours (m) by 0.67) _____

p) **Semester Credit Hours** (total for all upper-division semester courses on Honors Contract) _____

TOTAL UPPER-DIVISION SEMESTER CREDIT HOURS FOR HONORS CONTRACT

Semester Credit Hour Equivalent (n) + Semester Credit Hours (p) = _____

Current Cumulative Grade-Point Average _____

Estimated Term and Year of Graduation _____

- **Student's Signature (please date)** _____
- **ASC Honors Counselor Signature (please date)** _____
- **ASC Honors Committee Approval (please date)** _____