

## 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), 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 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. The *Course Catalog*, available on Buckeye Link, provides a complete listing of courses offered at the university.
2. When completing the **General Education (GE)** section of the Honors Contract, the Honors Guides to the General Education Requirements (available in the ASC Honors Office or online at [ascholars.osu.edu/forms](http://ascholars.osu.edu/forms)) can be very useful. The Honors Guides outline appropriate course options for each area of the GE for students completing an Honors Contract. Consult with your ASC honors counselor in the ASC Honors Office if you have questions about GE requirements and course options.
3. Once you have completed the GE section of your Honors Contract, **make appointments with your departmental honors advisors** (find their contact information at [ascholars.osu.edu/advising/advisors](http://ascholars.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 GE, 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. **Be careful not to count courses twice that appear in more than one place on your Honors Contract.** 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).
6. Once the form is completed, **sign and date** the last page. Turn your Honors Contract in to the ASC Honors Office no later than **spring semester 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](http://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 and processing.
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 credit hours not contained in the other.
- Overlap with the GE may be permitted where appropriate. Consult your academic advisors for more information.
- You must complete at least 121 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 Requirements as a guideline for the GEs), 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 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 GE is not permitted, unless specifically allowed by a particular GE 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 GE portion of their programs of study. While the Honors Guide to the General Education Requirements 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 natural sciences, social sciences, historical study, literature, visual and performing arts, and cultures and ideas categories of the GE, 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 18<sup>th</sup> 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).

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**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 (GE) REQUIREMENTS:** Space is provided for courses within each of the areas of the GE. 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 GE 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.

**Writing** (one course for each level)

(1) **Level 1 Course**                      Credits              Grade

\_\_\_\_\_

(2) **Level 2 Course**

\_\_\_\_\_

**Math**

(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 required for graduation.) List courses below:

\_\_\_\_\_

Course work at the level of Math 1075 or beyond. List courses in section (2) below.

(2) **Mathematics or Logical Skills** (Math 1150 or equivalent for BA; through Math 1151 for BS)

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**Foreign Language Proficiency** (proficiency through at least 1103 level)

\_\_\_\_\_

\_\_\_\_\_

**Science** (10 hours total, including one lab for BA and two labs (one in each area) for BS)

(1) **Biological Science**

\_\_\_\_\_

(2) **Physical Science**

\_\_\_\_\_

Name \_\_\_\_\_

**Social Science** (two courses)

\_\_\_\_\_

**Historical Study** (one course)

\_\_\_\_\_

**Literature** (one course)

\_\_\_\_\_

**Visual and Performing Arts** (one course)

\_\_\_\_\_

**Culture and Ideas or Second Historical Study** (one course)

\_\_\_\_\_

**Open Options** (two courses)

\_\_\_\_\_

**Social Diversity in the United States** (one course; may overlap with another GE category or the major)

\_\_\_\_\_

**Global Studies** (two courses; may overlap with another GE category or the major)

\_\_\_\_\_

**Additional Courses** (no courses required; list any courses from ASC that do not count toward a specific GE or major requirement)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Major \_\_\_\_\_

Name.# \_\_\_\_\_

Check one:                **BS**                **BA**

All courses in the major area should be listed, except introductory-level (e.g., 1000-level) courses that departments exclude from the major. Your major must consist of at least 30 hours of credit (and possibly more, depending on departmental requirements) in courses numbered 2000 or above, as prescribed by your departmental honors advisor. Remember to enter the descriptive course titles as found in the *Course Catalog*.

Department & Course No.	Credits	Grade	Course Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total Hours in Major Area** \_\_\_\_\_

**DEPARTMENTAL HONORS ADVISOR APPROVAL**  
(This major program meets honors requirements in this department.)

Name and department (please print) \_\_\_\_\_

Signature (please date) \_\_\_\_\_

E-mail address \_\_\_\_\_

Campus address (phone) \_\_\_\_\_

Name \_\_\_\_\_

Major/Minor \_\_\_\_\_

Name.# \_\_\_\_\_

Check one:      **BS**      **BA**      **Minor**

List all courses for this major or minor. Remember to enter the descriptive course titles as found in the *Course Catalog*.

Department & Course No.	Credits	Grade	Course Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total Hours in Major/Minor Area** \_\_\_\_\_

**DEPARTMENTAL HONORS ADVISOR APPROVAL**  
(This major/minor program meets honors requirements in this department.)

Name and department (please print) \_\_\_\_\_

Signature (please date) \_\_\_\_\_

E-mail address \_\_\_\_\_

Campus address (phone) \_\_\_\_\_



Name \_\_\_\_\_

**NON-ASC COURSES:** No courses required. List courses offered by colleges other than Arts and Sciences.

Department & Course No.	Credits	Grade	Course Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total Non-ASC Hours** \_\_\_\_\_

**Total Contract Hours** (at least 121) \_\_\_\_\_ **Cumulative Grade-Point Average** \_\_\_\_\_

**Total Hours at 3000 level or above** (at least 39) (include Philosophy 2500, 2000-level courses taught in a foreign language, and 2000-level courses in the mathematical and physical sciences) \_\_\_\_\_

**Estimated Term and Year of Graduation** \_\_\_\_\_

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