

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 Search*, 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, please refer to the Honors Guides to the General Education Requirements (available in the ASC Honors Office or online at aschonors.osu.edu/forms). The Honors Guides outline appropriate course options for each area of the GE for students completing an Honors Contract. Consult with your ASC honors advisor in the ASC Honors Office if you have questions about GE requirements and course options.
3. Answer the questions in the **Reflection on the G.O.A.L.S.** section of the Honors Contract. These questions provide an opportunity for you to reflect on your experiences so far and discuss your plans with your advisors. Your answers also help the Honors Program to learn more about students' experiences in each of the G.O.A.L.S. areas. While you are required to respond to the prompts as part of your Honors Contract, your answers will not be evaluated in the Honors Contract approval process. Enter your responses as a sophomore year entry in the Year in Review section of your Honors & Scholars e-Portfolio. Please print out your Year in Review entry from your e-Portfolio and attach it to your Honors Contract.
4. Once you have completed the GE and Reflection on the G.O.A.L.S. sections 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**.
5. 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 My Buckeye Link).
6. Pay 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).
7. Once the form is completed and your G.O.A.L.S. reflection is attached, **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 advisor will sign the form **after** you turn it in.)

Timing of Honors Contract Submission:

1. To maintain your membership in the ASC Honors Program, you must submit your Honors Contract to the ASC Honors Office **no later than spring semester of your second year of study**. Failure to submit your Honors Contract by the end of spring semester may result in the loss of your Honors Program membership and benefits, such as priority scheduling and access to honors courses. Please consult with your ASC honors advisor if extenuating circumstances prevent you from meeting this deadline.
2. If you have been removed from the ASC Honors Program, you may reapply by submitting an Honors Contract to the ASC Honors Office **no later than spring semester of your third year of study**. The ASC Honors Committee will not accept Honors Contracts submitted after the third year of study unless there are extenuating circumstances. Please consult an ASC honors advisor if you have questions.

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 via e-mail. 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 advisor. Your advisor 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 via e-mail. 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 advisor. 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.

A student seeking two degrees *with honors in the Arts and Sciences* on both degrees must attach to the Honors Contract a statement explaining why he or she is seeking two degrees.

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 Submitted: _____

Name _____
Last First Middle

OSU ID _____ **E-Mail Address** _____

Local Address _____
Number Street Apt. City State Zip

Home Address _____
Number Street Apt. City State Zip

Mobile Phone _____ **Home Phone** _____

Degree Sought BA _____ BS _____ Other _____ **Two Degrees*** _____

First Major _____ **Second Major** _____

Major Specialization (if any) _____

First Minor _____ **Second Minor** _____

***Students requesting graduation *with honors in the Arts and Sciences* on two Arts and Sciences degrees must attach a statement explaining why they are requesting two degrees.**

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

Name _____

Social Science (two courses)

Historical Study (one course)

Literature (one course)

Visual and Performing Arts (one course)

Cultures 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 the College of Arts and Sciences that do not count toward a specific GE or major requirement)

Name _____

NON-ASC COURSES: No courses required. List courses offered by colleges other than Arts and Sciences. A minimum of 111 hours out of the 121 hours required for graduation must be from ASC-approved course work. No more than four hours of physical activity courses may count toward your total hours for graduation.

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

Total Non-ASC Hours _____

Total Contract Hours (minimum of 121 credit hours) _____

Total Hours at 3000 level or above (also include Philosophy 2500, 2000-level courses taught in a foreign language, and 2000-level courses in the mathematical and physical sciences; 39 credit hours minimum)

Current Cumulative Grade-Point Average _____

Planned Term and Year of Graduation _____

REFLECTION ON THE G.O.A.L.S.

The University Honors & Scholars Center and the Arts and Sciences Honors Program have established goals for students enrolled in the Honors Program. **Consider these goals, and respond to the questions and prompts below by posting an entry for your sophomore year to the Year in Review section of your Honors & Scholars e-Portfolio.** These questions provide an opportunity for you to reflect on your experiences so far and discuss your plans with your advisors. Your answers also help the Honors Program to learn more about students' experiences in each of the G.O.A.L.S. areas. While you must submit a response to the prompts as part of your Honors Contract, your answers will not be evaluated in the Honors Contract approval process.

******Please print out your Year in Review entry from your e-Portfolio and attach it to this Honors Contract.******

*The Reflection on the G.O.A.L.S. should be completed **before** you meet with your departmental honors advisors.*

1. Global Awareness: Honors students will examine what it means to be global citizens and will cultivate and develop their appreciation for diversity and each individual's unique differences. Students will examine the world's complex, interdependent systems, as well as their own cultural backgrounds.

What have you done so far to develop your Global Awareness? How do you plan to continue to work toward this goal? (For example, consider course work, study abroad, involvement in cultural organizations or activities, etc.)

2. Original Inquiry: Honors students will understand the research process by engaging in experiences ranging from in-class scholarly endeavors to creative inquiry projects to independent experiences with top researchers across campus and in the global community.

What experiences have you had so far that have helped you to understand the research or creative process? How do you plan to continue to work toward this goal? (For example, consider research, creative productions or performances, advanced course work, etc.)

3. Academic Enrichment: Honors students will pursue academic excellence both in and out of the classroom. Students will use the Honors Contract to construct purposeful and intellectually stimulating programs of study.

How does your Honors Contract demonstrate a commitment to the goal of Academic Enrichment? How does your planned curriculum relate to your future aspirations? (Consider, for example, the following questions: Why did you choose the major(s) (and minor(s), if any) you chose? Why did you select the GE courses you have chosen? How do your selections demonstrate a commitment to excellence?)

4. Leadership Development: Honors students will build on their educational experiences to become leaders in society and the world. Students will pursue co-curricular activities that allow the students to cultivate leadership skills and competencies.

With which activities are you involved? How does your involvement contribute to your development as a leader? How does your involvement relate to your personal and/or career goals?

5. Service Engagement: Honors students will build on their educational experiences to serve society and the world. Students will pursue service-oriented activities that are socially beneficial to the community and that contribute to the students' own learning and development.

List the service-oriented activities with which you have been involved (both ongoing and short-term commitments). How do you plan to continue to engage with the community?

****PLEASE PRINT OUT YOUR YEAR IN REVIEW ENTRY FROM YOUR E-PORTFOLIO
AND ATTACH IT TO THIS FORM.****

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