

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.