



University Honors & Scholars Center

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Dr. W. Randy Smith
Vice Provost
Office of Academic Affairs
203 Bricker Hall
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Columbus, OH 43210

Dear Randy:

The University Honors & Scholars Center would like to submit nine of the semester-based college Honors programs for approval by the Council on Academic Affairs. Included with this letter are proposals from the following colleges or units: School of Allied Medical Professions, College of the Arts, College of Arts & Sciences, Fisher College of Business, the Dental Hygiene major within the College of Dentistry, the Honors Exploration program, College of Nursing, College of Pharmacy, and College of Social Work.

Overview of the Honors Program at Ohio State

The University Honors program exists at Ohio State to serve the needs of our most academically talented students. Through rigorous coursework, intense research experiences, and enriched co-curricular opportunities, the program gives the University's very best students the chance to truly challenge themselves. In the 2010-11 academic year, there are 5,729 Honors students on campus. Of these, 1,532 matriculated as NFQFs in Autumn, 2010. We expect approximately 1,500 NFQFs for Autumn, 2011. Honors students have the opportunity to pursue any major that is offered at the University; as a result, we have Honors students in every college and school that offers undergraduate programs.

The University Honors & Scholars Center serves as an academic center of the Honors Program, providing support and oversight to the individual Honors Programs within the colleges. While certainly each college has individual Honors requirements, the University Honors & Scholars Center ensures that the high quality and rigor of these programs are consistent across campus. Within the colleges, Honors students are well-served by Honors academic advisors who pay close attention not only to degree requirements, but also to each student's individual Honors requirements and plans. An Honors Director for each college serves as the central point of contact in the college for our office. In addition, we are very fortunate to have talented faculty across campus that not only teach Honors courses, but also serve as research mentors and advisors to enhance the undergraduate experience of our very best students.

Approval Process of College Honors Programs

The semester-based Honors Program proposals have gone through several steps in the approval process. Each program was first reviewed by approval bodies in the individual colleges, before being presented to the University Honors & Scholars Center. The Center has an Honors

Faculty Advisory Committee with faculty representation from across campus that reviews courses and programs. In addition, this committee sets the University standards for Honors requirements, which include a minimum grade point average of 3.4, six Honors classes in the first two years, and pursuit of individual college Honors requirements after the first two years. Please note that Honors course requirements in the first two years may be fulfilled with courses that fall into 3 categories: those courses specifically designated as Honors, upper-level courses that have been approved by the departments and the Honors and Scholars Center to satisfy Honors requirements (under quarters, these were approved classes at the 500 level or above; under semesters, these will be 3000 or above), or approved graduate-level courses. If any exception to these standards is requested by a college, the Committee requires a rationale for consideration. The Honors Faculty Advisory Committee has reviewed closely the programs included and feels confident in the ability of each to provide a rigorous and enriching academic experience while simultaneously respecting the individual needs of the students and the colleges.

Enclosed Items

Included with this letter are a number of items to both explain and summarize the college Honors program. These include:

- A chart with all nine programs and their requirements
- Individual proposals for each program; these proposals include information about course and g.p.a. requirements, expectations for graduating with Honors, and dealing with students in transition.
- When appropriate, supporting documents and student forms
- One-page summary sheets for each program for both quarters and semester so that CAA can view the changes. These sheets have been available each year for distribution on the Honors & Scholars website (there are two exceptions to this. The program from the College of the Arts; because of the very individualized and complex nature of this program, there is difficulty in summarizing requirements on a one-page document. The college has always required that students meet with the Honors Director or an Honors advisor to receive this information. The Dental Hygiene program only has a summary sheet for semesters).

Thank you for the opportunity to propose these programs. We are happy to provide additional information if needed.

Sincerely,



Linn D. Van Woerkom
Associate Provost

Semester-Based Honors Program Summary

Program	Type of Conversion	Honors Courses First 2 years	Graduation with Honors	Honors research thesis	GPA to continue	Changes from Quarter Program
Allied Med.	Modified	6	3.4; must have at least 55 points (18 in coursework, 18 in service, 14 in research)	3.4; successful defense	3.4	Minor changes in the point scale for Graduation with Honors
Arts	Straight	6	3.4 and Honors Contract for graduation with Honors in the Arts; there is also an opportunity to complete performance-based project to graduate with distinction in the major	Students follow ASC guidelines	3.4; 3.3 after 1st year only	N/A
Arts & Sciences	Straight	6	3.4 and Honors Contract	3.4; successful defense with 3 committee members	3.4; 3.3 after 1st year only	N/A
Business	Straight	6	3.5 and must be admitted to 1 of the 3 cohort programs and complete requirements to graduate with Honors; all other students follow thesis track for Honors	3.5 or higher; 6 hours of thesis credit; successful defense	3.5 at end of 2nd and 3rd years; 3.35 at end of 1st year only	N/A
Dental Hygiene	Modified	6	3.5 and must earn at least 80 points (minimum 24 in Honors & Graduate coursework; 15 in Research, Scholarship, and Teaching; 15 in Leadership and Service)	Not available to majors	3.5	Major is now 3 years rather than 2
Honors Exp	Straight	6	N/A	N/A	3.4; 3.3 after 1st year only	N/A
Nursing	Straight	6	3.4 and completion of an approved Honors program (required coursework) and an Honors thesis for graduation with Honors research distinction	3.4 or higher; honors research seminars; successful defense	3.4	N/A

Pharmacy	Straight	6 by the end of 3rd year	3.5 and steady progress towards completion of an Honors program	3.5 or higher; minimum of 2 semesters of research work; successful defense with 3 committee members	3.5	N/A
Social Work	Modified	6	3.4, Honors course requirements, and Honors thesis	Honors thesis is required; 3.4 gpa plus 10 credits of thesis research in senior year	3.4; 3.3 after 1st year only	Students currently complete a three-quarter honors embedded research course sequence; the content of these courses was restructured and refined into a two-semester honors embedded research course sequence. The content and expectations of the honors thesis seminar was significantly enhanced, resulting in a transition from a three credit, quarter-system course to a three unit, semester-system course. Students will complete the honors embedded research sequence and the honors thesis seminar during their junior year.

Proposal for Semester-based Honors Program in the College of Engineering

Approval Process: Unit > College > University Honors & Scholars Center (Honors Faculty Advisory Committee) > Approval > Council on Academic Affairs

Introduction: In accordance with the mission of the university Honors program of developing and supporting the intellectual and personal development of high ability undergraduate students, the following expectations should be dealt with in some fashion in your responses below. Honors programs should:

- promote significant interaction between faculty and students;
- develop the creative abilities of Honors students;
- require high standards of academic achievement;
- include Honors courses that require enhanced breadth and depth of material;
- expose students to use of research methodology and techniques;
- promote intellectual exchange among students;
- promote interdisciplinary work and study

A. Purpose of continuing and converting this program:

The purpose of converting this program is to continue the provision of opportunities for Honors students in the College of Engineering to enhance their undergraduate education beyond the first year. The program provides guidelines for students to select from a variety of experiences, including but not limited to: coursework, research, leadership, and service. Through the program, Honors students are challenged to develop an individualized portfolio that will reflect their interests and goals while promoting holistic development.

The College of Engineering currently offers its Honors students two ways of enhancing their undergraduate program and distinguishing themselves upon graduation. These opportunities include Graduation with Distinction in their chosen area of study through completion of an Honors thesis, and Graduation with Honors in Engineering (GHIE) through completion of the Honors Contract.

The objectives of the Graduation with Honors in Engineering program are:

1. To support and challenge high ability students through access to advanced levels of study
2. To encourage a sustaining interest in advanced education, research, leadership, and service among high-ability students
3. To provide a rigorous yet flexible program that enables creativity and reflects the diversity of student interests

4. To enhance the development of students through a portfolio of experiences that will support them in the next stage of their academic and professional careers
5. To provide students with opportunities to gain recognition at the time of graduation for their advanced and distinguished work

The objectives of the Graduation with Honors Research Distinction program are:

1. Provide high ability undergraduate students with exposure to methodologies and techniques used in academic research
2. Facilitate significant individualized interactions between faculty members and students through a multi-semester research experience
3. Promote interest in the pursuit of graduate-level study
4. Conduct an extended independent investigation that results in the production of a research thesis and dissemination of the findings.

Over the past four years, the College of Engineering has experienced sustained interest in the annual number of students who graduate with one or both of these distinctions, indicating both the student demand for and the effectiveness of the program since being introduced during the 2004-05 academic year.

Table 1. Student participation in Honors Programs in Engineering

Academic Year (SU-SP)	GHIE Only	Distinction Only	Both
2009-2010	49	41	16
2008-2009	42	38	19
2007-2008	24	28	11
2006-2007	32	55	20
2005-2006	40	50	18

B. Students to be served (number to be advised, enrollment process, eligibility for continuance, reinstatement process (if applicable), communication with students, etc.)

Number of Students: The College of Engineering has experienced sustained interest in the number of first-year Honors students (New First Quarter Freshmen – NFQF) and total enrollment over the past five years as shown below.

Table 2. Honors NFQF Enrollment in Engineering

	Honors NFQF	Total Honors
2010-11	452	1885
2009-10	436	1436
2008-09	329	1213
2007-08	443	1289
2006-07	372	1187

Although the numbers are likely to shift due to changes in the university admission process, the college still anticipates a large population of both first-year and continuing Honors students.

Advising: The College of Engineering is committed to student success and will continue to support Honors students through the current team-based approach to advising. Included on the student's advising team will be the departmental advisor, the departmental faculty Honors Coordinator, the College of Engineering Honors Advisors, and the student's faculty mentor if the student is pursuing Graduation with Honors Research Distinction.

Eligibility for Enrollment – Obtaining Honors Status in the College of Engineering: Entering freshmen must apply and be accepted into the Honors Program upon admission to the university. Current students who have obtained a 3.4 CPHR after 15 semester hours of OSU-graded coursework may earn Honors Status by submitting an approved Honors Contract or an approved proposal for Honors Research Distinction.

Enrollment Process for Transfer Students: Transfer students may apply to either program upon earning a 3.4 CPHR with at least 15 semester hours of graded coursework at OSU. Students who transfer a large number of credit hours and whose curriculum will not provide sufficient opportunity to complete the coursework component of the Honors Contract may not be eligible to enroll. Transfer students whose credits place them within four terms of graduation must complete a petition supported by their department advisor that shows how the coursework and other components of the Honors Contract will be completed by the time of graduation. Transfer students will be eligible to enroll in the Graduation with Honors Research Distinction program under the same terms and process as current OSU students.

Eligibility for Continuance – Graduation with Honors in Engineering: Students who were directly enrolled into the Honors program upon admission to the university must submit an approved Honors contract within the first four terms of enrollment in addition to maintaining a 3.4 CPHR. Students who do not submit an Honors Contract within that deadline will automatically have their Honors status removed regardless of CPHR. All students must maintain a 3.4 CPHR, to be reviewed at the end of each Spring semester.

Enrollment Process for Current OSU Students – Graduation with Honors Research Distinction: Students who wish to complete an undergraduate research thesis to graduate with Honors Research Distinction must possess a 3.4 or higher CPHR, have an approved Honors Research Distinction application and proposal on file.

Eligibility for Continuance – Graduation with Honors Research Distinction: Students may only maintain Honors status through pursuit of Honors Research Distinction by submitting an approved application and proposal. They then must continue working towards completion of all requirements shown in Table 3 of Section 4. Students will not be allowed to maintain Honors status after their fourth term of enrollment unless they

have an approved application and proposal or Honors Contract on file in the College of Engineering, regardless of intent to pursue Honors Research Distinction.

Eligibility for Reinstatement: A student who loses Honors status may apply for reinstatement if the 3.4 CPHR requirement is met and the student successfully files a Honors Contract or Honors Research Distinction application. Students who begin research projects under the conditions of Research Distinction may petition for a change in project status to Honors Research Distinction if the student's CPHR rises to 3.4 or above. A written petition must be submitted to the Undergraduate Honors Committee and be accompanied by a letter of support from the faculty project advisor.

Communication: Honors students in the College of Engineering are regularly sent information about opportunities and programs via e-mail from the College Honors advisors. The Honors advisor has recently increased the level of informational programming made available to Honors students in the college, and has hosted information sessions during each of the last three terms. Information regarding the Honors program is made available to the students on the College of Engineering website. Additionally, program advisors and faculty Honors coordinators regularly share information with students either in person or via e-mail.

Completion: Students completing the Honors Contract will have their application reviewed and given final approval by the College Honors advisor. Students who successfully meet the requirements of the Honors Contract by the end of the semester in which the student intends to graduate will be certified for Graduation with Honors in Engineering. Students who intend to graduate with Honors Research Distinction must successfully defend their thesis in front of a two-member faculty committee and submit their thesis to the Knowledge Bank by the end of the eighth week of the quarter in which they intend to graduate.

C. Specific structure of Honors Program requirements - *Note: The proposed college standards must be equal to or greater than the university standards listed below. If the college wishes to propose a substitution for a standard, a description and explanation of how this would fulfill the goals of the Honors requirement will be necessary.*

1. GPA requirement to maintain Honors status:

University standard: 3.4 at the end of every year (if desired, 3.3 end of first year only)

Proposed college standard: 3.4 at the end of each Spring semester; 3.3 at the end of Spring semester for first-year students only. Students with 3.3 must reach 3.4 by the end of the following semester of enrollment.

2. Requirements to enter Honors program after matriculation or transfer to the university:

University standards:	3.4 GPA Minimum 1 semester of credit earned (15 credits) at Ohio State
Proposed college standard:	3.4 GPA Minimum 1 semester of credit earned (15 credits) at Ohio State and submission of either an Honors Contract or Honors Research Distinction Proposal

3. Course requirements to maintain Honors status:

University standard: 6 Honors, upper division (500+ under quarters), or graduate-level courses over the first 2 years (maximum of 2 Honors embedded courses)

Proposed college standard: 18 credit hours of Honors, upper division (4000+-level outside of a students major and any minors), or graduate-level courses over the course of a students enrollment in an engineering degree program (maximum of 2 Honors embedded courses).

Note: If requesting an exception for your college program or for specific major(s) within your college, please describe the proposed equivalent Honors experience and provide a rationale.

Students who are admitted to the university as Honors students have the option to participate in the Fundamentals of Engineering for Honors (FEH) program, where the student completes from two to six Honors courses in their first year. However, Honors students who do not elect to participate in this program fulfill their Honors coursework requirements mainly through General Education (GE) courses since there are very few upper division Honors designated courses offered in Engineering.

Through discussions with the Honors & Scholars Center, the College of Engineering proposes to meet the coursework requirement in our Honors contract by requiring 18 credit hours (the nominal equivalent of 6 courses). This is an increase in the College requirement (formerly we had a 20 quarter credit requirement) and in order to for this to remain feasible for engineering students, H&S has agreed to support a proposal to grant Honors designation for the FEH versions of Calculus and Physics (previously they were only special sections of non-Honors courses).

Currently the university allows Honors students in the College of Engineering to complete the coursework requirement within their first three years of enrollment. This is due mainly to the pre-requisite structure of the Engineering curriculum and the fact that many engineers complete their GE courses later in their curriculum. Students who participate in a co-op or internship experience often will split the third year of their

curriculum into two years and it is in this 3rd and 4th year (and beyond) where the GE courses are taken. Therefore, students who did not participate in FEH and need to use GE courses to complete Honors requirements usually will need their entire four-plus years to do so. The College of Engineering requests an exception to the University policy and desires to waive the time limit for students to complete their Honors coursework requirements.

Further, because of the nature of research and its distinct characteristics, the College of Engineering proposes to modify the coursework requirement for Honors Research Distinction with a series of equivalent requirements for dissemination of their scholarly work that benefit an Honors student.

4. Program requirement to maintain Honors status/graduate in the Honors Program:

University standard: Progress towards completion of an approved Honors program, i.e., Honors thesis for graduation with distinction, or program to graduate with Honors in the discipline

Proposed college standard for Graduation with Honors in Engineering: Approved Honors Contract on file within the first 4 terms of enrollment at OSU or Approved Honors Research Distinction proposal on file at least two semesters prior to graduation.

The Honors Contract for Graduation with Honors in Engineering (see appendix) requires that students develop a plan in consultation with their program, faculty, and College Honors advisor that includes: (1) 18 credit hours of Honors coursework, (2) investigational studies, and (3) leadership and service experiences. The contract will be made available to the student through the College of Engineering website, and must first be approved by the student's program advisor and then by the College Honors advisor. Any subsequent revisions to the original plan require submission and approval of a new contract.

To continue participation in the Honors Contract, students must maintain a 3.4 GPA. Students who do not have a 3.4 GPA at the time of graduation or otherwise fail to meet the terms of the Honors Contract will be ineligible to graduate with Honors in Engineering.

Proposed college standard for Graduation with Honors Research Distinction in Engineering: Approved Honors Research Distinction proposal on file at least two semesters prior to graduation.

Graduation with Honors Research Distinction requires that a student possess or be eligible for Honors status (3.4 GPA) **and** submit an Honors Research Distinction application, research proposal, and letter of recommendation from the faculty project advisor no later than two semesters prior to graduation (specifically, the second Friday of the semester immediately preceding the semester of graduation). The proposal will be

reviewed and must be approved by the College of Engineering Undergraduate Honors Committee. After approval, the student must then enroll in and complete a minimum of six advisor approved credit hours of Honors-level research (4999H or department-approved equivalent) in support of the research project. The student must complete a successful oral defense of the thesis before a two-member committee, one of which must be the student’s project advisor, and both of whom must have M or P graduate advising status. The final approved Honors Thesis must be submitted to the Knowledge Bank no later than the eighth week of the graduation semester.

To continue participating in the Graduation with Honors Research Distinction program, students must: (1) Maintain a 3.4 CPHR, (2) enroll in and complete Honors-level independent study coursework in support of the Honors Thesis, and (3) arrange to complete an enhanced Honors experience in conjunction with their thesis as outlined in the table below. The College of Engineering will check each student’s progress with the Project Advisor at the end of each semester. Students who are not making sufficient progress may forfeit their Honors status and be ineligible to graduate with Honors Research Distinction.

Table 3. Complete requirements for Honors Research Distinction

1) Cumulative GPA 3.4 or higher
2) Completion of 6 semester hours of Honors-level research credit (4999H or dept. equivalent)
3) Successful defense of thesis before a committee and submission to Knowledge Bank
4) Documentation of an enhanced Honors experience consisting of either 4a OR 4b below:
4a) Completion of an Honors Contract in Engineering
4b) Completion of at least 3 of the following 7 activities (with up to 1 duplicate in the same category):
<ul style="list-style-type: none"> • Presentation of their research at an OSU sponsored event (e.g. the Denman Undergraduate Research Forum) • Presentation of their research at a meeting or conference external to OSU (e.g. meeting of a professional society) • Submission of a manuscript to a peer-reviewed research journal or conference proceedings (student may be a co-author) • Submission of a manuscript to an undergraduate research journal or non-peer-reviewed journal or proceedings (student must be lead author) • Completion and submission of a patent disclosure application • 3 semester credits of Honors designated or graduate coursework • Other appropriate activity by petition to and approval from the Honors Committee in Engineering

D. Honors Courses (if applicable - new, modified)

The College of Engineering will continue to offer the Fundamentals of Engineering Honors program, which will feature two Honors Engineering courses to be offered Autumn and Spring semester (Eng 1281.xxH and 1282.xxH).

All departments in the College will offer Honors version of the undergraduate research courses (4998H – Undergraduate Research, 4999H – Undergraduate Research for Thesis). Some will offer versions of these courses at the 2000 level as well.

The following existing Honors courses will be converted to semester versions:

Semester course	Replaces:
ME 2010H – Statics	ME 210H
ME 5320H - Digital Signal Processing with Mechanical Engineering Applications	ME 680H
ME 5510H – Direct Energy Conversion	ME 610H
ECE 4900H – Design with Honors Thesis Project	ECE 683H

E. Staffing of program (Honors committee, Honors advisors, faculty mentors, etc.)

The program is staffed by an Undergraduate Honors Committee, which consists of an appointed faculty member from each department in the College of Engineering. The Committee also includes the Associate Dean of Undergraduate Education and Student Services (Committee Chair), academic advisors, scholarship coordinators, and student representatives.

The College of Engineering has two academic advisors officially designated as Honors advisors. These advisors work directly with students pursuing Graduation with Honors in Engineering and Graduation with Honors Research Distinction to help them develop and complete these programs. Additionally, they provide informational programming and outreach to Honors students in the College. They will monitor progress on students participating in each of the programs and maintain records of signed contracts and research proposals. Students wishing to substitute equivalent experiences in either the Contract or Research Distinction programs must submit written documentation to these advisors who will then bring it to the Undergraduate Honors Committee for review.

In particular, the advisors and committee will enforce our stated policy that students will not be allowed to maintain Honors status after their fourth term of enrollment unless they have an approved application and proposal or Honors Contract on file in the College of Engineering, regardless of intent to pursue Honors Research Distinction.

Honors Contract - Proposed Semester Conversion

Current Requirement		Proposed Semester Requirement	
GHIE (Graduation with Honors in Engineering) Contract		Engineering Honors Contract	
Total Points = 80		Total Points = 50	
Honors/Graduate Coursework Component		Honors/Graduate Coursework Component	
Minimum Points = 20		Minimum Points = 18	
Maximum Points = 60			
Point Value = 1 pt / Credit Hour		Point Value = 1 pt / Credit Hour	
Minimum # Courses = 6 (student admitted to OSU as Honors only)		18 credit hours	
Component Options		Component Options	
Honors / Honors Embedded Courses*		Honors / Honors Embedded Courses*	
Upper Division Coursework (500+)**		Advanced Coursework (4000+)**	
Graduate Level Coursework		Graduate Level Coursework	
Investigational Studies Component		Investigational Studies Component	
Minimum Points = 30		Minimum Points = 20	
Maximum Points = 60			
Component Options		Component Options	
POINT VALUE	COMPONENT	POINT VALUE	COMPONENT
30	Senior Honors Thesis	20	Senior Honors Thesis
30	Second Major	20	Second Major
30	Minor (Non-Engineering)	15	Minor (Non-Engineering)
20	Minor (Engineering)	10	Minor (Engineering)
20	Quarter Study Abroad Experience	15	Semester Study Abroad Experience
-	-	5	Short-Term Study Abroad Experience (7 days or more of international experience)
10/Qtr, 20 max	Quarter Research-Focused Internship Experience	10	Semester Research-Focused Internship Experience
10	Presentation of research at Denman Undergraduate Research Forum or meeting of professional society	5	Presentation of research at Denman Undergraduate Research Forum or meeting of professional society
10	Publication of research paper in a refereed journal (research related to Honors thesis)	10 - 15	Submission of of research paper in a refereed journal, or presentation at competitive conference, for research related to Honors thesis (Must submit abstract of paper, information on journal/competitive conference, and letter of confirmation from faculty advisor. Exact points will be determined by Honors Committee upon review.)
20	Publication of research paper in a refereed journal (research NOT related to Honors thesis)	15 - 20	Submission of research paper in a refereed journal, or presentation at competitive conference, for research NOT related to Honors thesis (Must submit abstract of paper, information on journal/competitive conference, and letter of confirmation from faculty advisor. Exact points will be determined by Honors Committee upon review.)
TBD, 20 max	Other, as approved by the College of Engineering Undergraduate Honors Committee	TBD	Other, as approved by the College of Engineering Undergraduate Honors Committee
Leadership / Service Component		Leadership / Service Component	
Minimum Points = 10		Minimum Points = 6	
Maximum Points = 30			
Component Options		Component Options	
POINT VALUE	COMPONENT	POINT VALUE	COMPONENT
5/yr, 10 max	Leadership on Engineering student Project Team	3/yr, 6 max	Year-long leadership/officer role in student organization, honorary, or extracurricular student project team
5/yr, 10 max	Officer of Student Organization (Non-Honorary)		
5/yr, 10 max	Officer of Student Organization (Honorary)		
5/yr, 10 max	Member of Department, College, University Committee	3	Year-Long Appointment and Active Participation as a Member of Department, College, or University Committee
1 pt / 10 hrs, 10 max	Volunteer Service	1 pt / 15 hrs	Volunteer Service
TBD, 10 max	Other, as approved by the College of Engineering Undergraduate Honors Committee	TBD	Other, as approved by the College of Engineering Undergraduate Honors Committee

* Honors Research Course excluded if student intends to apply points for Senior Honors Thesis in Investigational Studies Component.

** Upper-division coursework being applied to the students major/minor excluded.