



CFAES Guidelines for Graduating with Honors Research Distinction

1. Students may complete a thesis within his/her major or in other disciplines, provided he/she has a faculty research mentor (who may be tenure-track, clinical, research, or auxiliary faculty). Lecturers and others who do not have faculty status may not serve as the designated research mentor.
2. The academic unit that enforces the thesis requirements will be the faculty research mentor's home department (or school). Check with each academic unit for details. If the mentor's home department does not offer undergraduate courses, the requirements of the student's major apply.
3. A minimum overall GPA of 3.4 at the time of graduation is required. GPA requirements will be certified by the appropriate college in the final term before graduation.
4. Students must complete a research project and one of the three options (A, B, or C) below.
 - A. At the CFAES Undergraduate Research Forum where at least two faculty will evaluate the project. The student must also present at one of the following University research forums:
 1. Autumn Undergraduate Research Festival
 2. Denman Undergraduate Research Forum
 3. Spring Undergraduate Research Festival.

NOTE: If presenting at another OSU sponsored Research Event, pre-approval must be obtained from the Research Advisor and the Assistant Dean for Student Development in the College Academic Programs Office.
 - B. Have a traditional one-hour exam with project mentor, one other faculty member in the discipline, and a third faculty member of choice.
 - C. Present at a regional, national, or international research conference where at least two faculty will evaluate the project. The preference is option "a" if at all possible.
5. To qualify for graduation with "Honors Research Distinction," the student must submit an "Individual Honors Plan" ([link to plan](#)) to the college office at least two semesters prior to graduation. The plan must be signed by the faculty research mentor and honors coordinator. This ensures that all parties have a common understanding of the proposed plan to complete a project document for a given graduation deadline.
6. Course number 4999H designates honors research with distinction credits. Students should register for a minimum of one credit hour up to a maximum of five credits of 4999H per semester for the honors research project (as a general guideline, one credit hour would equate to approximately three hours of work per week). Students must submit a "Plan for Graduating with Honors Research Distinction" prior to enrolling in 4999H. This ensures that students and mentors are notified about how to qualify for the transcript designation, while documenting credit hours devoted to the thesis. Students must complete six hours of 4999H.
7. Acceptable standards for the written paper of the research thesis or project will be determined by the academic unit. Note that in some departments in which the thesis is a project or performance (e.g., Art, Architecture, Music), some type of written component also is required.
8. Students are required to submit their final written document in the searchable Knowledge Bank for future reference. The Knowledge Bank, a service of The Ohio State University Libraries, collects, preserves, and distributes the intellectual output of The Ohio State University. Other student projects (searchable by title, author, or date submitted) are available for review at <https://kb.osu.edu/dspace/handle/1811/166>. To register and upload your thesis, go to <http://library.osu.edu/projects-initiatives/knowledge-bank/tools/submission-instructions-for-knowledge-bank-collections/knowledge-bank-submission-instructions-honors-theses/>
9. The honors coordinator will complete and submit the "Honors Project Examination Report" to the College office. Final approval by the honors coordinator must be submitted by Wednesday of the final week of classes the semester of graduation.