



THE OHIO STATE UNIVERSITY

College of Arts and Sciences

ARTS

GRADUATION WITH DISTINCTION INSTRUCTIONS

For any student majoring in one of the following academic units:
Art, Art Education, Dance, Design, History of Art, Music, Theatre, or the Arts BA PSP program.

GRADUATION WITH DISTINCTION THE SENIOR DISTINCTION CREATIVE PROJECT OR THESIS

Information for Students and Faculty Project Advisers in the ARTS

The *with distinction* graduation honor recognizes those students who demonstrate excellence both in the study of a discipline through course work and in completing an independent creative or research project culminating in a creative project or research thesis project during the senior year. Course work provides students with a broad overview of the discipline with a meaningful context for the specialized creative project or research project.

Any member of the tenure-track teaching faculty with the rank of Assistant Professor or higher may advise a student who intends to graduate *with distinction*. The advisor will serve as the departmental/school representative in approving the course work required for graduation *with distinction* (4999H) and assist the student as a research/creative mentor, introducing the student to those principles and techniques necessary for advanced scholarship in the discipline and providing guidance throughout the terms of the project. Under the guidance of the faculty advisor, the student must assume responsibility for design, implementation, final presentation of the creative or research project, *and* scheduling of the oral defense exam with all three faculty members so that the creative or research project will be a valuable independent learning experience.

The Area of Distinction

The area of distinction is minimally equivalent to the courses listed on the Candidacy for Graduation *With Distinction* Major Program Form or the major program section of an ARTS Honors Program Contract. The area of distinction also can be an interdisciplinary major previously approved as part of an ARTS BA Personalized Study Program (PSP) or can be in a field related to an established major yet sufficiently interdisciplinary to warrant a separate title.

Requirements for the Degree *with Distinction*

1. Point-hour requirements

- a. **The area of distinction.** The student must meet any major area grade requirements established by the department/school for *with distinction* candidates. The area of distinction is equivalent to the courses listed on the Candidacy for Graduation *With Distinction Application Form* or the major program section of an ARTS Honors Program Contract. One-of-a-kind/PSP fields of distinction must submit a separate listing of the course work with the application.
- b. **Cumulative point-hour ratio.** The student must have a minimum 3.30 GPA on at least 60 graded Ohio State hours. If you do not hold a 3.30 GPA, please provide a rationale for your request. The faculty review committee will seriously consider the rationale

2. Credit hour requirements

- a. **The area of distinction.** The student generally must complete a full 30-hour major in addition to credit hours received for the creative or research thesis project. The ARTS Honors Program Committee, however, will consider exceptions in cases where the faculty project advisor provides a statement of explanation to the effect that the breadth component of the *with distinction* candidacy has been met in some alternate way.
- b. **Project/Thesis hours.** The student must enroll in a minimum of four hours (a maximum of eight hours) of independent research and/or course work applicable to the *with distinction* project conducted over two semesters. Departments have provided a 4999H course option, graded on a S/U basis, for this purpose. Some departments also require specific course work either previous to or in conjunction with the independent project.

3. Examination/Thesis requirements

- a. **Examination.** The student must submit the completed project to a three-member faculty committee and undergo a one-hour oral examination. This committee is composed of the faculty project advisor and two tenure-track faculty members.
- b. **Project/Thesis.** The project/thesis must be submitted electronically to the University Libraries' Knowledge Bank no later than the last day of final examination week of the semester in which the examination takes place and to the Arts Honors Program Office, 114 University Hall.

Application for the Degree *with Distinction*

Application forms for the degree *with distinction* are available at <http://artsandsciences.osu.edu/sites/artsandsciences.osu.edu/files/Arts-Distinction-App-Form.pdf>.

The completed application should be returned to Ed Quinn, 245G Sullivant Hall. The student and faculty project advisor will receive copies of the approved application. The original remains on file in the ARTS Honors Program Office.

The student may not begin 4999H course work until the semester in which she or he attains junior (Rank 3) standing. Changes to the course work on the Candidacy for Graduation *with Distinction* Major Program Form must be submitted to the ARTS Honors Program Office on a Change Form approved by the major faculty advisor.

Work on the Project

The faculty project advisor is responsible for overseeing the entire project. The student and faculty member should establish mutually acceptable guidelines for frequency of consultation, submission of preliminary drafts, and deadlines for submitting work. Failure to follow these guidelines may result in termination of the project.

If the faculty member will be absent during any part of the project, the professor must appoint another faculty member to supervise the project during that period, and the ARTS Honors Program Committee should be informed of this appointment. If the student will be conducting research off-campus, the student and faculty member should devise mutually acceptable guidelines for maintaining contact and reporting progress.

If it appears that the work, while satisfactory, will not be of such superior quality to qualify for graduation *with distinction*, the student and faculty member may agree to continue the project as regular independent study or to terminate the project at the end of the semester. The ARTS Honors Program Committee must be notified of the decision to drop the project for graduation *with distinction*. In cases where the project either is not completed or does not merit the *with distinction* designation, the faculty advisor may judge that sufficient work has been done to merit a grade of "S."

Completion of the Project for Graduation *with Distinction*

In most cases, completion of the thesis and oral examination will take place during the semester in which the student graduates. When the faculty member and student determine that the project is complete, the student schedules the oral defense examination of the three-member examination committee. This committee includes the advisor and two tenure-track faculty members from the department determined from the onset of the project.

The examination must include a one-hour oral and, at the discretion of the department, there may be a written portion as well. All three members of the committee must be present at the oral examination. Failure to observe this procedure means that the student cannot be certified for graduation *with distinction*.

The examining committee will, after satisfactory completion of the oral examination, certify the student as qualifying for graduation *with distinction*.

The *With Distinction Certification Form* is available at <http://artsandsciences.osu.edu/sites/artsandsciences.osu.edu/files/Arts-Distinction-Cert-Form.pdf>.

The form must be returned by a specified date (usually the 12th Friday of the final semester or the 9th week of the full summer term) to the ARTS Honors Program Office. Any extension to the deadline mentioned in the previous sentence must be approved by the ARTS Honors Dean: Dr. Garrett R. Heysel within one week of the 12th Friday of the final semester or the 9th week of the full summer term. If the student has met all grade and hour requirements, the student will then graduate *with distinction*.

Format for the Final Copy, Title Page, and Abstract

Deadline: The summary of the project or the project thesis must be submitted electronically to the University Libraries' Knowledge Bank **no later than** the last day of final examination week of the semester in which the examination takes place.

Manuscript Format: The ARTS Honors Program Committee does not require any particular manuscript format and leaves that decision to the project advisor, who is familiar with the practices of the discipline.

Graduation

Candidates for graduation *with distinction* must submit the standard Application for Baccalaureate Degree, in addition to the application for graduation *with distinction*. **This standard Application for Baccalaureate Degree should be submitted through an appointment with Ed Quinn, 245G Sullivant Hall, at least one semester prior to the expected date of graduation.** The Candidacy for Graduation *with distinction* Major Program Form replaces the official Major Program Form in the graduation application. However, any revisions to the courses listed on the major form should be submitted with the application for graduation.

Candidates who file an Application for Graduation with advising and complete all *with distinction* requirements (point-hour, credit hour, and examination requirements) will have the designation *with distinction in [the major area]* inscribed on the diploma.

Any questions should be directed to Ed Quinn, ARTS Academic Honors Advisor, at 292-6961 or through email: quinn.142@osu.edu or Garrett Heysel, ARTS Honors Director, 292-2090 or through email: heysel.1@osu.edu.