



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

CFAES Guidelines for Graduating With Research Distinction

(Non-Honors Program Members)

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 3.0 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 present in one of three options.
 - a. At the CFAES Undergraduate Research Forum where at least two faculty will evaluate the project and the University Denman Undergraduate Research Forum where at least two faculty will evaluate the project; or other comparable scholarly venue as determined by the research mentor (minimum of 2 university scholarly forums).
 - 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 "Research Distinction," the student must submit a "Plan for Graduating with Research Distinction" (see attached) to the college office at least two semesters prior to graduation. The plan must be signed by the faculty research mentor; 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 4999 designates undergraduate research with distinction credits (non-honors), and course number 4999H designates Honors research with distinction credits. Students will register for at least one and up to a maximum of six credits of 4999 for the 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 Research Distinction" prior to enrolling in 4999. This ensures that students and mentors are notified about how to qualify for the transcript designation, while documenting credit hours devoted to the thesis.
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 research mentor will complete and submit the "Graduating with Research Distinction Approval Form" to the College office. Final approval by the project mentor must be submitted by Wednesday of the final week of classes the semester of graduation.



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GRADUATING WITH RESEARCH DISTINCTION APPROVAL FORM COLLEGE OF FOOD, AGRICULTURAL & ENVIRONMENTAL SCIENCES (Non-Honors Program Members)

Student: _____

Major _____ Current CPHR _____ E-Mail _____

The Graduating With Research Distinction Approval form is due to Dr. Steve Neal, Assistant Dean, 100 Ag. Admin. Bldg. on or before the Wednesday of the last week of classes of the graduating term. Please also make sure the thesis has been submitted to the OSU Knowledge Bank before submitting this form.

THE RESEARCH MENTOR AND STUDENT ARE TO COMPLETE THE FOLLOWING:

TERM PRECEDING TERM OF GRADUATION

Select the option elected for the Project Exam

_____ CFAES Undergraduate and Denman Research Forums¹

_____ Traditional Exam^{1,2}

_____ Presentation at a Scientific Meeting¹

¹ PLUS Submission to Knowledge Bank

AFTER EXAM APPROVAL

Project Uploaded to Knowledge Bank

_____ Yes

_____ No

Recommend with Research Distinction

_____ Yes

_____ No

Student was notified of recommendation

_____ Yes

_____ No

Project/Research Mentor Approval

Mentor Name (Printed)

Mentor Signature

Date

Exam Committee Approval (If applicable)²

Printed Name

Signature

Date

Printed Name

Signature

Date

Printed Name

Signature

Date

- Cum Laude (3.50-3.69), Magna Cum Laude (3.7-3.89) or Summa Cum Laude (3.90 and higher) is based on the cumulative point hour ratio at the completion of the quarter preceding the term of graduation
- Graduating with Research Distinction is determined the last week of the term of graduation. Every Research Project Exam will have an oral portion and a written portion. The oral portion will be met by a traditional exam, CFAES and Denman competitions (or comparable venue), or presentation at a scientific meeting, all including faculty participation and evaluation. The written portion will be called a project document, and the style of the final project document depends upon the student's Research Mentor and the department requirements. The student's performance on both portions and the quality of the project will be considered in determining a recommendation of with or without distinction in the major(s). The recommendation should be confirmed by the signature of the Research Mentor. The Research Mentor should notify the student of the outcome.
- The research project is completed when the project document is uploaded to Knowledge Bank. All students must submit the final written project to the OSU Knowledge Bank. The instructions on how to do this are at <http://library.osu.edu/projects-initiatives/knowledge-bank/tools/submission-instructions-for-knowledge-bank-collections/knowledge-bank-submission-instructions-honors-theses/>. If the traditional exam option is elected, the student must submit a copy of the final report to the Examination Committee at least two working days prior to the oral examination.
- The examination is normally given the last term or at the appropriate time for a student in the Agriculture-Graduate Program. Questions are not meant to ferret out details but to test a student's judgment and understanding of the field of study including the project. The examination is coordinated by the student's Research Mentor. If the Traditional Exam is selected there must be three faculty on the examining Committee. Presentation at the Denman Competition and the CFAES Undergraduate Research Forum will be evaluated by the project mentor and other faculty members who evaluate the project.
- Agriculture-Graduate Combined BS/MS students - The final examination for the Master's degree will be conducted according to the regulations of the Graduate School.