

Procedures for Graduation with Departmental Honors
Department of Environmental and Plant Biology
2006-2007

Outstanding students who are not part of the Honors Tutorial College (HTC) but who complete a Senior Thesis are eligible to graduate with Departmental Honors. The following are the guidelines for graduation with Departmental Honors from the Department of Environmental and Plant Biology. The program is administered by the College of Arts and Sciences. The Departmental Honors Coordinator (Dr. Vis vischia@ohio.edu) will monitor and record the progress of the Departmental Honors students.

1. Interested students should apply to the Departmental Honors Coordinator in the first or second quarter of their Junior year, and definitely no later than the third quarter. To be eligible to apply, students must be majoring within the Department of Environmental and Plant Biology and must have a GPA of at least 3.5 (both overall and within the major).
2. Students in the Departmental Honors Program who complete a thesis, but whose GPA drops below 3.5 (either overall or within the major) at the end of the second quarter of their senior year, will receive course credit for their thesis work. However, they will not graduate with Departmental Honors.
3. Students who have been accepted into the program by the Departmental Honors Coordinator select a Thesis Advisor (who must be a full-time faculty member in this department) and define their project no later than the end of third quarter of their junior year, but preferably earlier.
4. Students must register for at least 6 credits of PBIO 404 and/or 407 (Research) over a period of at least two quarters, followed by 3-6 credits of PBIO 499H (Thesis). In rare cases, the Departmental Honors Coordinator may permit a student to substitute research performed outside these courses (e.g., through a PACE position) for some or all of the 6 credits of PBIO 404 and/or 407. A maximum of 2-10 credits (depending on the student's major) in PBIO 404, 407, 490 (Internship), and 499H combined will count toward the requirements for the major. To find out the maximum for the particular major, consult the Undergraduate Catalog.
5. The thesis must be based on original research conducted in the field and/or laboratory. The work must be of a quality to be acceptable for publication in a scientific journal. Length and style requirements will follow those of a peer-reviewed journal selected by the Thesis Advisor. In general, the thesis will have the components that are standard in the scientific literature: abstract, introduction, materials & methods, results, and discussion.
6. Students must submit a thesis proposal, including a literature review and an outline of their thesis, to their Thesis Advisor and the Departmental Honors Coordinator, no later than the end of the first quarter of their senior year. The Thesis Advisor will provide guidance regarding relevant literature and help the student develop the proposal by providing constructive criticism of a series of drafts.
7. The Thesis Advisor will select one other faculty member to form a two-member Thesis Committee. In the event of a major disagreement between the two members

in their evaluation of the thesis, the Departmental Honors Coordinator will serve as an arbitrator.

8. Students must notify the College of Arts and Sciences by the date specified by the College (usually in early May for spring quarter graduation) to ensure recognition at graduation and on their transcript. See Dr. Vis (vis-chia@ohio.edu) for the specific date.
9. Copies of the Thesis must be submitted to the Thesis Advisor, the other faculty members on the Thesis Committee, and the Departmental Honors Coordinator no later than three weeks (15 class days) prior to the last day of class in the quarter of graduation. The thesis must conform to the guidelines distributed by the College of Arts and Sciences.
10. The student's thesis will be evaluated by the Thesis Committee, after which the student will be expected to defend his or her work orally. It is the responsibility of the Thesis Advisor to schedule the defense and notify the Departmental Honors Coordinator. The defense will take place no more than seven class days prior to the last day of class in the quarter of graduation and will be attended by the Thesis Committee and the Departmental Honors Coordinator.
11. The student is strongly encouraged to present a research poster as part of the Department's annual undergraduate poster session. Because this event typically occurs late in spring quarter, it may not be possible for students graduating in fall or winter to participate.
12. If the thesis is judged to be acceptable by the Thesis Committee, the Thesis Advisor and the Departmental Honors Coordinator will sign it and return it to the student. To be acceptable, the thesis must contain evidence of significant research and thought and attention to writing quality and form.
13. After approval, the student must make an appointment with the designated College representative (currently Dr. Rose Isgrigg) in the College of Arts and Sciences office to review the thesis for formatting.
14. Once the format is approved, the Dean (or a designee) will review it and approve by signing. A copy of the thesis will be submitted to the library for archival purposes. The student must submit the thesis to the Dean no later than last class day of the quarter of graduation. However, it must be submitted earlier than this to ensure recognition at graduation and on the transcript (see item 8 above).
15. If a student's thesis is approved by the Departmental Honors Coordinator and if the student had a GPA of at least 3.5 (both overall and in the major) by the end of the second quarter of his or her senior year, then the student will graduate with Departmental Honors.