**GRADUATION WITH DEPARTMENTAL HONORS**

Graduation with Departmental Honors requires an independent project, an oral examination on the project, and a comprehensive exam in a student’s major department during the senior year.

This program is open to any student who meets one of the following criteria:

 1. The student has attained a cumulative grade point average of 3.5 in the major after the fall semester, junior year, as well as an overall grade point average of 3.0.

**OR**

 2. The student does not have the GPAs specified above but does have the support of his or her major department and has successfully petitioned the Academic Policy Committee.

A project will involve two semesters of work, for which the student may earn up to two units of independent study credit (course 490). (These credits may **NOT** be used to fulfill the requirements for Graduation with University Honors.) The major department has the option of requiring the student to take specific courses or modifying existing departmental courses or requirements for students seeking Graduation with Departmental Honors.

Students have two possible timetables for pursuing Graduation with Departmental Honors - the Junior Cycle and the Senior Cycle. Each is designed to accommodate the scheduling variations in a student’s undergraduate academic career: apprenticeships, study abroad, independent research project schedules, and the like. Students should select the option that fits their needs as well as the schedule of their supervising professor.

To apply for the program, the student should obtain the appropriate forms from the Office of Academic Affairs and, in consultation with the supervising professor, submit the completed forms to the Dean of Academic Affairs. Completed applications should reach the Dean’s office no later than the twelfth week in the fall semester of the student’s junior year for the Junior Cycle, and no later than the twelfth week in the spring semester of the student’s junior year for the Senior Cycle.

The student’s project must include a written report suitable for permanent inclusion in the library. The student must submit the completed project to an Examining Committee no later than one month before the end of classes during the fall semester of the senior year (Junior Cycle) or one month before the end of classes during the spring semester of the senior year (Senior Cycle). The Dean of Academic Affairs will appoint the Examining Committee after consulting the supervising professor. The Committee will consist of four faculty members - two from the major department, one from a cognate department where appropriate, and one from a department not related to the major. After the oral examination on the project, a bound copy of the report and an abstract must be submitted to the Office of Academic Affairs; the report will then be forwarded to the library.

The student must also pass a comprehensive exam which will include written and oral components. The chairperson of the department will be responsible for administering the written exam. The written exam must be completed before the end of the fifth week of the spring semester of the senior year. The department chairperson will inform the Examining Committee that the student has successfully passed the written exam. No later than one week before the end of classes, the Examining Committee must certify to the Dean of Academic Affairs and to the Registrar that the student has successfully passed the comprehensive exam. Any department may require an alternative method of evaluation which will be developed in consultation with the Examining Committee.

A student who satisfies these conditions is graduated with honors in the Department of .... The student’s name is listed in the commencement program and the student’s permanent record will show Graduation with Departmental Honors.

Fall ‘04

 **SENIOR CYCLE**

**APPLICATION FORM FOR DEPARTMENTAL HONORS**

This form, **IN TRIPLICATE,** is to be submitted by the student to the Office of Academic Affairs no later than the **twelfth week** in the **spring semester** of the student’s **JUNIOR YEAR.**

NAME DATE

 Last First M.I.

ID NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAMPUS ADDRESS PHONE

 Box # Room #

List major(s) with cumulative grade point average for all courses completed in the major department (must be at least 3.5 after the fall semester, junior year) plus the number of courses completed in the major.

 Major Number of Completed

Major Accum Courses in Major

Overall Cumulative Expected Year

Grade Point Average Of Graduation

PROPOSED PROJECT FOR DEPARTMENTAL HONORS:

(This must involve at least two semesters of work. Plans should be given in detail. Please append a separate sheet to describe your project.)

TITLE:

**SENIOR CYCLE: SCHEDULE PLANNED FOR SENIOR YEAR** (Please list course number AND title.)

 Fall Semester Spring Semester

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A project will be assigned from up to two units of independent study credit (course 490). In at least one semester the 490 course must be taken concurrently with two or more regular courses.

**SIGNATURES OF APPROVAL** (The first three [asterisked] to be obtained by the student before submitting this form.)

\* Supervising Professor Date

\* Chairperson of the

 Department Date

\* Registrar

 (Confirmation of GPA) Date

Dean of Academic Affairs Date

Action:

If this application is fully approved, one copy will be returned to the department, one copy will be returned to the student and one copy will be retained by the Office of Academic Affairs.

Fall ’04