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Any suggested changes or corrections to this handbook should be directed to Ed McCaul, Secretary CCAA, at 2-7931 or mccaul.1@osu.edu.
1. COMMITTEE ON ACADEMIC AFFAIRS

1.1 Faculty Membership: One member shall be elected from each undergraduate degree-granting program, including the Department of Food, Agricultural and Biological Engineering, Center for Aviation Studies and the Engineering Physics Program; but excluding the Austin E. Knowlton School of Architecture. Each College Center offering an approved undergraduate degree program will be permitted to elect a member. The term of membership shall be three years, such terms beginning at the start of autumn semester.

1.2 Each program from which members may be elected, as defined in paragraph 1.1 of this POA document, shall have one vote on the committee.

1.3 Election of Members: Members shall be elected by the faculty of each concerned program as they are defined in paragraph 1.1 of this POA document.

1.4 Representation by Members: Each member is expected to become familiar with and advance before the Committee proposals originating in the program from which the member is elected, but each member also has the responsibility to act for the benefit of the College as a whole.

1.5 Officers: During each Spring semester, the Committee shall elect from its continuing members a Chair for the following year beginning at the start of autumn semester. The Secretary of the College or such other person as the Dean shall appoint shall be the Secretary of the Committee with the right to discuss but without the right of vote.

1.6 Powers Delegated: Subject to the separate powers of the Austin E. Knowlton School of Architecture, the Committee shall (a) Certify at the end of each semester lists of students who have fulfilled the requirements for a degree or for whom special recommendation is made and recommend to the Faculty membership of the University Senate and the Board of Trustees, candidates for degrees. The Committee may delegate this task or any portion of it to the Secretary of the Committee. (b) Review and approve or disapprove proposals for new courses and proposals for changes in courses and curricula which
are recommended by departments or College Centers approved for such purposes, reporting its decisions directly to the departments or centers concerned and, subject to appeal as described in paragraph 1.10 of this POA document, to the University Council on Academic Affairs.

1.7 Responsibility of Academic Policy: The Committee shall be responsible for making recommendations to the Faculty of the College concerning the educational and academic policies of the College. This shall include, but shall not be limited to, the responsibility to make recommendations concerning the establishment, alteration, and abolition of all curricula and courses offered by the College or any division thereof, of all degrees and certificates supervised by the College, and of all departments, schools and divisions of the College, and of all College Centers authorized to offer for-credit courses or degree programs. In carrying out its activities under this paragraph, the Committee shall, when appropriate, utilize its counterpart committee in the Austin E. Knowlton School of Architecture.

1.8 Action of the Committee: No action of the Committee other than one concerning a matter described in paragraph 1.6 (a) of this POA document shall be effective until it appears in the form of an approved motion in the published minutes of the Committee.

1.9 Minutes: The Secretary of the Committee shall prepare minutes of the Committee meetings and shall publish them by causing them to be sent to each member of the Committee and to the chair of each department represented on the Committee.

1.10 Appeal: Any action of the Committee may be appealed to the Faculty of the College by twenty-five percent of the members of the Committee present at the meeting at which the vote is taken or upon written petition, addressed to the Secretary of the College, signed by twenty-five faculty members or by the majority of the faculty members of any department, such petitions being received at the administrative offices of the College within ten days after publication of the minutes containing a report of the action. The action being appealed shall be placed on the agenda, referred to in paragraph 8.2.4 of the College of Engineering’s POA, for the next regular or special meeting of the Faculty of the College.
## 2. DEGREES OFFERED

<table>
<thead>
<tr>
<th>Degree</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace Engineering</td>
<td>• BS, MS, PhD Aeronautical and Astronautical Engineering</td>
</tr>
<tr>
<td>Aviation</td>
<td>Department abolished and authority for its academic programs delegated to the Center for Aviation Studies in 2012</td>
</tr>
<tr>
<td>• BS Aviation*</td>
<td></td>
</tr>
<tr>
<td>Biomedical Engineering</td>
<td>Department created 2005</td>
</tr>
<tr>
<td>• BS, MS, PhD Biomedical Engineering</td>
<td>BS degree approved Autumn 2008</td>
</tr>
<tr>
<td>Chemical &amp; Biomolecular Engineering</td>
<td>Department name changed from Chemical Engineering to Chemical &amp; Biomolecular Engineering in 2004</td>
</tr>
<tr>
<td>• BS, MS, PhD Chemical Engineering</td>
<td></td>
</tr>
<tr>
<td>Civil, Environmental and Geodetic Engineering</td>
<td>Department name changed from Civil &amp; Environmental Engineering &amp; Geodetic Science in 2011</td>
</tr>
<tr>
<td>• BS, MS, PhD Civil Engineering</td>
<td>BS degree approved Summer 2009</td>
</tr>
<tr>
<td>• BS, Environmental Engineering</td>
<td>BS Geomatics Engineering degree withdrawn at transition to semester calendar, Summer 2012</td>
</tr>
<tr>
<td>• MS, PhD Geodetic Science and Surveying</td>
<td>Professional degree – Civil Engineer withdrawn at transition to semester calendar, Summer 2012</td>
</tr>
<tr>
<td>Computer Science &amp; Engineering**</td>
<td></td>
</tr>
<tr>
<td>• BS Computer Science and Engineering</td>
<td></td>
</tr>
<tr>
<td>• MS, PhD Computer and Information Science</td>
<td></td>
</tr>
<tr>
<td>Electrical &amp; Computer Engineering</td>
<td>Name of graduate program and graduate degrees changed to Electrical and Computer Engineering on 23 August 2006.</td>
</tr>
<tr>
<td>• BS, MS, PhD Electrical and Computer Engineering</td>
<td>Converted to semester calendar but inactive</td>
</tr>
<tr>
<td>• Professional degree – Electrical Engineer</td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>• BS Engineering Physics</td>
</tr>
<tr>
<td>Food, Agricultural, and Biological Engineering</td>
<td>• BS, MS, PhD Food, Agricultural, and Biological Engineering</td>
</tr>
<tr>
<td>Integrated Systems Engineering</td>
<td>Department name changed 2009 to Integrated Systems Engineering</td>
</tr>
<tr>
<td>• BS, MS, PhD Industrial and Systems Engineering</td>
<td>Professional degree – Industrial Engineer withdrawn at transition to semester calendar, Summer 2012</td>
</tr>
<tr>
<td>• Masters in Business Logistics Engineering</td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td>Information</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Materials Science &amp; Engineering</td>
<td></td>
</tr>
<tr>
<td>• BS Ceramic Engineering</td>
<td>Deactivated February 2005</td>
</tr>
<tr>
<td>• BS, MS, PhD Materials Science and</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
</tr>
<tr>
<td>• BS Metallurgical Engineering</td>
<td>Deactivated February 2005</td>
</tr>
<tr>
<td>• BS, MS, PhD Welding Engineering</td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td></td>
</tr>
<tr>
<td>• BS, MS, PhD Mechanical Engineering</td>
<td>MS, PhD Engineering Mechanics degrees being withdrawn at conversion to semester calendar, Summer 2012</td>
</tr>
<tr>
<td></td>
<td>Professional degree – Mechanical Engineer withdrawn at conversion to semester calendar, Summer 2012</td>
</tr>
<tr>
<td>• MS, PhD Nuclear Engineering</td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary Degrees</td>
<td></td>
</tr>
<tr>
<td>• MS, Business Logistics Engineering</td>
<td>jointly offered with Fisher College of Business</td>
</tr>
<tr>
<td>• MS, PhD, Environmental Science</td>
<td></td>
</tr>
<tr>
<td>• Master of Global Engineering Leadership</td>
<td>jointly offered with Fisher College of Business</td>
</tr>
</tbody>
</table>

* Aviation also offers a BS in Business Administration in the Fisher College of Business and a BS or a BA in the College of Social and Behavioral Sciences.

** Computer Science & Engineering also offers a BSCIS and BACIS in the Colleges of the Arts and Sciences.
3. MINORS

3.1. Undergraduate Minors Offered

<table>
<thead>
<tr>
<th>Minor</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviation</td>
<td></td>
</tr>
<tr>
<td>Biomedical Engineering</td>
<td>Reapproved 16 July 2014</td>
</tr>
<tr>
<td>Computer and Information Science</td>
<td></td>
</tr>
<tr>
<td>Computational Science</td>
<td>Approved April 2010</td>
</tr>
<tr>
<td>Engineering Sciences</td>
<td>Approved 2009</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>16 July 2014, Joint between Engineering and Fisher</td>
</tr>
<tr>
<td>Environmental Engineering</td>
<td></td>
</tr>
<tr>
<td>Humanitarian Engineering</td>
<td>Approved 2014</td>
</tr>
<tr>
<td>Nuclear Engineering</td>
<td></td>
</tr>
<tr>
<td>Surveying</td>
<td>Revised 2006</td>
</tr>
<tr>
<td>Technological Studies</td>
<td>Approved 2009</td>
</tr>
</tbody>
</table>
3.2. **Undergraduate Minor Program Policy**  
**College Of Engineering**  
Approved by CCAA on 10 November 1999  
Revised for semester calendar 10 March 2010  
Revised 31 May 2012  
Revised 15 November 2012  
Revised 14 April 2014  
Revised 02 December 2014  

3.2.1. **Minor Programs at The Ohio State University**

1. The Council on Academic Affairs (CAA) approved a University-wide Policy for Undergraduate Minors at OSU during Spring semester 2014 and revised it during Autumn semester 2014. The policy received from CAA dated September 8, 2014 is reproduced here. CAA is the authoritative source for updates to the OSU Minor Policy.

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**Policy for Undergraduate Minors at OSU** (as of September 8, 2014)

An undergraduate minor consists of a coherent curricular program designed to allow students to pursue academic interests that go beyond their major. Students pursue minors to complement their major’s area of specialization, to better define themselves academically and to employers, to gain credit for classes previously taken that do not count towards a major degree, or merely to pursue other interests. In addition, some academic units require their students to obtain a minor. Students may take any minor in any college provided that they follow the curricular guidelines set by the college or unit that administers the minor.

**Pre-requisites**

- Ideally none or few, but justified academically in many cases
- Pre-requisites should be clearly spelled-out in curricular proposal and advising sheets

**Required for graduation**

- Not a university requirement
- A college or department may require a minor for students enrolled in its program(s)  
  (FAES, for example)

**Credit hours required**

- A minimum of 12 credit hours
- A maximum of 18 credit hours
- 1000-level courses shall not be counted toward the minimum
Upper-level credit hours
• Minor must include at least 6 hours of upper-level or upper-division course work (upper-level or upper-division as defined by the respective college)

Transfer credit hours allowed
• A student is permitted to count up to 6 total hours of transfer credit and/or credit by examination toward the minor

Overlap with the GE
• A student is permitted to overlap up to 6 credit hours between the GE and a minor

Overlap with the major and additional minor(s)
• The minor must be in a different subject from the major (as identified by the registrar’s official listing of approved majors)
• Each minor completed must contain a minimum of 12 hours distinct from the major and/or additional minors (i.e., if a minor requires more than 12 credit hours, a student is permitted to overlap those hours beyond 12 with the major or with another minor)

Grades required
• Minimum C- for a course to be listed on the minor
• Minimum 2.00 cumulative point-hour ratio required in the minor course work
• Course work graded Pass/Non-Pass cannot count on the minor
• No more than 3 credit hours of course work graded Satisfactory/Unsatisfactory may count toward the minor

Maximum xx93 credits allowed
• No more than 3 credit hours

3.2.2. Actions Required Of Students
Minors pursued by students with Majors in the College of Engineering are administered as follows:
1. Approval of many minors is managed entirely through the Degree Audit Reporting System (DARS).
2. Minor Program Forms will only be required if a student’s DARS does not certify the courses for the minor as prescribed by the college or unit that administers the minor.
   a. Minor Program Forms must be signed by an advisor in the college or unit that administers the minor and by the student’s advisor in their Major Program prior to the student being accepted into the Minor program. Copies of this form will be retained by the college or unit that administers the minor and the Major Program.
b. Students typically file Minor Program Forms with the College of Engineering when they file applications to graduate. Students are advised to check with the college or unit that administers the minor in advance of the deadline for filing applications to graduate.

c. To change a Minor after submitting a Minor Program Form, a student must re-file a new Minor Program Form with all the appropriate signatures.

3.2.3. Overlap With Majors Offered By The College Of Engineering

1. For the purposes of determining overlap between majors in the College of Engineering and 12 hour minimum for a minor, the major is defined as all specifically required courses.
   a. Approved substitutions for required courses are considered part of the major.
   b. Requirements for which the student must take one of two courses are considered part of the major.
2. Elective courses may overlap with the minor.

3.2.4. Upper-level Courses for Minors in the College of Engineering

1. Upper-level courses for minors in the College of Engineering are all 3000-level and higher courses and 2000-level courses as approved by the college for specific minors.

3.2.5. INITIATION OF A MINOR IN THE COLLEGE OF ENGINEERING

The procedure for establishing a Minor in the College of Engineering is as follows:

3. An offering unit may apply for permission to have a Minor by submitting a package to CCAA. After approval, CCAA will forward it to the Council on Academic Affairs. The packet must have the following minimum information:
   a. Name of the Minor, rationale for its development, a description of its purpose, and its anticipated benefits for the students.
   b. Description of the proposed curriculum along with a list of required courses, electives, and their prerequisites that constitute that curriculum. Academic justification for any prerequisites must be included in the proposal.
   c. Academic justification for any 2000-level courses proposed to count toward the requirement the minor have at least 6 hours of upper-level or upper division course work.
   d. If the minor is not compliant with any College of Engineering or OSU policies for minors the proposal must include a request for an exception, and provide academic justification to support the request.
   e. An advising sheet for the minor, attached as an appendix to the proposal.
3.2.6. College of Engineering Minors with Approved Exceptions

<table>
<thead>
<tr>
<th>Title of Minor</th>
<th>Summary of Exception(s)</th>
<th>Date approved by CCAA</th>
<th>Date approved by CAA</th>
</tr>
</thead>
</table>

* After the University-wide Policy for Undergraduate Minors was approved

Record of exceptions approved before April 2014

CCAA voted on 18 May 2009 that students majoring in Computer Science and Engineering may take the Minor in Computational Science.
3.3. **Minor Program Form**

The College of Engineering

Student Name:__________________________________________

Student Identification Number:__________________________

Major:_______________________________________________

E-Mail Address:________________________________________

Name of Undergraduate Minor:___________________________

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

Student Signature __________________________ Date

Print: _______________________ Signature: _______________________ Date: __________

Advisor Signature Major Program

Print: _______________________ Signature: _______________________ Date: __________

Advisor Signature Minor Program
4. ENGINEERING CORE CURRICULUM

Suggested revisions should be made to the
Core Curriculum and College Services Committee

College of Engineering Semester Core Curriculum
Approved by CCAA 9 June 2010 and by Council on Academic Affairs 5 January 2011

All engineering students must take the following courses:

- Engineering 1181, 1182 (4) [or Freshman Engineering Honors sequence]
- Physics 1250 (5)
- Math 1151, 1172 (10)
- Engineering 1100 (1)
5. ENGINEERING GENERAL EDUCATION REQUIREMENTS

Revised for Semester Calendar
Approved by CCAA 9 June 2010 and by Council on Academic Affairs 5 January 2011
Foreign Language section clarified by CCAA 31 May 2012
General Education Semester Transition Plan clarified by CCAA 14 April 2014
Change to Diversity Requirement approved by CAA 20 November 2013

5.1. Liberal Arts General Education (GE) Requirements

ENGLISH & COMMUNICATION SKILLS (6 hrs)
• First Course (3 hrs) – English 1100
• Second Course (3 hrs) – Any 2367 course

FOREIGN LANGUAGE – waived for engineering majors
• Completion through enrollment in a foreign language sequence through 1103, or enrollment in a foreign language course with a prerequisite of 1103 can be substituted for one GE course requirement in the Culture and Ideas category; or
• Completion of a foreign language minor can be substituted for two GE courses, one in the Social Sciences category, group A or B, and one in the Culture and Ideas or Literature categories.

SOCIAL DIVERSITY IN THE UNITED STATES or GLOBAL STUDIES (3 hrs)
May overlap with another GE category

ETHICS (3 hrs selected from either Ethics Group I or II)
• Ethics Group I – Counts as a Social Science Course (If the Ethics course is in a specific Social Science category that course will only count in that category but if the Ethics course has not been designated then it may count in any of the three Social Science categories.)
• Ethics Group II – Counts as a Culture and Ideas Course

Students must take 18 hours across Social Sciences, Historical Study, and Arts & Humanities.

SOCIAL SCIENCES (6 hrs, no more than one from a group)
A. Individuals and Groups
B. Organization and Polities
C. Human, Natural, & Economic Resources

LITERATURE (3 hrs)

VISUAL AND PERFORMING ARTS (3 hrs)
HISTORICAL STUDY (3 hrs)

SECOND HISTORICAL STUDY or CULTURE AND IDEAS (3 hrs)

UNIVERSITY CAPSTONE – waived for engineering majors but the following substitutions are allowed without a petition:
- A Social Science 3597 or 4597 capstone course can be substituted for any of the Social Science categories.
- An Arts & Humanities 3597 or 4597 capstone course can be substituted for the Visual/Performing Arts category.
- These University Capstone substitution options do not waive the Ethics requirement.

5.2. General Education Semester Transition Plan

Under the quarter system all Engineering students were required to take seven (35 hours) liberal arts general education courses, with the exception of those in CSE who were required to take 40 hours. Of those seven, three were designated as first writing requirement (English 110), second writing requirement (any 367), and a double counted Ethics course. Under the semester system, all Engineering students will be required to take eight (24 hours) liberal arts general education courses. Of those eight, three will again be designated as first writing, second writing, and a double counted Ethics course. Any student who matriculated at The Ohio State University prior to the start of semesters (Summer 2012) will only be required to take seven GEC liberal arts courses to complete an Engineering degree, using the same distribution as in the quarter system. This transition policy will be in effect until the Summer of 2017 at which time all students in the College of Engineering will be required to meet the new semester Engineering General Education liberal arts requirements.
5.3. College of Engineering Ethics & Professionalism Course

Review Procedures

Revised 29 January 2007 by the Ethics Subcommittee
Revised 24 January 2013 by the Core Committee
Revised 25 April 2014 by the Core Committee

The Core Curriculum and UG Services (Core) Committee will serve as the approval and review body for all courses that constitute the approved list of Ethics & Professionalism courses for the College of Engineering GE requirements.

5.3.1. Approval Process

1. The course must be approved as a course in the regular manner through the University’s Office of Academic Affairs, but can be considered by the Review Panel prior to final approval by OAA. Approval for the category will be contingent on final approval by OAA.
2. A copy of the syllabus must be submitted along with a cover letter and other explanatory material to the College of Engineering’s Office of Academic Affairs attention Program Director for Academic Affairs and Student Services.
3. The course will be considered for inclusion on the list of approved courses by the Ethics & Professional Subcommittee of the Core Committee based on the published guidelines approved by the core committee.
4. The Ethics & Professional Subcommittee will make a recommendation to the full committee which will then vote on whether the course should be included on the approved list of courses.

5.3.2. Review Process

1. The Ethics & Professional Subcommittee of the Core Curriculum and UG Services Committee will be responsible for reviewing all of the courses on the approved list at least once every five years to determine if each of the courses still meets the objectives as stated in published guidelines.
2. The Ethics & Professional Subcommittee will report to the full committee on its findings and the committee will vote on whether the list should be amended.

5.3.3. Ethics & Professional Subcommittee Membership

1. The subcommittee will consist of no less than four members.
2. Faculty members will be appointed by the Chair of the Core Committee for three-year terms. One member shall be from outside of the College of Engineering based on recommendation of the Chair of the Colleges of the Arts and Sciences Curriculum Committee. A student member shall be appointed annually to the Subcommittee by the Dean or the Dean’s designee.
3. The chair of the subcommittee will be appointed annually by the Chair of the Core Committee.
5.4. Guidelines for Approval and Re-evaluation of Ethics & Professionalism Courses in the College of Engineering

As expressed in the Engineering GE model, engineers must have an understanding of ethics and professionalism both within professional practice and life activities in general. It is recognized that the engineering curriculum has multiple elements contributing to the development of students in this area. The College of Engineering will be responsible for dealing with the ethical and professionalism issues specific to engineering in both the engineering core and major. It is expected that Ethics & Professionalism courses as part of the Engineering GE will deal with ethical and professional issues relevant to engineering but in a larger, including international, context. The general learning outcomes for GE courses are that upon completion engineering students will be able to have:

1. An ability to explain the ways in which society regulates the use of technology
2. An ability to identify stakeholders in an engineering solution
3. An ability to identify moral problems and dilemmas
4. An ability to analyze moral problems from different ethical perspectives
5. An ability to identify the personal values that an individual holds and uses to resolve moral problems and dilemmas
6. An ability to describe the relationship between personal values, social values, and professional values.

5.4.1. Guidelines for initial evaluation of courses
1. Courses, while not being required to assist students in meeting all of the general learning outcomes, must contribute to a majority of them.
2. Programs submitting a course for approval should state and show evidence for which of the learning outcomes the course addresses.
3. Courses should be proposed in a format that will fully support students meeting the learning outcomes.

5.4.2. Guideline for re-evaluation of courses
1. Courses currently being offered in this category may be periodically asked to submit a current syllabus for the course, representative work of the class (papers, exercises, exams), and other evidence supporting contribution of the course to the learning outcomes listed.
2. Student evaluations and other data may be collected and considered by the subcommittee in its deliberations.
3. Based on the learning outcomes listed for the course, the Ethics and Professionalism Subcommittee will develop a recommendation as to continuation of the course in the category to be acted on by the full Core Committee.

5.4.3. Approved Courses
Course numbers updated for semesters (previous quarter course number)
1. Ethics Group I (Social Science)
a. Sociology 3302(302) – approved 2006
b. Sociology 3464(464) – approved AU 2007
c. Economics 3048(348) (Individual & Groups) – approved 2006

2. Ethics Group II (Arts & Humanities)
a. (Philosophy 294) (Group Studies Course offered WI & SP 07, WI 08) – approved 2006
b. Philosophy 1332(131.01) (Culture & Ideas) – approved 2007
c. Comparative Studies 2341(272) (Culture & Ideas) – approved 2006
d. Philosophy 1337 (Culture & Ideas) – approved 2013

3. Ethics Group III (Non GE Courses, these courses will not count towards any additional College of Engineering General Education requirement)
a. Naval Science 4210 – approved 2014
5.5. Goals of A General Education

From “The Final Report of the Undergraduate Curriculum Committee, June 2002”:

1. write and speak with clarity and precision so as to advance thoughts and arguments cogently and persuasively
2. read and listen critically with comprehension and intellectual curiosity
3. engage in critical analysis and logical thinking
4. understand the processes used in modes of inquiry across varying disciplines
5. understand, evaluate, and present quantitative data and symbolic terms
6. know about the forces that regulate the human life cycle and shape our environments, and understand the interactions among science, technology, the individual, and society
7. know and appreciate the diverse forms of the creative expression of human experience as articulated in literature and the visual and performing arts
8. comprehend the forces that have influenced the shaping of society and thus understand the foundations of the contemporary world in terms of both individuals and groups
9. acquire and understanding of American institutions and the pluralistic nature of American society and develop an appreciation for the range of cultural traditions that have formed and informed our nation
10. achieve an understanding of and develop an appreciation for the cultural diversity and global interdependence of the modern world
11. appreciate and understand other cultures and modes of thinking through facility with languages other than English
6. SECOND BACCALAUREATE DEGREE POLICY
College of Engineering
Approved by CCAA on 1 October 2008
Semester update approved 31 May 2012
Revised 19 September 2013

Students wishing to obtain a second baccalaureate degree may pursue a second baccalaureate degree in the College of Engineering at The Ohio State University by meeting the following requirements:

1. Pursue a different degree program from the first degree;

2. Gain admission to the major in which the second degree is being sought, including creation of a departmentally approved plan of study;

3. Earn through regular course enrollment a minimum of 30 semester credit hours beyond the total required for the first degree. At least 20 of the required 30 hours must be from courses taken in the Subject Area of the new program. The other 10 hours may be from courses outside that Subject Area but required for the program;

4. Satisfy the requirements of the program curriculum that is in place at the time of admission to the second major.
7. POSTHUMOUS DEGREE POLICY

College of Engineering
Approved 7 December 1999

Based upon CCAA’s authority to certify the list of students who have fulfilled the requirements for a degree the following policy on posthumous degrees is established.

1. The majority of the faculty of the degree granting department in which the student was enrolled must vote in favor of awarding the posthumous degree.
2. A letter from the Department Chair stating that the majority of the department’s faculty voted in favor of the posthumous degree and the academic status of the student in question will be sent to the Secretary CCAA.
3. The Secretary of CCAA will contact the CCAA Chair and determine if the Chair is willing to endorse the letter. If the Chair is willing to endorse the letter then the degree will be granted. If the Chair is not willing to endorse the letter the Department has the option of appealing to the full committee at its next scheduled meeting.
4. If the CCAA Chair is unavailable and will not be available within a reasonable period of time, the decision of endorsing or not endorsing the letter will evolve upon the Associate Dean for Undergraduate Education and Student Services.
8. UNDERGRADUATE COURSE PETITION POLICY

COLLEGE OF ENGINEERING
Approved by CCAA 9 March 2005
Revised 31 May 2012

The College of Engineering’s General Policy for course substitution through petition is as follows:

It is understood that under most conditions/circumstances, students are required to have credit for all of the courses required for a specific program to be eligible for the BS degree associated with that program.

The College Committee on Academic Affairs delegates to the appropriate advisor the flexibility to petition for the substitution of a course in the same or similar discipline, when that course will enhance the student’s education. The full justification for the substitution must be clearly stated in the petition.

The COE Petitions Committee is authorized by CCAA to approve these petitions.
9. CCAA POLICY FOR APPLYING ENGINEERING STUDENTS’ TRANSFER CREDIT
Approved 22 April 2008
Semester update approved 31 May 2012

1. If a student has the total number of credit hours needed for graduation, he or she will not be required to “make up hours” in any particular GE category when course requirements are met by transferred courses having fewer hours than the OSU course(s) for which that credit was granted. If any program has an hour or proportional number of hours requirement for ABET, that requirement will take precedence.

2. Physics 1250 is a required Core course. The substitution of general credits for Physics will be permitted if and only if the Physics Department has determined that the student may advance into the next course. At this point the student would be able to substitute the course(s) they have transferred for Physics 1250. Furthermore, once a petition is approved for a Core course it is valid for all programs in the college.
10. COLLEGE CHANGE CRITERIA FOR STUDENTS
Approved by CCAA 3 February, 2011
Revised 31 May 2012
Revised 21 May 2013
Revised 19 September 2013

Effective Summer 2012 through the end of the 2013 Academic Year

- OSU CPHR 2.0 or higher, and
- C- or higher in Math 1151, equivalent or higher, and
- Credit for one of the following: Chemistry 1210, Chemistry 1250, Physics 1250, Biology 2100; equivalent or higher.

Current OSU students meeting these criteria are allowed to enroll in the College of Engineering through the Pre-Major program within their desired department, or through the Undeclared program within the College. Admission into a Pre-Major program does not guarantee admission into the corresponding Major program. Students pursuing admission into a Major program must follow the current Application to Major process designated by the corresponding department. Students who have previously been dismissed from the Department, College, or University must follow the established process of Petitioning for Reinstatement.

Effective Academic Year 2014 and later

The following policies are in effect for the College of Engineering:

1. New First Year Students will be allowed to enter the college undeclared or change their desired major during the first year. External transfer students, with less than one year of credit, will be treated the same as new first-year students.

2. External transfers applying to the College of Engineering with more than one year of credit must meet the following criteria:
   a. a 3.0 cumulative GPA from previous institution(s)
   b. credit for a calculus course and credit for either a calculus based physics course or a general chemistry course

3. Internal university transfers applying to the College of Engineering must meet the following criteria:
   a. a 2.5 cumulative OSU GPA
   b. credit for a calculus course and credit for either a calculus based physics course or a general chemistry course
   c. pre-major programs can admit a student who meets the course criteria, but does not meet the cumulative OSU GPA criteria, as long as the student has at least a 2.0 cumulative OSU GPA. These decisions will be made on a case-by-case basis, depending on the student’s academic performance and the program’s admission-to-major criteria.
11. COMBINED BS/MS PROGRAM POLICY
Approved 24 January 2000
Semester update approved 9 December 2010
Revised 31 May 2012

Based upon the permission granted by the Graduate School, the College of Engineering has the authority to establish combined BS/MS Programs. As such, it is the desire of the College to establish combined BS/MS Programs, where appropriate, with the view of encouraging our best students to obtain an advance degree and thus furthering their education and academic preparation.

The following are minimum criteria for admission to a combined BS/MS program in the College of Engineering.

1. All current graduate school requirements for a combined BS/MS program must be met.
2. A student must have a minimum GPA of 3.5 on all undergraduate work to enter the program.
3. A student must have completed a minimum of 90 undergraduate credit hours to enter the program.

College limits upon departments having such a program are:
1. If applicable, all ABET requirements for the accredited undergraduate program must be met.
2. A maximum of 12 credit hours, all at the 5000 level or higher, may be counted toward both the B.S. and M.S. degrees.
3. All programs must be reviewed by CCAA every three years (2011, 2014, 2017, etc) at the beginning of the autumn semester. At that time each department having a combined BS/MS program must inform CCAA how many of their students successfully graduated from it.
The purpose of this policy is to achieve a degree of consistency on College of Engineering syllabi and to facilitate preparation for future ABET visits. There are two types of syllabi within the College of Engineering. The first is one that is submitted with a course request, which also collects information required for ABET purposes. The second is the syllabus that all instructors are encouraged to give to every student taking a course. This syllabus should contain additional information beyond that required for CCAA submission or ABET.

**CCAA Submission Syllabus**

Any new course proposal or course change request sent to the College of Engineering must be submitted through the College of Engineering’s on-line syllabus tool.

**Classroom Syllabus**

The College of Engineering encourages all instructors to give a course syllabus to every student taking their course. A classroom syllabus should contain or reference at a minimum the information in the CCAA-approved course syllabus as described above as well as disabilities and academic misconduct statements. The syllabus may (and usually will) contain details beyond that required for CCAA submission and by ABET as there is no limit set by the college on the length of a syllabus handed out to students.

**Disabilities Statement**

A clear statement on disabilities should be included in the classroom syllabus. The following or a very similar statement is recommended in order to be consistent with OSU policies:

“Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss specific needs. Please contact the OSU Office for Disability Services for assistance in verifying the need for accommodations and developing accommodation strategies.”

**Academic Misconduct Statement**

A clear statement on academic misconduct should be included in the classroom syllabus. The following or a very similar statement, with course-specific details as appropriate, is recommended in order to be consistent with OSU policies:

“Any student found to have engaged in academic misconduct, as set forth in the Code of Student Conduct Section 3335-23-04, Prohibited Conduct, will be subject to disciplinary action by the university. Academic misconduct is any
activity that tends to compromise the academic integrity of the university, or subvert the educational process.”

Any instructor or department may include additional information and examples of academic misconduct that will not be tolerated.
### 13. HONORS DESIGNATION

#### 13.1. POLICY ON ATTAINING AND MAINTAINING HONOR DESIGNATION

Updates approved by CCAA 31 May 2012, 23 August 2012

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Students Entering AU 06 through SP 12</th>
<th>Students Entering SU 12 or later</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To Maintain Honors Status - Cumulative GPA</strong></td>
<td>3.4 CPHR at end of each spring quarter; 3.3 end of first year only</td>
<td>3.4 CPHR at end of each spring semester; 3.3 at end of spring semester first-year students only</td>
</tr>
<tr>
<td><strong>To Attain Honors Status</strong></td>
<td>3.4 CPHR, Min 24 credits at OSU for letter grade</td>
<td>Submission of Honors Application, 3.4 CPHR, Min 15 credits at OSU for letter grade.</td>
</tr>
<tr>
<td><strong>Honors Contract</strong></td>
<td>Must have an approved Graduation with Honors Plan completed by the end of their third year to maintain Honors status</td>
<td>Must have an approved Honors Contract or Declaration of Intent to complete an Honors Thesis within the first four terms of enrollment</td>
</tr>
<tr>
<td><strong>Honors Course Requirements</strong></td>
<td>Option 1: Completion of First-year Engineering Honors sequence (ENG H191, H192 and H193 and at least three companion Math, Physics or Honors Engineering Courses). Option 2: 6 honors, upper division (500+), or graduate-level courses over the first 3 years. (Note that a maximum of 2 honors embedded courses can be used for the 6 course requirement.)</td>
<td>Option 1: Completion of First-year Engineering Honors sequence (ENG 1281.0xH, and 1282.0xH and at least three companion Math, Physics or Honors Engineering Courses). Option 2: 18 credit hours of Honors, upper division (4000- or 5000-level) courses outside of a student’s major requirements, or graduate-level courses taken by senior-petition or for a BS/MS program. (Note that a maximum of 2 honors embedded courses can be used for the 18 credit hour requirement.)</td>
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</tbody>
</table>

* Transfer students who transfer a large number of credit hours and whose transfer credit places them within four terms of graduation must complete a petition to the College of Engineering Undergraduate Honors Committee supported by their department advisor that shows how the coursework and other components of the Honors Contract will be completed by the time of graduation.

† Any petitions for exceptions will be evaluated on a case-by-case basis by the College of Engineering Undergraduate Honors Committee.
For students entering the University prior to Autumn 2006:
Honors courses are elective, not mandatory. A student who chooses not to enroll in honors courses will not jeopardize his or her honors status as long as a 3.4 cumulative point-hour ratio is maintained. A Honors engineering student may participate in the Graduation with Honors in Engineering (GHIE) program. Once enrolled in this program, you will be advised by a team. Members of this team will include: your program academic advisor, the College of Engineering Honors advisor, and a faculty mentor.

For students entering the University in Autumn 2006 through Spring 2012:
Honors courses are mandatory, not elective to maintain honors status and students must maintain a 3.4 cumulative point-hour ratio (3.3 at the end of year 1). Students must either complete:
1. six of the courses in the First-year Engineering Honors sequence (ENG H191, H192 and H193 and at least three companion Math, Physics or Honors Engineering Courses) or
2. six honors, upper division (500+), or graduate-level courses over the first 3 years. (Note that a maximum of 2 honors embedded courses can be used for the 6 course requirement.) In addition to the requirements listed above, all students wishing to maintain an honors status in the College of Engineering must have an approved Graduation with Honors Plan completed by the end of their third year.

For students entering the University in Summer 2012 or later∗:
Honors courses are mandatory, not elective to maintain honors status and students must maintain a 3.4 cumulative point-hour ratio (3.3 at the end of year 1). Students must either complete:
1. the First-year Engineering Honors sequence (ENG 1281.0xH, and 1282.0xH and at least three companion Math, Physics or Honors Engineering Courses) or
2. 18 credit hours of Honors, upper division (4000- or 5000-level) courses outside of a student’s major requirements, or graduate-level courses taken by senior-petition or for a BS/MS program†. (Note that a maximum of 2 honors embedded courses can be used for the 18 credit hour requirement.)
13.2. **POLICY ON HONORS EMBEDDED COURSES**

COLLEGE OF ENGINEERING
SUPPLEMENTAL GUIDELINES FOR HONORS EMBEDDED COURSES
Approved by CCAA 10 March 2006
Updated for SIS nomenclature 9 March 2012
Updates approved 31 May 2012

The College of Engineering’s College Committee on Academic Affairs (CCAA) has approved the University’s guidelines for honors embedded courses (attached) for use in the College of Engineering subject to the following requirement:

The Universities guidelines for proposing honors embedded courses may be found on the Honors and Scholars Center’s web pages, in the Current Students – Academics section at [http://honors-scholars.osu.edu/current/academics.aspx](http://honors-scholars.osu.edu/current/academics.aspx).

All proposals for an honors embedded option will follow the same approval process as a new course request with the addition that once the request reaches CCAA it will be sent to the College’s Undergraduate Honors Committee for review and recommendation. Once the College’s Undergraduate Honors Committee has completed its review it will send its recommendation to CCAA for its action. If the proposal is approved, CCAA will forward it to the University Honors & Scholars Center via sub-committee of the Honors Faculty Advisory Committee for listing. Approved proposals will be forwarded by the Honors Faculty Advisory Committee to the Office of Academic Affairs.

**Administrative Notes:**
1. Once a request has been approved a separate class number will be issued for the honors embedded subsection. Thus, any course that has been approved as an honors embedded course will have two class numbers – one for the non honors students and one for the honors students (limit of 12).
2. Neither a new course request nor a course change request need to be submitted as part an honors embedded option proposal. However, all of the information required in the university guidelines must be provided along with the all of the required signatures.
13.3. POLICY ON GRADUATION WITH HONORS IN ENGINEERING (Honors Contract) FOR UNDERGRADUATES
Approved by CCAA 25 February 2008
Updates approved 31 May 2012

Students wishing to Graduate with Honors in Engineering must submit and fulfill their Honors Contract.

To fulfill their Honors Contract, students must:

1. Have successfully completed the Honors/Graduate Coursework component, Investigational Studies component, and Leadership/Service component of their approved Honors Contract.

2. Have a Cumulative Point-Hour Ratio (CPHR) of at least 3.40, and

3. Have a Faculty Mentor who agrees to help the student toward achieving the goals established in the application to the Graduation with Honors in Engineering program.

4. Submit an application within the first four terms of enrollment at OSU. Applicants must use the Honors Contract available on the college website (http://www.engineering.osu.edu/). When approved at the college level, indicated by signature of the college Honors advisor, the application becomes the student’s Honors Contract.

Eligibility for Continuance: To maintain Honors status in the College of Engineering, students must make satisfactory progress toward completion of the curriculum and activities established in their Honors Contract.

Revisions: Approved plans may be revised, as long as they continue to meet the stated requirements. Students must request official approval for significant revisions with a letter of explanation for the need for revision from their advising team. All approved revisions must be filed with the College of Engineering Honors Office.

Completion: The semester before graduation, students are to indicate that they will complete the requirements for Graduation with Honors in Engineering by following the directions in the completion section of their approved Honors Contract and submitting it to the College Honors advisor for certification. The college Honors advisor in collaboration with the faculty mentor and the academic advisor will validate that the student will successfully complete the program by the time of graduation by signing the completion section of the Honors Contract. The document with all required signatures shall be submitted to the College Honors Office no later than noon on the second Friday of the semester in which the student intends to graduate.
Upon successful completion of the approved criteria of the Honors Contract, the student will be a candidate for a Bachelor of Science degree in her/his field with Honors in Engineering.
13.4. POLICY ON GRADUATION WITH HONORS RESEARCH DISTINCTION IN ENGINEERING FOR UNDERGRADUATES

Approved by CCAA 27 May 2008
Revisions Approved by CCAA 31 May 2012

By completing an undergraduate research project with thesis, eligible students can graduate "With Honors Research Distinction in the [Department of research]". To be eligible to participate in the program a student must have a CPHR of at least 3.40 and expect to graduate in the next two years. They are also eligible to apply for research scholarship and internship support.

The necessary steps for graduating “with Honors Research Distinction” are:

1. Identify a faculty member with whom they will do their UG research.

2. Submit, during or prior to the first semester of research, a completed Declaration of Intent. This is followed by a project proposal and a letter of recommendation by the faculty advisor. The proposal and recommendation must be submitted at least two semesters in advance of graduation and may be submitted as part of the application for research scholarship support.

3. Complete at least 6, advisor approved, credit hours of Honors-level research credit (4999H or department equivalent) in support of the research project. (This requirement may be larger for some programs.)

4. Satisfactorily complete a one-hour oral defense of a draft thesis before a faculty committee of at least two faculty with graduate advising status one of whom is the faculty advisor. The exam must be completed no later than the seventh week of the semester of graduation.

5. Submit the Final Honors Thesis to the Knowledge Bank no later than the eighth week of the semester of graduation. The "Graduate School Guidelines for Preparing and Submitting Theses, Dissertations, and D.M.A. Documents" is to be used as a style guide (copies can be obtained from the Graduate School Office or Web page).

6. Have at least a 3.40 CPHR at the time of graduation.

7. Submit documentation of an enhanced Honors experience consisting of either a. or b. below:

   a. Completion of an Honors Contract in Engineering

   b. Completion of at least three of the following seven activities (with up to one repeated use of the same category).

      i. Presentation of their research at an OSU sponsored event (e.g. the Denman Undergraduate Research Forum)

      ii. Presentation of their research at a meeting or conference external to OSU (e.g. meeting of a professional society)
iii. Submission of a manuscript to a peer-reviewed research journal or conference proceedings (student may be a co-author)

iv. Submission of a manuscript to an undergraduate research journal or non-peer-reviewed journal or proceedings (student must be lead author)

v. Completion and submission of a patent disclosure application

vi. 3 semester hours of Honors designated or graduate coursework

vii. Other appropriate activity by petition to and approval of the College of Engineering Undergraduate Honors Committee.
13.5. POLICY ON GRADUATION WITH RESEARCH DISTINCTION IN ENGINEERING FOR UNDERGRADUATES
APPROVED BY CCAA 31 May 2012

By completing an undergraduate research project with thesis, eligible students can graduate "With Research Distinction in the [Department of research]". To be eligible to participate in the program a student must have a CPHR of at least 3.0 and expect to graduate in the next two years. They are also eligible to apply for research scholarship and internship support.

The necessary steps for graduating “with Research Distinction” are:

1. Identify a faculty member with whom they will do their UG research.

2. Submit, during or prior to the first semester of research, a completed Declaration of Intent. This is followed by a project proposal and a letter of recommendation by the faculty advisor. The proposal and recommendation must be submitted at least two semesters in advance of graduation and may be submitted as part of the application for research scholarship support.

3. Complete at least 6, advisor approved, credit hours of research credit (4998.0x or department equivalent) in support of the research project. (This requirement may be larger for some programs.)

4. Satisfactorily complete a one-hour oral defense of a draft thesis before a faculty committee of at least two faculty with graduate advising status one of whom is the faculty advisor. The exam must be completed no later than the tenth week of the semester of graduation.

5. Submit the Final Thesis to the Knowledge Bank no later than the eleventh week of the semester of graduation. The "Graduate School Guidelines for Preparing and Submitting Theses, Dissertations, and D.M.A. Documents" is to be used as a style guide (copies can be obtained from the Graduate School Office or Web page).

6. Have at least a 3.0 CPHR at the time of graduation.
GO ENGR Option
Approved by CCAA on 17 April 2013
Approved by CAA on 10 July 2013

Goal

The goal of the GO ENGR program is for students to enhance their global competencies and thereby better prepare for the practice of engineering in a global environment and participation as an active global citizen. Students are to enhance their global competencies by participation in one or more meaningful international experiences. GO ENGR will include curricula selections with global perspective elements as part of their engineering degree program. GO ENGR is designed such that it can be completed without adding time to graduation. Students participating in the GO ENGR program will, upon completing requirements for graduation, receive documentation of completion and designation on their transcript as Engineering Global Option.

Framework and Components for Engineering

Students participating in the GO ENGR program will plan an undergraduate curriculum with elements related to international themes and global dimensions as described in the following components. Courses, international experiences, language, and reflection in the components constitute a special engagement well beyond the standard requirements for graduation.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Minimum Expected Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Introductory Exposure</td>
<td>Early Education Abroad experience, e.g. a Global May Term course, either in or outside engineering, preferably as a freshman/sophomore.</td>
<td>3</td>
</tr>
<tr>
<td>B. International</td>
<td>Options: 1. Courses involving international elements that apply engineering or technical knowledge, e.g. research or service learning Or 2. Coop/Internship Outside the U.S. (Registration in ENGR 4191 required).</td>
<td>3</td>
</tr>
<tr>
<td>C. Cultural and Language</td>
<td>Options: 1. Advanced proficiency in a language, other than English, at level 2 ACTFL. Or 2. Completion of a world language, other than English, minor.</td>
<td></td>
</tr>
</tbody>
</table>
### Additional program requirements include:

1. Pre and Post evaluation of global competencies on a standardized assessment (pre-evaluation when joining the GO ENGR program; post-evaluation before graduation) in collaboration with the Office of International Affairs.

2. Maintaining a comprehensive e-portfolio or record of activities addressing the A through D components above and reflecting on global competencies attainment.

3. All graded components must be at C or better level and satisfactory completion of any S/U courses.

4. Completion of all degree requirements for a College of Engineering baccalaureate program.

5. Students are expected to remain in good academic standing in the College to continue and to receive documentation of completion and transcription designation.

Additional program requirements include:

<table>
<thead>
<tr>
<th>Or 3. Advanced (3000 or above) Education Abroad in General Education and/or Engineering, may include one Global Studies Approved General Education course.</th>
<th>6 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Design with international focus</td>
<td>Senior level (4000 or above) courses with strong international focus, approved by the major, i.e. capstone design.</td>
</tr>
<tr>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Students in any engineering major are encouraged to declare intent to participate in the GO ENGR program as soon as possible. Students enrolling in the program may abandon the program without penalty.

**Procedure and Oversight**

The GO ENGR will be managed by the Global Studies Office within the Undergraduate Education and Student Services area of the College of Engineering. This office will be responsible to:

- Assure students of the college are aware of the program
- Establish a system for communicating program goals and requirements to students and to help management of student participation
- In cooperation with academic advisors in the College, advise students regarding the program
- In cooperation with Departments, develop/identify discipline specific international focused courses and experiences (internships, service learning, long-term study abroad programs) which support the program
- Maintain records of student participation in the program
- Continually seek to improve the program with program approvals for change being processed through the Core Curriculum and College Services Committee
• Establish and maintain an assessment plan for the program including longitudinal tracking of participants and global competencies before and after scores.
• Collaborate with the Office of International Affairs and other GO Options with the University
• Seek funding to support student and faculty participation
• Report at least annually on the program to the Core Curriculum and College Services Committee.

Metrics and Milestones
• Program approval will require the same approval and monitoring of curriculum as all similar programs; approval by Core Curriculum and College Services Committee, College Committee on Academic Affairs, and Council on Academic Affairs; oversight by Core Curriculum and College Services Committee. Goal for initial approval is December 2013.
• Enroll students in the program beginning Autumn 2014.
• Up to 5% of UG engineering students participating in the program by 2020.
14. GRADUATION REQUIREMENTS
UPDATES APPROVED BY CCAA 31 May 2012
Revised 6 February 2013

14.1. Graduation Checkout Requirements

1) Curriculum Requirements
   a. Complete all the course requirements specified in a curriculum leading to a baccalaureate degree.
   b. Complete the university requirements (curricular requirements and General Education).
   c. Earn a cumulative point-hour ratio of not less than 2.00 on all hours undertaken.
   d. Earn a cumulative point-hour ratio of not less than 2.00 on all credit hours taken in the student’s academic area.

2) Application
   a. An application to graduate must be submitted two terms in advance.
   b. If a student makes changes to their proposed academic plan, a revision must be filled out.
   c. If a student does not plan to attend commencement an absentee form must be submitted by the tenth Friday of the Autumn or Spring semester or the fourth Friday of the Summer term in which they plan to graduate.
   d. If students need to make any adjustments to their name, all changes must be made by the University Registrar in the Student Services Center.

3) Engineering Minors
   a. If a student plans to receive an Engineering minor, they must submit a minor program form with their application to graduate (See Minor section).
   b. If a student plans to receive a non Engineering minor, they must meet the requirements set by the offering unit.

4) Honors
   a. In order for a student to receive Latin honors designation the following requirements must be met according to university rules:
      i. 60 or more Ohio State semester credit hours earned.
      ii. A cumulative grade point average of:
          1. 3.50 or higher for Cum Laude
          2. 3.70 or higher for Magna Cum Laude
          3. 3.90 or higher for Summa Cum Laude
   b. Students who graduate with “With Honors Research Distinction in the [Department of research]” or “With Research Distinction in the [Department of research]” or “With Honors in Engineering” also can wear honors braids during the ceremony even if they are not receiving Latin honors.
5) Transfer Credit
   a. Any student using transfer credit toward their degree needs to have the credit transferred no later than Friday of finals week of the term in which they plan to graduate.

6) Transfer Student Residency Requirement for Graduation
   a. The Ohio State University, under the University Faculty Rule 3335-9-30, requires that all students complete a minimum of 30 semester hours at Ohio State through regular course enrollment before they can receive an undergraduate degree from the university. In order for a student to receive a degree from the College of Engineering, the 30 hours required by the university must be hours that have been approved by the program from which the degree is offered.
14.2. Graduation “Walking” Policy

Subject: Graduation “Walking” Policy for the College of Engineering, 3 September 2015

- Participation in the Commencement ceremony each semester is limited only to students who have applied to graduate, and who are enrolled in final degree requirements, for that semester. Students may not participate in Commencement ceremonies during any other terms. For example, students who are completing degree requirements during the Summer Term, including May Session, may only participate in the Summer Commencement.

- Effective Spring quarter 2006 students who have applied to graduate but are ineligible can “walk” in the graduation ceremony only if they have met the following:

  1. Have a missing grade or missing transfer credit for any curricular requirement.
  2. Have a failing or incomplete grade posted the final week of the current term that impacts a curricular requirement.

- Students cannot “walk” if they drop required classes anytime during the term in which they plan to graduate.

- Exceptions to this policy must be approved by the Associate Dean for Undergraduate Education and Student Services.

Dave Tomasko
Associate Dean for Undergraduate Education and Student Services
15. APPEAL PROCESS FOR STUDENTS DURING QUARTER TO SEMESTER TRANSITION
Approved by CCAA 3 May 2011

In the event that a student disagrees with a department or program decision during the transition and feels that the decision will cause their graduation to be delayed, that student may file a written appeal with the college. To hear appeals, an ad hoc subcommittee of the College Committee on Academic Affairs (CCAA) will be convened consisting of the following representatives: Chair of CCAA, Chair of Academic Standards and Progress Committee (ASAP), Director of Academic Advising, and Associate Dean for Undergraduate Education and Student Services.

To submit an appeal the following steps must be taken:

1. Write an appeal that includes the following information:
   a. A letter signed by the student describing the issue(s) and the actions the student has taken to resolve the issue(s).
   b. A copy of the student’s transition academic plan (TAP) or other quarter-to-semester worksheet used in the program.
   c. A letter or email from the program’s undergraduate studies chair acknowledging the issue(s).

2. The written appeal is to be submitted to Suzanne Dantuono in Hitchcock 244.

3. The appeals committee will contact the student if an interview is deemed necessary.

4. A written response will be sent to the student within 10 working days of when the appeal was received by the college.