



CE/T Evaluation Criteria

The CE/T defense is a celebration of learning that will last approximately one hour. To begin, the scholar will provide a 25 to 35-minute overview of their work. The scholar will then field questions from their committee, as well as any audience members. Following questions, the audience and scholar will leave the room while the committee deliberates on a designation. Only the scholar will be invited back once deliberations are finished to discuss the committee's evaluation of the defense.

After the defense, a CE/T is evaluated in two ways: letter grades for HON 403/404 and a defense designation. Letter grades are based on research preparation, communication, responsiveness to suggestions, and a general dedication during the research process. Designations consider the same factors but include final outcomes and the defense presentation as well. Possible designations are *Pass with Distinction*, *Pass*, and *Fail*. The *Pass with Distinction* designation is saved for work equivalent to a graduate dissertation and **must be confirmed by the MHC before being awarded which will automatically consider it for CE/T of the year**. Lastly, a committee can withhold a designation until revisions are completed.

Focal points the committee can base their evaluation on are:

1. Scholarly, intellectual, and creative merit
2. Prose and quality of written works
3. Quality of the defense presentation and any visual aids
4. Adherence to guidelines for written CE/Ts set forth by The MHC on their website

Pass with Distinction

This designation represents a CE/T that is comparable to competent **graduate** work at the M.A., M.S. or M.F.A. level. To earn this designation, all three committee members must have selected “*Pass with Distinction*” on their ballots and it must be confirmed by the MHC. The project may include some of the following characteristics as appropriate for the discipline and type of CE/T:

- The scholar’s research workload is equivalent to *at least 270** hours.
*for Honors in the Major scholars, at least 135 hours
- The CE/T is publishable, in part or whole (depending on the traditions of the disciplinary press)
- For projects that require volunteers for assembly/production, all necessary planning for the CE/T was completed by the scholar.
- The scholar produced original work that contributes to the discipline and/or a specific Community, identifies a new direction for investigation and/or integrates primary data/sources, as appropriate to the discipline and project.

COMMITTEE VOTING RULES: 3 votes to *Pass with Distinction* (Pass-D).

Pass

This designation should be awarded to scholars whose CE/T work represents academic growth through the CE/T process and meets the expectations to be worthy of recognition as an MHC graduate. To receive *Pass*, two of the committee members must vote for *Pass* or higher.

COMMITTEE VOTING RULES: Minimum of 2 votes for *Pass* or above.

Fail

This designation is *unacceptable* in most or all areas. Very few CE/Ts fail because CE/T committee members should discourage scholars from standing for a defense if they are not fully prepared and the committee members have not read and approved of the CE/T, at least conditionally. All three committee members must vote to fail the project for this to be the final distinction.

Scholar Name:		WKU Email:	
Defense Date & Time:			
Final CE/T Title:			

This section serves as a notification the scholar and committee are finalizing the project, due to that, revisions can be general.

Revisions:

Revision Deadline: _____

Scholar Signature: _____ Date: _____

Revisions are sent via email to cet.advisor@wku.edu on or before the revision deadline. Failure to do so can result in a forfeiture of your designation.

Letter Grades:

HON 403: _____ HON 404: _____

This section is ***only*** completed if revisions dictate the designation:

Decision to be awarded if revisions are completed and accepted: _____

Decision to be awarded if revisions are inadequate/not completed: _____

First Reader:

Name:

Signature:

Date:

Department:

Email:

Phone:

Second Reader:

Name:

Signature:

Date:

Department:

Email:

Phone:

Third Reader:

Name:

Signature:

Date:

Department:

Email:

Phone: