Graduate Program Coordinators Meeting
Wednesday, August 8, 2012

Ann Salimbene

Introduction

Samuel Jordan

- Credit hours requirements under semesters
  - Full-time for GAs, Fellows, etc.
  - Increase maximum to 18 credit hours

- New Semester Deadlines
  - Fee payment deadline (TOPP payments)
  - New registration deadline
  - Incomplete deadline (7th week)
  - Revised dates for SP13 enrollment

- Drop for non-payment

- GA appointments

- Dual Degrees under semesters

Tim Watson:

- Program notification when faculty members retire/leave the university

- Exam procedures
  - Last minute changes to a committee
  - No proxy signatures on forms
  - Completion of exam notification forms

- Status of dissertation document when exam notification form submitted

- Transition (quarter to semester) students and degree clearance

Q & A
# AUTUMN SEMESTER DEADLINES

## LATE REGISTRATION FEES

<table>
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<tr>
<th></th>
<th>FULL Semester</th>
<th>1ST SESSION</th>
<th>2ND SESSION</th>
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<tbody>
<tr>
<td>$500 Late Fee</td>
<td>Starting Sept 1</td>
<td>Starting Sept 1</td>
<td>Starting Oct 20</td>
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<tr>
<td>$100 Late Add Fee (per course)</td>
<td>Starting Sept 1</td>
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## LATE FEE PAYMENT PENALTY

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<tr>
<td>$200 Late Fee</td>
<td>August 16-31</td>
<td>August 16-31</td>
<td>August 16-31</td>
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<tr>
<td>$300 Late Fee for All Students</td>
<td>Starting Sept 1</td>
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## COURSE ADDITIONS

**Use ON-LINE REGISTRATION**
- Through August 24
- Through August 24
- Through October 12

**Use Course Enrollment Permission Form for the following additions**

<table>
<thead>
<tr>
<th></th>
<th>FULL Semester</th>
<th>1ST SESSION</th>
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<tbody>
<tr>
<td>With Instructor and advisor Signatures *</td>
<td>August 25-31</td>
<td>August 25-31</td>
<td>October 13-19</td>
</tr>
<tr>
<td>With Instructor/Advisor/Dept. Chair Signatures *</td>
<td>N/A-</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Use Late Add Petition Form</td>
<td>Starting Sept 1</td>
<td>Starting Sept 1</td>
<td>Starting Oct 20</td>
</tr>
</tbody>
</table>

## COURSE DROPS / WITHDRAWALS

**Use ON-LINE REGISTRATION**
- Through Sept. 14
- Through Aug 31
- Through Oct 19

**Use Change Ticket w/ Advisor’s Signature**
- Sept. 15-Oct. 26
  - (“W” will appear on transcript)
- Sept. 1-21
  - (“W” will appear on transcript)
- Through November 9
  - (“W” will appear on transcript)

**Use Late Drop Petition Form**
- Starting October 27
  - (“W” will appear on transcript)
- Starting Sept. 22
  - (“W” will appear on transcript)
- Starting November 10
  - (“W” will appear on transcript)

Please be aware that the drop for non-payment deadline is August 31. Students must either pay their entire balance, or make arrangements in order to avoid being dropped from all courses. Students should check their statement of account after making any adjustments to their schedule. Any change in registration could have fee implications and new fee payment deadlines.

## COURSE AUDITS

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<tr>
<td>Last Day to Register for Audit Option</td>
<td>September 14</td>
<td>August 31</td>
<td>October 19</td>
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## REFUNDS *

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<td>Last Day for 100% Refund</td>
<td>August 24</td>
<td>August 24</td>
<td>October 12</td>
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<tr>
<td>Last Day for 75% Refund</td>
<td>August 31</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Last Day for 50% Refund</td>
<td>September 14</td>
<td>August 31</td>
<td>October 19</td>
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<tr>
<td>Last Day to withdraw from the university with any refund of fees paid</td>
<td>September 14</td>
<td>August 31</td>
<td>October 19</td>
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* Please be aware that any schedule adjustments after the 100% refund date may result in less than a full financial credit to your student statement of account.

** VERY IMPORTANT - Please note that special refund and forfeiture policies apply to students receiving financial aid or fee authorizations. Some students may be required to repay and refund a portion of their aid or fee authorization if they withdraw or drop hours.

For Questions Regarding These Deadlines or For Further Information, Please Consult Your Master Schedule of Classes, or Visit the Registrar’s Website at Registrar.osu.edu, or Contact the Graduate School at 292-6031 or gs-reg@osu.edu

All documents must be received by close of business day of the deadline

Registration & Graduation Services forms available through Forms & Publications @ www.gradsch.osu.edu
Graduate School Addendum

GRADES

Summer 2012 Incomplete Grades ........ Monday, Oct. 1
Graduating Student Grades (MTW Exams) Thursday, Dec. 13, (midnight)
Thursday Exams .................................. Friday, Dec. 14 (noon)
Non-graduating Student Grades .......... Monday, Dec. 17 (midnight)
Last day to post grades ....................... Sunday, Jan. 13

OTHER

First Day of Classes ......................... Wednesday, August 22 (1st Session & Semester)
.......................................................... Friday, October 12 (2nd Session)
Application to Graduate ..................... Friday, September, 7
Enrollment Census Date ..................... Wednesday, Sept. 5
Master's & Doctoral Exam Forms .......... Wednesday, November 28
Approved Theses & Dissertations ........ Wednesday, December 5
Last Day of Classes ......................... Tuesday, October 9 (1st Session)
.......................................................... Tuesday, Dec. 4 (2nd session & Semester)
Autumn Commencement ...................... Sunday, Dec. 16
End of Semester Deadline ................. Friday, January 4, 2013
Spring Semester Begins ...................... Monday January 7

HOLIDAYS (University and Offices Closed)

Labor Day ......................................... Monday, September 3
Veteran’s Day ................................. Monday, November 12
Thanksgiving ................................. Thursday, November 22
Columbus Day Observed .................... Friday, November, 23
President's Day Observed ................. Monday, December 24
Christmas ........................................... Tuesday, December 25
Appendix F—Graduate Advising Best Practices

I. Overview

Graduate advising is best understood as a relationship between graduate student and faculty advisor where both parties can expect that the other party will follow best practices in fulfilling his or her responsibilities as graduate student or advisor.

The relationship between a graduate student and advisor is one that can have a great impact on the academic achievements and life of a graduate student. This relationship can greatly encourage the academic pursuits of the graduate student, proving to be one of the most influential interactions of the scholar’s life. A relationship in which mutual expectations are not understood, however, may diminish a graduate student’s potential.

This document outlines the minimum expectations for best practices in graduate advising at The Ohio State University. It is meant to be a spring board for each graduate program to discuss, develop, or reevaluate its local advising expectations and practices. This document was created in 2012 by the Council of Graduate Students in consultation with the Graduate School and approved by the Graduate Council.

II. Communication and graduate advising

Regular and clear communication is essential to good graduate advising. It is recommended that as much communication as possible occur in person or over the phone to enhance clarity, reduce ambiguity and misunderstanding, and to resolve conflict. Written communication, e.g. via mail and e-mail, is appropriate, especially to document situations and potentially contentious issues. Problems that arise should be addressed immediately and clearly so that both parties can work to remedy issues in an expedient manner. Graduate students and advisors should recognize that social media can blur the line between professional and personal lives and should be used only if deemed appropriate by both parties.

III. Graduate Student Responsibilities

- Conduct academic pursuits in an ethical manner and develop professionally
  - uphold Ohio State’s Code of Student Conduct
  - pursue opportunities that advance career as a graduate student and beyond

- Take ownership of academic progress
  - devote significant and productive time toward degree completion
  - stay abreast of requirements for degree completion through active and regular discussions with advisor
  - communicate career goals and concerns related to academic progress clearly
  - initiate communication with the advisor

- Respect the responsibilities of the advisor
  - maintain open communication with advisor
  - allow sufficient time for the advisor to provide feedback in advance of deadlines
  - maintain professionalism by keeping up with graduate student responsibilities even when advisor is not present

IV. Graduate Advisor Responsibilities

- Conduct advising in an ethical manner, including when recruiting advisees
  - Communicate clear intentions, expectations, and requirements to potential and current advisees, including how long the advisor expects to stay in his or her current position and the amount of funding support available to advisees
  - Address problems immediately so both parties can remedy issues expediently
  - Maintain communication and interact with graduate students in a professional manner
  - Communicate clear expectations for time to degree completion and publication expectations
  - Provide periodic and regular evaluations of progress toward degree
  - Provide timely written feedback on advisee’s professional writing (article drafts, dissertation chapter drafts, etc.)
  - Give students appropriate credit for their work, e.g. as reflected in author strings in journal articles or books
• Aid in preparing students to be the best professional they can be
  ○ Initiate conversations about academic progress and stay current about degree requirements and procedures
  ○ Initiate conversations with advisee about career goals
  ○ Support traditional and non-traditional career goals
  ○ Help graduate students develop professional skills that will make them competitive for employment in their given field
  ○ Encourage students to take part in activities that will enrich their academic development, e.g. by participating in professional conferences and other networking activities

• Respect advisees’ academic and non-academic commitments and responsibilities
  ○ Provide prompt and honest feedback on student’s work
  ○ Allow reasonable time for students to prepare requested materials
  ○ Do not require that a student continue to provide a service (e.g. teaching, laboratory management, mentoring of other students, etc.) under terms that can hinder a student’s degree completion

V. Graduate Program Responsibilities

• Establish graduate advising best practices that pertain specifically to the local graduate program and its graduate degrees
• Maintain a graduate program handbook, including the steps and processes for students to complete degree requirements and grievance procedures for graduate students and advisors
• Create and maintain an easily accessible online list of information for graduate students that contains links to the Graduate School Handbook and other relevant university resources
• Provide yearly written review of performance for graduate students and advisors
• Maintain clear communication with students and advisors
• Hold a yearly orientation to familiarize new students and faculty with the graduate program and the university

VI. Recommended Reading and Acknowledgements

Graduate School Guidelines: Advising and Mentoring Graduate Students (rev. 2011)

We recognize and appreciate all of the work by the following organizations and institutions that laid the groundwork for this document: University of Oregon Graduate Council, University of California Davis Graduate School, University of Arizona Graduate College and Graduate Council, University of Southern California Office of Graduate Studies, North Carolina State University Graduate School, University of Washington Graduate School, University of Missouri Columbia Graduate School, the University of Nebraska Lincoln, and an ad hoc committee of The Ohio State University Graduate School's Graduate Council.
The Ohio State University

Graduate and Professional Student Recruitment Initiative (GPS)

GPS 2012
October 14 - 16

The Graduate/Professional Student Recruitment Initiative (GPS) is Ohio State's premier diversity recruitment program for students considering post-baccalaureate studies at The Ohio State University. It serves as a direct feeder into the annual Graduate School Fellowship competition and helps to contribute to the ethnic, cultural, and academic diversity of Ohio State's Graduate School and Professional Colleges.

Applying for GPS

To qualify for an invitation to attend:

◊ Be a rising senior eligible to graduate by June 2013
◊ Be a U.S. Citizen or Permanent Resident
◊ Demonstrate serious consideration to attend The Ohio State University.
◊ Submit the GPS Application including:
  - One Unofficial Transcript
  - A Short Statement (250 words or less) indicating your research
    and/or professional interests and why you want to pursue these
    interests at The Ohio State University.
  - One letter of support from a faculty member.
  - CV/Résumé

Competitive applicants for this program will have a GPA of 3.5 or higher for all college work, be a participant of one of the targeted pipeline programs, or be nominated by the Ohio State academic unit. However, all honor student applicants will be given consideration.

Final invite decisions will be made by Ohio State program departments. Students will receive decision notification via email.

GPS Includes:

◊ Departmental visits with faculty members, administrators and graduate/professional students
◊ Workshops regarding essential Graduate/Professional school components
◊ Meals according to the GPS schedule
◊ Hotel accommodation at the Blackwell Inn on the Ohio State campus
◊ Up to a $250 honorarium

(Honorarium may be used to recoup some or all of your expense for travel to Ohio State for GPS—students from local [Columbus area] universities are not eligible to receive this stipend)

Applications will be accepted up to September 6!

Submit your application early! Competition is keen and limited spots are available!
Submit as early as April 1 prior to GPS.

Office of Diversity and Inclusion

Office of Diversity and Inclusion
Administration/Special Programs
Student Academic Services Bldg., 3rd Floor
281 West Lane Avenue
Columbus, OH 43210
(614) 292-8236
gpsr@osu.edu
http://odi.osu.edu

*Students Selected to Participate in GPS must submit the online application for admission to an Ohio State University Graduate or Professional Program* An application fee waiver will be provided for all GPS participants who submit an application to the Graduate School.

Please Note: The Office of Diversity and Inclusion is unable to waive the application fee for Professional College applications submitted through national application services (or for those Graduate School programs with application through national services)—i.e. AMCAS, LSAT, SOPHAS, CSDCAS, etc.

*See complete list of Graduate and Professional School programs offered at Ohio State on the next page.
Graduate Programs

Accounting and Management Information Systems – Ph.D.
Accounting, Master of – M.Acc
Aeronautical and Astronautical Engineering – M.S., Ph.D.
African American and African Studies – M.A.
Agricultural, Environmental, and Development Economics – M.S., Ph.D.
Agricultural and Extension Education – M.S., M.Ed., Ph.D.
Allied Medical Professions – M.S., Ph.D.
Anatomy – M.S., Ph.D.
Animal Sciences – M.S., Ph.D.
Anthropology – M.A., Ph.D.
Architecture – M.Arch., M. Architectural Studies
Art – M.F.A.
Art Education – M.A., Ph.D.
Arts Policy and Administration – M.A.
Astroonomy – M.S., Ph.D.
Atmospheric Sciences – M.S., Ph.D.
Audiology – Au.D.
Biochemistry – M.S.
Biochemistry Program (Ohio State) – M.S., Ph.D.
Biomedical Engineering – M.S., Ph.D.
Biophysics – M.S., Ph.D.
Biostatistics – Ph.D.
Business Administration – M.B.A., M.B.A. (executive), M.B.A. (working professional), Ph.D.*
Business Logistics Engineering – M.B.E
Business Operational Excellence, Master of – M.BOE
Chemical Engineering – M.S., Ph.D.
Chemical Physics – M.S., Ph.D.
Chemistry – M.S., Ph.D.
City and Regional Planning – M.C.R.P., Ph.D.
Civil Engineering – M.S., Ph.D.
Communication – Ph.D.
Comparative Studies – M.A., Ph.D.
Computer Science and Engineering – M.S., Ph.D.
Dance – M.A., M.F.A.
Dentistry – M.S.
East Asian Languages and Literatures – M.A., Ph.D.
East Asian Studies – M.A.
Economics – M.A., Ph.D.
Education: Educational Policy and Leadership – M.A., Ph.D.
Education: Physical Activity and Educational Services – M.A., M.Ed., Ph.D.
Education: Teaching and Learning – M.A., M.Ed., Ph.D.
Electrical and Computer Engineering – M.S., Ph.D.
English – M.A., M.F.A., Ph.D.
Entomology – M.S., Ph.D.
Environmental and Natural Resources - M.En.R., M.S., Ph.D.
Environmental Science – M.S., Ph.D.
Evolution, Ecology, and Organismal Biology – M.S., Ph.D.
Family Resource Management – M.S., Ph.D.
Fashion and Retail Studies – M.S., Ph.D.
Food, Agricultural, and Biological Engineering – M.S., Ph.D.
Food Science and Technology – M.S., Ph.D.
French and Italian – M.A., Ph.D. (Italian, M.A. only)
Geodetic Science and Surveying – M.S., Ph.D.
Geography – M.A., Ph.D.
Geological Sciences – M.S., Ph.D.
Germanic Languages and Literatures – M.A., Ph.D.
Greek and Latin – M.A., Ph.D.
Health and Rehabilitation Sciences – Ph.D.
Health Services Management and Policy – M.H.A.
History – M.A., Ph.D.
History of Art – Ph.D.
Horticulture and Crop Science – M.S., Ph.D.
Hospitality Management – M.S., Ph.D.
Human Development and Family Science – M.S., Ph.D.
Industrial, Interior, and Visual Communication Design – M.A., M.F.A.
Industrial and Systems Engineering – M.S., Ph.D.
Integrated Biomedical Science Graduate Program – Ph.D.
Labor and Human Resources – M.L.H.R., Ph.D.
Law, Master in the Study of – M.Study of Law
Laws, Masters in – L.L.M.
Linguistics – Ph.D.
Materials Science and Engineering – M.S., Ph.D.
Mathematics – M.S., Ph.D.
Mechanical Engineering – M.S., Ph.D.
Medical Science – M.S.
Microbiology – M.S., Ph.D.
Molecular, Cellular, and Developmental Biology – M.S., Ph.D.
Molecular Genetics – M.S., Ph.D.
Molecular Virology, Immunology, and Medical Genetics – M.S.
Music – M.A., M.Mus, D.M.A., Ph.D.
Near Eastern Languages and Cultures – M.A., Ph.D.
Neuroscience Graduate Studies Program – Ph.D.
Nuclear Engineering – M.S., Ph.D.
Nursing – M.S., D.N.P., Ph.D.
Nutrition – M.S., Ph.D.
Occupational Therapy – M.Occ.Sher
Oral Biology – Ph.D.
Pathology – M.S.
Pharmacology – M.S.
Pharmacy – M.S., Ph.D.
Philosophy – Ph.D.
Physical Therapy – D.P.T.
Physics – M.S., Ph.D.
Plant Cellular and Molecular Biology – M.S., Ph.D.
Plant Pathology – M.S., Ph.D.
Political Science – Ph.D.
Psychology – Ph.D.
Public Health – M.Pub.H.Lth, M.S., Ph.D.
Public Policy and Management – M.A., M.P.A., Ph.D.
Rural Sociology – M.S., Ph.D.
Slavic and East European Languages and Literatures – M.A., Ph.D.
Social Work – M.S.W., Ph.D.
Sociology – Ph.D.
Spanish and Portuguese – M.A., Ph.D.
Speech and Hearing Science – M.A., Au.D., Ph.D.
Statistics – M.S., M.A.Ppl. Stat., Ph.D.
Theatre – M.A., M.F.A., Ph.D
Veterinary Biosciences – M.S., Ph.D.
Veterinary Clinical Sciences – M.S., Ph.D.
Veterinary Preventive Medicine – M.S., Ph.D.
Vision Science – M.S., Ph.D.
Welding Engineering – M.S., Ph.D.
Women's Studies – M.A., Ph.D.

*Students interested the Fisher College of Business, should be interested in the following Business degree programs: Master in Accounting, Master in Labor and Human Resources, or Specialized Master in Finance. --- all other Business degree programs are required contact Jackie Lipscomb at grad@osu.edu before submitting your GPS application.

Professional Programs

Dentistry*
Law
Medicine*
Optometry
Pharmacy
Veterinary Medicine*

*Students interested in the College of Dentistry's DDS Program are required to have a 3.7 or higher GPA and must complete application through AADSAS by June 2012.
*Students interested in the College of Medicine must complete application through AMCAS by June 2012.
*Students interested in College of Veterinary Medicine should be rising seniors eligible to graduate by June 2014.

To help you choose among graduate and professional options, visit:
http://gradadmissions.osu.edu/
http://www.gradsch.ohio-state.edu/prospective-students.html
http://professional.osu.edu
2012 Graduate and Professional Student Recruitment Initiative (GPS) Application
Program Date: October 14 - 16

Applications will be accepted now through September 6, 2012
Send all application materials to gps@osu.edu
(or Fax or Mail to Jackie Lipscomb via number or address below)

To qualify for an invitation to this program, you must: (1) be a rising senior eligible to graduate by June 2013, (2) be a U.S. Citizen or Permanent Resident, (3) demonstrate serious consideration to attend The Ohio State University, (4) submit this GPS Application Form along with the following: 1 Unofficial Transcript, a Short Statement (250 words or less) indicating your research and/or professional interests and why you want to pursue these interests at The Ohio State University, 1 letter of support from a faculty member, and a CV/Résumé.

Competitive applicants for this program will have a GPA of 3.5 or higher, be a participant of one of the targeted pipeline programs, or be nominated by the Ohio State academic unit. However, all honor student applicants will be given consideration.

Final invite decisions will be made by Ohio State program departments. Students will receive decision notification via email.

GPS is a premier recruitment program that contributes to the ethnic, cultural and academic diversity of Ohio State's Graduate School and Professional Colleges.

FULL NAME__________________________________________ GENDER:  □ Female □ Male

RACE / ETHNICITY: African American/Black, Non-Hispanic
(if your ethnicity does not appear in this drop down list, type in box)

ADDRESS__________________________________________

CELL PHONE NUMBER________________________ YEAR-ROUND E-MAIL________________________
(should be an email that you check daily or regularly)

ARE YOU A PARTICIPANT OF? [Select all that apply and/or list other program(s) if not included]

[ ] CLEO [ ] LSAMP [ ] Mellon Mays Scholar [ ] NIH-COR
[ ] Gates Millennium Scholar [ ] MARC [ ] Meyerhoff Scholars Program [ ] Ralph Bunch Program
[ ] John Hopkins Research Scholar [ ] MBRS-RISE [ ] NABA [ ] SILCS
[ ] Key Bank Symposium [ ] MeNair Scholars Program [ ] NBMBAA [ ] SROP
[ ] Other Program Name

CURRENT INSTITUTION________________________________________

CURRENT MAJOR/AREA OF STUDY________________________________________

EXPECTED GRADUATION DATE (Month Year)________________________ CUMULATIVE GPA________________________

OHIO STATE GRADUATE OR PROFESSIONAL PROGRAM OF INTEREST [To help you select OSU graduate and professional options, visit: http://gradadmissions.osu.edu/ http://www.gradsch.ohio-state.edu/prospective-students.html or http://professional.osu.edu]

TEST(S) TAKEN OR TO BE TAKEN: (Please Note: It is highly encouraged that you take the required entrance exam for the program for which you are applying by no later than June 2012—however, this date requirement is only mandatory for students interested in College of Medicine or Dentistry) — Provide scores in space next to test name if known at this time.

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Office of Student Life Counseling and Consultation Services Presents:

**Brown Bag with CCS**

*Tuesday, August 14, 2012 at 12:00pm*

**Event Objectives:**

* Meet and Greet with CCS Staff
* Learn about our services
* Learn how to make a referral
* Learn how to help students access services and our service eligibility

This event was developed for the OSU community to learn about *Counseling & Consultation Service (CCS).*

Advisors, faculty, and staff members play an important role in ensuring that students who are in emotional distress receive the help and support they need to be successful emotionally, personally, and academically.

Working with students on a daily basis provides a unique opportunity to notice the warning signs of emotional distress and to point them in the right direction for help. This event is for anyone interested in knowing about counseling and psychological services offered at *The Ohio State University’s Counseling & Consultation Service.*

**WHO:** Academic Advisors, Faculty, & Staff  
**WHAT:** Learn about Counseling & Consultation Service  
**WHEN** Tuesday, August 14 at 12:00-1:00pm  
**WHERE:** Younkin Success Center, 1640 Neil Ave., Room

Please RSVP to Chanté Meadows, Care Manager:  
Email or Fax the following information no later than Friday, August 10, 2012  
To *meadows.142@osu.edu* or 614.688.3440:  
**Name**  
**Title**  
**Department**  
**Email**  
**Phone**

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**About CCS:**  
We provide counseling and psychological services to currently enrolled students and any dependents covered by the Comprehensive Student Health Insurance Plan. We offer services to help people address personal, emotional, mental health and career concerns. Individual, couples and group counseling are available, as well as outreach presentations.  
We also provide consultation to faculty, staff, family and loved ones who are concerned about the well-being and academic success of OSU students.