Ann Salimbene
Introduction

Jamie Crowsley, Vice President, Council of Graduate Students
- Hayes Graduate Research Forum

Kathleen Wallace
- Graduate Associate Teaching Award (GATA) nomination deadline: Nov. 1
- Alumni Grants for Graduate Research and Scholarship (AGGRS) deadline: Oct. 7
- Quick links pages on web site: Faculty and Staff Students

Katherine Ekstrand
- Matching Tuition and Fee Awards Program—the OSP directive to appoint many students who are on federal research awards as GRAs rather than Fellows.
- 2014 Fellowship Competition—Tips for working with the Fellowship Office
- Discuss possible training sessions such as Tuition and Fee Awards. Submit requests

Samuel Jordan:
- ESL Requirements
- drop for non-payment

Tim Watson:
- Continuous Enrollment
- Faculty on Exam Committees
- Update on Electronic Forms

For your reference: New Graduate School Publications

Q & A
A class begins in this room at 10:00 a.m. If you have additional questions, we will continue the conversation in room 226 University Hall.
The OSU Suicide Prevention Program, in partnership with the Graduate School, is pleased to announce the continuation of its unique pilot program for our graduate students this year.

During the 2013 Spring semester, over 900 students from 11 graduate programs were invited to complete an anonymous web-based screening tool developed by the American Foundation for Suicide Prevention [AFSP]. Its purpose is to identify those students with serious depression, or other concerns that put them at risk for suicide, who likely would not come forward for help. A licensed counselor responds personally to each student to facilitate dialogue and refer to the appropriate services.

Programs receive follow-up data and recommendations for addressing common student concerns.

100% of the participating graduate programs rated RU OK? Buckeyes a good value for their students, based on program time involved and benefit to students.

You send the email invitation, and we do the rest!

We welcome the opportunity to work together in support of your grad students. Please join us at an informational meeting this month.

Thursday, 9/26, 2:30PM, PAES Bldg. Rm #A470
Friday, 9/27, 1:00PM, PAES Bldg. Rm #A470
Tuesday, 10/1, 10:00AM, PAES Bldg. Rm #A476

For more information, please visit our website: suicideprevention.osu.edu/programs or email suicideprevention@osu.edu
Continuous Enrollment Policy

See section 7.8 of the Graduate School Handbook. This policy is effective for all students who were admitted to the Graduate School Autumn Quarter 2008 and after.

All students who successfully complete the doctoral candidacy examination will be required to be enrolled in every semester of their candidacy (summer excluded) until graduation. Students must be enrolled for at least 3 credits per semester. While the Graduate School and the individual graduate programs will monitor the enrollment of all post-candidacy students, it ultimately will be the responsibility of each student to ensure that they are meeting the enrollment provisions of this policy.

Non-enrollment
Post-candidacy students who do not enroll in a required semester will be withdrawn from active candidacy status. A student whose candidacy status has been withdrawn will not be allowed to continue in the doctoral program until reinstated. A hold will be placed on the student’s university record preventing any further registration or access to university resources. A student wishing to be reinstated to the doctoral program and active candidacy status will need to petition the graduate studies committee in his/her program. If approved, the graduate studies chair of the program will send the Graduate School a formal request to allow the student to resume studies and register. Non-enrollment does not interrupt a student’s five-year candidacy period.

Upon approval of a post-candidacy reinstatement, the student will be retroactively enrolled in every semester of missed enrollment for three credits of 8999 research hours under their advisor. The student will be responsible for paying the past tuition charges as well as the current university per semester late registration penalty. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment.

Leave of absence
Post-candidacy students who cannot continue in their doctoral program due to extenuating circumstances can request a leave of absence from their doctoral studies on a semester basis for up to a maximum overall leave period of one year. While there are many situations upon which a leave can be requested, such as the birth or adoption of a child or a serious medical condition, a leave will not be granted with the sole reason of financial hardship. The initial request for a leave should be submitted by the student to the graduate studies committee in the student’s home program. If the leave is approved at the program level, the graduate studies chair will formally request the leave in writing to the dean of the Graduate School. A request for a leave needs to be submitted before the actual leave period begins. Verification of circumstances should be included as part of the leave request. If a leave is granted, the student’s candidacy period will be paused until the student returns to continuous enrollment status.

Condition of reinstatement
Any student who was admitted to the Graduate School before autumn quarter 2008 is not bound by the continuous enrollment policy. However, a student who is not enrolled for at least two years will need to be reinstated to their graduate program to resume doctoral studies. As a condition of reinstatement, a student will be required to follow the continuous enrollment guidelines as a post-candidacy student regardless of when they were admitted to the Graduate School.
Continuous Enrollment Policy

Time Limit. If a student fails to submit the final copy of the dissertation or D.M.A. document to the Graduate School within five years of being admitted to candidacy, the student’s candidacy is cancelled. In such a case, with the approval of the advisor and the Graduate Studies Committee, the student may take a supplemental candidacy examination. If the student passes this supplemental candidacy examination, the student is readmitted to candidacy and must then complete a dissertation or D.M.A. document within two years.

Withdrawal from Doctoral Program. Post-candidacy students who decide to permanently withdraw from their doctoral program must notify their advisor and the program’s Graduate Studies Committee. The Graduate Studies Chair will notify the Graduate School in writing of the student’s decision. The student’s candidacy status will be deactivated and university records will reflect that the student will not be permitted to enroll without the approval of the graduate program and submission of a Reactivate Enrollment Eligibility form to the Graduate School.

Should the student later be reactivated in the doctoral program, a new candidacy examination will be required, and the student will have five years from the successful completion of this exam to complete the dissertation. A student will also need to complete the post-candidacy residency requirement and may need to complete additional course work at the discretion of the graduate program.
Students Supported by Federal Research Grants and Graduate School Fee Authorizations

The Graduate School learned in August that there is a conflict between federal requirements regarding appointments to research grants and the requirements of the Graduate School Matching Tuition and Fees Awards program. We have required that our tuition and fee award recipients be appointed as trainees or fellows, but some federal awards supporting recipients (including most NIH, NSF, DOD, DOE, etc.) specifically prohibit such appointments.

To be in compliance, please make sure that your graduate students who are on federal research grants or contracts AND are supported by a Graduate School Matching Tuition and Fees Award are appointed as GRAs (IF the award requires this designation) beginning in the 2013 autumn semester. (This requirement does not pertain to training grants.)

If you are unsure of the federal award requirements, please contact the Sponsored Program officer who manages the award (http://osp.osu.edu/) or Anne Moffat, director of the Office of Sponsored Programs (moffat.1@osu.edu). PLEASE NOTIFY YOUR HR/FINANCE ADMINISTRATOR ABOUT THIS CHANGE.

All other procedures for processing the fee authorizations will remain the same.

- The Graduate School will continue to override the program’s chartfield codes to its chartfield in the SIS fee authorization panel.

- The award conditions for the Matching Tuition and Fees Award will also remain the same.

Students must:
(1) maintain a minimum cumulative GPA of 3.0 while making reasonable progress toward the graduate degree;

(2) enroll for and maintain a minimum of 12 credit hours each semester and 6 hours over the summer session as a masters or pre-candidacy doctoral student or a minimum of 3 credit hours each term as a doctoral post candidacy student;

(3) be engaged in work that is related to their research or academic work; AND

(4) NOT hold other employment or another appointment

The Graduate School will be working on new Tuition and Fee Award guidelines and forms, which will allow you to designate students as fellows, trainees, or GRAs.
Graduate External Fellow (job code 4873)

It has always been University policy that students on external fellowships (i.e., the stipend is paid directly to the student by the funder) are not eligible for student health insurance. This policy exists because OSU is not able to recover any costs from these awards to help offset the cost of health insurance. In the past, some graduate programs have appointed external fellowship students as fellows in the HR system and paid them a small supplement, which allowed the student to receive the health insurance subsidy.

Beginning with the 2013-2014 academic year, this will no longer be permitted and the Graduate School will align its practices with university policy. Graduate programs may still provide supplemental stipends to external fellows (and must do so if the external stipend does not meet the Graduate School minimum), but the programs must work with the Graduate School to do so. The student will be responsible for the health insurance.

Brief Synopsis:

The Graduate External Fellow job code will be used to pay a supplement to a student who is receiving a stipend directly from an external award and, therefore, does not and will not have an appointment in the HR system. With Graduate School approval, this job code is to be used as a primary, stand-alone record to provide a supplement when external support is documented appropriately. This job code does NOT provide a fee authorization or student health insurance subsidy.

Units MUST have written approval from Katherine Eckstrand (Eckstrand.1@osu.edu) to use this job code/position number.

Instructions:

- Obtain written approval from Katherine Eckstrand
- Appoint in HRIS on position number **00099286** (Graduate External Fellow)
  - Leave Department as 30000, change home department to your ORG
  - Enter home department specific information for all other appointment details (Supervisor ID, JED, Check Sort, etc.)
  - FTE should be 0.10

**DO NOT USE THESE INSTRUCTIONS FOR ANY OTHER APPOINTMENTS OTHER THAN THE ONES YOU HAVE WRITTEN APPROVAL FOR FROM THE GRAD SCH**
Hayes Graduate Research Forum 2014

Jamie Crowsley
Vice President
The Council of Graduate Students
Hayes Forum 2014: Date/Place

- Edward F. Hayes Graduate Research Forum
- Friday, February 21, 2014, 7 AM - 1 PM
- Ohio Union

- Hayes Website:
  - [http://www.cgs.osu.edu/hayes-forum/](http://www.cgs.osu.edu/hayes-forum/)

- Hayes Questions:
  - [Crowsley.1@osu.edu](mailto:Crowsley.1@osu.edu)
Hayes Overview

Now in its 28th year, the Edward F. Hayes Graduate Research Forum is co-sponsored by the Council of Graduate Students, the Graduate School, and the Office of Research.

Its purposes are to:

- feature excellent research conducted by OSU graduate students
- recognize outstanding graduate student scholarship within the University
- encourage graduate students to share their research with the Ohio State community
- facilitate exchanges between students, faculty, the administration, and the public
Academic Areas

- The Arts
- Biological Sciences
- Business
- Education & Human Ecology
- Engineering
- Food Agriculture & Environmental Sciences
- Humanities
- Mathematical & Physical Sciences
- Professional Biological Sciences
- Social & Behavioral Sciences