Graduate Student Guide

THE OHIO STATE UNIVERSITY
GRADUATE SCHOOL
Message from the Dean

Welcome to Ohio State!

Mary Stromberger, Ph.D.
Vice Provost for Graduate Studies and
Dean of the Graduate School

Whether you are just starting your graduate degree program or have been here for a few semesters, you will find that there is always something new at Ohio State for you to discover.

At every step of the way, the Graduate School is here to help. This guide points you to Graduate School resources available to you as a graduate student and provides information about the administrative details of your graduate experience, including registration, funded appointments, and degree milestones.

It takes a lot of focus and support to carry out the study and research involved in pursuing a graduate certificate, master’s degree, or doctoral degree. You will not be alone in this pursuit, and we at the Graduate School will support you and your well-being so that you can learn, train, and pursue your scholarship to your highest potential. Contact us with your questions, and we will provide you with the information and resources you need to help you succeed.
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New Student To-Do List
For more information, gradsch.osu.edu/new-student-to-do-list

☐ Obtain an Ohio State Email Account
☐ Complete the Financial Responsibility Statement
☐ Complete All Vaccination Requirements
☐ Schedule Classes
☐ Obtain a Student ID—BuckID
☐ Check Statement of Account
☐ Pay Fees

Course Registration
For more information, gradsch.osu.edu/course-registration

1. Student Center (buckeyelink.osu.edu)
   ACADEMICS ➔ ADD A CLASS.

2. Search
   Click Search the Master Schedule or enter a class number

3. Add to Shopping Cart
   Click PROCEED TO STEP 2 OF 3.

4. Finish Enrolling
   Click FINISH ENROLLING

5. Errors
   If you receive an error, see instructions at gradsch.osu.edu/course-registration
Final Semester Checklist, Doctoral

For more information, gradsch.osu.edu/final-semester-checklist and gradsch.osu.edu/calendar/graduation

☐ Candidacy Examination Completed
   Due: At least one term before defense

☐ Enrollmnt for Term of Graduation
   (minimum 3 graduate hours)
   Due: See Academic Calendar

☐ Application to Graduate
   Due: Third Friday of the term

☐ Confirm Completion of Credit Hour Requirements

☐ Set Defense Date
   Begin talking with your exam committee early in the semester to set a defense date

☐ Application for Final Examination
   Due: Two weeks before the Final Examination date with full approval of all committee members posted to the form

☐ Dissertation Draft Review
   Due: Two weeks before the Final Examination

☐ Final Examination & Report on Final Examination Submitted*
   Due: See Academic Calendar

☐ Dissertation & Report on Final Document Submitted*
   Due: See Academic Calendar
☐ Survey of Earned Doctorates

☐ Doctoral Exit Survey

☐ Confirm All Grades Posted
  Due: See Academic Calendar

☐ Enrollment for Term of Graduation
  (minimum 3 graduate hours)
  Due: See Academic Calendar

☐ Application to Graduate
  Due: Third Friday of the term

☐ Confirm Completion of Credit Hour Requirements

☐ Format Review (thesis only)
  Due: Two weeks before the Final Examination

☐ Master’s Examination & Report of Final Examination
  Due: See Academic Calendar

☐ Thesis & Report on Final Document Submitted
  (thesis only)*
  Due: See Academic Calendar

☐ Confirm All Grades Posted
  Due: See Academic Calendar

* Student should verify via GRADFORMS that their committee has approved and submitted reports.
GA & Fellow Appointments
For more information, [gradsch.osu.edu/ga-fellow-appointments](http://gradsch.osu.edu/ga-fellow-appointments)

### Enrollment Requirements

<table>
<thead>
<tr>
<th>Position</th>
<th>Autumn min</th>
<th>Autumn max</th>
<th>Summer min</th>
<th>Summer max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Associate, 50%</td>
<td>8</td>
<td>18</td>
<td>4</td>
<td>15</td>
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<tr>
<td>Graduate Associate, 25%</td>
<td>4</td>
<td>18</td>
<td>2</td>
<td>15</td>
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<tr>
<td>Graduate Fellow</td>
<td>12</td>
<td>18</td>
<td>6</td>
<td>15</td>
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<td>Post-Candidacy Student</td>
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<td>18†</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Full-time for Financial Aid and Fees‡</td>
<td>8</td>
<td>18</td>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td>Student Health Insurance eligibility</td>
<td>4</td>
<td>--</td>
<td>4</td>
<td>--</td>
</tr>
</tbody>
</table>

† Post-candidacy students typically enroll in three hours. Post-candidacy students who wish to take more than three hours should speak with their graduate program.
‡ Students may be eligible for financial aid at half time. Please contact Buckeye Link for detailed information about financial aid.

### Appointment Dates

- **Autumn** – Mid-August* through December 31
- **Spring** - January 1 through Mid-May*
- **Summer** - Mid-May* through Mid-August*

* See specific dates by visiting [gradsch.osu.edu/ga-fellow-appointments](http://gradsch.osu.edu/ga-fellow-appointments)

### Paycheck Calendar

Graduate associates and fellows appointed for autumn semester will receive their first paycheck at the end of August. GAs on a nine-month appointment will receive one-half of a month’s paycheck in August and one-half in May.
First Four-Week Summer Session
A typical graduate associate appointment is for autumn and spring semesters. However, work patterns are determined locally, and they may vary due to the first four-week summer session.

Fellows are typically appointed for three consecutive terms. The summer term, including the first four-week session, is part of the three-term appointment for fellows who start in autumn. If a fellowship appointment starts in the summer term, that appointment runs from mid-May to mid-May of the following year.

Payroll Deduction
Payroll deductions for student health benefits and other student service fees will occur in four installments for both autumn semester and spring semester. Deductions will be reflected in September through December paychecks for autumn semester and January through April paychecks for spring semester. For summer term, deductions will be reflected in June and July paychecks.

Summer Fee Authorization
A GA appointed at 50 percent time for both autumn and spring semesters will receive a summer fee authorization. A graduate associate appointed at 25 percent time for both autumn and spring semesters is entitled to a summer fee authorization at half the full fee authorization rate.

A graduate student who elects not to enroll during the summer term immediately following his or her autumn and spring semesters GA appointment may not defer the use of the summer fee authorization.
Funding
For more information, gradsch.osu.edu/funding

Primary financial support for Ohio State graduate students is awarded in the form of associateships, fellowships, or traineeships. Graduate students are not limited to funding from their program alone.

Graduate School Fellowships are awarded competitively to incoming students only after nomination by their graduate program. The Presidential Fellowship is the most prestigious award given by the Graduate School for graduate students entering the final phase of their dissertation research or terminal degree project. Graduate students cannot apply directly for these fellowships.

Graduate associate (GA) appointments complement formal instruction and give students experience in teaching (GTA), research (GRA), or administrative activities (GAA).

Alumni Grants for Graduate Research and Scholarship
Small grants to support graduate students conducting dissertation research or terminal master’s theses research.

J. Parker and Kathryn Webb Dinius Fellowship
Established by generous friends of the Graduate School. Supports students who plan to pursue or are pursuing a graduate or professional degree at Ohio State. Preference given to students who earned an undergraduate varsity letter at Ohio State.

Patrick S. Osmer Fellowship
A collaborative funding effort by the admitting program and the Graduate School. This multi-year award is only open to students who successfully completed the Summer Research Opportunities Program (SROP) and McNair Scholars. Graduate students cannot apply directly for these fellowships.
**Student Job Board**
Student job listings including jobs for graduate and professional students.

**Pelotonia Graduate Fellowship**
Support for students in any field or discipline conducting cancer research. Funds are raised by Ohio State’s annual bike tour.

**Fulbright U.S. Student Program**
The largest U.S. exchange program for students and young professionals to undertake international graduate study, advanced research, university teaching, and primary and secondary school teaching worldwide.
Application process coordinated by the Graduate School.

**Fulbright-Hays Doctoral Dissertation Research Abroad Program**
Grants supporting travel for research, study opportunities, or dissertation research that must be conducted in another country. Administered by the Office of International Affairs.

**Big Ten Academic Alliance/Smithsonian Institution Fellowship**
A joint fellowship co-funded by the Graduate School and Smithsonian Institution that supports doctoral candidates conducting research with staff at any of the Smithsonian Institution facilities. Students apply directly via the Smithsonian’s application system.

**National Science Foundation: Graduate Research Fellowship Program**
The GRFP supports outstanding graduate students who are pursuing master’s and doctoral degrees in fields within NSF’s mission. Students apply online via the NSF.
Research Resources

For more information, gradsch.osu.edu/research-resources

There are many resources available at Ohio State to support you and your research. Take advantage of what is offered by your local graduate program and college. The following are open to all graduate students.

Research Commons
Support and physical space designed for graduate student researchers. Workshops, referrals, networking, and expert consultations.

Edward F. Hayes Graduate Research Forum
Annual research forum co-sponsored by the Council of Graduate Students, the Graduate School, and the Office of Research. Students enrolled in any graduate degree program are invited to participate.

University Libraries
Access to materials, collections, services, and subject librarians with expertise in associated research techniques. 15 locations on the Columbus campus.

Office of Research
Supports the development, submission, management and integrity of research at Ohio State.

Copyright Resources Center
Provides education and guidance to graduate students, faculty, and staff regarding copyright law and identifying, using, and creating copyrighted content.

Graduate Student Research Standards and Scholarly Conduct
Graduate students are responsible for learning about appropriate standards for ethical research and scholarly conduct and for following all university policies related to ethical research and scholarly conduct.
Seven Tips for Academic Success
For more information, gradsch.osu.edu/research-resources

1. Read the syllabus
   The syllabus is your roadmap for the course. Read the course syllabus the first week of the semester—and refer to it throughout the term.

2. Ask your professor
   If you have questions about the class, ask your professor. Do not make assumptions or rely on classmates for confirmation.

3. Cite, cite, cite
   Learn the rules of citation for your discipline.

4. Do it yourself
   Complete your assignments without the help of classmates or friends. Unless it is a group project, do your own work.

5. Ask for help
   Ask for help before it becomes a problem; don’t wait. Whether it is to learn to write more clearly, or to better understand degree requirements, there are people on campus who can help.

6. Plan ahead
   Everything takes longer than you think it does.

7. Breathe
   Take time to enjoy all that Ohio State and Columbus have to offer. See some art, go to the RPAC, see a concert, attend a lecture in a field other than your own, read in the library, get an ice cream cone, sit on the Oval, or talk to a stranger.
Career Development
For more information, gradsch.osu.edu/career-development

Start thinking early about your career development goals and needs. Have regular conversations with your advisor, explore available resources, and develop a plan and timeline.

Degree Options and Academic Enhancements
You can enhance your degree with low-credit hour minors, interdisciplinary specializations, and graduate certificates or expand your degree with dual- and combined degrees. Talk with your advisor about the options that might be right for you.

Bill and Susan Lhota
Office of Alumni Career Management
Virtual and face-to-face career counseling, networking, and career events for all Ohio State alumni.

Alumni Fire
An online networking and mentoring tool for Ohio State alumni, faculty, students, and staff.

Buckeye Careers
Online resource for jobs and internships.

Career Counseling and Support Services
In-person consultations and online information about job and internship searches, CV/resume writing, interviewing, and more.

Council of Graduate Students
Graduate student government, travel and career development grants, and the Hayes Graduate Research Forum.

Office of International Affairs
Information and immigration advising for international students and travel grants for graduate students undertaking international research.
Ohio Union Activities Board
Graduate/Professional Committee
Workshops and events on career development and social and family-friendly programs.

Preparing Future Faculty Program
Mentorships with faculty at partner liberal arts colleges organized by the Graduate School.

Research Commons
Online resource for jobs and internships.

Career Counseling and Support Services
Support for graduate student researchers. Educational and training workshops, referrals to other campus research support services across campus, and expert consultations.

Michael V. Drake Institute for Teaching and Learning
Support and resources for graduate students and faculty involved in or interested in university teaching.
Social, Wellness, and Student Life
For more information, gradsch.osu.edu/social-wellness-student-life

There is more to graduate school than the pursuit of an advanced degree. Network and socialize, engage in a pursuit that you find challenging or gives back to the community, and take care of yourself physically and emotionally.

Council of Graduate Students
CGS is the official branch of student government that represents every graduate student at every campus.

Student Organizations
There are over 1,200 student organizations at Ohio State. Many are specifically for graduate students, and you can start your own.

Office of Diversity and Inclusion
ODI supports the recruitment, retention, and success of students, faculty, and staff who enhance the diversity of Ohio State.

Scarlet and Gray Financial
The financial lives of graduate students are complicated. Peer coaching, workshops, and online resources.

Suicide Prevention
Get help now. Someone is here for you.

Counseling and Consultation Service
Counseling professionals who understand the concerns of graduate students.

Student Wellness Center
Support and resources for students seeking a healthier and more successful life. Wellness Guide - go.osu.edu/wellnessguide
**Fitness and Recreational Sports**
Ohio State has some of the best recreational and fitness facilities and services available in the nation.

**Arts and Culture**
Ohio State has some of the best recreational and fitness facilities and services available in the nation.

**Ohio Union Activities Board**
Programming and activities developed by the Graduate and Professional Student Committee and supported by student fees.

**Office of Institutional Equity**
Ohio State centralized office for preventing and responding to complaints of discrimination and harassment. It also oversees Buckeyes ACT, the university’s comprehensive plan to combat sexual misconduct and relationship violence.

**Code of Student Conduct**
The code of student conduct protects the core mission of the university, fosters student development, and promotes a safe, secure learning environment.

**Health Insurance**
The university provides comprehensive health insurance to graduate students as a means of encouraging health and wellness.

**Childcare**
The Ohio State University Child Care Program provides early education for the children of university students, faculty and staff.

**Retirement**
Student employees are eligible to participate and pay into a state retirement plan—OPERS or STRS—or may choose to opt out of participating in retirement. Students also have access to supplemental retirement plans.
Ten Dimensions of Wellness

For more information visit the Student Wellness Center

There is more to Graduate School than the pursuit of an advanced degree. Network and socialize, engage in a pursuit that you find challenging or gives back to the community, and take care of yourself physically and emotionally.

1. CAREER WELLNESS
The professionally well person engages in work to gain personal satisfaction and enrichment, consistent with values, goals and lifestyle.

2. CREATIVE WELLNESS
The creatively well person values and actively participates in a diverse range of arts and cultural experiences as a means to understand and appreciate the surrounding world.

3. DIGITAL WELLNESS
A digitally well person considers the impact of virtual presence and use of technology on their overall well-being by taking steps to create sustainable habits that support their values, goals, community and safety.

4. EMOTIONAL WELLNESS
The emotionally well person can identify, express and manage the entire range of feelings and would consider seeking assistance to address areas of concern.

5. ENVIRONMENTAL WELLNESS
The environmentally well person recognizes the responsibility to preserve, protect and improve the environment and appreciates the interconnectedness of nature and the individual.

6. FINANCIAL WELLNESS
The financially well person is fully aware of financial state and budgets, saves and manages finances in order to achieve realistic goals.

7. INTELLECTUAL WELLNESS
The intellectually well person values lifelong learning and seeks to foster critical thinking, develop moral reasoning, expand worldviews and engage in education for the pursuit of knowledge.
8. PHYSICAL WELLNESS
The physically well person gets an adequate amount of sleep, eats a balanced and nutritious diet, engages in exercise for 150 minutes per week, attends regular medical check-ups and practices safe and healthy sexual relations.

9. SOCIAL WELLNESS
The socially well person has a network of support based on interdependence, mutual trust, respect and has developed a sensitivity and awareness towards the feelings of others.

10. SPIRITUAL WELLNESS
The spiritually well person seeks harmony and balance by openly exploring the depth of human purpose, meaning and connection through dialogue and self-reflection.

Safety and Security
First and foremost, we want you to be safe. The safety of the university community is of utmost importance. If you need immediate assistance, dial 9-1-1. For all non-emergency issues related to safety, including non-emergency police calls, contact the Department of Public Safety.

Notable Services
Lyft Ride Smart at Ohio State
614-292-7433
[go.osu.edu/res-lyft](go.osu.edu/res-lyft)

Virtual Guardian
614-292-3322
[go.osu.edu/res-rg](go.osu.edu/res-rg)

Buckeye Alerts
614-292-3322
[go.osu.edu/res-ba](go.osu.edu/res-ba)

Bug Your Bike
614-292-3322
[go.osu.edu/res-bb](go.osu.edu/res-bb)

Student Legal Services
614-247-5853
[go.osu.edu/res-sls](go.osu.edu/res-sls)
Contact

**Graduate School**
250 University Hall 2nd Floor
230 N Oval Mall Columbus OH 43210

614-292-6031
614-292-3656 (Fax)

**Service Areas**
Graduation Services 614-292-6031  
mailto:grad-schoolgraduationservices@osu.edu

Registration Services 614-292-6031  
mailto:grad-schoolregistrationservices@osu.edu

Fellowship Services 614-247-7293  
mailto:grad-schoolfellowships@osu.edu

Diversity Initiatives 614-247-6377  
mailto:gradrecruit@osu.edu

For more contacts, [gradsch.osu.edu/contact](http://gradsch.osu.edu/contact)

**Other Ways to Find Us**
The graduate student edition of onCampus Weekly delivered via email on Sundays includes a weekly column by the Dean of the Graduate School and other useful information for the graduate community.
About the Graduate School
For more information, gradsch.osu.edu/gs-about

You’ll spend most of your time with your graduate program colleagues, but we want you to know that the Graduate School supports you and your faculty every step of the way.

Who we are
We’re the face of graduate education at Ohio State. We’re here to help develop graduate students who will be successful, sought-after leaders in knowledge creation, innovation, and creativity, who will embody an awareness and engagement of individual and societal inclusion, and who will influence the world.

What we do—for you
We are led by Mary Stromberger Ph.D., Vice Provost for Graduate Studies and Dean of the Graduate School. We exist to provide a central resource to prepare and sustain graduate programs for excellence, ensure the integrity and quality of graduate programs, and to share knowledge and best practices to support the advancement of graduate students and programs.

We are here so that you have a great experience at Ohio State, and we support you before, during, and after each milestone of your graduate degree.

Ohio State is big. If you need something, we can help you find it.

We don’t expect you to know where everything is. You are here to get your degree, and we’re here to help you find the resources you need to get the job done.