

2018–19  
**Graduate  
School  
Handbook**

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**THE OHIO STATE UNIVERSITY**  
GRADUATE SCHOOL



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# Graduate School Vision and Mission Statement

## Our Vision

The Graduate School aspires to be a national leader with robust and impactful advanced education programs to produce skilled, diverse graduates that will be successful, sought-after leaders in knowledge, innovation, and creativity; as well as embody an awareness of engagement of individual and societal inclusion, to influence the world.

## Our Mission

The Graduate School exists to provide a central resource to prepare and sustain graduate programs for excellence, ensure the integrity and quality of the graduate programs, share knowledge and best practices to support the advancement of graduate students and graduate degrees, nurture career development and a positive culture for the next generation of learned scholars, such that our alumni value their education, and appreciate the importance of their graduate colleagues and programs.

## Mission Goals

- Deliver an excellent comprehensive graduate course curriculum that educates students in broad and multidisciplinary areas and can be flexibly applied to reflect the desires of the new generation of students and the needs of our evolving world
- Maintain and develop high quality graduate programs to provide knowledge, innovation, and creativity
- Partner with faculty, chairs, and coordinators to be proactive in normalizing the expression of academic freedom and corresponding responsibilities to best serve the graduate student and program
- Provide leadership in graduate education standards, strategies, valuation, and best practices
- Provide governance to ensure integrity, fairness, and a base-level standard of consistency in the management of graduate students and programs
- Efficient administrative services and guidelines that facilitate the graduate student experience and program success in the recruitment, retention, and graduation of the best and most diverse graduate students
- Strong interaction of the Graduate School, Student Life, mental health, and mentoring resources for professional career development and self-care that enhance experiences and expose the student to the social, network, culture, and broader practice norms and requirements associated with their selected discipline
- Deliver awards and scholarship programs to recognize, recruit, and retain a diverse group of outstanding student scholars, programs, staff, and faculty graduate student mentors
- Support and develop programs that will nurture students from intersectional, underserved backgrounds or with special circumstances that may require some flexibility for initial success
- Raise the visibility of the Graduate School and serve as a conduit to agencies and organizations relevant to graduate students
- Create alumni that have had a positive graduate studies experience at The Ohio State University, would recommend our graduate program, and serve as advocates for the Graduate School

# Preface

The Graduate School Handbook contains the rules, policies, and guidelines applicable to the graduate community at The Ohio State University. These rules, policies, and guidelines are reviewed by the Graduate Council and approved by the Vice Provost for Graduate Studies and Dean of the Graduate School. It is regularly updated through the year as the Graduate Council makes or revises rules and guidelines.

All deadlines provided in this Handbook are given in reference to the autumn and spring semesters calendar. For corresponding deadlines for summer session and seven-week sessions please refer to Appendix A and to the website of the University Registrar.

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## Section 1

# Administration of Graduate Education at Ohio State

## Administration of Graduate Education

### SECTION 1.0

Graduate education and its governance are shared responsibilities. The most visible activity of graduate education is the intellectual interaction of faculty and students involved in learning and advancing knowledge. Supporting these endeavors are academic leaders in departments, colleges, and central university positions who are committed to providing an atmosphere in which graduate education and research can flourish. Faculty, students, and administrators working together, dedicated to the ideals of scholarship and high standards that characterize graduate education, share the responsibility for ensuring the quality of graduate programs and research.

## Graduate School

### SECTION 1.1

The Graduate School at The Ohio State University is comprised of university faculty (the Graduate Faculty) authorized to give graduate instruction, a representative advisory body (Graduate Council), and the Vice Provost for Graduate Studies and Dean of the Graduate School, and administrative staff.

The Graduate School maintains a handbook that provides specific details for policies and procedures applicable to all graduate programs at The Ohio State University. In addition, each graduate program maintains a program-specific handbook that includes additional requirements for that program of study.

## Vice Provost of Graduate Studies and Dean of the Graduate School

### SECTION 1.2

The chief officer of the Graduate School is the dean, who has responsibility for leadership in the activities of the Graduate School (University Rules 3335-3-29 and 3335-3-31). The dean has responsibility for appointing graduate school committees and for conferring with departments or schools in all matters concerning graduate work. The dean is to be consulted by college deans concerning appointment and promotion of faculty members offering graduate courses or advising graduate students. The administration of the Graduate School also includes associate and assistant deans and other staff members who carry out the various programs and services of the Graduate School.

## Graduate Council

### SECTION 1.3

University Rules, starting at [Section 14](#) of the Graduate School Handbook, summarize the membership and responsibilities of the Graduate Council, which is the principal advisory body of the Graduate School and which participates in the development of rules, policies, and standards pertaining to graduate education and graduate programs.

## Graduate Studies Committees

### SECTION 1.4

Local Graduate Studies Committees are charged with the responsibility for conducting specific graduate programs within the context of the policies and rules established by the Graduate School. The Graduate School's rules and policies are the minimum standards within which local Graduate Studies Committees formulate, publish, and enforce their own graduate program policies, rules, and procedures. Graduate Studies Committees serve as the primary liaison between the Graduate Faculty and the Graduate School. [Section 13](#) of the Graduate School Handbook summarizes the responsibilities of Graduate Studies Committees and Graduate Studies Committee Chairs.

## Graduate Faculty

### SECTION 1.5

University Rules [3335-5-29](#) through [3335-5-31](#) cover the membership of the Graduate Faculty, powers and responsibilities, and meetings. [Section 12](#) of the Graduate School Handbook provides specific information about Graduate Faculty eligibility, responsibilities, and nomination procedures.

## Petitions: Graduate School Rules

### SECTION 1.6

Graduate students are expected to follow the rules approved by the Graduate Council and presented in this handbook. A student who believes that circumstances warrant a waiver of a rule may submit a petition to the Graduate School.

Petitions about Graduate School rules must be directed to the Graduate School, must include a written statement from the student requesting the waiver of a specific rule and describing the circumstances, and must include written statements from the student's advisor, the course instructor (if appropriate), and the Graduate Studies Committee Chair, reacting to the student's request and providing any additional information pertinent to the waiver request.

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## Section 2

# Admission

### General Information

#### SECTION 2.0

The admission of students to the Graduate School is the joint responsibility of the Graduate Studies Committee of the local program and the Graduate School. However, the Graduate School has the final authority for making admission decisions. The [Office of Graduate and Professional Admissions](#) receives and processes the application, collecting the application fee, transcripts, and test scores (if applicable). The office is also responsible for sending the official admission decision.

### Application

#### SECTION 2.1

**Online Application.** All degree and non-degree graduate applicants must use the online application available at [the Graduate and Professional Admissions](#) website to obtain graduate program information and apply.

**GRE and GMAT.** The Graduate Record Examination (GRE) and the Graduate Management Admission Test (GMAT) are scheduled on a continual basis during the year throughout the United States and overseas. Pre-registration is required, and a fee is charged. Additional information may be obtained from the websites of the [Educational Testing Service](#). GRE and GMAT are optional and are not required for admission to the Graduate School. Certain graduate programs may require the GRE or GMAT and students will need to comply with the program's admission requirements or have a waiver from the program.



**Application Deadlines.** Domestic applicants interested in being considered for a Graduate School Fellowship must apply before deadlines posted by the graduate program of interest. The Graduate School application process opens at the beginning of autumn semester and early applications can be considered by graduate programs as of that time. International applicants must apply by the last working day in November. Graduate Program deadlines for receiving applications may vary but should be no later than May 15 for summer session, July 15 for autumn semester, and December 1 for spring semester. Graduate Studies Committees establish admission application deadlines and are not required to admit students every semester, session or term.

**Application Fee.** All Graduate School applicants are required to pay a nonrefundable application fee. Exceptions to the application fee are offered by various colleges on campus, as well as, by the Graduate School. If you believe you meet the criteria for a waiver, please see The Office of Graduate and Professional Admissions fee [waiver website](#).

## Admission Criteria

### SECTION 2.2

**Admission Criteria.** An applicant must submit documentation that demonstrates fulfillment of the following admission criteria or equivalent qualifications:

- an earned baccalaureate or professional degree from an accredited college or university by the expected date of entry
- a minimum of a 3.0 cumulative grade-point average (cGPA) (on the 4.0 scale used at this university) in the last degree relevant to the program of study earned by the applicant . For international students, the cGPA is calculated on the home institution's grading scheme and the grade key on the transcript is then utilized to approximate an equivalent US grade based on the educational system of that country. Information about the degree programs and grading systems for the top 50 sending countries can be found at the [Graduate and Professional Admissions website](#).
- prerequisite training that will enable the student to pursue the graduate program to which admission is sought
- a minimum score of 550 on the old or a minimum score of 19 on each section of the new paper-based Test of English as a Foreign Language (TOEFL), 79 on the internet-based TOEFL, 82 on the Michigan English Language Assessment Battery (MELAB), or 7.0 on the International English Language Testing System (IELTS). This requirement applies only to an applicant from a country where the first language is not English, unless a bachelor's degree or higher was earned in an English-speaking country
- additional criteria published by the Graduate Studies Committee of the local program

**Additional Admission Recommendations.** For applicants who hold a baccalaureate or professional degree from an unaccredited college or university, the Graduate School strongly

recommends that programs include other metrics of academic quality such as the GRE, GMAT, or Subject Specific test scores for their admission criteria. Alternatively, these students can enroll in the [Graduate Bridge Program](#) (GBP) and transition out of the GBP when the program is satisfied the student can be successful in their program. All applicants whose cGPA for the last degree earned is below 3.0 may be conditionally admitted if they meet the criteria for the program. If standardized test scores are required by the program, admission will not be considered until test scores have been received. Programs may opt into the GBP in order to recruit students with a cGPA below 3.0 that may not be candidates for conditional enrollment. The GBP is also an option for students that have a cGPA over the 3.0 minimum but have other reasons for being underprepared for Graduate School at Ohio State.

## Admission Materials

### SECTION 2.3

**Admission Materials.** An applicant must submit the following materials (see instructions accompanying The Ohio State University Graduate School admission application for further details):

1. completed application
2. non-refundable application fee (unless waived, [Section 2.1](#))
3. an official transcript from each college or university attended, listing all courses taken, grades and degrees earned, and dates of graduation (Ohio State students need not submit transcripts from this university; these will be supplied by internal procedures.)three letters of recommendation from persons acquainted with the applicant's academic program, scholastic ability, or professional performance
4. three letters of recommendation from persons acquainted with the applicant's academic program, scholastic ability, or professional performance
5. a brief autobiographical statement describing the applicant's educational and professional goals and objectives
6. additional material required by the graduate program's Graduate Studies Committee
7. a curriculum vitae if interested in fellowship consideration
8. English proficiency requirement (international students)

**Note:** Each admitted international applicant will also be required to submit certain financial documentation indicating that financial resources are available to defray the cost of graduate education. It is recommended that international applicants contact the [Office of International Affairs](#) for additional information.

## Admission Classifications

### SECTION 2.4

Applicants are admitted to the Graduate School in one of four classifications: regular, graduate non-degree, conditional, or the [Graduate Bridge Program](#).

**Regular.** Applicants who have met all Graduate School and Graduate Studies Committee admission criteria and who have been approved by the Graduate Studies Committee to pursue a graduate degree are designated as regular students.

**Conditional.** Applicants whose academic records indicate that they may have difficulty performing satisfactorily in a graduate degree program are designated as conditional students by the Graduate Studies Committee or by the Graduate School. This classification is assigned for one or more of the following reasons: The applicant has a baccalaureate or professional degree from an unaccredited college or university, less than the 3.0 cGPA in last degree earned, and/or subject matter deficiencies as specified by the Graduate Studies Committee. The purpose of the conditional classification is to provide students an opportunity to compensate for any deficiencies and to demonstrate the ability to perform satisfactorily in the graduate program. If a graduate non-degree student is admitted to a graduate degree program, no more than seven hours of semester graduate credit accumulated while in this non-degree classification may be counted toward the graduate degree. If a graduate non-degree student is admitted to a graduate certificate program, no more than four hours of semester graduate credit accumulated while in this non-degree classification may be counted toward the certificate. Within this limit, the number of graduate credit hours is determined by the Graduate Studies Committee of the student's intended degree program. Regardless of the hours counted toward degree requirements, all courses taken for graduate credit in graduate non-degree status count in the total earned hours; graded courses (A-EN) count in the cumulative point-hour ratio. Prior to the effective semester or session of admission to the degree program, the Graduate Studies Committee notifies the Graduate School of which courses are to count toward that degree.

It is recommended that conditional students not enroll for more than nine credit hours per autumn or spring semester and not hold graduate associate (GA) appointments requiring them to give instruction in the area of subject matter deficiency. If the conditional designation results from a low entering cGPA, the candidate is ineligible to hold an appointment as a GA unless the Graduate School approves a petition from the Graduate Studies Committee.

Students admitted to the Graduate School on a conditional basis must maintain a 3.0 cumulative cGPA during the first 10 hours of graded graduate credit.

**Conditional Admission for English Proficiency.** The Graduate School's policy on conditional admission based on English proficiency is intended to facilitate admission of academically qualified, degree-seeking international students who have not satisfied the minimum English language requirement, yet are being considered for admission by a graduate program. To be

considered for conditional admission, international applicants must meet the following criteria: an IBT TOEFL score of 61 or higher, but lower than the required 79; or an IELTS score of 5.0 or higher, but lower than 7.0; and formal recommendation of the conditional admission from the graduate program. Students who are conditionally admitted under these criteria will attend and successfully complete the American Language Program (ALP) for one autumn, spring, or summer semester before beginning their graduate program. Students are not permitted to hold GA appointments while attending ALP.

**Graduate Bridge Program.** Students admitted into the graduate bridge program will be permitted, for up to one full academic year, to complete graduate-level coursework before fully transitioning to regular student status within an academic program. The GBP is geared toward prospective graduate students who may require additional assistance in preparing for the rigor of full-time student status. It is anticipated this program will benefit underprepared intersectional students that may reflect a combination of low income and educational sectors, under-represented minorities, first generation graduates, students with disabilities, and/or international students with significant language barriers and visa restraints; other non-traditional background, and/or have encountered other barriers that may impede a successful transition into graduate education. Please see [Appendix G](#) for additional information regarding the GBP.

**Graduate Non-Degree.** U.S. applicants who do not intend to pursue a graduate degree at this university may register in the graduate non-degree classification. Eligibility is extended to those who are enrolled in a graduate program at another U.S. university who wish to study for one term as a transient student at Ohio State and transfer course credit back to their home institution and to those enrolled in established exchange programs or special university-sponsored workshops. International applicants with an F or J visa are restricted in their ability to be admitted as a graduate non-degree student. Such applicants will be reviewed by the Graduate School.

On verification of a baccalaureate degree from an accredited institution, graduate non-degree students may enroll in the Graduate School at large to take graduate courses open to graduate non-degree students. They are not registered in a specific graduate degree program, nor does their enrollment require the approval of a Graduate Studies Committee. Graduate non-degree students may not register for courses numbered 8998 and 8999.

If a graduate non-degree student is admitted to a graduate degree program, no more than seven hours of graduate credit accumulated while in this non-degree classification may be counted toward the graduate degree. If a graduate non-degree student is admitted to a graduate certificate program, no more than four hours of semester graduate credit accumulated while in this non-degree classification may be counted toward the certificate. Within this limit, the number of graduate credit hours is determined by the Graduate Studies Committee of the student's intended degree program. Regardless of the hours counted toward degree requirements, all courses taken for graduate credit in graduate non-degree status count in the total

earned hours; graded courses (A-EN) count in the cumulative grade-point average. Prior to the effective semester, session or term of admission to the degree program, the Graduate Studies Committee notifies the Graduate School of which courses are to count toward that degree.

**Specifying Conditions of Admission.** The Graduate Studies Committee is responsible for specifying the conditions of admission. The committee must state not only the requirements of conditional admission but also the means by which the requirements are to be satisfied and the time limit for completing them. Once a conditional student has been assigned an advisor, the Graduate Studies Committee is responsible for informing the advisor of the admission conditions.

## Reassignment of Admission Classification

### SECTION 2.5

**Provisional to Regular.** The provisional restriction is removed by the [Office of Graduate and Professional Admissions](#) upon receipt of the materials pending at the time of admission.

**Conditional to Regular.** It is the dual responsibility of the Graduate Studies Committee and the Graduate School to monitor the progress of students in the conditional classification. Each semester, the Graduate School notifies the Graduate Studies Committee of students listed as conditional. On completion of the conditions of admission set by the Graduate Studies Committee, the chair asks the Graduate School to change the student's classification to regular.

The status of a student admitted in the conditional classification should be changed to regular by the Graduate Studies Committee before the Application to Graduate is submitted. However, if the Graduate Studies Committee Chair signs the Application to Graduate for a conditional student, the Graduate School assumes that the student has fulfilled the conditions of admission and the student's classification is changed to regular by the Graduate School. Failure to complete the conditional admission requirements within the time limit specified by the Graduate Studies Committee results in the student being denied further registration in that graduate program by the Graduate School.

**Graduate Non-Degree to Regular.** Graduate non-degree students who wish to become regular students at this university must submit another application to the Graduate School through the Admissions Office.

## Admission Decision Procedures

### SECTION 2.6

**Application Worksheet Form.** Once the applicant's admission material is complete, the graduate program requests from the Office of Graduate and Professional Admissions a GPA calculation for those applicants the program wishes to review. The GPA calculation is reflected on the Application Worksheet form. The applications are then reviewed by the Graduate Studies Committee of the program for an admission recommendation.

**Admit.** If the Graduate Studies Committee recommends admission as a regular student and if the applicant meets minimum Graduate School admission criteria, the Admissions Office notifies the applicant of admission by letter.

**Conditional.** If the Graduate Studies Committee recommends the conditional admission of a student whose record does not meet published Graduate School admission criteria, the application is referred to the Graduate School for consideration and action. The candidate is ineligible to hold an appointment as a GA unless the Graduate School approves a petition from the Graduate Studies Committee. The Admissions Office notifies the applicant of the final admission decision by letter.

**Denial of Admission.** If the Graduate Studies Committee or the Graduate School recommends denial of admission, the Admissions Office notifies the applicant of that decision by letter.

**Admission Notice.** Graduate School admission is valid only for the autumn or spring semester or summer term and year indicated in the letter from the Admissions Office. Admitted students wishing to defer enrollment should contact their graduate program office to see if the program can accommodate the request. All application material becomes the property of The Ohio State University and will not be returned to the applicant or forwarded to another institution.

## **English As a Second Language (ESL) Requirement**

### **SECTION 2.7**

Upon arrival, an international student from a country where the first language is not English is required to sit for an ESL Composition Placement Essay. Based on the essay result, students needing English writing instruction will be placed in EDUTL 5901 or 5902. The student is expected to complete EDUTL 5902 within one calendar year after beginning graduate school. The Graduate Studies Committee in the student's graduate program may request an extension of the time limit. Such requests must be sent to the Graduate School for review. The Graduate School will monitor the student's progress toward completing the ESL course sequence.

Exemption from sitting for the ESL Composition Placement Essay may be granted to students who either have a total score of 114 on the IBT TOEFL, or a total score of 101 and a score of 28 on the writing section. Alternatively, students with a score of 9.0 on the IELTS, or an overall score of 8.0 and a score of 8.0 on the writing module are also eligible for exemption.

## **Spoken English Requirement**

### **SECTION 2.8**

International or permanent resident graduate students for whom English is not the first language must certify their proficiency in spoken English before assuming any Graduate Teaching Associate (GTA) instructional duties. They may become certified by scoring 28 or higher on the



spoken portion of the TOEFL iBT, 8.5 on the IELTS, or by scoring at the appropriate level on the Oral Proficiency Assessment (OPA) administered by the ESL Spoken English Program.

## **Transfer of Graduate Program**

### **SECTION 2.9**

Students may transfer from one graduate program to another by applying to that program via the [Graduate and Professional Admissions website](#) and selecting the Intra-University transfer application. This application requires the approval of the Graduate Studies Committee in the receiving program. Current students or students who have been enrolled in a graduate program for less than one calendar year are required to notify the Graduate Studies Committee in the current program of their intent to transfer into a new graduate program. Please see the [Graduate Student Appointment Policies and Procedures](#) document for suggested communications with the current advisor.

The Graduate School will verify student-provided information pertaining to the student's academic performance to the Graduate Studies Committee of the proposed graduate program. The Graduate Studies Committee may require additional material from the student before review. If the Graduate Studies Committee approves the transfer, it will specify the admission classification and the courses already completed that will count toward its graduate degree program.

The Graduate Studies Committee must notify the Graduate School of the admission classification and courses to count prior to the effective autumn or spring semester or summer term of transfer. Graduate School Fellowships ([Section 10](#)) do not automatically transfer with students who are approved for transfer into a different graduate program. Doctoral candidacy status ([Section 7](#)) does not transfer to a new graduate program.

## **University Faculty and Administrators**

### **SECTION 2.10**

**Faculty.** No regular faculty member or regular clinical faculty member will be permitted to pursue a graduate degree offered by the college in which the faculty member holds an appointment. In those instances where faculty members wish to pursue degrees in other colleges they are subject to the provisions of University Rule [3335-9-11](#).

**Administrators.** In those instances where senior administrative and professional appointees wish to pursue graduate degrees, they are subject to the provisions of University Rule [3335-9-11](#).

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## Section 3

# Registration

### Student Status

#### SECTION 3.0

Student status is determined by the number of credit hours attempted each autumn or spring semester or each summer term. Full-time status is determined according to a student's academic status in the program, type of appointment, fees, financial aid eligibility, and visa requirements. Half-time status is defined as half the number of credit hours required for full-time status.

### Course Load

#### SECTION 3.1

**Masters or Predoctoral Candidates.** For full-time status, a student must register for the minimum number of regular credit hours as specified for the categories below. Audited credit hours do not count towards the minimum credit hours required for full-time status. However, audited credit hours can be included within the maximum number of credit hours allowed per autumn or spring semester or summer term.

Full-time status for all graduate students who are not yet doctoral candidates (pre-candidacy) is typically 8 to 18 credit hours per autumn or spring semester and 8 to 12 credit hours per summer term. This credit-hour requirement is applicable for their visa and/or financial aid eligibility.

**Doctoral Candidates.** Full-time status for all doctoral candidates, i.e., students who have achieved doctoral candidacy status ([Section 7](#)) is 3 credit hours per autumn or spring semester or summer term.

**Continuous Enrollment.** All students who successfully complete the doctoral candidacy examination are required to be enrolled in every autumn and spring semester (summer term is excluded) until graduation. These students must be enrolled for at least three credits per autumn and spring semester. These registration requirements can include research hours. This policy is effective for all students. ([Section 7.7](#))

**International Students.** International students are required to register for a minimum of eight credit hours in autumn and spring semesters. Enrollment in the summer term is optional unless the international student is in the first or last term in their program, is participating in a Curricular Practical Training, or is on an appointment as a graduate associate.

**Graduate Associates.** Graduate associates ([Section 9](#)) holding 50 percent or greater appointments must register for at least eight credit hours per autumn or spring semester, and at least



four credit hours in summer term. GAs holding a 25 percent appointment must register for at least four credit hours per autumn or spring semester and two credit hours in summer term. Doctoral candidates must register for at least three credit hours each autumn or spring semester or summer term an appointment is held. These registration requirements can include research hours.

**Fellows and Trainees.** Students holding the titles Graduate Fellow or Graduate Trainee ([Section 10](#)), regardless of the source of the funds, must register for a minimum of 12 credit hours each autumn or spring semester the appointment is held and at least six credit hours. Graduate Fellows or Graduate Trainees who are doctoral candidates must register for at least three credit hours per autumn or spring semester or summer term an appointment is held. These registration requirements can include research hours.

### **Exceptions Regarding Course Loads**

**Non-graduate Credits.** Under certain circumstances non-graduate credit course work may count toward the minimum requirements for GA and fellowship eligibility. Monitoring of the appropriateness of non-graduate credit course work will be the responsibility of the Graduate Studies Committee of the Graduate Program.

**Course Load Inconsistent with Full-time Status:** In certain situations, graduate students may desire to enroll in more than the number of credit hours required for their full-time status (e.g., for pursuing a minor, certificate or dual degree). Such students should seek prior approval from their advisor and Graduate Studies Committee and discuss how enrolling for excess credit hours may affect their progress, program of study and any financial implications. This can be especially relevant for graduate students who hold graduate associate or graduate fellow appointments and receive the graduate fee authorization (GFA) benefit ([Section 11.1](#)). The GFA benefit is typically limited to credit hours defined in full-time status.

In certain situations, graduate students may desire to enroll in less than the number of credit hours required for their full-time status. Petitions to register for fewer than the specified number of credit hours will be considered by the Graduate School on the recommendation of the Graduate Studies Committee Chair. Examples of grounds for exemption include but are not limited to: responsibility as a major caregiver for children, elderly parent or sick/disabled immediate family member; birth or adoption of a child; documented learning or physical disability.

Other. Information on course loads for students receiving other loans or work-study support is available from the university's [Student Financial Aid Office](#).

## Procedures

### SECTION 3.2

**Registration Process.** Once registration information is received, students consult their advisor or, if an advisor has not been assigned, their Graduate Studies Committee Chair, about course selection. Students may use their Ohio State e-mail account information during the appointed window of time to use the online registration system and to view their approved schedule and Statement of Account on their Student Center (via [Buckeye Link](#)). Students may access online registration to drop courses through the fourth Friday of the semester.

**New Students.** Registration information is available from the [Registrar](#). Students admitted immediately before the autumn or spring semester or summer term begins can obtain registration information at the Graduate School.

**International Students.** New international students initiate registration by reporting to the [Office of International Affairs](#) before visiting the Graduate School.

**Continuing Students.** Continuing students will be e-mailed notification of their registration prior to the intended autumn or spring semester or summer term of enrollment. Students may view the Schedule of Classes online. All continuing students must access online registration.

**Former Students.** Former students returning after an absence of one or more semesters can obtain registration information from the Graduate School. Students who have not been enrolled in the Graduate School for a year or more should contact their Graduate Studies Committee about any reenrollment rules. Former students who have been away for longer than two years require the approval of their Graduate Studies Committee.

**Early Autumn Registration.** Students may participate in Early Autumn Semester Registration. Registration information for those registered in spring semester will be e-mailed to students. Those not registered in spring semester may request registration information from the Graduate School.

**Course Enrollment Permission.** Certain courses and certain enrollment designations (e.g., Audit and Undergraduate option) require submission of a completed [Course Enrollment Permission](#) to the Graduate School by the second Friday of the semester of registration to add a course, and by the fourth Friday of the semester of registration to elect an audit option for a course in which the student is currently enrolled. Forms are available on the [Registrar's website](#).

**Late Registration Penalty.** Students registering after published autumn or spring semester or summer term registration deadlines will incur substantial late registration penalties with the Office of the Registrar. Deadlines are published online on the [Registrar's website](#)

**Fee Payment.** Students may pay fees online, by mail or in person at the [Office of the University Bursar](#). Students with a fee authorization will receive credit for their fees on their Statement of Account. Students who do not intend to enroll may contact the Graduate School.

**Late Fee Payment Penalty.** Students paying fees after the fee payment deadline are assessed a late fee payment penalty by the Office of the Bursar. The university reserves the right to refuse or cancel registration if fees are not paid by the second Friday of the autumn or spring semester or summer term. The [Registrar's website](#) contains information on deadlines, penalty fee rates, and refund schedules.

## **Health Insurance**

### **SECTION 3.3**

Students who are enrolled at the level of at least half-time status are required to carry health insurance as a condition of enrollment. All such students who take any classroom instruction in person, including regional campus students, are automatically enrolled in [Student Health Insurance](#) (SHI) upon registration, unless the student obtains an exemption.

**Dependents and Domestic Partners.** Students may enroll dependent children and domestic partners into the student health insurance plans. Further information about sponsored dependent benefits is available on the [Office of Human Resources website](#).

**Mental Health and Counseling Services.** The [Counseling and Consultation Services](#) (CCS) at the Office of Student Life provides individual and group mental health services, psycho-educational prevention and outreach programming to currently enrolled graduate and professional students. CCS also works with spouses/partners of students who are covered by Comprehensive Student Health Insurance.

### **Exemptions from SHI**

**Distance learning.** Students enrolled in distance-learning programs and/or distance-learning (online) courses exclusively are automatically excluded from SHI. Distance education students may petition for enrollment in SHI.

**Less than half-time status.** Students who enroll for less than half-time status in either classroom or distance-learning courses or a combination of both are automatically excluded from SHI. Students with less than half-time status may petition for enrollment in SHI.

**Other health insurance plans.** All domestic students who have coverage through a non-university health insurance plan and who want to waive **SHI** must either list the alternative policy information at the time of registration for courses, or complete the petition to waive at the SHI website. (See [Section 10](#s10) for information about health benefits for students with fellowships.)

International students who are fully financially sponsored by a government sponsor, or students who are covered as a U.S.-based employee under U.S.-based insurance, or as a dependent of a U.S.-based employee must complete an International Student Health Insurance Waiver form by the published deadline. The waiver form and more information about exceptions for international students can be found on the [Student Health Insurance website](#).

**Exchange students.** Ohio State graduate students may participate in a student exchange program with an institution in another country. These programs are typically at least a semester long and involve registration for course work as well as extended stay at the host institution. The graduate tuition and fees and stipend levels for these exchange students will need to be in accordance with the guidelines of the individual exchange programs. Ohio State exchange students who are not concurrently enrolled at Ohio State (while at the host institution), need to only purchase the comprehensive supplemental medical and security insurance policy. Ohio State exchange students who enroll at Ohio State during the exchange program are required to purchase the SHI. Exchange students from another institution who enroll at Ohio State during the Exchange program are required to purchase SHI unless they are covered by government sponsorship, or by a US-based company with US-based insurance.

## Changes in Schedule

### SECTION 3.4

With advisor approval, students may make schedule changes. If the change requires course enrollment permission, the change must be made at the Graduate School. For all academic deadlines, refer to [Appendix A](#).

**Course Addition.** Students may add courses to their schedules online through the first Friday of the semester. After the first Friday of the autumn or spring semester or summer term, additions to approved schedules require the permission of the instructor and approval of the student's advisor and may be submitted on the [Course Enrollment Permission form](#). After the second Friday of the autumn or spring semester or summer term, any addition to approved schedules is by petition to the Graduate School via the Graduate Student Course Petition form via [GRADFORMS](#). Petitions must be approved by the instructor, advisor, and department chair. Petitions are reviewed in the Graduate School and are not always approved. Both the Permission and the Petition forms are available online on the Graduate School website.

Due to the various enrollment options of the summer term calendar, students are advised to refer to the [Registrar's website](#) for official deadlines for adding courses.

**Course Withdrawal.** Until closing on the fourth Friday of an autumn or spring semester or summer term, a student may withdraw from any or all courses that began in the same semester with no mark entered on the official permanent record

Withdrawal from any or all courses after closing on the fourth Friday of an autumn or spring semester or summer term requires the approval of the student's advisor and such requests

must be submitted to the Graduate School. After closing on the fourth Friday of a semester and until closing on the tenth Friday of a semester, if a student withdraws from any or all courses that began in the same semester, the Registrar enters the mark “W” on the official permanent record for those courses. A dated notation “withdrew” is entered on the official permanent record when the student withdraws from the university.

After closing on the tenth Friday of the semester, students who, because of circumstances beyond their control, find it necessary to withdraw from any or all courses, must file a petition with the Graduate School. Reasons not acceptable for withdrawal include, but are not limited to, the student’s performance in the course(s), lack of preparation for the course(s), or dissatisfaction with the subject matter offered in the course(s).

The petition form is available via [GRADFORMS](#). Petitions must be approved by the instructor and the advisor. Petitions are reviewed in the Graduate School. If the Graduate School approves the petition, a copy is filed with the Registrar, who is then authorized to enter the mark “W” on the student’s official permanent record, and the instructor(s) of the course(s) is/are so notified. If the petition is denied by the Graduate School, the student continues to be enrolled in the course(s), and a final grade(s) must be reported by the instructor(s).

A student who stops attending a course and does not officially withdraw from it has the final grade of “EN” as reported by the instructor entered on the official permanent record. Such a grade is based on the Rules of the University Faculty.

Academic Leave or Dismissal from the university during an autumn or spring semester entails withdrawal from all courses in which a student is enrolled during that semester. A graduate student who is involuntarily called to active-duty military service should contact the Graduate School for assistance with Military Leave course withdrawal.

## **Official Permanent Record**

### **SECTION 3.5**

The student’s official permanent record contains a list of all courses taken, grades earned, degrees earned, and dates of graduation while enrolled at this university. This record is located in the [University Registrar’s Office](#). Unofficial records for all graduate students are maintained in the Graduate School. Students may examine their unofficial record by accessing their Advising Report in [Buckeye Link](#).

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## Section 4

# Course Credit, Marks, and Point-Hour Ratio

### Course Credit

#### SECTION 4.0

**Graduate Credit.** A student earns graduate credit by registering in a graduate course, paying fees, and by being enrolled in the Graduate School when the course is completed. Students registered in other enrollment units such as the professional colleges, the undergraduate colleges, or continuing education do not earn graduate credit for any course completed while in one of those enrollment units. For graduate credit, the course must be listed at 6000-level or above, at 5000-level with appropriate instruction, or 4000 to 4999-level if the course is listed outside of the student's home program and is taught by a faculty member. These courses may not be counted toward a graduate degree until the student has been admitted to the Graduate School and until the Graduate Studies Committee accepts them and notifies the Graduate School of course acceptance. If approved, the hours are counted in the student's graduate earned and cumulative credit hours, and the grades are counted in the student's graduate cumulative grade-point average (cGPA). The level of instruction and the work required in courses numbered 6000 and above is of a highly advanced nature, and therefore these courses are available only for graduate credit. Enrollment in these courses is restricted to graduate students, combined program students, undergraduate students taking courses under Senior Petition, and honors students by petition.

**Senior Petition.** An undergraduate may [submit the senior petition](#) to take courses for graduate credit provided that: the student is a senior, the credit for the course is not used to meet baccalaureate degree requirements, the student's cumulative grade-point average is 3.3 or above in their current undergraduate program of study, and the student secures permission by the end of the first day of classes from the instructor in charge of the course, the secretary of the student's college which the course is offered for graduate credit or the Graduate School. No more than nine graduate credit hours may be completed under Senior Petition, unless the student is seeking a combined degree. For more information about combined programs see [Section 8.1](#).

**Graduate Bridge Program.** Graduate students enrolled in the Graduate Bridge Program ([Appendix G](#)) that continue as graduate students within a Graduate Program may roll credits from the GBP into their Graduate Program with approval by the advisor and Graduate Studies Committee Chair.

**Non-Graduate Credit.** A student enrolled in the Graduate School does not earn graduate credit for any of the following reasons: the course is numbered at the 3999-level or below; the course

is numbered at the 4000-4999 level in the student's own academic unit; the course is one of the following foreign language courses: German 6101 or 6102, Russian 6171 or 6172, French 6571 or 6572; the course is one of the following ESL courses: EDUTL 5901, 5902, 5050, or 5060; the course is designated "non-graduate credit" (undergraduate "UG" option) by the student's advisor at the time the student registers or adds the course; or the course is taught by a graduate student enrolled at this university. A student registered for a non-graduate credit course must complete the course requirements. A grade is reported by the instructor. The course title, credit hours, and grade appear on the student's official permanent record. The credit hours are not included in the cumulative or earned graduate credit hours, and the credit points are not included in the cumulative points. The [Course Enrollment Permission form](#) or change ticket is marked with a "UG" to indicate that the course is a non-graduate credit course.

## Marks (Grades)

### SECTION 4.1

The following marks and grades are used for graduate students at this university: "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "E," "EM," "EN," "I," "K," "P," "R," "S/U," and "W." Graduate students cannot receive a mark of "PA/NP." All marks and grades are described in [University Rules 3335-8-21](#).

The descriptions for audit, credit by examination, and transfer of credit pertain only to graduate students.

**Audit.** A student may audit a course with instructor and advisor approval. The student should confer with the instructor regarding any course requirements that must be satisfied in order to audit the course. If a student does not complete an audited course, the student's course enrollment as an auditor is withdrawn by the University Registrar.

The [permission form](#) must be marked as an audit in the course-option column to indicate that the student is enrolled in the course as an auditor. The course title and mark "R" appear on the student's official permanent record indicating registered audit. If the student does not meet the requirements to earn the mark of "R," the instructor may not award credit, and the course will be dropped from the student's record.

**Credit by Examination.** A student may earn either graduate credit or non-graduate credit on the basis of examinations taken after admission to the Graduate School ("EM" credit). The achievement level necessary to earn "EM" credit is determined by the Graduate Studies Committee. In order for "EM" credit to be added to the student's official permanent record, it must be approved by the student's advisor, the Graduate Studies Committee, and the Graduate School. "EM" credits count in the student's total earned hours, if taken for graduate credit, but do not count in the student's graduate cGPA. The course title, credit hours, and mark "EM" appear on the student's official permanent record. "EM" credit is not given to a student for a course in which a grade already has been received at this university.



**Transfer Credit.** Graduate credit earned at another university may be transferred to this university. The Graduate School places no limit on the graduate credit hours that may be transferred. However, residence and minimum degree requirements determine the number of graduate credit hours that may be counted toward a graduate degree at this university.

The following conditions must be satisfied in order to transfer graduate credit: the graduate credit was earned as a graduate student at an accredited university; the student earned at least a grade of “B” or satisfactory in each course for which credit is to be transferred; the Graduate Studies Committee approves the transfer.

Credits should be transferred at the time the student is admitted but no later than the beginning of the final semester of enrollment in the Graduate School, which may be initiated via GRADFORMS. Transfer credits count in the student’s total earned hours but do not count in the student’s graduate cGPA. The credit hours and the mark “K” appear on the student’s official permanent record.

For any transfer credit to count toward a master’s degree, the courses transferred must have been taken within the time limit established by the Graduate Studies Committee. A master’s degree student must complete 80 percent of the program at Ohio State.

For transferred graduate credit to count toward the 50 post-master’s graduate credit hours required for the doctoral degree ([Section 7.1](#)), it must be in excess of the master’s degree requirements in a field in which the doctoral degree is awarded at the other university. It must be course work normally taken by doctoral students at the other institution. Note that a minimum of 24 graduate credit hours required for the PhD must be completed at this university.

On receipt and evaluation of a transcript listing courses completed, the Graduate Studies Committee Chair initiates the request for transfer of graduate credit via [GRADFORMS](#).

**Grade Grievance Procedure.** Grade grievances are handled following the process described in [University Rule 3335-8-2](#).



## Grade-point average

### SECTION 4.2

**Credit Points.** Credit points are assigned per graduate credit hour on the following basis:

“A” equals 4.0 credit points

“A-” equals 3.7 credit points

“B+” equals 3.3 credit points

“B” equals 3.0 credit points

“B-” equals 2.7 credit points

“C+” equals 2.3 credit points

“C” equals 2.0 credit points

“C-” equals 1.7 credit points

“D+” equals 1.3 credit points

“D” equals 1.0 credit point

“E” equals 0.0 credit points

“EN” equals 0.0 credit points

All other grades carry no credit points.

**Earned Hours.** Earned hours include all graduate credit hours attempted, except for those courses in which a student earns an “E,” an “EN,” or a “U.”

**Cumulative Hours.** Cumulative hours include all graduate credit hours attempted for which a student earns a grade “A” through “E,” including “EN.” All course work taken in graduate non-degree status is included in the cumulative credit hour total.

**Cumulative Grade-point Average (cGPA).** A student’s graduate cumulative grade-point average (cGPA) is determined by dividing the total credit points by the cumulative hours.

**Repetition of Courses.** A student may repeat any course with advisor and instructor approval. The credit hours for a repeated course in no case counts more than once in meeting graduate degree requirements, unless the course is identified as repeatable. When a student repeats a course, both grades are counted in computing the graduate cGPA.

**Fresh Start.** A university policy by which any student (undergraduate or graduate) who reenrolls in the Graduate School after an absence of five or more years may petition the Graduate Studies Committee for previous graduate credit to be eliminated from the total earned hours

and graduate cGPA. If the Graduate Studies Committee approves the student's petition, the Graduate Studies Committee Chair may recommend approval to the Graduate School. No previous credit hours count in the student's total earned hours, and no previous grades are computed in the student's graduate cGPA. All previous courses taken and grades earned in the Graduate School remain on the student's official permanent record. If the "fresh start" option is exercised, it applies to all course work taken prior to the absence. It may not be used selectively on individual courses or if the course work in question was used to receive a graduate degree.

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## Section 5

# Academic and Professional Standards

### Introduction

#### SECTION 5.0

The Graduate School and the local graduate program share responsibility for monitoring graduate student academic performance and degree completion. This section describes the minimum academic and professional standards of the Graduate School.

### Good Standing

#### SECTION 5.1

To be in good academic standing in the Graduate School, a student must maintain a graduate cumulative grade-point average (cGPA) of 3.0 or better in all graduate credit courses at the Ohio State University and must maintain reasonable progress toward Graduate School or graduate program requirements.

A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination or professional doctoral examination is not in good standing and will not be afforded another opportunity to complete the examination and will be dismissed from the Graduate School and university.

Additionally, students who violate university policy (including, but not limited to, the [Code of Student Conduct](#) and [Code of Research and Scholarly Misconduct, Appendix C](#) while enrolled in a graduate program are not in good standing in the Graduate School.

## Professional Standards

### SECTION 5.2

Graduate students are required to observe professional ethical standards in their graduate studies and research. Graduate students should talk with their advisors and their Graduate Studies Committee Chair if they have questions about the specific expectations of the local graduate program. The Graduate Student Code of Research and Scholarly Misconduct ([Appendix C](#)) describes the Graduate School's general expectations for ethics and conduct in graduate research and scholarship. University processes exist to address allegations of research misconduct by graduate students. Graduate students have the responsibility to be aware of and to follow these standards.

**Research and Scholarly Misconduct.** As a recipient of federal funding, the university is obligated to have an administrative process for reviewing, investigating, and reporting allegations of research misconduct. When a Committee of Inquiry, as defined in the [University Policy and Procedures Concerning Research Misconduct](#), forwards allegations of research misconduct by a graduate student to the Graduate School, the Graduate School follows the "Graduate School Policy on the Investigation of Allegations of Research Misconduct by a Graduate Student" ([Appendix C](#)).

**Academic Misconduct.** The university's [Code of Student Conduct](#) defines the expectations of students in the area of academic honesty.

## Poor Performance

### SECTION 5.3

**Poor academic performance.** A full-time student with fewer than nine earned hours or whose cGPA is below 3.0 after nine graduate credit hours will receive a warning letter from the Graduate School urging consultation with the advisor and graduate studies committee. A student enrolled in a graduate certificate program ([Section 8.3](#)) whose graduate cGPA falls below 3.0 after three graduate credit hours have been attempted will receive a similar warning letter from the Graduate School.

**Remediation.** A student whose graduate cGPA is below 3.0 after nine graduate credit hours have been attempted will, in close consultation with their advisor, Graduate Studies Committee and the Graduate School, enter into a remediation plan for one autumn or spring semester or summer term. The remediation plan would be aimed at increasing the student's cGPA to a 3.0 or better.

**Probation.** Students who do not improve their graduate cGPA after a remediation plan has been attempted will be placed on academic probation for one semester by the Graduate School. A student who is on probation in the Graduate School may not be appointed or reappointed as a graduate associate ([Section 9](#)) or a graduate fellow or trainee ([Section 10](#)).

**Removal from Probation.** A student who raises the graduate cGPA to 3.0 or better is removed from probation by the Graduate School. Course work used in raising the cGPA must be a part of normal degree requirements and approved by the Graduate Studies Committee.

**Warning of Potential Academic Dismissal.** A student on a remediation plan or on academic probation whose record continues to deteriorate will be warned that academic dismissal is likely if the record does not improve. Warnings include performance criteria tailored to the individual student, usually in consultation with the Graduate Studies Committee Chair.

## **Reasonable Progress**

### **SECTION 5.4**

The Graduate School oversees and requires that students demonstrate reasonable progress in their program. This includes compliance with good academic standing and professional standards. Continued enrollment in a graduate program is contingent upon the completion of course work or other requirements as approved by the Graduate Studies Committee and the graduate program.

A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, may be denied further registration in that program by the Graduate School on the recommendation of the Graduate Studies Committee Chair. The Graduate School will send an official warning letter to the student upon receipt of a letter from the Graduate Studies Committee Chair requesting a warning and stating the student is not maintaining reasonable progress toward the degree. The Graduate School recommends that the student contact their advisor and Graduate Studies Committee Chair for more details of why they were deemed to not be making sufficient progress and to determine what is needed to comply. No student may be denied further registration in a graduate program without first being warned by the Graduate School, in writing, by utilizing the official contact information maintained by the university.

A student who has received a warning of potential denial of further registration, but who then satisfies the specified conditions or other requirements as approved by the Graduate Studies Committee, is placed in good standing by the Graduate School.

**Denial of Further Registration.** A student who has been warned that further registration may be denied and who does not satisfy the specified conditions is denied further registration in that graduate program by the Graduate School, unless a petition by the respective Graduate Studies Committee is approved by the Graduate School. The student is not permitted to re-enroll in the Graduate School unless acceptance is recommended by the Graduate Studies Committee of another graduate program.

## Academic and Disciplinary Dismissal from University

### SECTION 5.5

**Academic dismissal.** A student who is on probation and who does not raise the graduate cGPA to 3.0 or better at the end of the probation period may be dismissed from the university at the discretion of the Graduate School following consultation with the student's Graduate Studies Committee Chair. If there are extenuating circumstances, the Graduate Studies Committee may petition the Graduate School for an exception to this policy.

**Doctoral Students.** A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination or professional doctoral examination is automatically dismissed from the Graduate School. (See for additional information.)

**Disciplinary dismissal.** As academic dismissal is tied to a student's academic performance, it is distinct from disciplinary dismissal. Students enrolled at the university are required to follow all established policies and procedures regarding student behavior including, but not limited to, the [Code of Student Conduct](#), the [University Policies and Procedures on Research Misconduct](#), and [Appendix C](#) of this Handbook. Those students found to have violated university policy (e.g., prohibitions against academic and non-academic misconduct) may be subject to sanction, including disciplinary dismissal from the university. As with academic dismissal, disciplinary dismissal will be noted on a student's permanent record. Unlike an academic dismissal, students dismissed for disciplinary reasons are ineligible to return to the university.

## Reinstatement

### SECTION 5.6

A student who has been academically dismissed from the university may petition the original or another Graduate Studies Committee for reinstatement to the Graduate School. If the petition is approved, the Graduate Studies Committee must submit the student's petition to the Graduate School for review.

## Notification

### SECTION 5.7

The Graduate School notifies the student, the advisor, and the Graduate Studies Committee Chair in writing whenever any academic action is taken. In addition, when a student is dismissed or reinstated, the Graduate School records this academic action on the student's official permanent record.

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## Section 6

# Master's Degree

### Introduction

#### SECTION 6.0

Master's degrees give students the opportunity to gain additional knowledge and necessary skills in a field in order to engage in research and other scholarly activities, to teach, and to become practitioners. Master's degree programs consist of a coherent pattern of courses and other educational experiences, a master's examination, and, in many cases, a thesis or an equivalent demonstration of scholarly work.

### General Information

#### SECTION 6.1

**Program of Study.** Each student selects a program of study in consultation with an advisor. The program must include a reasonable concentration in a single area or in related academic areas, must be approved by the advisor, and must be within the rules of the Graduate Studies Committee.

**Master's Degrees.** The Graduate School currently oversees over 130 master's degree programs, including Master of Arts and Master of Science degrees. The Graduate School also oversees professional master's degree programs, which train students in advanced study with a practical application in their field upon receipt of degree. Please see [the Graduate and Professional Admissions' website](#) for a complete list of all master's degrees offered at the university.

**Foreign Language Requirement.** The Graduate School has no foreign language requirement for master's degrees; however, knowledge of one or more foreign languages may be required by the Graduate Studies Committee of specific programs. Students who wish to acquire a reading knowledge of French, German, Latin, Russian, or Spanish may take special courses offered by language departments. Completion of these courses fulfills the language requirement in many graduate degree programs.

Students are advised to take language courses as soon as possible in the program of study. Placement examinations are given by the language departments to assist students in choosing an effective procedure for meeting language requirements.

**Credit Hours and Residency Requirement.** A minimum of 30 graduate credit hours is required to earn a master's degree. Eighty percent of those required credit hours must be completed at this university over a period of at least two semesters. A student must be registered for at least three graduate credit hours the autumn or spring semester or summer term in which graduation is expected.

**Time Limit.** Each Graduate Studies Committee may establish time limits for the completion of its master's degree programs.

Former students who have not registered in the Graduate School within the preceding two full calendar years require approval from the Graduate Studies Committee to reenroll. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, which then enables reenrollment.

**Thesis and Non-thesis.** There are two program plans for students pursuing Master of Arts or Master of Science degrees: Thesis and Non-thesis. Students may pursue either plan, subject to the rules of the Graduate Studies Committee.

**Earning Master's Degree on the Basis of Candidacy Examination.** A student may earn a master's degree on the basis of satisfactorily completing the doctoral candidacy examination in the same graduate program under the following conditions: it is recommended by the student's advisor and the Graduate Studies Committee; the student does not already hold an equivalent master's degree in the same field; the student submits the Application to Graduate form by the published deadline; graduation deadlines established by the Graduate School are met; and candidacy for the doctorate has not expired. Individual programs of study should specify in their program-specific handbooks if they support earning a Master's degree on the basis of the Candidacy Examination.

## **Master's Examination**

### **SECTION 6.2**

The master's examination is a test of the student's knowledge of the field. It is the final validation of performance for that degree. The master's examination is taken after submitting the Application to Graduate on [GRADFORMS](#) and during the autumn or spring semester or summer term in which the student plans to graduate. A student must be registered for at least three graduate credit hours during the autumn or spring semester or summer term this examination is taken.

**Thesis.** The master's examination for a student pursuing the thesis option must include a written portion (thesis) and an oral portion.

**Non-Thesis.** The master's examination for a student pursuing the non-thesis option must include a written portion and may include an oral portion. The written portion may be a substantial paper, project or examination appropriate to the discipline, demonstrative of scholarly work and consistent with best practices in the field.

**Oral examination.** Students must coordinate with their advisor and examination committee to determine a mutually acceptable date and time for the oral exam. Exams must take place during announced university business hours, Monday through Friday, and must be on the Ohio State University campus.



**Master's Examination Committee** The master's examination is administered under the auspices of the Graduate Studies Committee. The responsibility for the examination rests with the student's master's examination committee. The master's examination committee is composed of at least two graduate faculty members including the student's advisor. Other graduate faculty members may participate in generating, administering, or scoring parts of the examination, but the master's examination committee is finally responsible for the conduct and evaluation of the entire examination. The advisor of a master's student must hold membership at the category M level or higher in the student's graduate program. Non-Graduate Faculty members may be appointed as additional external members to the master's examination committee by approval of the Graduate Studies Committee in the student's home program and by petition to the Graduate School.

**Attendance** If the master's examination includes an oral portion, the advisor serves as chair. The student can be allowed to deliver a public presentation as part of the exam. The public presentation should be no longer than half an hour and the entire exam should be limited to less than 2 hours. Except when video conferencing is involved, all members of the master's examination committee must be present during the entire examination and are expected to participate fully in questioning during the course of the examination and in the discussion and decision on the result. Others may attend the public presentation part of the examination, subject to the rules of the Graduate Studies Committee.

**Video Conferencing** All master's examinations involving video conferencing must adhere to the Graduate School's guidelines for video conferencing ([Appendix B](#)).

**Halting an Oral Examination in Progress** If for reasons of illness, fire, or other emergency, the committee members agree that it is necessary to halt the oral portion of the master's examination, then the examination shall be rescheduled without prejudice to the student. If, however, the committee members unanimously decide that the examination has been sufficient to reach a decision to pass the student, then they shall consider the examination concluded and report the result to the Graduate School.

## Results of the Master's Examination

### SECTION 6.3

Decision. Only the master's examination committee members are to be present for discussion of the student's performance and the decision about the outcome. Each examiner indicates judgment by posting their decision on the Report on Final Examination by the published deadline for the autumn or spring semester or summer term of graduation. The advisor notifies the student and the Graduate Studies Committee of the master's examination committee's decision.

**Satisfactory** The student is considered to have completed the master's examination successfully only when the decision of the master's examination committee is unanimously affirmative.



**Unsatisfactory** If the examination is judged unsatisfactory, the master's examination committee must decide whether the student will be permitted to take a second master's examination in that graduate program and must record that decision on the Report on Final Examination.

**Second Master's Examination** If a second examination is held, the master's examination committee must be the same as the original one, unless a substitution is approved by the Graduate School. A student who has failed the master's examination twice in one graduate program is not permitted to take another master's examination in that program.

**Review** On written appeal by the student or a member of the master's examination committee, the Graduate School reviews the master's examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Graduate Council has established review procedures called "Graduate Student Grievance Review Guidelines" ([Appendix D](#)).

## Thesis

### SECTION 6.4

**Document** A student pursuing the thesis option must submit a complete, written thesis document to the master's examination committee. The thesis must conform to Graduate School format requirements as described in the "Graduate School Guidelines for Formatting Theses, Dissertations, and DMA Documents" available on the [Graduate School website](#). The thesis must be approved by the master's examination committee before the student takes the examination.

**Approval** If the student satisfactorily completes the master's examination and if the student presents an acceptable thesis, the master's examination committee members indicate approval of the thesis by posting their decision on the Report on Final Document by the published deadline for the autumn or spring semester or summer term of graduation.

**Restricted Material** Theses must not contain material that may never be allowed to be published. Students whose theses contain material that can be published but requires a delay in public disclosure can request to delay public disclosure on [OhioLINK](#) (Ohio Library and Information Network). Please contact [Graduation Services](#) at the Graduate School for additional information.

**Submission** The thesis must be submitted to the Graduate School by the published deadline for the autumn or spring semester or summer term of graduation. The final thesis must be submitted electronically as a PDF to [OhioLINK](#), the Ohio Library and Information Network.

## **Application to Graduate, Master's**

### **SECTION 6.5**

It is the dual responsibility of the Graduate Studies Committee and the Graduate School to review the student's record and ensure that all degree requirements are complete at the end of the expected autumn or spring semester or summer term of graduation.

**Application to Graduate** A student must submit an Application to Graduate on [GRADFORMS](#) no later than the third Friday of the semester (or third Friday of summer term) in which graduation is expected. The application is valid for that autumn or spring semester or summer term only. Submitting this application indicates that the student is expected to complete all degree requirements that autumn or spring semester or summer term. The form must be submitted by the student and approved by the advisor and the Graduate Studies Committee Chair. The degree plan the student is pursuing and the proposed master's examination committee members must be listed on the application.

**End of Semester or Summer Term** A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following autumn or spring semester or summer term may graduate the following autumn or spring semester or summer term without registering or paying fees.

## **Summary of Master's Degree Graduation Requirements**

### **SECTION 6.6**

1. submission of the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of summer term) in which graduation is expected
2. registration for at least three graduate credit hours during the autumn or spring semester or summer term in which graduation is expected
3. completion of a minimum of 30 graduate credit hours. Eighty percent of those required credit hours must be completed at this university over a period of at least two semesters
4. graduate cumulative grade-point average of at least 3.0
5. satisfactory completion of the master's examination and committee approval of the Report on Final Examination by the published deadline for the autumn or spring semester or summer term of graduation
6. for thesis option students: committee approval of the Report on Final Document and electronic submission of the approved thesis to OhioLINK by the published deadline for the autumn or spring semester or summer term of graduation
7. receipt of final grades in the University Registrar's Office by the published deadline

8. completion of the master's degree requirements established by the Graduate Studies Committee

## **Tagged or Professional Master's Degree**

### **SECTION 6.7**

Professional master's programs contain advanced graduate level coursework, a practice perspective to the learning, and variable levels of scholarly work. Typically more than 30 graduate credit hours are required to earn a professional master's and these programs are 'tagged' with a distinguishing degree name. [Tagged master's programs](#) provide preparation for advanced training in practicing programs. Professional master's degrees are frequently a terminal degree or can serve as training for a professional doctoral degree program.

Professional master's can be thesis, non-thesis, capstone or course based. Capstone experiences such as a practicum (a supervised internship) or a culminating project (an independent project to develop skills and competencies) may be included as part of a professional master's. A capstone experience is a multifaceted assignment that serves as a culminating academic and intellectual experience for students, typically during their final year of an academic program. The Summary of Master's Degree Graduation Requirements ([Section 6.6](#)) pertains to the tagged masters' programs.

Proposals for tagged or professional graduate degree programs should meet the guidelines specified by the [Office of Academic Affairs](#). These titles, the programs of study, and the determinations of entry and exit (examination) requirements are made according to standards designed for academic degree purposes and must be approved by the Graduate School and undergo similar processes for all program approvals.

## **Specialist in Education**

### **SECTION 6.8**

The Specialist in Education (EdS) is a post-master's degree offered by the graduate programs in Education: Teaching and Learning and Educational Studies. The specific focus of the programs and requirements for admission vary, so consult the respective programs for additional information. The Summary of Master's Degree Graduation Requirements ([Section 6.6](#)) generally pertains to EdS programs.

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## Section 7

# Doctoral Degrees

### Doctoral Degrees Introduction

#### SECTION 7.0

Doctor of Philosophy (PhD) or Doctorate of Musical Arts (DMA) degree programs give students the opportunity to achieve a high level of scholarly competence and to develop the capacity to contribute to the knowledge, innovation and creativity of their field. The PhD and DMA degree programs consist of a coherent pattern of courses and other educational experiences to generate new knowledge, a candidacy examination, a dissertation (PhD) or document (DMA), and a final oral examination.

### General Information

#### SECTION 7.1

**Program of Study.** Each student selects a program of study in consultation with an advisor. It must include a reasonable concentration and breadth of study designed to foster research, scholarship, and knowledge of a specialty in relation to allied academic areas, must be approved by the advisor, and is subject to the rules of the Graduate Studies Committee.

**Second Doctoral Degree.** Admission to a second nonprofessional (the PhD or DMA) doctoral program by a student who has completed one such degree requires the approval of the Graduate Studies Committee and the Graduate School.

**Foreign Language Requirement.** The Graduate School has no foreign language requirement for doctoral degrees; however, knowledge of one or more foreign languages may be required by the Graduate Studies Committee of certain programs of study. Students who wish to acquire a reading knowledge of French, German, Latin, Russian, or Spanish may take special courses offered by language departments. Completion of these courses fulfills the language requirement in many graduate degree programs. Students are advised to take language courses as soon as possible in the program of study. Placement examinations are given by the language departments to assist students in choosing an effective procedure for meeting language requirements. See [Section 2.7](#) for language requirements to serve in a teaching role.

**Credit Hours and Residency Requirements.** A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a PhD or DMA degree.

If a master's degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master's degree is required. If a doctoral student has taken a master's degree at this university and has earned graduate credit in excess of the minimum required for that degree, the student's advisor, with the approval of the Graduate Studies Committee, notifies the Graduate School of the courses to be counted toward the 50 graduate credit hours required

for the doctoral degree. It is recommended that this notification occur by the end of the first semester beyond completion of a master's degree, but no later than the student's final semester in the PhD or DMA degree program. If the master's degree was earned at another university, then its graduate credit hours must be transferred to this university. Of the 50 post-master's hours, at least 24 graduate hours must be taken at this university.

A student must be registered for at least three graduate credit hours during the autumn or spring semester(s) or summer term(s) of the candidacy examination, the autumn or spring semester or summer term of the final oral examination, and the autumn or spring semester or summer term of expected graduation.

**Petition.** The Graduate Studies Committee may petition the Graduate School to waive the 80 graduate credit-hour requirement when it imposes an undue delay on a student's earning a PhD or DMA degree. The student must fulfill all other PhD or DMA degree requirements.

## **Preliminary Examinations**

### **SECTION 7.2**

The Graduate Studies Committee of certain programs may require students to take preliminary or qualifying examinations prior to taking the candidacy examination. These examinations are under the jurisdiction of the Graduate Studies Committee, and results are not reported to the Graduate School. Although successful completion of such examinations may be a prerequisite for taking the candidacy examination, these examinations are not part of the candidacy examination.

## **Candidacy Examination**

### **SECTION 7.3**

The candidacy examination is a single examination consisting of two portions, written and oral, administered under the auspices of the Graduate Studies Committee in conjunction with the student's candidacy examination committee and the Graduate School.

The purpose of the candidacy examination is to test a student's comprehension of the field, allied areas of study, capacity to undertake independent research, and ability to think and express ideas clearly. For DMA students, the candidacy examination is a test of the student's fundamental knowledge of the music field as well as of preparation in a specific area of concentration.

Each Graduate Studies Committee must ensure that a rigorous examination is given and that the student's performance is evaluated at the time of the exam.

**Timing.** The candidacy examination may be taken or begun at any time thought appropriate by the student's candidacy examination committee and Graduate Studies Committee but must be completed at least one semester before a student can defend and graduate. The student

must be in **good standing** in the Graduate School and registered for at least three graduate credit hours each semester or term in which any part of the candidacy examination is taken. Students who plan to take the candidacy examination during the summer term are responsible for making certain that committee members are on duty in the summer.

**Candidacy Examination Committee.** The candidacy examination committee is composed of at least four authorized graduate faculty members and may include the student's advisor consistent with Graduate Studies Committee policy. A Graduate Faculty Representative may be assigned to an initial candidacy exam at the request of the student and advisor.

Each Graduate Studies Committee decides whether the advisor or another member of the Graduate Faculty serves as the chair of the candidacy examination committee and whether the advisor is a member of the committee. The chair of the committee must hold membership at the Category P level in the graduate program of the student. Once a policy on this point is established, it must be applied uniformly to all candidacy examinations administered by the graduate program until a change is reported to the Graduate School. The chair of the candidacy examination committee is responsible for coordinating the preparation and conduct of both the written and oral portions of the candidacy examination.

The responsibility for the administration and evaluation of the entire candidacy examination, including the written and oral portions, rests with the candidacy examination committee. Within the rules of the Graduate Studies Committee, other graduate faculty members may participate in generating, administering, or scoring parts of the written portion of the candidacy examination. Non-graduate faculty members may be appointed as additional external members to the candidacy examination committee by approval of the Graduate Studies Committee in the student's home program and by petition to the Graduate School.

## **Written Portion of the Candidacy Examination**

### **SECTION 7.4**

**Procedures.** The written portion of the candidacy examination may be administered within a limited time period or given sequentially over an extended time period. Rules for the form, timing, scheduling, sequence, and conduct of the written portion are determined by the Graduate Studies Committee.

**Waiver.** If, based on evaluating the written portion, the advisor or another member of the candidacy examination committee see no possibility for a satisfactory overall performance on the candidacy examination, the student may be advised to waive the right to take the oral portion. The candidacy examination committee may not, however, deny a student the opportunity to take the oral portion.

If the student decides to waive the right to take the oral portion, a written statement requesting the waiver must be presented to the candidacy examination committee. In such a case, the

candidacy examination committee records an “unsatisfactory” on the Report on Candidacy Examination and submits a copy of the student’s waiver request to the Graduate School.

## Oral Portion of the Candidacy Examination

### SECTION 7.5

**Scheduling.** The oral portion of the candidacy examination is held after completion of the written portion and must be completed within one month of the written portion. To schedule the oral exam, the student must submit an Application for Candidacy on [GRADFORMS](#) and have this approved by their program and advisor at least two weeks before the oral’s proposed date. The oral examination must take place during announced university business hours, Monday through Friday and must be on the Ohio State University campus.

**Attendance and Format.** Attendance is limited to the student and members of the candidacy examination committee. Except when video conferencing is involved, all members of the candidacy examination committee must be present during the entire oral examination. The oral portion of the candidacy examination lasts no more than two hours, with at least one hour devoted to questioning of the student. Oral presentation of any proposal or other prepared materials must be made prior to or after the oral examination. Questioning of the student should occupy the entire period of the examination. All committee members are expected to participate fully in the questioning during the course of the examination and in the discussion of and decision on the result of the candidacy examination.

**Video Conferencing.** All PhD candidacy oral examinations involving video conferencing must adhere to the Graduate School’s guidelines for video conferencing, available from the Graduate School ([Appendix B](#ab)).

**Halting an Oral Examination in Progress.** If for reasons of illness, fire, or other emergency, the candidacy examination committee members agree that it is necessary to halt the oral portion of the candidacy examination, then the examination shall be rescheduled without prejudice to the student. If, however, the committee members unanimously decide that the examination has been sufficient to reach a decision to pass the student, then they shall consider the examination concluded and complete the Report on Candidacy Examination.

**Postponement.** The oral portion of the candidacy examination is expected to be held as scheduled; however, circumstances (other than failure to pass the written portion) may prompt the advisor to postpone it. Before taking this action, the candidacy examination committee chair must consult the student and other members of the candidacy examination committee, which does not include the Graduate Faculty Representative (if applicable). Prior to the oral examination, the candidacy examination committee chair must notify the Graduate School of the postponement. See [section 7.4](#) regarding the student’s waiver of the oral portion when the candidacy examination committee judges the written portion to be unsatisfactory.



## Result of the Candidacy Examination

### SECTION 7.6

**Decision.** The decision about the outcome of the candidacy examination is reached in the absence of the student. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by posting their decision on the Report on Candidacy Examination that must be submitted to the Graduate School, usually within 24 hours.

**Satisfactory.** The student is considered to have completed the candidacy examination successfully only when the decision of the candidacy examination committee is unanimously affirmative.

**Unsatisfactory.** If the examination is judged unsatisfactory, the candidacy examination committee must decide whether the student will be permitted to take a second candidacy examination and must record that decision on the Report on Candidacy Examination.

**Second Candidacy Examination.** The nature of the second candidacy examination is determined by the candidacy examination committee. Normally the second exam will include both a written and an oral portion. In cases where the student's performance on the first written exam was of such a high caliber that the exam committee does not request any rewrites, then only the oral portion needs to be repeated. The advisor should indicate on the Report on Candidacy Examination from the first attempt that a new written exam will not be required for the second attempt. If any portion of the first written exam was not satisfactory, the exam committee must administer a second written exam. A second oral exam will always be required. The candidacy examination committee for a second exam must be the same as the committee for the first attempt, unless a substitution is approved by the Graduate School. The second candidacy examination must be completed no later than one autumn or spring semester or summer term before graduation. All other rules pertaining to candidacy exams must be followed.

**Graduate Faculty Representative.** A Graduate Faculty Representative (GFR) will be assigned to serve on the second oral examination. For second examinations, a typed copy of the written examination, including questions, the student's responses, together with a statement of the program's examination format, policies, and procedures, must be presented to the GFR no less than one week before the oral portion of the exam.

**Failure.** A student who fails the candidacy examination twice is not allowed an additional examination. After two unsatisfactory attempts at the candidacy examination (including the second candidacy examination), a student is not permitted to be a PhD or DMA candidate in the same or in any other graduate program at this university. A notation of dismissal will be posted to the student's academic record and further registration will not be allowed. Such students can seek admission to a master's degree program at this university by utilizing the



transfer of graduate program procedure and securing a support letter from the Graduate Studies Committee Chair of the proposed master's program.

**Review.** On written appeal by the student or a member of her or his candidacy examination committee, the Graduate School Grievance Committee will review that student's candidacy examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Graduate Council has established review procedures ([Appendix D](#)).

## Candidacy

### SECTION 7.7

**Definition of Candidacy.** Candidacy is defined as that period in a doctoral student's studies when she or he is deemed ready to undertake independent and original research resulting in a dissertation (PhD) or to meet performance and document requirements (DMA). Doctoral students who have advanced to candidacy by passing the written and oral portions of the candidacy examination will subsequently be termed "doctoral candidates."

Candidacy should be reached after doctoral students have taken enough course work to become proficient in the field of study, which is generally two to three years after starting the doctoral program or one year after qualifying or preliminary exams.

Doctoral students who have achieved candidacy status are deemed to have:

1. acquired the necessary advanced knowledge of the subject (normally by meeting all of the course requirements for the particular PhD program)
2. developed the needed technical skills (e.g., language, laboratory, computational, etc.) for work in the subject
3. demonstrated the ability to do the research or scholarship necessary to begin work on a dissertation

**Admission to Candidacy.** Provided that the student is in [good standing](#) at the end of the autumn or spring semester or summer term in which the candidacy examination is completed, satisfactorily completing that examination admits the student to candidacy for the doctoral degree in that program at the end of that semester or term. A student is normally expected to enroll primarily in 8999 or in program-approved courses after satisfactorily completing the candidacy examination. Doctoral candidates who have successfully completed all conditions for candidacy will be considered at full-time status when enrolling for three credit hours. Candidacy status established in one doctoral program is not transferable to another doctoral program.

**Continuous Enrollment.** All students who successfully complete the doctoral candidacy examination will be required to be enrolled in every autumn and spring semester of their

candidacy (summer term excluded) until graduation. Doctoral candidates must be enrolled for at least three credits per semester. While the Graduate School and the individual graduate programs will monitor the enrollment of all doctoral candidates, it ultimately will be the responsibility of each doctoral candidate to ensure that they are meeting the enrollment provisions of this policy.

**Academic Leave.** Doctoral candidates who cannot continue in their doctoral program due to extenuating circumstances (e.g., medical or military) can request an Academic Leave of Absence from their doctoral studies on a semester by semester basis for up to a maximum overall leave period of one year ([Section 11.2](#)) While there are many situations upon which a leave can be requested, leave will not be granted for the sole reason of financial hardship. A leave request requires the doctoral candidate to submit a Committee and Examination Petition on [GRADFORMS](#). Once submitted the form will be available on [GRADFORMS](#) for approval by the doctoral candidate's home program and advisor before being forwarded to the Graduate School for final review. A request for a leave needs to be submitted before the actual leave period begins. Verification of circumstances should be included as an attachment on the petition form. If a leave is granted, the doctoral candidate's candidacy period will be paused until the doctoral candidate returns to continuous enrollment status.

**Dismissal from candidacy.** Doctoral candidates who do not enroll in a required semester (unless on an approved Leave of Absence) will be dismissed from active candidacy status. A doctoral candidate whose candidacy status has been under dismissal will not be allowed to continue on in the doctoral program until reinstated. A hold will be placed on the doctoral candidate's university record preventing any further registration or access to university resources. A doctoral candidate wishing to be reinstated to the doctoral program and active candidacy status will need to petition the Graduate Studies Committee in their program. If approved, the Graduate Studies chair of the program will send to the Graduate School a formal request to allow the student to resume studies and register.

Upon approval of a doctoral candidacy reinstatement, the doctoral candidate will be retroactively enrolled in every semester of missed enrollment for three credits of 8999 research hours under their advisor. The doctoral candidate 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 doctoral candidate for any future enrollment. The doctoral candidate's five-year candidacy period will not be interrupted in this situation.

**Condition of Reinstatement.** As a condition of reinstatement, a doctoral candidate will be required to follow the continuous enrollment guidelines as a doctoral candidate regardless of when they were admitted to the Graduate School.

**Time Limit.** If a doctoral candidate fails to submit the final copy of the dissertation or DMA document to the Graduate School within five years of being admitted to candidacy, the candidacy

is cancelled. In such a case, with the approval of the advisor and the Graduate School, the doctoral candidate may petition for one extra semester after the conclusion of candidacy to complete all outstanding degree requirements. The doctoral candidate may also petition their advisor and their Graduate Studies Committee to 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 DMA document within two years.

**Supplemental Candidacy Examination.** The nature of the supplemental candidacy examination and the membership of the candidacy examination committee are determined by the doctoral candidate's advisor within the rules of the Graduate Studies Committee. The examination committee is comprised of the advisor and at least three other authorized Graduate Faculty members. The supplemental candidacy examination must include a written and an oral portion that lasts no more than two hours. A Graduate Faculty Representative is appointed if a prior unsatisfactory examination result is on record. All other rules pertaining to candidacy examinations must be followed.

**Withdrawal from Doctoral Program.** Doctoral candidates 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 candidacy status will be deactivated and university records will reflect that the doctoral candidate 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 doctoral candidate later be reactivated in the doctoral program, a new candidacy examination will be required, and the doctoral candidate will have five years from the successful completion of this exam to complete the dissertation. A doctoral candidate will also need to complete the candidacy residency requirement and may need to complete additional course work at the discretion of the graduate program.

## Dissertation

### SECTION 7.8

The dissertation is a scholarly contribution to knowledge in the doctoral candidate's area of specialization. By researching and writing a dissertation, the doctoral candidate is expected to demonstrate a high level of knowledge and the capability to function as an independent scholar.

**Dissertation Committee.** The dissertation committee is composed of the advisor who must be a Category P graduate faculty member in the doctoral candidate's graduate program and at least two other authorized graduate faculty members. Additional graduate faculty members also may serve on the dissertation committee. The advisor serves as chair of the dissertation committee. Selection of the committee members is the responsibility of the advisor and is subject to the rules of the Graduate Studies Committee. Non-graduate faculty members may

be appointed to the dissertation committee as additional external members ([Section 12](#)) by approval of the Graduate Studies Committee in the doctoral candidate's home program and by petition to the Graduate School.

The dissertation committee is established at a time thought appropriate by the doctoral candidate and the advisor. Doctoral candidates are responsible for making certain that committee members are on duty in the autumn or spring semester or summer term of the defense.

**External Members.** With the approval of the Graduate School, faculty from other universities or persons with special academic or technical expertise may be appointed to the dissertation committee. Adjunct appointments are not needed for those members.

**Format Review.** The doctoral candidate must submit the complete, electronic dissertation or DMA document to the Graduate School for format review at the time the Application for Final Examination form is submitted. The dissertation must conform to Graduate School format requirements as described in the [document preparation guidelines](#) available on the Graduate School website.

All dissertations submitted for format review and defense must be of a caliber similar to that expected of an article submitted to a journal for review. Documents that are missing tables, graphs, citations, chapters or sections, etc., are considered incomplete and cannot be reviewed or defended.

## Final Oral Examination

### SECTION 7.9

The final oral examination tests originality, independence of thought, the ability to synthesize and interpret, and the quality of research presented. The final oral examination concerns principles and historic perspective as well as data. The final oral examination includes, but is not limited to, discussion of the dissertation. The examiners often pursue lines of thought and argument from the data and concepts that have contributed to the research and to its critical evaluation by the doctoral candidate.

**Final Oral Examination Committee.** The final oral examination committee is composed of members of the doctoral candidate's dissertation committee, plus the Graduate Faculty Representative. Other graduate faculty members may be added to the committee, subject to the rules of the [Graduate Studies Committee](#). The advisor serves as chair of the final oral examination committee. Responsibility for conducting and evaluating the final oral examination rests with the doctoral candidate's final oral examination committee.

**Dissertation Approval.** Before a defense can be held, the doctoral candidate must submit a complete dissertation or DMA document to the dissertation committee for review and approval or disapproval. Doctoral candidates must ensure that they meet the completion timeline set forth by the Graduate Studies Committee.

**Scheduling.** A dissertation committee member's approval of the dissertation draft means that the committee member judges it to be of sufficient merit to warrant holding the final oral examination. To schedule the final exam the doctoral candidate must submit an Application for Final Examination on [GRADFORMS](#) and have this approved by each dissertation committee member at least two weeks before the proposed defense date. After the final oral examination committee has been approved by the Graduate School and the Graduate Faculty Representative has been assigned, the Report on Final Examination and Report on Final Document are made available to the examination committee. The final oral examination must take place during announced university business hours, Monday through Friday and must be on the Ohio State University campus.

**Graduate Faculty Representative.** Once the final oral examination is scheduled, the Graduate School appoints the Graduate Faculty Representative (GFR). The GFR is a Category P graduate faculty member who is neither a graduate faculty member in the doctoral candidate's graduate program nor a member of the dissertation committee. No less than one week before the final oral examination, a complete dissertation or DMA document draft must be presented to the GFR for reference.

The presence of the GFR is required at the oral examination for its entire duration. The GFR is a full voting member of the final oral examination committee and is invited by the advisor to ask questions. The GFR has the right to ask at least one question and renders an opinion by observation of the student's answers to all questions. The purpose of the GFR on the final oral examination committee is:

- to assess the rigor of the examination process
- to assess the fairness, professionalism and integrity of the examination process
- to assess conformity to rules of the Graduate School (e.g., duration of the exam, adequate time for questions by the committee members)

The GFR reports a judgment of the above to the Graduate School once the final oral examination is completed through an evaluation form on [GRADFORMS](#), preferably within 48 hours after the examination.

**Attendance and Format.** All members of the final oral examination committee are expected to be present during the entire examination. All committee members are expected to participate fully in questioning during the course of the examination and in the discussion of and decision on the result. The final oral examination lasts no longer than two hours. A public presentation of the dissertation research by the doctoral candidate including questions from the public is allowed within the two hour period. The public presentation, including public questions, should last no longer than one half-hour. Other faculty members and graduate students may attend the public presentation of the examination, subject to the rules of the Graduate Studies Committee. It is recommended that committee members hold substantial questions for the oral examination in the closed questioning after the public presentation. At

least one hour of the two-hour examination period, however, must be allotted to discussion of the research and to questions of the committee and answers by the doctoral candidate. Local programs may develop additional local protocols and procedures.

**Video Conferencing.** The use of video conferencing during the final oral examination is permitted for committee members not present during the oral examination to enable them to remain connected for the duration of the examination. If a connection is lost for more than five minutes, the oral examination will be halted and resumed upon reestablishment of the connection. All doctoral final oral examinations involving video conferencing must adhere to the Graduate School's guidelines for video conferencing (see [Appendix B](#)).

**Postponement.** The final oral examination is expected to be held as scheduled; however, circumstances may prompt the advisor to postpone it. Before taking such action, the advisor must consult the doctoral candidate and the other members of the dissertation or DMA document committee, which does not include the GFR. Prior to the examination, the advisor must notify the Graduate School of the postponement.

**Halting an Oral Examination in Progress.** If for reasons of illness, fire, or other emergency, the committee members, including the Graduate Faculty Representative, agree that it is necessary to halt the final oral examination, then the examination shall be rescheduled without prejudice to the doctoral candidate. If, however, the committee members unanimously decide that the examination has been sufficient to reach a decision to pass the doctoral candidate, then they shall consider the examination concluded and shall report the result to the Graduate School.

## Result of the Final Oral Examination

### SECTION 7.10

**Decision.** Only the final oral examination committee members, including the Graduate Faculty Representative are to be present for discussion of the doctoral candidate's performance and the decision about the outcome. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by posting their decision on the Report on Final Examination in [GRADFORMS](#) that must be submitted to the Graduate School no later the posted deadline for the autumn or spring semester or summer term of graduation.

The examination is expected to follow all established university policies.

**Satisfactory.** The doctoral candidate is considered to have completed the final oral examination successfully only when the decision of the final oral examination committee (including the GFR) is unanimously affirmative.

**Unsatisfactory.** If the examination is judged unsatisfactory, the final oral examination committee must decide whether the doctoral candidate will be permitted to take a second final



oral examination and must record that decision on the Report on Final Examination. Should the GFR cast the only negative vote at the conclusion of the examination, the matter will be referred to the Graduate School for review.

During the examination, if the GFR finds that the examination is not fair, professional or rigorous, the GFR is encouraged to express their concerns prior to a decision being posted and then to submit their evaluation and vote after discussion. If the GFR judges that additional time or information would be needed to render a vote, the GFR should contact the Graduate School immediately after the examination has concluded and before they report their vote. The Graduate School will review the issues raised by the GFR. The GFR will then record their vote, preferably within 48 hours after the examination. The Graduate School will take appropriate action based on the GFR vote.

**Second Final Oral Examination.** If a second examination is held, the final oral examination committee must be the same as the original one unless a substitution is approved by the Graduate School. All other rules pertaining to final oral examinations must be followed.

**Failure.** A doctoral candidate who fails the final oral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the final oral examination, a doctoral candidate is not permitted to be a doctoral candidate in the same or in any other graduate program at this university. A notation of dismissal will be posted to the doctoral candidate's academic record and further registration will not be allowed. Such doctoral candidates can seek admission to a master's degree program at this university by utilizing the transfer of graduate program procedure and securing a support letter from the Graduate Studies Committee Chair of the proposed master's program.

**Appeal.** Upon written appeal by the doctoral student or a member of the final oral examination committee, the Graduate School Grievance Committee will review that doctoral candidate's final oral examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the doctoral candidate. The Graduate Council has established review procedures ([Appendix D](#)).

## **Dissertation Approval**

### **SECTION 7.11**

**Final Approval.** Final approval of the dissertation cannot occur until the final oral examination has been completed satisfactorily. Each dissertation committee member indicates approval by posting their decision on the Report on Final Document in [GRADFORMS](#) that must be submitted to the Graduate School by the published deadline for the semester or summer term of graduation.

**Restricted Material.** Dissertations must not contain material that may never be allowed to be published. Students whose dissertations contain material that can be published but requires

a delay in public disclosure can request to delay public disclosure on [OhioLINK](#) (Ohio Library and Information Network). Please contact the Graduate School for additional information.

**Electronic Submission.** All doctoral dissertations must be submitted electronically through [OhioLINK](#). All Ohio State dissertations are also archived with [ProQuest/UMI](#).

**Abstract.** The student must write an abstract of 500 words or less for entry onto the [OhioLINK](#) submission screen. The abstract must contain the principal findings of the student's research.

**Fees.** Appropriate fees must be paid by the published deadline for the autumn or spring semester or summer term of graduation.

## Application to Graduate, PhD

### SECTION 7.12

It is the dual responsibility of the Graduate Studies Committee and the Graduate School to review the student's record and ensure that all degree requirements are completed at the end of the expected autumn or spring semester or summer term of graduation.

**Application to Graduate.** A student must complete and submit the Application to Graduate on [GRADFORMS](#) no later than the third Friday of the semester (or third Friday of summer term) in which graduation is expected. The application is valid for that autumn or spring semester or summer term only. Submitting this application indicates that the student expects to complete all degree requirements by the end of that semester or term. It must be submitted by the student and approved by the advisor and the Graduate Studies Committee Chair. The dissertation advisor must be listed on the form.

**End of Semester or Summer Term.** A student who does not meet published graduation deadlines, but who does complete all degree requirements by the last business day prior to the first day of classes for the following autumn or spring semester or summer term, may graduate the following autumn or spring semester or summer term without registering or paying fees

## Summary of PhD Degree Graduation Requirements

### SECTION 7.13

1. satisfactory completion of the candidacy examination and submission of the approved Report on Candidacy Examination
2. registration for at least three graduate credit hours during the autumn or spring semester or summer term when the candidacy and final oral examinations are taken and during the autumn or spring semester or summer term in which graduation is expected
3. submission of the Application to Graduate form to [GRADFORMS](#) no later than the third Friday of the autumn or spring semester (or third Friday of summer term) in which graduation is expected



4. completion of a minimum of 80 graduate credit hours, at least 50 of which must be completed beyond the master's degree. For a master's degree earned at another institution to count toward the 80 hours, it must be officially transferred. Of the 50 post-master's hours, at least 24 graduate hours must be taken at this university.
5. Grade-point average of at least 3.0 in the current graduate program
6. approval of dissertation draft by the dissertation committee members and submission of the Application for Final Examination and the dissertation draft to the Graduate School at least two weeks before the date of the final oral examination
7. satisfactory completion of the final oral examination and verification that the Report on Final Examination form has been approved (via [GRADFORMS](#)) by the published deadline
8. electronic submission of the approved dissertation and a separate 500-word or less abstract by the published deadline for the semester or summer session of graduation
9. committee approval of the Report on Final Document and completion of Survey of Earned Doctorates after electronic submission and acceptance of dissertation by the published deadline for the autumn or spring semester or summer term of graduation
10. completion of PhD degree requirements within five years after being admitted to candidacy
11. receipt of final grades in the University Registrar's Office by the published deadline
12. completion of PhD degree requirements established by the Graduate Studies Committee
13. payment of microfilm processing fees by the published deadline for the autumn or spring semester or summer term of graduation

## Interdisciplinary Graduate Programs

### SECTION 7.14

Interdisciplinary Graduate Programs (IGP) are graduate programs spanning across multiple departments and colleges. There are five IGPs recognized by the Office of Academic Affairs and reporting fiscally to the Graduate School. Each is overseen by its own graduate studies program coordinator ([Section 13](#)). These are:

- [Ohio State Biochemistry Program](#) (PhD)
- [Biophysics Program](#) (PhD)
- [Molecular, Cellular, and Developmental Biology Program](#) (PhD)
- [Neuroscience Graduate Studies Program](#) (PhD)
- [Environmental Science Graduate Program](#) (MS/PhD)

**Admission.** Students need to submit independent application(s) for each of the IGPs. The PhD degree requirements for IGPs are as described in [Section 7.13](#).

## Doctor of Musical Arts Degree (DMA)

### SECTION 7.15

The doctoral degree rules presented in this document apply to students pursuing the DMA degree, with exceptions to this rule listed below.

**DMA Document.** After admission to candidacy and in place of a dissertation, the DMA student must demonstrate competence by presenting recitals (in performance) or original works (in composition) and by writing a scholarly document.

The DMA document gives evidence of the candidate's ability to make a scholarly investigation and to present its results in a clear, concise style. It is a detailed analytical, historical and/or technical study of a coherent segment of the performance literature; or, for composers, it is a study related to composition. The DMA document must conform to Graduate School format requirements as described in the "[Guidelines for Preparing Theses, Dissertations, and DMA Documents.](#)"

**DMA Committee.** The DMA committee is established before the first recital or composition presentation and is subject to the rules of the Graduate Studies Committee.

**Final Oral Examination.** For DMA students in performance, the final oral examination is concerned primarily, but not exclusively, with the document, the major performance area, and its repertoire. For DMA students in composition, the final oral examination is concerned primarily, but not exclusively, with the DMA document, the area of composition, and music theory.

**Electronic Submission of DMA Document.** The DMA document must be submitted electronically through [OhioLINK](#) (Ohio Library and Information Network) by the published deadline for the semester or summer session of graduation. All DMA documents are also archived with [ProQuest/UMI](#).

## Summary of DMA Degree Graduation Requirements

### SECTION 7.16

1. satisfactory completion of the candidacy examination and submission of the approved Report on Candidacy Examination presentation of recitals or compositions
2. registration for at least three graduate credit hours during the autumn or spring semester or summer term when the candidacy and final oral examinations are taken and during the autumn or spring semester or summer term in which graduation is expected
3. submission of the Application to Graduate form on GRADFORMS no later than the third Friday of the semester (or third Friday of summer term) in which graduation is expected
4. completion of a minimum of 80 graduate credit hours, at least 50 of which must be completed beyond the master's degree. For a master's degree earned at another institution to

count toward the 80 hours, it must be officially transferred. Of the 50 post-master's hours, at least 24 graduate hours must be taken at this university.

5. Grade-point average of at least 3.0 in the current graduate program
6. approval of DMA document draft by the DMA document committee members and submission of the Report on Final Examination form and the document draft to the Graduate School at least two weeks before the date of the final oral examination
7. satisfactory completion of the final oral examination and submission of the Final Oral Examination Report form to the Graduate School by the published deadline for the autumn or spring semester or summer term of graduation deadline for the autumn or spring semester or summer term of graduation
8. committee approval of the Report on Final Document and completion of Survey of Earned Doctorates after electronic submission and acceptance of document by the published deadline for the autumn or spring semester or summer term of graduation
9. completion of DMA degree requirements within five years after being admitted to candidacy
10. receipt of final grades in the University Registrar's Office by the published deadline
11. completion of DMA degree requirements established by the Graduate Studies Committee in Music
12. payment of microfilm processing fees by the published deadline for the autumn or spring semester or summer term of graduation

## **Professional Doctoral Degrees**

### **SECTION 7.17**

Professional doctoral degrees prepare students for advanced professional knowledge with a practice perspective to the learning, and variable levels of scholarly work. Frequently, professional doctoral degrees will contain training and advanced knowledge that is required by a relevant licensing board and professional organization. The professional doctoral examination, final document, and exit requirements are components that provide examination and capstone experiences consistent with the profession's standards and the Graduate School's expectations for professional doctoral programs.

Please note that these degrees differ from professional programs that have been established, report to the Office of Academic Affairs, and are not overseen by the Graduate School ([Section 8.1](#)).

The following professional doctoral degrees are offered at the university and are overseen by the Graduate School:

- [Doctor of Audiology](#) (AuD)
- [Doctor of Education](#) (EdD)
- [Doctor of Nursing Practice](#) (DNP)
- [Occupational Therapy Doctorate](#) (OTD)
- [Doctorate of Physical Therapy](#) (DPT)

### **Admissions Criteria**

- an earned baccalaureate or professional degree from an accredited college or university by the expected date of entry
- a minimum of a 3.0 cumulative grade-point average (on the 4.0 scale used at Ohio State) in all previous undergraduate and graduate work
- prerequisite training that will enable the student to pursue the graduate program to which admission is sought
- a minimum score of 550 on the paper-based Test of English as a Foreign Language ([TOEFL](#)). This requirement applies only to an applicant from a country where the first language is not English, unless a bachelor's degree or higher was earned in an English-speaking country
- additional criteria published by the Graduate Studies Committee (e.g., professional accreditation or certification)

**Program of Study.** Students follow a course of study established by the professional doctoral degree program. Professional doctoral degree programs include a professional doctoral examination, final document, and exit requirement. Professional doctoral degree programs include practicum, internship, or similar clinical or professional experiences designed to provide mastery of the skills needed by doctoral-level practitioners in the field. Professional doctoral degree programs may also have additional discipline-specific requirements that reflect licensing or accreditation standards.

**Credit Hours.** A minimum of 80 graduate credit hours, or the minimum credit hours approved by the Graduate School for a program, beyond the baccalaureate degree is required to earn a professional doctoral degree.

If a master's degree has been earned by the student, then a minimum of 50 graduate credit hours, or the minimum credit hours approved by the Graduate School for a program, beyond the master's degree is required. Of the 50 post-master's hours, at least 24 graduate hours must be taken at this university. If the master's degree was earned at another university, it must

be transferred to this university. When a professional doctoral student has taken a master's degree at this university and has earned graduate credit in excess of the minimum required for that degree, the student's advisor, with the approval of the Graduate Studies Committee, notifies the Graduate School of the courses to be counted toward the 50 graduate credit hours required for the professional doctoral degree.

A student must be registered for at least three graduate credit hours during the autumn or spring semesters or summer term of the professional doctoral examination, the autumn or spring semester or summer term of the exit requirement, and the autumn or spring semester or summer term of expected graduation.

**Professional Doctoral Examination.** Students are required to take a professional doctoral examination testing the student's understanding of the theoretical and applied fundamentals of the field as well as the student's readiness to engage in a sustained clinical or professional experience. The timing of the professional doctoral examination is set in accordance with the requirements of professional preparation but generally precedes a sustained clinical or professional experience.

The Professional Doctoral Examination cannot be taken the same autumn or spring semester or summer term as the exit requirement or expected graduation. The student must submit an Application for Professional Exam on [\[GRADFORMS\]](#) at least two weeks prior to the scheduled date of the exam.

**Failure.** A student who fails the professional doctoral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the professional doctoral examination, a student is not permitted to be a doctoral candidate in the same or any other graduate program at this university.

**Final Document.** Students in professional doctoral programs submit an original final document demonstrating original thinking and the ability to evaluate research in the field analytically. Students in professional doctoral programs are expected to follow the document formatting standards of their disciplines. Each committee member indicates approval of the student's final document by posting their decision on the Report on Final Document in [GRADFORMS](#). The final version of the student's final document is retained permanently by the student's program. Final documents must not contain material restricted from public disclosure.

**Professional doctoral exam Committee.** The final exam committee is composed of the advisor, who must be a Category P, or Category M with a degree of the Professional Doctorate, or equivalent, of the student's home program, as well as at least one other authorized graduate faculty member, and one faculty member approved by the program. Graduate Faculty Representatives do not serve on the final exam committee.

**Exit Requirement.** Students are required to complete an exit requirement designed by the professional doctoral program to demonstrate candidates' preparation for advanced application and/or practice in the profession. The exit requirement is structured around the final document.

**External Reviewers.** External reviewers may assist in the evaluation of professional doctorate candidates by reviewing the final document or by participating in the exit requirement.

**Time to Degree.** Professional doctoral degree requirements must be completed within five years after a student passes the professional doctoral examination.

**Review.** On written appeal by the student, the Graduate School Grievance Committee will review the professional doctoral examination or exit requirement to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Graduate Council has established review procedures ([Appendix D](#)).

## **Academic Internship Programs**

### **SECTION 7.18**

The graduate school supports internship experiences for graduate students that advance their program of study and develop skills that prepare them to be successful for a broad range of academic and non-academic career paths. These internship opportunities should complement the academic and professional training of the student and be integrated with their program of study.

Students and their advisor(s) in consultation with the graduate studies committee should carefully consider the benefits of the proposed internship and ensure that the internship experience does not adversely affect the credit-hour and other program requirements and timeline for graduation. Typically these internships are recommended for students who have achieved doctoral candidacy status to avoid conflicts with course-load and credit-hour requirements(s) during the academic semester(s). Participation in these internships, which are expected to be synergistic with the student's program of study, typically counts toward the doctoral candidate's five years of candidacy.

Students pursuing an internship opportunity are subject to the continuous enrollment policy and must register and pay fees at Ohio State. Internship opportunities for graduate students should ideally provide funds that allow for payment of stipend, tuition and fees, and/or travel and relocation fees for the graduate student as applicable.

## **Big Ten Academic Alliance Traveling Scholar Program**

### **SECTION 7.19**

The [Big Ten Academic Alliance](#) (BTAA), the consortium of the Big Ten universities and the University of Chicago, established the Traveling Scholar Program to increase the cooperative

use of its member institutions' resources. The program enables doctoral students at any BTAA university to take advantage of educational opportunities at any other BTAA university.

**Eligibility.** A student who wishes to become a BTAA Traveling Scholar first consults with the advisor to determine if such an option would enhance the program of study and would not duplicate educational opportunities offered at this university. The student's advisor discusses the proposed visit with a colleague at the host university. Both faculty members must agree that the student is qualified to take advantage of the visit.

The student must fill out the [BTAA Traveling Scholar Application](#) (submit no later than the normal registration deadline for the relevant semester or term). If approved by the Graduate School, it is forwarded to the graduate school at the host campus for approval. The student and advisor are notified regarding the decision of the host campus.

**Enrollment.** Traveling Scholars register and pay fees at their home university. They normally register for independent study courses or research credit (8999) and earn a grade of Satisfactory ("S") or Unsatisfactory ("U"), which appears on the student's official permanent record. The actual courses taken and grades earned appear on the host university's transcript returned by the host BTAA institution at the end of the quarter or semester.

**Time limit.** Visits of Traveling Scholars may not exceed two academic semesters and a total of 12 months.

## Office of Postdoctoral Affairs

### SECTION 7.20

Postdoctoral trainees are not Graduate Students and therefore are not directly overseen by the Graduate School. However, as part of Graduate Studies (advanced learning beyond the baccalaureate degree), postdoctoral trainees are overseen by the [Office of Postdoctoral Affairs](#) that reports to both the Office of Research and the Vice Provost for Graduate Students and Dean of the Graduate School. The Office of Postdoctoral Affairs prepares the next generation of research leaders by enhancing the postdoctoral experience at The Ohio State University through the promotion of career development opportunities, advancing the quality of the training environment for postdoctoral scholars, and providing resources and support to faculty members.

Support is provided through (but is not limited to):

- Funding the university's membership to the National Postdoctoral Association (NPA)
- Fellowship Awards Program



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## Section 8

# Special Graduate Programs

### Enhancement of Graduate Degrees

#### SECTION 8.0

Graduate degrees can be customized with low-credit hour minors, specializations, dual and combined degrees, and certificates.

Current graduate students can discuss with their graduate faculty advisor and graduate studies committee about enhancement options for their graduate degree and how it aligns with their research and career interests and degree completion timeline.

The academic standards stated in [Section 5](#) apply to all students pursuing any enhancement option.

### Combined Programs

#### SECTION 8.1

Students in combined programs are enrolled concurrently in the Graduate School and in a professional or undergraduate college or school. The purpose of combined programs is to give outstanding students an opportunity to pursue, simultaneously, two degrees in different colleges or schools by reducing the amount of time required to complete both sets of degree requirements.

The following Professional Programs report to the Office of Academic Affairs (OAA) and not to the Graduate School. Dual degrees involving two professional degrees also do not report to the Graduate School. However, the following professional programs also offer combined programs (e.g., MS or PhD) with the Graduate School:

- [Dentistry](#)
- [Law](#)
- [Medicine](#)
- [Optometry](#)
- [Pharmacy](#)
- [Veterinary Medicine](#)



The following undergraduate colleges and schools offer combined programs recognized by the Graduate School:

- [Agriculture](#)
- [Arts and Sciences](#)
- [Business](#)
- [Education and Human Ecology](#)
- [Engineering](#)
- [Environment and Natural Resources](#)
- [Health and Rehabilitation Sciences](#)
- [Nursing](#)
- [Public Health](#)

**Admission.** Students enrolled in combined programs are admitted by the Graduate School, the Graduate Studies Committee, and the professional or undergraduate college or school. The [Office of Graduate and Professional Admissions](#) receives application material, determines when the application is complete, calculates the official grade point average (GPA), and notifies the applicant of the admission decision.

**Criteria.** To be admitted as a graduate student in a combined program, the applicant must submit documentation that demonstrates satisfactory fulfillment of the following admission criteria:

1. completion of a minimum of 90 undergraduate credit hours, for those enrolling in an undergraduate/graduate combined program
2. a minimum of 3.5 cGPA in all previous undergraduate work for those enrolling in an undergraduate/graduate combined program (including credit hours from other institutions)
3. an earned baccalaureate or its equivalent or completion of the first year of a professional program for those enrolling in a professional/graduate combined program
4. a minimum of 3.5 cGPA in all previous undergraduate work for those enrolling in a professional/graduate combined program who hold a completed bachelor's degree and have not completed one year in the professional program. Students who have completed one year in their professional program must be in good academic standing, admitted to the Graduate School without conditions, and approved by the professional college dean, director, or chair
5. prerequisite training that will enable the student to pursue the graduate degree program selected

Students may not be admitted to the undergraduate/graduate or the professional/graduate combined program in conditional or graduate non-degree status.

**Credentials.** Applicants must submit the same credentials required of other Graduate School applicants.

**Procedures.** Applicants must consult the appropriate professional or undergraduate college or school about admission requirements and procedures for its combined program students. The procedures are outlined in [Combined Degree Program](#). The form must be submitted at least two weeks prior to the beginning of the semester or term of the combined program.

**Advisor.** At the time of admission, a Graduate Faculty member is appointed to advise the student as their primary advisor ([Section 12.1](#)). This graduate advisor may be the same as the professional or undergraduate advisor. The Graduate Studies Committee and the student's graduate advisor are responsible for monitoring progress toward the graduate degree.

**Course Load.** The number of credit hours a student in a combined program attempts each semester or term is determined by the student and the advisor(s) and must be consistent with the course loads described in [Section 3](#) and by the professional or undergraduate college or school.

**Course Credit.** The student's advisor(s) must designate the courses to be completed for graduate credit only, the courses to be completed for undergraduate or professional credit only, and the courses counted for credit in both programs and communicate that information to the Graduate School. [Section 4.1](#) outlines the criteria for hours to count as graduate credit.

**Cumulative Grade-point Averages.** Students enrolled in combined programs have two cG-PAs, one including all credit counted toward the graduate degree and one including all credit counted toward the professional or undergraduate degree.

**Master's and Doctoral Degree Requirements.** A student pursuing a combined program must submit the Application to Graduate on [GRADFORMS](#) to the Graduate School no later than the third Friday of the autumn or spring semester (or third Friday of summer term) in which graduation is expected. All master's and doctoral degree requirements apply to students enrolled in combined programs.

**Graduate Appointments.** Students enrolled in professional/graduate combined programs may hold GA appointments ([Section 9](#)) or Fellowships and Traineeships ([Section 10](#)) provided all eligibility criteria are met. Students enrolled in a bachelor's/master's combined program may hold GA appointments that do not involve teaching of other students provided all other eligibility criteria are met.

**Withdrawal.** Students who are denied further registration in or who withdraw from the graduate portion of their combined program may either retain their graduate credit in the Graduate School should they reenroll at a later time or transfer that graduate credit earned to the other degree program, subject to the rules of the other college or school.

## Dual Degree Programs

### SECTION 8.2

A dual degree program is defined as a graduate student's pursuit of any two graduate degrees concurrently, with the exception of two PhD programs. A dual degree program can be the concurrent pursuit of a master's degree and any other graduate degree (master's, PhD, or a professional doctorate) or a PhD and a professional doctorate. The dual program does not apply to students pursuing a master's and a PhD in the same graduate program. Students cannot pursue two PhD programs concurrently at Ohio State.

**Program of Study.** The student and advisor(s) in each graduate degree program plan an integrated course of study to satisfy the requirements of both degree programs. The [Application for Dual Degree Program Plan](#) must be completed and submitted to the Graduate School within one semester or term of planning the integrated course of study with both advisors via [GRADFORMS](#). Per the dual degree being pursued, students must also abide by all other rules and requirements for doctoral degree programs ([Section 7](#)) and/or master's programs ([Section 6](#)). All master's and doctoral exams must remain unique to their respective program degree requirements and cannot be used as substitutes for the second program.

**Credit Hours.** Students must satisfy the credit hour requirements for each degree program. A minimum of 50 percent of the hours counted toward the credit hour requirement for each degree must be unique to that degree and cannot be used for dual credit. The Graduate Studies Committee of either program may establish a minimum higher than 50 percent. Dual degree students who also pursue a certificate program ([Section 8.3](#)) cannot count any of the credits used for completing the certificate as dual credit toward either major degree program, and must comply with the 50 percent unique credit policy for each degree. Dual degree students who are pursuing a Master's degree and a PhD degree simultaneously and who have a previous master's degree that is being counted for 30 hours toward the PhD cannot utilize any dual credits between another master's and the PhD. In this case the Dual Degree Program Plan will be submitted by the student to reflect the appropriate number of credits needed for the completion of each degree, but there can be no overlap of credits between the two programs. The dual credit section of the Dual Degree Program Plan will be blank.

**Tuition and Fees.** When a tuition difference exists between the two degree programs, students in the dual degree programs will be charged the higher tuition rate for all enrolled courses in a given semester. Students who are on a graduate fellowship cannot be enrolled as a dual degree student while in the fellowship period.

## Graduate Certificates

### SECTION 8.3

Certificate programs provide students an opportunity to demonstrate competence in a coherent curriculum or area of specialization. Certificates often supplement previous advanced degrees or further professional preparation. Certificates may also serve as an entry point to additional advanced graduate study. Graduate certificates can be free-standing programs; students are directly admitted into these certificate programs. Students may also be simultaneously enrolled in a master's or doctoral degree program.

**Program of Study.** Graduate certificates are administered by a Graduate Studies Committee. Students must select a program of study and are encouraged to contact the certificate program prior to application. Information regarding specific requirements for each certificate is available from the Graduate Studies Committee responsible for the certificate program. A complete list of current certificate programs is available on the [Graduate School website](#). Students must meet the minimum admissions standards of the Graduate School.

**Credit Hours.** Graduate certificate programs must consist of at least 12 credit hours. Students must achieve a cumulative graduate GPA of at least a 3.0 to be considered for the awarding of a certificate. Only grades of "A" through "C-", as well as "S," may be counted toward the completion of the certificate program. At least 50 percent of the credit hours required for the certificate must be unique to the certificate and cannot be used toward any other graduate program.

**Application for Certificate Completion.** A student pursuing a graduate certificate program must submit the [Application for Certificate Completion](#) to the Graduate School no later than the third Friday of the autumn or spring semester (or third Friday of summer term) in which completion from the student's certificate program is expected.

## Graduate Minors and Graduate Interdisciplinary Specializations

### SECTION 8.4

The Graduate Minor and the Graduate Interdisciplinary Specialization (GIS) are two options that facilitate the access of graduate students to interdisciplinary study and provide formal recognition of such study on the student's transcript. In addition, these options recognize and benefit faculty interested in developing interdisciplinary courses/clusters as part of the Graduate School's effort to support interdisciplinary scholarship. Individual students may not create their own minors and interdisciplinary specializations. These are offered instead by graduate programs or groups of graduate programs. Detailed information, including criteria, procedures for development, and operating procedures for [Graduate Minors and Graduate Interdisciplinary Specializations](#) are available from the graduate programs involved or the Graduate School.

**Program of Study.** All academic aspects of the Graduate Minor and the Graduate Interdisciplinary Specialization (e.g., program of study, examination requirements) are subject to approval by the graduate programs that offer the minor and interdisciplinary specialization.

**Graduate Minors.** A graduate minor involves one program outside a student's major graduate program. A graduate minor requires a minimum of 10 hours of graduate-level course work in at least three courses. Twenty hours of graduate level courses is the maximum allowance for graduate minors. The student must receive a grade of "B" or better or "S" in each course comprising the graduate minor. The completed graduate minor will appear on the student's transcript after the student has completed the transcript designation form available through [GRADFORMS](#).

**Graduate Interdisciplinary Specializations.** A GIS involves two or more graduate programs outside the student's major graduate program. A GIS requires a minimum of 10 hours of graduate-level course work in at least three courses. Twenty hours of graduate-level courses is the maximum allowance for a GIS. Nine hours taken for the GIS must be completed outside of the student's home program in at least three courses. The student must receive a grade of "B" or better or "S" in each course comprising the GIS. The completed GIS will appear on the student's transcript after the student has completed the transcript designation form available through [GRADFORMS](#).

## Areas of Specialization

### SECTION 8.5

A graduate specialization represents a significant, widely recognized division of an overall field of study that is broader than an individual faculty member's area of interest or an individual student's thesis or dissertation topic.

**Program of Study.** The specialization must be selected from a list of specializations already approved for the student's graduate degree program. The student, together with his or her advisor, may select an approved specialization and forward a request for approval to the local Graduate Studies Committee. If the committee approves the student's request, the committee forwards the request, together with notice of approval, to the Graduate School.

Upon the student's graduation, the Graduate School posts the graduate specialization in the student's permanent record so that it appears on the student's Ohio State transcript with the student's graduate program.

## Customized programs

### SECTION 8.6

Individual graduate programs may be developed on a case-by-case basis by the local unit in consultation with the graduate school.

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## Section 9

# Graduate Associates

### Graduate Associates Introduction

#### SECTION 9.0

A graduate student's principal objective is to earn a graduate degree. The graduate school recognizes that paid apprentices for research, teaching or service activities at the university can form an enriching experience for graduate students. This section summarizes the major types of paid apprenticeships for graduate students, graduate associate (GA) appointments. In addition, during their program of study some graduate students can support themselves directly through external sources. These include federal aid and loans, sponsorships and scholarships provided by entities external to the university, (summarized in [Section 9.6](#)). Additional information may be obtained from the student's appointing unit, the Graduate Studies Committee, or the Office of Human Resources. Each office participates in the formulation of GA rules.

### General Information

#### SECTION 9.1

**Titles.** The three graduate associate (GA) titles are: Graduate Administrative Associate (GAA), Graduate Research Associate (GRA), and Graduate Teaching Associate (GTA).

Appointment as a GA contributes to the overall objective of earning a graduate degree by providing an apprenticeship experience along with financial support. This apprenticeship complements formal instruction and gives the student practical and personal experience that can be gained only by performing instructional, research, or administrative activities. It is expected that GA responsibilities will not interfere with a student's reasonable progress ([Section 5.4](#)) toward completion of the graduate degree and may align and support the student's graduate degree. It is important for the student, the advisor and the academic unit employing the GA, to understand that the student is to work a maximum of 20 hours per week on duties that are not directly related to their graduate degree. The monitoring of these activities will vary by unit.

**Responsibilities.** Specific GA responsibilities are determined by the appointing units. These may include teaching classes, recitations, and labs; advising and counseling students; grading papers; gathering and analyzing data; writing reports; and assisting faculty members and administrators.

**Eligibility.** To hold a GA appointment, a student must satisfy the following eligibility requirements. The student:

1. must be pursuing a graduate degree at this university
2. must meet minimum Graduate School registration requirements:

- take eight credit hours during each semester when a 50 percent or greater GA appointment is held, except during the summer term, when the minimum is four
  - take four credit hours during each semester a 25 percent appointment is held, except during the summer term, when the minimum is two
  - for doctoral students who have achieved candidacy status, take three credit hours each semester or term when a 50 percent GA appointment is held. Students are required to be continuously enrolled after passing the candidacy examination (Section 7.7)
3. must be in good standing in the Graduate School when the appointment or reappointment becomes effective
  4. must maintain reasonable progress toward a graduate degree. It is the responsibility of each Graduate Studies Committee to determine what constitutes reasonable progress in its degree programs.
  5. must certify proficiency in spoken English before assuming GTA duties involving direct student contact (applies only to international and permanent resident non-English speaking graduate students)
  6. must satisfy other requirements published by the Graduate Studies Committee or appointing unit
  7. must, if enrolled in a bachelor's/master's combined program, hold only a GA appointment that does not involve teaching of other students

Audited courses do not count toward these requirements.

**Monitoring.** Responsibility for monitoring of eligibility for GA appointments is the joint responsibility of the Dean of the Graduate School and the Graduate Studies Committee.

## **Terms of Appointment, Reappointment, or Termination**

### **SECTION 9.2**

**Offer of Appointment.** Any student accepting a GA appointment must be provided with a Graduate Associate Appointment form ([DocuSign](#)) stating the terms of the appointment ([Appendix E](#)). This form is signed by the student and the head of the appointing unit or his/her designee(s).

**Time of Offer.** The following timetable is suggested for the offer and acceptance of appointments and reappointments by appointing units and students. This timetable provides adequate time for students to make course scheduling and other necessary decisions. This university adheres to the Council of Graduate Schools' resolution regarding GAs as summarized below:

In those instances in which a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15



commits the student not to accept another offer without first obtaining a written release from the appointing unit to which the commitment has been made.

Those appointing units offering initial appointments after April 15 must make offers as early as possible during the spring semester and summer term.

**Period of Appointment.** A typical GA appointment is for autumn and spring semesters; however, work patterns are determined locally and may vary due to summer term staffing needs.

**Percent Time.** The majority of GAs are appointed at 50 percent time with an average load of 20 hours per week over the duration of the appointment period. Appointments that routinely require more than 20 hours per week must be made at the appropriate percentage level. (For instance, an appointment regularly requiring 22 hours per week must be made at the 55 percent level and be paid accordingly.) A GA may not hold an appointment for more than 75 percent time, whether as a single appointment or combination of appointments.

International students may not be appointed for more than 50 percent time either as a single or a combined appointment.

GAs may be appointed for less than 50 percent (partial appointment). With the approval of the Graduate School, GAs may be appointed at 25 percent time, averaging 10 hours per week; however, only one half of their fees will be authorized.

**Stipend.** This university establishes a minimum stipend for GAs. The current minimum stipend is \$16,515 for a nine-month 50 percent GA appointment, and will increase to \$17,280 for a nine-month 50 percent GA appointment in the autumn 2019 semester. Appointing units determine stipend levels above the minimum within university stipend policies. Levels of responsibility, years of experience, progress toward a graduate degree, and performance as a GA are the most common factors used by appointing units to determine stipend levels.

**Resignations.** Doctoral candidates who have successfully completed all program degree requirements and responsibilities associated with their GA appointment or fellowship may petition the Graduate School for early termination of their GA appointment. This petition must include confirmation from the doctoral candidate's advisor and Graduate Studies Committee Chair that all program degree requirements have been completed and that the program supports the early termination of the GA appointment. If the Graduate School approves the doctoral candidate's petition, all benefits associated with the graduate associate or fellow appointment will remain on the doctoral student's account for the duration of the appointment period.

**Reappointments.** Academic performance and prior GA performance are among the criteria for reappointment. If a reappointment is not made, the appointing unit must notify the GA as soon as possible. Reasons for non-reappointment must be stated in writing. For two weeks



after the date of the non-reappointment notice, a GA has the right to initiate an appeal to the head of the appointing unit.

**Termination Criteria.** GA appointments may be terminated prior to the end of the appointment period only with the written approval of the Graduate School. If a GA appointment is terminated prior to the end of the appointment period for any of the following reasons the GA will no longer be enrolled in the Graduate School and this has significant consequences for the student including a transfer of the cost of the tuition and fees for the semester to the student.

- the GA is registered for fewer than the number of credit hours required for a GA appointment or fewer than three credit hours for a doctoral student who has achieved candidacy status
- performance as a GA is determined to be unsatisfactory by the employing unit
- unsatisfactory academic performance
- the appointing unit has insufficient funds

**Volunteer GAs.** Under no circumstances should graduate students serve as “volunteer” GAs where they are expected to provide service with no stipend, at a stipend not commensurate with the expected load, or without an appropriate payment of tuition and fees. Course credit cannot be awarded to a student performing in the role of a GA in lieu of a stipend. Circumstances that may warrant an exception to this policy must be approved in advance by the Graduate School on a case-by-case basis.

**GAs Teaching Graduate Students.** Graduate associates may not be assigned to teach courses in which graduate students are enrolled for graduate credit. Circumstances that may warrant an exception to this policy must be approved in advance by Graduate School.

**Outside Employment.** A GA should determine whether the Graduate Studies Committee of his/her program has an established policy governing this issue. Graduate Studies Committees are encouraged to establish a policy on outside employment for graduate associates. A GA who is considering additional employment outside the university should consult his/her graduate advisor. A careful evaluation of the impact of additional commitments on the student’s academic progress and on the student’s GA responsibilities should be made. A GA may not hold a regular staff position at the university, nor may a GA concurrently hold an hourly student assistant position.

## **Appointing Unit Responsibilities**

### **SECTION 9.3**

Within the above-stated rules, each unit appointing GAs must develop, publish, and make available its GA rules, processes, and procedures. In addition, all GAs should be informed in writing of the person or persons from whom they should seek guidance and advice about their

GA responsibilities. Each unit appointing GAs must provide the following information or direct students to a publication where it is located:

1. copies of [Section 9](#), [Appendix E](#), and [Appendix F](#) of the Graduate School Handbook
2. local criteria and procedures for selecting GAs
3. local criteria and procedures for reappointing GAs
4. period of appointment
5. availability of summer term appointments
6. stipend levels
7. dates for notifying students of appointments and for receiving acceptances or refusals
8. a completed Graduate Associate Appointment Document ([DocuSign](#)) including a statement of duties and responsibilities ([Appendix E](#))
9. criteria and procedures for evaluating and reporting GA performance, including information about the Student Evaluation of Instruction (SEI) form and other student evaluations
10. criteria and procedures for terminating GA appointments
11. grievance procedures within the appointing unit
12. appropriate space and facilities necessary to carry out GA teaching, research, or administrative duties

## **Petitions: Graduate Associate Policies**

### **SECTION 9.4**

Petitions about GA appointments are considered by the Graduate Studies Committee, the Graduate School, or the head of the appointing unit, depending on the nature of the petition. The Graduate School considers eligibility petitions from students who wish to hold a GA appointment but who are on probation, not maintaining reasonable progress toward a degree, or need to take non-graduate courses. The GSCC or head of the appointing unit considers petitions concerning waiver of rules established by the appointing unit.

## **Grievances Procedures**

### **SECTION 9.5**

It is generally preferable for problems related to GA appointments to be settled at the local level. Regular, clear communication between GAs and their advisors and supervisors is key to establishing and maintaining an effective work environment. However, if talking to an advisor or immediate supervisor does not resolve a problem or potential grievance, GAs are encouraged to consult Graduate Program Handbooks and other materials provided by the appointing unit to ascertain grievance guidelines that may be in place. Graduate Studies Committee Chairs and heads of appointing units can also provide information about such guidelines. The staff

of the Graduate School is also available to provide consultation with graduate students about problems or potential grievances. There may be instances in which recourse to these persons does not provide resolution. The Graduate Council has established grievance procedures (see [Appendix D](#)).

## Externally funded students

### SECTION 9.6

There are several types of external funding that graduate students may receive from sources outside the university. Such externally funded students are not hired as GAs. The payment of tuition and fees and student stipend levels will be independently dictated by these external funding agencies. A few examples include:

- The Post-9/11 GI Bill® provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.
- Government sponsorship. US or non-US government organizations will often directly pay Ohio State for the cost of tuition and fees.
- Industry sponsorship. Employees of private sector may avail of graduate tuition and fees as an employee benefit from their employer.

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## Section 10

# Graduate Fellowships

## Graduate Fellowships Introduction

### SECTION 10.0

A graduate fellowship is a financial award made by the university or an external agency directly to a graduate student to provide support during a portion of the graduate degree program. Fellows are typically selected on the basis of academic or performance merit criterion through a university-wide or a national competition, without respect to financial need. Graduate fellows cannot be required to perform a service in return for receiving a stipend.

## Types of Graduate School Fellowships

### SECTION 10.1

Two distinct kinds of Graduate School fellowships are awarded on a competitive basis as described below.

1. **Graduate Recruitment Fellowships** for students applying to begin a graduate program at Ohio State. The purpose of a graduate recruitment fellowship is to attract and retain a

diverse, high quality graduate student population. Some graduate recruitment fellowships include a second and/or dissertation year of support as summarized below:

**University Fellowship Program (UFP)**

University Fellowship (UF) (first year only)

Distinguished University Fellowship (DUF) (first and dissertation year)

Susan Huntington Dean's Distinguished University Fellowship (DDU) (first, second, and dissertation year)

**Diversity Recruitment Fellowship Program (GEFP)**

Graduate Enrichment Fellowship (GE) (first year only)

Distinguished Graduate Enrichment Fellowship (DGE) (first and dissertation year)

Dean's Distinguished Graduate Enrichment Fellowship (DDGE) (first, second, and dissertation year)

**Patrick S. Osmer Fellowship** (first and dissertation year)

2. **Presidential Fellowships.** Presidential Fellowships provide support to students completing their major terminal degree as a doctoral student or a student in a 3-year terminal degree program (e.g., Master of Fine Arts (MFA)). This award recognizes the student's demonstrated research potential and scholarly achievements and provides financial support to students so that they may complete their dissertation (and similar) requirements unencumbered by other duties.

## Eligibility

### SECTION 10.2

The eligibility criteria for a Graduate School fellowship vary by kind of fellowship. However, recipients of all fellowships must meet the following minimal eligibility criteria. The student:

- must be admitted to the Graduate School
- must be pursuing a graduate degree at this university on a full-time basis
- must maintain good standing (Section 5.1) in the Graduate School during the period of appointment
- must maintain reasonable progress (Section 5.4) toward a graduate degree as determined by the Graduate Studies Committee
- must hold no other appointment or outside employment during the term of appointment as a Graduate School fellow, except for approved supplemental appointments or fellowships

The following additional eligibility criteria apply to the UFP and GEFP.

The student must:

- have no prior graduate enrollment at this university (excluding graduate non-degree status)
- meet minimum grade-point average [as specified for the type of fellowship](#) for the undergraduate degree or a Master's degree if applicable
- GRE or GMAT test scores are not required for the application but are encouraged for programs in which these scores can indicate the high academic qualities of the student.

**Presidential Fellowships.** In general, eligibility for the Presidential Fellowship is limited to doctoral (PhD and DMA) students. However, students in three-year terminal degree programs, such as the Master of Fine Arts (MFA), who are entering their final year of study and the final stages of their required major terminal degree projects are also eligible. It is expected that students nominated for the Presidential Fellowship will complete their degree requirements and graduate within the fellowship period. Graduate programs are strongly urged to provide support through graduation for any student awarded a Presidential Fellowship who does not complete their degree within the fellowship tenure period.

All applicants must:

- meet minimum GPA (3.6) requirements for all graduate course work at Ohio State

Doctoral applicants must also:

- have achieved the candidacy status prior to the Presidential Fellowship competition deadline date
- have completed all PhD or DMA course work and enroll for 8999 hours only

Patrick S. Osmer Fellowship applicants must also:

- have participated in the Big Ten Academic Alliance (BTAA) Summer Research Opportunities Program (SROP) or the McNair Scholars Program.

## **Nomination**

### **SECTION 10.3**

Candidates for the graduate recruitment and Presidential fellowships are nominated by the Graduate Studies Committee of the local graduate program. Candidates may not apply directly. Students interested in being considered for the Presidential Fellowship should state their interest to their advisor or Graduate Studies Committee Chair.

Procedures have been established for submitting graduate recruitment and Presidential fellowship nominations to the Graduate School. The dates of each fellowship competition and nomination procedures are communicated to each Graduate Studies Committee prior to each

competition and are posted on the Graduate School's website. Questions about nominating procedures, deadlines, and related matters should be directed to the Graduate School.

## Fellowship Selection and Activation

### SECTION 10.4

Selection of students to receive either the graduate recruitment or the Presidential fellowships is made by committees of graduate faculty appointed by the Dean of the Graduate School for that purpose. The committee establishes detailed procedures and guidelines for the review of nominations. In case of declination of a fellowship by a nominated student, the [criteria for reallocation of Graduate School recruitment fellowships](#) are posted on the Graduate School's website.

**Tenure.** Graduate recruitment fellows are normally appointed for up to one academic year—autumn semester through summer term. Presidential Fellowships are awarded for a maximum of 12 consecutive months (two semesters and summer term). All graduate fellowship appointments are considered to be for 100 percent (full-time). Monthly stipend payment will terminate at the end of the semester or term in which graduation occurs, at the end of the month when all degree requirements are met and all documentation is submitted to the Graduate School for students meeting the end of semester or term deadline, or when students accept employment or another appointment.

**Dissertation Year of Multi-Year Fellowships.** Activation of the dissertation year of multi-year fellowships must conform to the following process:

A request for the activation of the dissertation year portion of a DDUF, DUF, DGE, DDGE, or Osmer Fellowship is made with the strong expectation that the fellow will complete all degree requirements and graduate within the dissertation year. The dissertation year must be activated by the student's sixth year of graduate study. The graduate program is under no obligation to provide funding to the student after the dissertation year if the student does not complete their dissertation and graduate at the end of the dissertation year, or if the student has received a total of six years of support.

Requests to activate the dissertation year portion must be made by the fellow's Graduate Studies Committee Chair to the Graduate School. The request must provide assurance that the fellow 1) has met the minimum cGPA of 3.6 for DDUF and DUF fellows or a minimum cGPA of 3.2 for DGE and DDGE fellows or a minimum cGPA of 3.1 for Osmer fellows; 2) has successfully completed the candidacy examination and is within the five-year time period; 3) completed all doctoral course work. It is expected that enrollments will be limited to research and departmental seminars; however, fellows may register for other degree-related course work with advisor approval. The dissertation year fellowship may not be used to support any course work taken for another degree program; and 4) has received continuous departmental support during the intervening years between the first and dissertation fellowship years.

## Terms of Appointment and Termination

### SECTION 10.5

**Award.** Nominated graduate students who receive a Graduate School fellowship are notified by the Dean of the Graduate School. Graduate programs are responsible for notifying unsuccessful nominees.

**Stipend.** Each year the Graduate School establishes the stipend for graduate recruitment and Presidential fellows.

**Credit hours.** Fellows who are not yet doctoral candidates must be registered in the Graduate School for at least 12 hours of graduate credit (excluding audited courses) during any semester in which a fellowship appointment is held. Pre-candidacy fellows who maintain their appointments during summer term must enroll in six credit hours. Doctoral candidates must register for at least three credit hours. Any exceptions to these policies must be approved in advance by the Graduate School.

**Termination Criteria.** A Graduate School fellowship may be terminated at the discretion of the Graduate School prior to the end of the award period for any of the following reasons:

- the fellow is no longer enrolled in the Graduate School
- the fellow is registered for fewer than 12 hours of graduate credit in a semester (or fewer than six hours in summer term) or fewer than three graduate credits if the fellow is a doctoral candidate
- the fellow receives a terminal degree
- the fellow fails to maintain reasonable progress toward meeting graduate degree requirements or fails to maintain good standing
- the fellow changes enrollment status outside the limits of the original agreement, including entry into a graduate and/or professional combined program or transfers to another graduate and/or professional program, without obtaining prior written approval from the appropriate graduate programs and the Graduate School to transfer the fellowship. Such a change could result in the loss of the fellowship and/or full fee authorization support. (The transfer of graduate program and the transfer of fellowship are two separate procedures.)
- the fellow accepts employment or any other type of financial support without the approval of the Graduate School
- the fellow has been found in violation of the professional codes of ethics and responsibilities of the university. These codes include, but are not limited to, the [Graduate Student Code of Research and Scholarly Conduct](#) and the [Code of Student Conduct](#). Violations are determined through the formal disciplinary and/or grievance procedures established by recognized bodies of the university



**Supplemental Appointments.** A Graduate School fellow may hold a supplemental graduate associate appointment up to 25 percent ( 10 hrs per week) on the recommendation of the Graduate Studies Committee and with the written approval of the Graduate School. A Graduate School fellow may not hold a regular staff position at the university, nor may a fellow concurrently hold an hourly student assistant position.

## **Non-Graduate School Funded Fellowships/Traineeships**

### **SECTION 10.6**

**Administration and Approval.** Students may receive fellowship or traineeship support from other university units (e.g., college or departmental fellowships) or external sources (e.g., fellowships from the National Science Foundation, National Institutes of Health, the American Heart Association or the Fulbright, etc.). In these cases, the unit responsible for the fellowship and its administration will vary. In most cases these students receive non-graduate school funded fellowships through the Ohio State payroll system administered through the home unit. Students who receive their stipends directly from a funding agency are considered External Fellows and may not be eligible for student health insurance.

**Credit Hours.** Fellows who have not yet completed the candidacy examination must be registered in the Graduate School for at least 12 hours of graduate credit (excluding audited courses) during any semester of the academic year in which a fellowship appointment is held. Pre-candidacy fellows who maintain their appointments during summer term must enroll in six credit hours. Doctoral candidates must register for at least three credit hours. Any exceptions to these policies must be approved in advance by the Graduate School.

**Fellows with up to 25 percent GA.** The unit responsible for administering the fellowship must verify that the external funding source permits concurrent employment/appointment.

**Payment of Tuition and Fees.** The payment of a student's academic tuition and fees may or may not be included in the award. In certain cases, the graduate program or the administrative unit may need to request for a matching tuition and fees program to the Graduate school. The graduate school has a competitive fee match program that can provide tuition and fees as a match to extramurally funded stipends from extramural sources that do not pay tuition and fees.

**Tenure.** The length of appointment and stipend level are determined by the funding source. All appointments are 100 percent (full time). Fellows cannot be required to render a service for the stipend received.



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## Section 11

# Benefits for Graduate Associates, Fellows and Trainees

## Benefits for Graduate Associates, Fellows and Trainees

### SECTION 11.0

The Ohio State University offers several benefits and services to graduate students who are appointed as graduate associates (GA), fellows or trainees. These benefits help support students as they pursue their graduate degrees while balancing academic, employment, and personal goals.

## Graduate Fee Authorization (GFA)

### SECTION 11.1

**Graduate Associates.** Every graduate associate (GA) (GTA, GRA, and GAA) appointed for at least 50 percent time receives a full tuition and fee authorization. This GFA includes Instructional and General fees and nonresident fees (if applicable). Notice of fee authorization appears on the student's Statement of Account. A GA may not be denied a fee authorization. This is a requirement that accompanies the title of GA. By the same token, no graduate student may receive a fee authorization without an accompanying eligible appointment.

**Graduate Fee Authorization Funding.** GAs appointed on various grants and special projects also receive a GFA, although in their case the fees may be charged back to the grant or appointing unit. A GA on a less than 50 percent appointment who holds a concurrent appointment at 25 percent (or less) receives the fee authorization from the unit supporting the 50 percent appointment. Fee authorizations for concurrent appointments of equal FTE (e.g., two 25 percent appointments) are split equally between appointing units.

**Summer Fee Authorization.** Graduate students holding a 50 percent or greater GA appointment for autumn and spring semesters are entitled to a full fee authorization during the immediately following summer term without being on appointment. Students holding a 25 percent GA appointment for two consecutive semesters are entitled to a summer fee authorization at half the full fee authorization rate. MS students and predoctoral students using the summer fee authorization must be registered for at least four hours of credit. Post-candidacy doctoral candidates must register for at least three hours of credit. A graduate student who elects not to enroll during the summer may not defer the use of the summer fee authorization. Students on a summer fee authorization may hold a 25 percent or less GA appointment. Students on fellowships or non-GA appointments for one or both semesters are not eligible for the summer term fee authorization.

**Graduate Fellows and Trainees.** Students holding graduate recruitment and Presidential Fellowships from the Graduate School receive a fee authorization for each academic semester or summer term on appointment. The authorization covers payment of the instructional and general fees, nonresident tuition, and learning technology fees. Students receiving fellowships or traineeships from sources outside the graduate school ([Section 10.6](#)) may also be eligible to receive GFA. However, requests for GFA with an accompanying non-graduate school fellowship are handled by the appointing unit and the Graduate School on a case-to-case basis through the [Graduate School Matching tuition and Fee award program](#).

**Other Fees.** Other fees, including parking and late penalties as well as the program fees (if applicable) and student activity fee and the mandatory COTA fee, must generally be paid by the student.

## Time Off

### SECTION 11.2

Most graduate associates are part-time student employees (50 percent time) and therefore do not meet the eligibility criterion for the Family and Medical Leave Act (FMLA) [Policy 6.05](#). GAs, fellows and trainees do not accrue vacation or sick leave. Rules regarding time off during semester or term breaks or other times are determined by the GA's appointing unit. GAs must check with their appointing units to determine when they are expected to be on duty. GA's that have held an appointment for less than 60.1 percent FTE for an entire 12 month period may qualify for leave under FMLA and should contact their local unit and [FML Administrator](#) to determine eligibility.

**Legal Holidays.** GAs are not required to work on legal holidays noted on the university calendar. When university offices are required to maintain services on certain holidays and GAs are scheduled to work on a holiday, they must be given an alternate day off.

Each program unit can determine the policy or guidelines for graduate student paid leave. Any leave additional to legal holidays is optional, but are strongly encouraged by the Graduate School. One day off for students working 20 hours per week is recommended to be assessed as 4 hours/day over 5 working days. The Graduate School has the following guidelines that seem reasonable for students holding a GA, fellow or trainee appointment.

- **Sick/Bereavement Leave.** A period of one to three consecutive days at a time for up to a maximum of three times for personal and/or family illness each spring or autumn semester may be taken. Sick days do not accrue beyond a semester. Many GAs have nine-month appointments and thus sick leave would not be granted in the summer term. If the

student is a summer GA, fellow or trainee, then 1-3 days off up to twice per summer term is suggested.

- **Personal Leave.** a period of up to 10 business days per year (two weeks per year) for vacation and/or personal reasons may be taken. Personal leave does not accrue.
- **Professional Development Leave.** It is recommended that at least 5 business days per year be allotted for professional development activities such as attending workshops, or attending and presenting scholarly work at national and international meetings.
- **Parental Leave.** Up to 3 weeks of leave may be granted for childbirth or adoption. Up to 3 additional weeks for health recovery of the birth mother is recommended ([Appendix F](#)). One suggested allocation would be to use remaining sick-leave, personal leave, and professional leave followed by paid leave for up to 3 or 6 weeks as applicable. Parental leave should be discussed and planned with the advisor and local unit.

The university has formalized a set of practices to be used by academic and administrative units at Ohio State to support GAs, fellows, and trainees during instances of personal and/or family illness, bereavement, childbirth, and adoption ([Appendix F](#)). Each situation will be individually addressed according to the specific research, teaching, or administrative context and the individual's reason for requesting the leave. In the case that medical leave extends longer than recommended or leads to poor performance, the unit and GA, Fellow or trainee, can contact [Integrated Absence Management and Vocational Services](#) for guidance.

All GAs, fellows, and trainees who are in good academic standing, making reasonable progress toward their degrees, and paid through the Ohio State payroll system, regardless of appointment length, type or FTE, are eligible to request use of the sick/bereavement leave as consecutive days, such that up to 9 consecutive business days could be taken for this purpose. This paid absence is to recover from a personal illness or to grieve the death of an immediate family member. This request should be an uncommon instance, and will require prior approval and documentation to the appointing unit because the consequences to the student may be significant. If the length of leave does not permit continued enrollment in classes, then the tuition and fees will default to the student. GA tuition and fees are not paid if the student is not enrolled.

**Unpaid Academic Leave.** In some cases, a funded graduate student may request to take a period of time off from both academic program and appointment responsibilities (e.g., an academic leave of absence). A funded graduate student should discuss options with their advisor, Graduate Studies Committee Chair, and administrative supervisor. Students who are approved for an academic leave of absence should understand that the time of leave is unpaid, and what impact, if any, the time off will have on their expected funding opportunities upon their return to their graduate programs. Students who take time off from their studies (i.e., are not registered for classes) are not eligible for the leaves of absence. Students on academic leaves will be considered former students ([Section 3.2](#)) and will need to seek approval from the graduate

studies committee for reenrollment. Funded graduate students' leaves of absence must be on file with the Graduate School.

**Military Leave.** GAs who are members of the Ohio National Guard or any other reserve component of the United States Armed Forces or who are ordered involuntarily to extended United States military service are granted leave without pay. The GA is required to submit to the supervisor a copy of military orders or other statement in writing from the appropriate military authority as evidence of the call for training or duty. Within 90 days from the date of honorable discharge or completion of training or active duty, the GA will be returned to the former position or its equivalent, without loss of seniority, upon application for such a position and reenrollment as a graduate student.

More detailed discussion of leave circumstances can be found in [Appendix F](#).

## Health Benefits

### SECTION 11.3

**Health Insurance.** GAs, fellows and trainees who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. The university provides a health subsidy for graduate and professional students with fellowship, traineeship, or 50 percent or greater GA appointments paid through the Ohio State payroll system. The university subsidy is 85 percent of the [Student Health Insurance](#) (SHI) premium for eligible funded graduate and professional students enrolled in single coverage. The university also provides a subsidy of 85 percent of the SHI premium for enrolled dependents of eligible funded graduate and professional students. Externally funded fellows or trainees who are paid outside of the Ohio State payroll system are not eligible for the university health insurance subsidy. See [Section 3.3](#) for other benefits related to SHI, including mental health benefits.

## Miscellaneous Benefits

### SECTION 11.4

**Taxes.** The monthly stipend received by GAs, fellows and trainees may be subject to federal, state and local taxes. Whenever there is a change in the GA's status that affects the tax deduction, name, or W-2 Tax mailing address, the GA must use the Employee Self Service site to update their W-4.

**Workers' Compensation.** GAs are protected by the provisions of the Ohio Workers' Compensation Law. The provisions cover expenses for medical care, as well as certain benefits for loss of salary, which are paid through the Bureau of Workers' Compensation for injuries or diseases which arise out of or within the course of employment. The benefits for loss of salary are payable only after the disability and resulting loss of salary extends beyond seven days.

**Retirement.** In general, GAs are eligible to participate in the [Ohio Public Employees Retirement System](#) (OPERS). GTAs who have established membership with the [State Teachers](#)

[Retirement System of Ohio](#) (STRS), based on other Ohio teaching service, are required to continue contributions to that system or to request STRS membership exemption. Exemptions from either system must be made within 31 days of the first day of the appointment. All GAs are also eligible to contribute to voluntary 403(b) or 457(b) retirement accounts, which allow additional retirement dollars to be contributed on a pre-tax basis.

**Unemployment Compensation.** Because a GA is viewed as a part-time student employee position by the Ohio Department of Job and Family Services, GAs are ineligible for unemployment benefits when their appointment ends (between academic terms or after leaving the university).

**Parking Permits.** Graduate associates and fellows are permitted to purchase “C” student or “B” staff parking permits, either for Central or West Campus. If the B permit is requested, written verification of the associateship or fellowship must be submitted to [CampusParc](#) at the time of purchase. Daytime garage permits are available.

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## Section 12

# Graduate Faculty Membership

## Graduate Faculty Membership Introduction

### SECTION 12.0

The Graduate Faculty ([3335-5-32](#)) are those members of the general faculty approved to conduct graduate education at Ohio State. Appointment to the general faculty must precede appointment to the graduate faculty. A faculty appointment, however, does not in itself confer graduate faculty membership.

Graduate faculty play a significant role in the graduate student’s academic experience, and collaboration between student and committee members is an integral component of the degree completion process. The Graduate School recognizes that these important relationships develop over time and, when faculty leave the university either through resignation or retirement, there remains a responsibility to advise the student through the dissertation and to completion of the degree.

## Graduate Faculty Eligibility

### SECTION 12.1

**Faculty.** Current tenure-track faculty and research track faculty at the university are eligible for appointment as Category M or P Graduate Faculty. Clinical track faculty are eligible for appointment as Category M Graduate Faculty. Graduate Faculty accept the responsibilities of that role as detailed in [Section 12.4](#).

**Primary Advisor.** This graduate faculty member will serve as the advisor of record for the graduate student and the point of contact with the Graduate School and is listed on [GRADFORMS](#). He/she will be responsible for the coordination of the graduate program of the student.

**Co-advisor.** This graduate faculty member assists the primary advisor in coordination of the graduate program of the student and is listed on [GRADFORMS](#). In circumstances where the primary advisor is no longer at the university, the co-advisor will become the point of contact with the Graduate School.

**Emeritus Faculty.** The designation “emeritus” may be conferred at retirement upon recommendation by the regular faculty member’s chair, dean, and the executive vice president and provost. See [3335-5-19](#). Emeritus Faculty who remain active in research and scholarship must request the Graduate School to retain their graduate faculty status. The request must be based on the same criteria used by the Graduate Studies Committee to appoint regular Graduate Faculty and must be approved by the Graduate Studies Committee, the department chair, and the dean of the college. The request must specify a fixed term, not to exceed five years, after which it may be extended by another request following the same process. Emeritus faculty who retain graduate faculty status accept all responsibilities of that role as detailed in [Section 12.4](#). Emeritus faculty who do not request to retain graduate faculty status are subject to the rules pertaining to faculty who retire or leave the university under the Continuing Graduate Committee Service policy.

**Continuing Graduate Committee Service.** Graduate programs must approve a request to continue graduate committee service prior to a graduate faculty member’s retirement or resignation. With the approval of the graduate program and the Graduate School, faculty who have retired or leave the university may:

- continue to serve as the primary advisor for their students who are in candidacy or who are master’s students at the time of the faculty member’s retirement or resignation. A current Category P faculty committee member in the student’s home program with contractual obligation to the university must be named to serve as the student’s co-advisor.
- remain as a regular member of a dissertation committee of a student in candidacy at the time of the faculty member’s retirement or resignation for a period up to the expiration of the student’s initial five-year candidacy status. Only one such member of any dissertation committee can be identified as counting toward the required number of valid committee members.
- serve as an extra member on new dissertation committees for students who are pre-candidacy or for students not in progress toward a master’s at the time of resignation or retirement
- not serve as the advisor for a new student.

**Associated Faculty.** Associated faculty are “persons with adjunct titles, clinical practice titles, visiting titles, and lecturer titles; also professors, associate professors, assistant professors, and instructors who serve on appointments totaling less than 50 percent to the university” ([University Rule 3335-5-19](#)). Associated faculty are not eligible for appointment to the graduate faculty. Associated faculty may serve on master’s and doctoral examination committees upon petition by the Graduate Studies Committee of the student’s program and approval by the Graduate School. Associated faculty may, under extraordinary circumstances, serve as an external co-advisor upon petition by the Graduate Studies Committee and approval by the Graduate School.

**Ex Officio Members.** The Executive Vice President and Provost, the Vice President for Research, the Vice Provost for Graduate Studies and Dean of the Graduate School, the College Deans, and the Director of Libraries are granted a courtesy appointment as Graduate Faculty and are ex officio members of the graduate faculty. Ex officio members can maintain their already existing M or P status if applicable. Ex Officio members who do not have an existing M or P status may need to apply for such a status to a graduate program if needed.

## Functions of Graduate Faculty

### SECTION 12.2

Only Graduate Faculty members are authorized to perform of the following functions:

- serve as advisor for master’s degree students
- direct master’s theses
- serve as advisor for doctoral degree students
- direct doctoral PhD dissertations or DMA documents
- serve as Graduate Faculty Representative (GFR) on second candidacy examination and final oral examination committees
- participate in the governance of graduate education at all levels within the university

**Preclusion.** A faculty member whose highest degree was awarded by this university and who is approved for graduate faculty membership at any category may not serve as an advisor for or serve on the master’s examination, candidacy examination committee, or final oral examination committee of former fellow students.

## Category Level and Appointments of Graduate Faculty

### SECTION 12.3

Appointment can be directly to either Category P or M. The two categories do not imply a sequence. The appropriate category level (P or M) is determined by the faculty member’s qualifications and the functions the faculty member is expected to perform by the graduate program.



**Nominations, Appointment, and Notification.** The Graduate Studies Committee appoints Category M Graduate Faculty members and notifies the Graduate School of its actions. The Graduate Studies Committee submits nominations for Category P membership on the graduate faculty to the Graduate School and certifies by appropriate documentation that those nominated meet published Graduate School criteria as detailed in [Section 12.4](#) of this Handbook. Graduate programs may establish additional local criteria.

**Multiple Appointments.** Faculty may hold graduate faculty appointments in more than one graduate program. For faculty already holding Category P status in one program, a Category P appointment in another program is made by the Graduate School upon written nomination by that program's Graduate Studies Committee.

**Advisor's Appointment.** The advisor of a master's (thesis or non-thesis) or doctoral (including professional doctorate) student must hold graduate faculty membership at the appropriate level (at least Category M for a master's student and only Category P for a doctoral student) in the graduate program of the student. Associated faculty may, under extraordinary circumstances, serve as an external co-advisor upon petition by the Graduate Studies Committee and approval by the Graduate School.

## **Qualifications, Rights and Responsibilities**

### **SECTION 12.4**

#### **Minimum Category P Qualifications.**

The faculty member:

- holds a tenure-track or research faculty appointment
- holds an earned PhD, DMA, or petitions the Graduate School for an equivalent degree
- is engaged and primarily directs an active program of research, scholarship, or creative activity, or demonstrates significant promise of establishing such a program
- has engaged and demonstrated experience in mentoring graduate students

#### **Rights and Responsibilities of Category P Graduate Faculty.**

- acts as the primary advisor for master's and doctoral students
- participates in the governance of graduate education at all levels within the university
- serves on doctoral examination committees
- serves as a GFR on second candidacy examinations and final oral examinations

#### **Minimum Category M Qualifications.**

The faculty member:

- holds a tenure-track or clinical faculty appointment
- holds a master's degree or higher, or equivalent

**Rights and Responsibilities of Category M Graduate Faculty.**

- acts as the primary advisor for master's students
- participates in the governance of graduate education at all levels within the university
- serves on doctoral examination committees at the discretion of the Graduate Studies Committee

## Committee Service

### SECTION 12.5

Graduate faculty with a M or P status may serve on master's and doctoral (candidacy and final oral) examination committees as listed below. The advisor for a student must have appropriate graduate faculty status in the student's graduate program.

A **Master's examination committee** includes at least two current graduate faculty members, including the primary advisor. Both members can have a M or P status.

A **Specialist in Education (EdS) examination committee** ([Section 6.8](#)) includes at least two current graduate faculty members, including the primary advisor. The primary advisor must have a P status while the other committee member can be M or P.

A **Doctoral candidacy committee** includes at least four current graduate faculty, including the primary advisor and the co-advisor (if applicable). The primary advisor must have a P status while the rest of committee members can be M or P.

A **Doctoral final examination committee** includes at least three graduate faculty members, including the primary advisor and the co-advisor (if applicable). The primary advisor must have a P status, while the rest of the committee can be M or P.

A **Professional doctoral examination committee** includes at least three members, with an option for one of the members to be a non-graduate faculty member. The primary advisor can be M or P, but if M must have a PhD or an equivalent professional degree that is in line with the respective professional doctorate program.

Former graduate faculty members who have retired or left the university and are no longer current graduate faculty at Ohio State are allowed to serve on their students' masters or doctoral final examination committee(s) under the Continuous Service policy ([Section 12.1](#)) upon petition by the student submitting a Committee and Examination Petition on [GRADFORMS](#).

Faculty approved under this policy will count toward the regular number of graduate faculty members needed for a valid committee. Retired or resigned faculty who are not approved under the Continuous Service policy can only serve as an additional external member for a doctoral candidacy exam upon petition by the student using [GRADFORMS](#).

**External member** Persons who are not graduate faculty members at Ohio State may serve on master's or doctoral (candidacy and final oral) examination committees upon the recommendation of the Graduate Studies Committee of the student's program as an external member of the committee upon request by the student submitting a Committee and Examination Petition on [GRADFORMS](#). Petitions will need to include a curriculum vitae for the external member. Approval by the Graduate School is granted upon special petition by the Graduate Studies Committee, outlining the special qualifications and expected contributions of the proposed committee member.

## Review

### SECTION 12.6

The Graduate Studies Committee should review on a regular basis the membership categories of graduate faculty in its graduate program. Based on that review, the Graduate Studies Committee may recommend to the Graduate Council that the category level be reduced or removed, or that the faculty member's graduate faculty status be considered probationary until certain specified conditions are met. Appropriate documentation must accompany such a recommendation, including verification that the faculty member has been notified of the possible action and has been allowed to respond in writing within a timeline specified by the Graduate Studies Committee. The faculty member's response, if any, must be included in the information sent to the Graduate School. The Graduate Council will review the recommendation and forward its findings to the Dean of the Graduate School for final action.

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## Section 13

# Graduate Studies Committee

## Graduate Studies Committee Introduction

### SECTION 13.0

Each graduate program authorized to offer a graduate degree must have a Graduate Studies Committee (GSC). The Graduate Studies Committee oversees and administers its graduate degree programs and is the liaison between the Graduate School and the graduate faculty members in the graduate program.

**Membership** Only graduate faculty members and graduate students in the graduate program are eligible to serve officially on the Graduate Studies Committee. The committee must have a minimum of three members.

**Selection** The graduate faculty members in the graduate program determine the rules by which the Graduate Studies Committee's members and its chair are selected and their terms of office specified. The head of the academic unit or department chair may be a member of the committee but normally does not serve as its chair.

## **General Responsibilities of the Graduate Studies Committee**

### **SECTION 13.1**

Decisions made by Graduate Studies Committees must comply with Graduate School rules. The Graduate Studies Committee assumes other responsibilities as assigned to it by the Graduate School, the graduate faculty members in the graduate program, the head of the academic unit, or the committee members. The committee reports on its actions taken during the year to graduate faculty members in the graduate program. The following sections summarize the responsibilities of the Graduate Studies Committee. This list is not exhaustive.

## **Rules and Procedures of Graduate Studies Committees**

### **SECTION 13.2**

The GSC formulates rules and procedures relevant to its own graduate programs within the policies established by the Graduate Council and the Graduate Faculty members in the graduate program.

- publishes and makes available to students and faculty in the graduate program an updated (at least every other year) graduate program handbook containing the policies, rules, and procedures relevant to its own graduate programs
- establishes procedures for assigning and changing advisors
- considers and acts on student petitions that pertain to its rules. Considers and recommends action to the Graduate Council on student petitions that pertain to the policies and rules of the Graduate Council or the university faculty
- establishes rules respecting thesis and non-thesis master's degree programs and guidelines for demonstration of scholarly work ([Section 6](#)).
- considers and recommends action on curricula, program changes, and graduate courses proposed for graduate credit to Graduate Council.
- considers and acts on requests for non-graduate faculty members to teach courses for graduate credit (5000-8000-level courses)
- may propose other plan options for tagged master's degrees ([Section 6.7](#)) to the Graduate Council (e.g., inclusion of graduate certificate or minor on diploma or transcript)
- appoints faculty for Category M membership on the graduate faculty.
- nominates faculty for Category P membership to the Graduate School.

- approves emeritus faculty members to continue specified graduate faculty functions. Reviews graduate faculty membership.
- maintains a list of graduate faculty and their activities in graduate education, including the number of candidacy exams and dissertations on which they have served as the Graduate Faculty Representative. The Graduate School encourages participation in as many examinations as the GFR as they have used for their own graduate students' examinations.

## **Decisions regarding New, Current and Former Students**

### **SECTION 13.3**

**Admission** The GSC specifies admission criteria and admission credentials in addition to those required by the Graduate School. The GSC:

- makes admission recommendations.
- specifies and monitors the conditions that must be satisfied by students admitted in the conditional classification
- approves provisional classification extensions and may withdraw the provisional offer of admission or recommend denial of further registration
- approves changes in a student's admission classification
- approves extensions of the English as a Second Language time limit

**Transfers** ([Section 2.9](#)), **Re-instatement** ([Section 5.6](#) and [Section 7.8](#)), **Senior Petition** ([Section 4.0](#)), **Fresh Start** ([Section 4.2](#)).

The GSC reviews requests from current and former graduate students for changes in program, registration, and credits.

- considers and acts on requests from students to transfer into its graduate program
- establishes rules for reenrollment of former students
- considers petitions to reinstatement from students who have been denied further registration or dismissed from a graduate program
- approves courses taken under Senior Petition to be counted toward the graduate degree
- determines achievement level required and number of graduate credits that may be earned through credit by examination ("EM" credit)
- recommends approval of graduate courses to be transferred from another university
- determines if the fresh start rule applies to former graduate students

## Academic Standards and Program Quality

### SECTION 13.4

The GSC establishes and enforces rules, procedures, and practices consistent with high quality graduate programs

- determines program-specific policies on time limits for completing degree requirements consistent with Graduate School rules.
- reviews students' academic performance
- determines reasonable progress and recommends action
- may establish a foreign language requirement

## Master's Degree Programs

### SECTION 13.5

The GSC enforces Graduate School rules regarding master's degree programs. The GSC may:

- recommend awarding a master's degree on the basis of passing the doctoral candidacy examination or completion of satisfactory scholarly work for a thesis or approved non-thesis work.
- establish rules for designating master's degree areas of specialization ([Section 8.5](#)) to be recorded on student transcripts
- establish rules and procedures for the conduct of the master's examination, including attendance by graduate students and faculty members other than the master's examination committee members
- review student records to ensure that master's degree requirements are met

## Doctoral Degree Programs

### SECTION 13.6

The GSC enforces rules regarding doctoral degree programs. The GSC may:

- establish rules for designating doctoral degree areas of specialization to be recorded on student transcript
- establish a foreign language requirement
- petition the Dean of the Graduate School to waive the minimum 80 graduate credit-hour requirement
- establish rules and procedures for the conduct of preliminary examination ([Section 7.2](#)) if

applicable

- establish rules and procedures for the conduct of the candidacy examination ([Section 7.6](#))
- determine whether students may take a second candidacy examination
- establish rules and procedures for selecting the dissertation committee
- establish rules and procedures for the conduct of the final oral examination ([Section 7.9](#))
- determine if other faculty members and graduate students may attend the final oral examination according to the rules of the Graduate School.
- decide whether the advisor or another member of the graduate faculty serves as chair of the candidacy examination committee and whether the advisor is a member of this committee and reports this decision to the Graduate School

In addition, the GSC of **Combined Programs** also:

- monitors progress of combined program students.

In addition, the GSC of **Certificate Programs** also:

- may establish rules for graduate certificate programs of study

## **Graduate Associates and Fellows**

### **SECTION 13.7**

The GSC enforces Graduate School rules regarding graduate associates. The GSC:

- determines whether students are eligible to hold GA appointments.
- monitors appropriateness of non-graduate credit courses in meeting minimum GA registration requirements
- may establish policy on outside employment by GAs in the graduate program according to the rules of the Graduate School.
- may submit nomination of eligible candidates for Graduate School fellowships to the Associate Dean of Research for their respective college



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## Section 14

# Graduate Council

### Purpose and Responsibilities of the Graduate Council

#### SECTION 14.0

The [Graduate Council](#) is the principal advisory body of the Graduate School and has the following responsibilities:

- to serve as an advisory group to the Vice Provost for Graduate Studies and Dean of the Graduate School
- to participate in the development of rules, policies, and standards pertaining to graduate education and graduate programs and to act upon any question affecting those policies
- to participate in the establishment of rules, policies, and standards governing graduate associates and graduate fellowships, including overseeing eligibility and allocation procedures for Graduate School fellowships
- to review proposals for new or revised graduate degree programs, graduate minors, graduate interdisciplinary specializations, and other curricular matters
- to submit to the Council on Academic Affairs recommendations about adopting or abolishing academic degrees administered by the Graduate School
- to provide oversight for interdisciplinary graduate programs
- to make recommendations about establishing, affiliating, and abolishing academic centers and other comparable organizations that are engaged in research or graduate education and make recommendations for determining the membership and authorities of their boards or governing bodies
- to approve, modify, or reverse actions taken by its standing or ad hoc committees

### Membership of the Graduate Council

#### SECTION 14.1

**Faculty Members.** Twelve members of the graduate faculty are appointed for terms of three years by the Vice Provost for Graduate Studies and Dean of the Graduate School in consultation with the executive deans and University Senate faculty leadership (the chair and vice-chair of Faculty Council, the chair of the University Senate steering committee, and the secretary of the University Senate). Three of the twelve shall be members of the University Senate.

Graduate faculty members of the Graduate Council should have experience as a Graduate Studies Committee Chair or other significant involvement in graduate education. Nine of the twelve graduate faculty members will be nominated by executive deans from lists solicited from the faculty of their respective colleges; three by the executive dean of the College of Arts

and Sciences; three by the executive dean of the Health Sciences; and three by the executive dean of the professional colleges. Three of the twelve graduate faculty members will be appointed by the Vice Provost for Graduate Studies and Dean of the Graduate School.

**Alternate Faculty Members.** Alternate graduate faculty representatives will be identified and nominated by colleges and approved by the Graduate School as alternates. Faculty alternates have the general powers and privileges as regular members when in attendance. If a graduate faculty member of the GC cannot attend the GC meetings then the alternate faculty members should be informed to serve as a proxy.

**Graduate Student Members.** Two graduate students shall be appointed by the [Council of Graduate Students](#). These members shall serve terms of one year and shall be eligible for three consecutive terms.

**Alternate Student Members.** Alternate student representatives will be identified by the Council of Graduate Students (CGS). Student alternates have the general powers and privileges as regular members. If a graduate student member of the CGS cannot attend the GC or CGS meeting(s) then the alternative student representative(s) should be informed to serve as proxy.

**Non-Voting Members.** The President of the CGS and the Vice President for Research are non-voting members of the Graduate Council.

**Chair.** A faculty chair of the Graduate Council will be elected annually from and by the members of the Graduate Council. The chair will sit on the University Senate's faculty cabinet.

**Administrator.** The Vice Provost for Graduate Studies and Dean of the Graduate School or the Dean's designee serves as the chief administrator for the Graduate Council.

## Committees of the Graduate Council

### SECTION 14.2

**Curriculum Committee.** The curriculum committee is the only standing committee of the Graduate Council. The committee is chaired by a Graduate Faculty member of the GFC.

**Ad hoc Committees.** Ad hoc committees to address issues requiring specific expertise will be convened at the discretion of the Vice Provost for Graduate Studies and Dean of the Graduate School or Graduate Council.

## Council of Graduate Students

### SECTION 14.3

The [Council of Graduate Students](#) (CGS) is the student government for the approximately 10,000 graduate students at The Ohio State University. The CGS promotes and provides academic, administrative, and social programs for the graduate students and provides a forum in

which the graduate student body may present and discuss academic and non-academic issues at the Ohio State University. The CGS holds at least four regular meetings every semester or summer term.

The CGS directly serves and supports graduate students and the university community in a number of ways, including:

- Officially representing graduate student interest in university governance through the appointment of over 100 graduate students to university committees.
- Providing an outlet for the graduate student community to discuss and engage issues related to their interests at the university.
- Providing a forum for graduate student research (Edward F. Hayes Graduate Research Forum).
- Providing travel funds for professional development (Edward J. Ray Travel Award for Scholarship and Service).
- Seeking competitive compensation and benefits for graduate students.
- Planning special events for graduate students.

The CGS is composed of delegates selected by the graduate students of the graduate program or by other criterion as determined by the CGS. Members of the CGS are graduate students in good standing.

The CGS annually elects from the graduate student body the following Executive Officers: President, Vice President, Secretary, and Treasurer.

The President of the CGS serves as a liaison between CGS and the Graduate School, the University administration, and the Ohio State Board of Trustees.

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# Appendix A

## Academic Deadlines

### Academic Deadlines

#### SECTION A.1

#### Academic Deadlines

		ADD		DROP		AUDIT
		ONLINE	W/PERMISSION <sup>*</sup>	ONLINE	W/PERMISSION <sup>†</sup>	
<b>AUTUMN</b>	SEMESTER	1 <sup>st</sup> FRIDAY	2 <sup>nd</sup> FRIDAY	4 <sup>th</sup> FRIDAY	10 <sup>th</sup> FRIDAY	4 <sup>th</sup> FRIDAY
	SESSION 1	1 <sup>st</sup> FRIDAY	2 <sup>nd</sup> FRIDAY	2 <sup>nd</sup> FRIDAY	5 <sup>th</sup> FRIDAY	2 <sup>nd</sup> FRIDAY
	SESSION 2	9 <sup>th</sup> FRIDAY	10 <sup>th</sup> FRIDAY	10 <sup>th</sup> FRIDAY	13 <sup>th</sup> FRIDAY	10 <sup>th</sup> FRIDAY
<b>SPRING</b>	SEMESTER	1 <sup>st</sup> FRIDAY	2 <sup>nd</sup> FRIDAY	4 <sup>th</sup> FRIDAY	10 <sup>th</sup> FRIDAY	4 <sup>th</sup> FRIDAY
	SESSION 1	1 <sup>st</sup> FRIDAY	2 <sup>nd</sup> FRIDAY	2 <sup>nd</sup> FRIDAY	5 <sup>th</sup> FRIDAY	2 <sup>nd</sup> FRIDAY
	SESSION 2	8 <sup>th</sup> FRIDAY	9 <sup>th</sup> FRIDAY	9 <sup>th</sup> FRIDAY	12 <sup>th</sup> FRIDAY	9 <sup>th</sup> FRIDAY
<b>SUMMER</b>	TERM	1 <sup>st</sup> FRIDAY	2 <sup>nd</sup> FRIDAY	4 <sup>th</sup> FRIDAY	10 <sup>th</sup> FRIDAY	4 <sup>th</sup> FRIDAY

For additional information regarding summer term deadlines, please see the Registrar's website.

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<sup>\*</sup> instructor and advisor approval required

<sup>†</sup> advisor approval required

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## Appendix B

# Guidelines for Video Conferencing Relating to Master's and Doctoral Examinations

### Guidelines for Video Conferencing Relating to Master's and Doctoral Examinations

#### SECTION B.1

Graduate programs must adhere to the following if a master's oral examination, the oral portion of the doctoral candidacy examination, or the final oral examination involves video conferencing.

#### Facilities and Support Requirements

1. At minimum, the video communications facilities must be such that the candidate and all members of the examination committee can see and hear one another during the entire examination.
2. There must be adequate provision for the transmission of any text, graphics, photographs, or writing referred to or generated during the examination.
3. The use of audio-only communications is not permitted.
4. No more than one site may be linked remotely. The student, committee chair, and Graduate Faculty Representative (doctoral examinations only) must all be together in the same room at an authorized campus location during the entire examination. All participants should confirm in advance that the video communications facilities are satisfactory. The student must agree in writing in advance to the conduct of the examination by video communications. Immediately prior to the examination, the student may cancel the examination without prejudice if the facilities differ significantly from those previously inspected.
5. Master's oral examinations of students enrolled in master's programs taught wholly online do not require the student and committee chair to be present in the same room during the examination. The committee chair must inform the Graduate School of the arrangements for the video conferencing at least two weeks prior to the examination.
6. Any technical support staff required to operate equipment is bound by university policy to observe strict confidentiality.
7. The oral examination must be scheduled for a two-and-one-half-hour time period to allow for any delays resulting from video communications use.

8. In the event of a technical failure, the advisor in consultation with the other committee members will decide whether to cancel the examination without prejudice to the student.
9. In all cases, all members of the committee, including any off-site committee members, must record their vote on the Report on Final Examination form and Report on Final Document form as necessary. Both forms may be found at GRADFORMS.

**Attendance Requirements: Campus-based Graduate Programs**

1. Graduate students must be physically present for examinations.
2. One member of the graduate student's committee (including advisor) can be at a distance without petitioning. The student must be in agreement with this arrangement. Programs must insure that students are well advised about videoconference procedures and guidelines related to an examination, especially in the case where the advisor is not on campus.
3. A petition to the Graduate School is required if a graduate program seeks to have more than one committee member at a distance. Approval by the Graduate School is required before the examination can proceed. The student must submit a Committee and Examination Petition form through GRADFORMS at least two weeks prior to the proposed date of the exam.

**Attendance Requirements: Fully On-line Graduate Programs**

1. Graduate students enrolled in a fully online graduate program can take examinations at a distance.
2. All committee members, including the advisor, can be at a distance

**Attendance Requirements: Dual Degree Programs with International Institutions**

1. Students in dual degree programs with international institutions can defend remotely at the foreign institutions. However the student must register for 3 graduate credits at Ohio State during the semester of the candidacy exam, final defense, and graduation.
2. If the student defends at the foreign institution, they will need to set up the video conference arrangements for the Ohio State committee members and the assigned Graduate Faculty Representative.

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## Appendix C

# Research Standards and Misconduct

### Research Standards and Scholarly Misconduct

#### SECTION C.1

*Approved by the Council on Research and Graduate Studies, May 2004*

Graduate students and Graduate Faculty aspire to professional behavior that is consistent with the highest ethical and moral standards. The Graduate School at The Ohio State University expects that graduate students will demonstrate responsibility and integrity in pursuing their creative and scholarly interests. The academic enterprise is dependent upon such behavior. 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.

When graduate students join the Ohio State community, they become members of disciplinary, scholarly, and professional communities that extend beyond the university. Graduate students are expected to learn, respect, and abide by the professional codes of ethics and responsibilities that are commonly accepted in their field of study or area of research. These codes include but are not limited to the following: a responsibility to contribute an original body of work to one's chosen discipline and the recognition that one's work is based on the work of others which must be respected and properly acknowledged. Graduate students also have the responsibility to treat university faculty, staff, and other students respectfully and professionally.

Graduate Faculty, advisors, and graduate programs should actively encourage their students to participate as members of their chosen disciplinary, scholarly, and professional communities. Graduate students should be encouraged to seek and share knowledge wherever and whenever possible. Academic advisors and other faculty members should educate graduate students through example and discussion, addressing such issues as academic honesty, research, publication, recruitment, and hiring practices, and applicable fellowship and graduate associateship responsibilities. Disciplinary codes of ethics and norms should be discussed among graduate students and faculty. Such communication is a means of setting high standards of behavior in graduate study and beyond.



## **Investigation of Allegations of Research Misconduct by a Graduate Student**

### **SECTION C.2**

This process is used by the Graduate School when allegations of research misconduct by a graduate student have been forwarded by the Committee of Inquiry as detailed in the document “[University Policy and Procedures Concerning Research Misconduct.](#)”

When a Committee of Inquiry determines that an allegation of research misconduct by a graduate student has substance so as to warrant further investigation, such investigation will proceed in communication with the Graduate School.

Upon receipt of the final report by the Committee of Inquiry, the Office of Research Investigation (ORI) in consultation with the Graduate School shall appoint an Investigation Committee. The committee shall be composed of at least five members: two members of the Graduate Council (one of whom shall chair the committee), one member of the graduate faculty from the college in which the student is enrolled, one member of the graduate faculty with academic expertise relevant to the field of study of the student alleged to have committed research misconduct, and one graduate student selected in consultation with the president of the Council of Graduate Students. One of these members will be appointed with approval of the Graduate School and will represent the Graduate School. If the Office of Research Investigation or the Graduate School determines that the complexity of the case requires that the committee be larger than five members, additional members may be added at the discretion of the ORI or Graduate School.

The Investigation Committee shall review any documentary evidence submitted by the Committee of Inquiry and shall meet with the graduate student alleged to have committed research misconduct. At its discretion, the committee shall interview individuals having information relevant to the allegation(s). The student shall be given copies of any documentary evidence submitted by the Committee of Inquiry. However, the student shall not have the right to be present when witnesses are interviewed or to question such witnesses. When the student is interviewed, the student may be accompanied by legal counsel or other advisor, but the role of such person in the process shall be limited to advising the student. The student may submit any relevant evidence for consideration by the Investigation Committee and may request that witnesses with information directly relevant to the allegation of research misconduct be interviewed by the committee.

Findings of the committee shall be based on greater weight of the evidence and the decision is reached by simple majority vote of the Investigation Committee. At the conclusion of its investigation, the committee shall report its findings to the Graduate School, including a conclusion concerning the merits of the complaint.

The Investigation Committee shall make every effort to conduct its investigation and submit its report to the Graduate School within 45 days. If the Investigation Committee finds that the greater weight of evidence indicates research misconduct, the Graduate School shall forward the committee's report to the coordinator of the Committee on Academic Misconduct. The coordinator shall schedule a hearing of the Committee on Academic Misconduct for the determination of sanctions. This hearing shall be held within a reasonable time, not to exceed 30 days. The rules of the [Committee on Academic Misconduct](#) will serve to inform this hearing and any appeal which may be filed.

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## Appendix D

# Graduate Student Grievance Review Guidelines

### Overview

#### SECTION D.1

The Graduate School is specifically authorized by the graduate faculty and Graduate Council to review grievances related to graduate examinations and graduate associate appointments. The purpose of this document is to outline the process for the systematic review of grievances filed by graduate students related to graduate examinations and graduate associate appointments. The aim of the guidelines is to ensure that a graduate student who is unable to resolve a dispute over a graduate examination or a GA appointment locally has access to a review by a knowledgeable group of neutral faculty and graduate students who are not associated with the student's graduate program or appointing unit or who in any other way have a conflict of interest.

Many graduate programs have local procedures for resolving grievances, such as discussions with an advisor, supervisor, Graduate Studies Committee Chair, department chair, or college dean. Graduate associates should also consult their appointment documents.

The Graduate School is occasionally called upon to address a complaint by a graduate student related to other academic matters. The Graduate School becomes involved in such matters only after all reasonable local efforts to resolve the problem have failed. In accordance with university policy, complaints of harassment, sexual or otherwise, and allegations of scholarly misconduct are directed to the appropriate offices authorized to address them.

### Procedures

#### SECTION D.2

When the dean or associate dean of the Graduate School receives a petition for the review of a grievance related either to a graduate examination or to a graduate associate appointment,

the dean or associate dean will determine first that there has been an attempt to resolve the problem at the local graduate program or individual appointing unit level. If such a resolution is not achieved, the dean or associate dean will review the petition and determine if the matter should be referred to the chair of the Graduate School Grievance Committee.

Upon receipt of such a request from the dean, the Graduate School Grievance Committee will conduct, expeditiously, a hearing for the review of the grievance. The Graduate School grievance committee will consist of the following members:

- Three graduate faculty members of Graduate Council (voting)
- Two graduate student members of Graduate Council (voting)
- An associate or assistant dean of the Graduate School (nonvoting), who will serve as chair of the Grievance Committee. In the event of a tie vote, the chair casts the deciding vote..

In cases where any of the individuals serving in these roles have a conflict of interest or perceived conflict of interest, substitutions will be permitted with the permission of the dean of the Graduate School.

The chair of the Grievance Committee will convene the hearing. Faculty members or graduate students who are members of the graduate program(s) involved are disqualified from sitting on the grievance committee.

At least one week prior to the hearing, the chair of the Grievance Committee will provide the materials listed below to all members of the Grievance Committee and to all parties to the grievance, depending on the nature of the grievance:

- A letter detailing the nature of the grievance and establishing the time, location, and expected duration of the hearing
- A copy of these guidelines
- A copy of the complainant's letter to the dean

Each party is expected to attend the hearing in person to present his or her case and may call witnesses in his or her behalf. A party unable to attend the hearing may submit a written statement.

Parties are defined as follows:

1. Graduate Examination Grievance: a) the student, and b) the members of the examination committee, including the graduate faculty representative (doctoral-level examinations only)
2. Graduate Associate Grievance: a) the student, and b) the student's GA supervisor and/or head of the GA appointing unit

Additional persons who may attend the hearing include the Graduate Studies Committee Chair of the student's graduate program and resource personnel from the Graduate School.

The parties may submit written statements related to the charges. Such documents must be received no later than three working days prior to the scheduled date of the hearing. All materials so submitted will be shared with all parties and the grievance committee members on a confidential basis.

Notice must be given to the Graduate School at least one week prior to the hearing if any of the parties is to be accompanied by witnesses and/or legal counsel.

## **Conduct of Hearing**

### **SECTION D.3**

At the beginning of the hearing, the chair will outline the procedures to be followed in the hearing:

- The chair shall allocate a specific amount of time to each party to state his or her case.
- Members of the Grievance Committee shall be present during the entire testimony portion of the hearing.
- Parties to the grievance are expected to be present to hear and participate in the entire testimony portion of the hearing.
- Legal counsel, if present, may not participate in the hearing. Involvement of legal counsel will be limited to consultation with the client, who answers all questions directed to the student.
- Witnesses, if called by either party, may attend only the portion of the hearing directly related to their testimony.

The testimony presented at the hearing will be recorded on audiotape. A party to a grievance may request a copy of the tape.

Committee members may ask questions to obtain a full understanding of the case.

At the conclusion of the testimony portion, all persons attending the hearing are excused except for the Grievance Committee members and the Graduate School personnel. The parties to the hearing will be asked to wait in a designated location outside the hearing room until freed to leave by the chair.

## **Hearing and Committee Decision**

### **SECTION D.4**

The decision of the Grievance Committee is reached in closed session, with only the hearing committee members and the Graduate School personnel present.

All members of the Grievance Committee vote on the outcome. The Graduate School personnel, including the associate dean who serves as the chair, may participate in the discussion and decision, but they do not vote (except when the chair votes to break a tie vote).

The Grievance Committee will decide on the basis of a simple majority as follows:

- The Grievance Committee shall decide whether the master’s examination, candidacy examination, or final oral examination was conducted in conformity with Graduate School rules and those of the local graduate program.
- The Grievance Committee shall decide whether actions taken with respect to a graduate associate appointment were in conformance with the rules of the appointing unit and the Graduate School. As stipulated in the Graduate School Handbook, the appointing unit is required to develop, publish, and make available its graduate associate rules.
- The chair of the Grievance Committee will report the committee’s finding in writing to the Dean or Associate Dean of the Graduate School.
- If the Grievance Committee finds that a violation of Graduate School rules or other violation has occurred, the chair of the committee will also communicate a recommended resolution.
- The Dean of the Graduate School shall make the final decision regarding the grievance and the recommendation of the Grievance Committee and shall notify all the participants in the proceeding.

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## Appendix E

# Graduate Associate Appointment Policies and Procedures

## Graduate Associate Appointment Policies and Procedures, Introduction

### SECTION E.1

Graduate associate (GA) appointment policies and procedures are formulated by the Graduate School through the Graduate Council, the Office of Human Resources, the appointing unit, and the graduate studies committee of the student’s academic unit. Graduate associates are expected to be familiar with all relevant policies, including those in the Graduate School Handbook, particularly [Section 9](#). The Graduate School policies and rules consulted the most are summarized below.

1. **Percent Time and Load.** The majority of GAs are appointed at 50 percent time (an average load of 20 hours per week over the duration of the appointment period). The average hours per week for appointments at other percentages are prorated according to this equation.  
**Note:** International students may not hold a GA appointment for more than 50 percent time.
2. **Duration of Appointment.** A GA appointment may be terminated prior to the end of the appointment period for the reasons listed in [Section 9](#). Early termination of the appointment requires the written approval of the Graduate School. International students on appointment who graduate may not work beyond the date of their commencement unless on OPT or continuing for another graduate degree in the term immediately following their graduation.
3. **Duties.** The specific duties of GA positions are determined by appointing units.  
**Note:** for GRA appointments: Graduate Research Associate (GRA) appointments fall into two broad categories:
  - a. GRAs on 50 percent appointments should spend approximately 20 hours per week on their appointment duties when they are supporting faculty research that is not directly related to their dissertations or theses.
  - b. For many GRAs, their appointment duties overlap with research for their own dissertations or master's theses. In these cases, it is difficult to separate the number of hours devoted specifically to the associateship. It is the responsibility of the faculty member to clarify expectations, including policies related to publication and intellectual ownership.
4. **Stipend.** The university establishes minimum stipends for GAs. Within the university's stipend policies, appointing units determine stipend levels, guided by such factors as levels of responsibility, years of experience, degree progress, previous GA performance, and stipend levels at peer institutions.
5. **Verification of Eligibility for Employment.** The university is required by federal law to verify the identity and employment authorization of all new appointees, and GA appointments are contingent on such verification. GA appointments may be contingent upon the completion of a criminal background check, at the discretion of the appointing unit.
6. **Paperless Pay.** The Ohio State University uses a paperless system for all paychecks and pay stub information. All faculty, staff and student employees are encouraged to sign up for direct deposit and can receive their pay stub information online. To access pay stubs visit [Employee Self Service](#).
7. **Fee Authorization.** Every GA appointment of at least 50 percent FTE receives a full tuition and fee authorization covering all instructional and general fees, including nonresident fees, and the technology (learning) fee. This also applies to GAs having multiple appointments

that cumulatively equal or exceed 50 percent. Graduate Associates holding a 25 percent FTE will receive one-half of instructional and general fees, including nonresident fees, and technology fee.

8. **Benefits.** Additional information is available in the Graduate Associate booklet, available from the [Office of Human Resources](#). Benefits are also discussed in [Section 11.2](#) of the Graduate School Handbook.
9. **Withdrawal/Disenrollment/Resignation.** A GA who is considering withdrawal should discuss the timing of the withdrawal and possible forfeiture fees with his/her advisor, supervisor, and/or graduate studies program coordinator. Other possible consequences should be discussed with the relevant office. Effects on health insurance coverage and subsidy, for instance, should be determined with the Student Health Insurance Office, the appointing unit's fiscal/human resources officer, and others as appropriate. Visa implications for international students should be reviewed with the [Office of International Affairs](#).

If a GA chooses to leave (withdraw from) the university or is suspended or dismissed, the GA will be billed for the value of the tuition and fees billed for that semester, session, or term in question based on the university's tuition and fee refund schedule (follow the "important dates" link at Office of the University Registrar).

If, for example, an unfunded student withdraws from the university during the second week of the semester, that student would be eligible for a 75 percent refund of tuition and fees paid. Since GAs on appointment do not pay their own tuition and fees, a GA on an appointment in a similar situation would be responsible for the 25 percent of the tuition and fees forfeited by the GA sponsor because of the withdrawal. If, however, a GA resigns their appointment prior to the completion of the appointment period, but remains enrolled, they will be billed for the full amount of the fees.

10. **Health Insurance.** Columbus campus-based, degree-seeking graduate students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. All students, including regional campus students, are automatically enrolled in the Student Health Insurance Plan (SHIP) upon registration, unless the student submits a waiver by the required deadline. GAs may elect to enroll in Prime Care Advantage instead of SHIP. Enrollment must be completed no later than 31 days after the beginning of the GA's appointment in the first semester of the qualifying appointment each year and must remain in effect for the remainder of the academic year. A GA must also complete the Prime Care Advantage enrollment form and waive the SHIP coverage by the applicable deadline in order to enroll in Prime Care Advantage. Additional information is available in the Graduate Associates booklet, and on the [Office of Human Resources](#) website under Benefits.

**Note:** for international students: International students are required to enroll in the SHIP unless covered under a government sponsor, select international organization, or are a covered dependent of a U.S. based employee. Additional information is posted at [Student Health Insurance](#).



11. **Health Insurance Subsidy.** The university pays 85 percent toward the GA's SHIP health insurance coverage and 85 percent toward dependent coverage if the GA, and, if applicable, the GA's dependent(s), enrolls in the Student Health Insurance Plan (SHIP). The subsidy amount of SHIP will also be applied toward Prime Care Advantage premiums if the GA (and the GA's dependents, if applicable) decides to enroll in Prime Care Advantage instead of SHIP. This subsidy applies to GAs who have an appointment of at least 50 percent (or multiple appointments that cumulatively equal or exceed 50 percent) and are paid through the Ohio State payroll system. See [Section 9.5](#) of the Graduate School Handbook and the [Graduate Associates booklet](#).
12. **Retirement.** All GAs are eligible to participate in the Ohio Public Employees Retirement System (OPERS). GTAs who have established membership with the State Teachers Retirement System of Ohio (STRS), based on other Ohio teaching service, may elect either to continue contributions to that system or to request STRS membership exemption. GAs are automatically enrolled into the retirement system and exemptions from either system must be made within 30 days of the first day of the appointment. Additional information about eligibility, exemptions, and contributions is available in [Section 9.5](#) of the Graduate School Handbook and the [Office of Human Resources](#). All GAs are also eligible to contribute to voluntary 403(b) or 457 retirement accounts, which allow additional retirement dollars to be contributed on a pretax basis.
13. **Additional Fees.** The Office of Human Resources has implemented a Payroll Deduction Plan for graduate students supported as graduate associates, graduate fellows, and graduate trainees who are paid through the university payroll system. This plan allows graduate students to pay "Other Student Fees" via a monthly payroll deduction. A detailed listing of fees and the associated rates can be found on the [University Registrar's website](#). GAs appointed at a 25 percent appointment (or greater) will participate in the monthly payroll deduction.
14. **Other Charges.** Each GA is responsible for other miscellaneous fees, such as athletic ticket fees and any penalties or late fees that he or she incurs.
15. **Parking Permits.** GAs may purchase "C" (student) or "B" (staff) parking permits for central or west campus. GAs are responsible for fees associated with the level of pass purchased as well as any other charges related to parking.
16. **Summer Fee Authorization.** Students who have held 50 percent or greater GA appointments for both autumn and spring semesters are entitled to a full fee authorization during the immediately following summer term without being on appointment. A graduate student who elects not to enroll during the immediately following summer term may not defer the use of the summer fee authorization.

Graduate students who have been appointed under the Fellow/Trainee title during any point of the year are not eligible to for the summer fee authorization benefit.

**Note:** for 25 percent GA appointments: Students who have held between a 25 percent and 49 percent GA appointment for consecutive autumn and spring semesters have one-half of their fees authorized during the immediately following summer term without being on appointment, as detailed in **Section 9** of the Graduate School Handbook. GAs who have multiple appointments that cumulatively equal or exceed 50 percent for consecutive autumn and spring semesters are entitled to a full fee authorization during the immediately following summer term without being on appointment, as detailed in the section above. A graduate student who elects not to enroll during the immediately following summer term may not defer the use of the summer fee authorization.

17. **Time Off.** Rules regarding time off during semester breaks or other times are determined by the appointing unit. When university offices must maintain services on university holidays and GAs are scheduled to work, they must be given the equivalent time off on another day.
18. **Short-term Absences and Leaves of Absence.** GAs may request time off to manage personal and/or family illness, bereavement, childbirth, and adoption. See [Section 9](#) of the Graduate School Handbook.
19. **Military Leave.** Information is available in [Section 9.5](#) of the Graduate School Handbook.
20. **Academic Requirements** A pre-candidacy student must be enrolled for a minimum of 8 credits each semester (4 for summer term) in order to hold a graduate associate appointment. A post-candidacy student must be enrolled for 3 credits each semester, including summer term, in order to hold a graduate associate appointment. A GA must also maintain reasonable progress toward their degree and maintain good academic standing with the Graduate School and his/her academic program each semester or session or term.

**Note:** for GA appointments below 50 percent: A student on a GA appointment below 50 percent must enroll for a minimum of 4 credit hours each semester (2 credit hours in summer term), make reasonable progress toward their degree, and maintain good academic standing with the Graduate School and his/her academic program each semester or session or term. GAs who have multiple appointments that cumulatively equal or exceed 50 percent have greater registration requirements, as described above.
21. **Additional GA Appointments or Employment** A GA may not hold an appointment of more than 75 percent FTE, whether as a single appointment or combination of appointments. International students may not hold a single GA appointment, or combination of appointments, for more than 50 percent FTE. GAs must consult with their graduate advisors and/or supervisors before engaging in employment outside the university to ensure that these additional commitments would not interfere with their academic progress or GA responsibilities. International students are not permitted to hold an appointment for more than 50 percent FTE.
22. **Fellowships Held Concurrently with GA Appointments:** A GA who wishes to accept a concurrent fellowship appointment may do so by petitioning the GA's graduate studies committee and obtain written approval of the Graduate School, provided the GA appointment

does not exceed 25 percent and all other conditions for holding GA and fellowship appointments are met.

23. **Supervisor** A GA should be informed in writing about the name(s) of the person(s) who will oversee GA responsibilities.
24. **Training** Most training requirements are established by units appointing graduate associates. The university requires that all Graduate Teaching Associates receive a baseline of preparation and ongoing support for their teaching. GTAs must be notified by their appointing units when they are required to attend training provided through the University Center for the Advancement of Teaching, the appointing unit, or another office. Specific requirements apply to international students appointed as Graduate Teaching Associates. (See [Section 9](#) of the Graduate School Handbook.)
25. **Graduate Student Codes of Conduct and Research Ethics** Graduate students are expected to learn, respect, and abide by the professional codes of ethics and responsibilities of the university and those commonly accepted in the student's field of study or area of research. These codes include but are not limited to the **Graduate Student Code of Research and Scholarly Conduct** and the [university's Code of Student Conduct](#).
26. **Intellectual Property and Other Research Policies** GAs should be familiar with Ohio State's policies on intellectual property, including copyrights and, when applicable, patents. GAs should work with their supervisors from the beginning of their appointments to clarify the relationship of their work to intellectual property and other research policy issues. Research policies are governed by the [Office of Research](#).
27. **Performance Expectations** Units that appoint GAs are expected to provide information in writing about GA duties and responsibilities. GA-appointing units are also expected to inform GAs in writing about the criteria and procedures for evaluating and reporting GA performance, including information about the [Student Evaluation of Instruction](#) (SEI) form and other student evaluations. GAs who are not meeting the specified responsibilities should be notified in writing and provided a plan as to how they can meet the expectations.
28. **Renewal of Appointment** Appointment renewals are contingent on many factors, including the availability of funds and need for services as well as the student's prior satisfactory performance as a GA, satisfactory progress toward degree completion, and good standing in the Graduate School. Renewal is not guaranteed.
29. **Nondiscrimination** The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin,

race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

30. **Problem-solving** Regular, clear communication between GAs and their advisors and supervisors is essential to establishing and maintaining an effective work environment. Should problems related to a GA appointment arise, it is generally preferable to settle them at the local level. If, however, talking with an advisor or immediate supervisor does not resolve a problem or potential grievance, a GA should consult program handbooks and other materials provided by the appointing unit to learn about problem-solving approaches and grievance guidelines that may be in place. GAs may also seek assistance from graduate program chairs, heads of appointing units, or Graduate School staff. GAs can seek additional guidance from the Graduate Advising Best Practices section of the Graduate School Handbook. For instances in which recourse to these individuals does not lead to resolution, the Graduate Council has established grievance procedures, which are available in Appendix D of the Graduate School Handbook.
31. **Workers' Compensation** GAs are protected by the provisions of the Ohio Workers' Compensation Law.
32. **Unemployment Compensation** Because a graduate associateship is a student position, GAs are not eligible for unemployment benefits when their appointments end.

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## Appendix F

# Guidelines for Time Off for Graduate Students Appointed as GAs, Fellows, and Trainees

### Introduction

#### SECTION F.1

These guidelines formalize a set of recommendations, deemed reasonable by the Graduate School, to be used by academic and administrative units at Ohio State to support graduate associates (GAAs, GRAs, and GTAs, collectively referred to hereafter as GAs), fellows and trainees during instances of personal and/or family illness, bereavement, childbirth and adoption as well as other instances that may require time-off. The specific details of these recommendations are found in [Section 11.2](#).

It is impossible to list every life circumstance and every academic situation that an individual graduate student might face. It is also impossible to list every situation that a faculty or administrative supervisor might face in a teaching, research, or administrative setting. These guidelines recognize that it is important for faculty and administrative supervisors to retain

flexibility in working with individual students to determine the most fitting response to a particular student's situation. At the same time, [Section 11.2](#) sets out guidelines that are intended to provide more consistency across the university in managing leaves of absence for funded graduate students. Nothing in these guidelines should be read to require the alteration or diminution of policies presently in place in programs that go beyond what is presented here.

Whenever possible and academically appropriate, these guidelines aim to preserve student status and the student's means of financial support (including stipend, fee authorization, health care subsidy, and other appointment benefits).

## **Types of Leaves of Absence**

### **SECTION F.2**

Types of leaves of absence include Sick/Bereavement Leave, Personal Leave, Professional Development Leave, and Parental Leave (see [Section 11.2](#) for details).

## **Eligibility Criteria**

### **SECTION F.3**

Ohio State graduate or professional students must:

- be on fellowship, traineeship ([Section 10](#)) or associateship ([Section 9](#)) appointments of at least 50 percent FTE paid through the Ohio State payroll system (hereafter collectively referred to as “funded graduate students”)
- A GTA, GRA or GAA must hold an appointment of at least 50 percent FTE (or multiple concurrent appointments combined for at least 50 percent FTE) paid through the Ohio State payroll system to be approved for a leave of absence. In the case of multiple appointments, different appointing units should work together with the student (and his/her enrolling unit, where appropriate) to create a coherent plan for the leave of absence.
- Fellows and trainees funded by external agencies are also subject to the guidelines established by the funding agency.
- be making reasonable progress ([Section 5.4](#)) toward the degree
- be in good academic standing ([Section 5.1](#))
- be enrolled at the level required to hold the appointment ([Sections 9](#) and [10](#))  
Requirements for full-time enrollment may be reduced with the approval of the appropriate Graduate Studies Committee, the Graduate School, and other relevant entities (such as a funding agency, Office of International Education, etc.).

## **Procedures and Guidelines for Leaves of Absence**

### **SECTION F.4**

Unexpected absences are usually the most difficult to manage, since they require careful balancing of the student's personal needs with academic and administrative policies, the

student's academic standing and degree progress, unit or principal investigator needs, and funding realities. Appropriately addressing these challenging life situations, which can also jeopardize degree progress or degree completion, typically involves not only the graduate student and his/her supervisor but also the student's advisor, Graduate Studies Committee Chair, and often the department head. Some situations may require additional expertise (from the Graduate School, the Office of International Education, the Office of Human Resources, the Office of Student Financial Aid, or other areas).

**Notification/Documentation.** To be granted these leaves the students must notify their advisor as soon as possible. For parental, personal and professional leaves, advisor approval must occur before deciding to take these leave of absence. All requests for leaves must be approved by the graduate advisor and/or the appointment unit, as applicable. Graduate associates and fellows, in need of leave or workplace accommodations related to a medical condition, should contact [Integrated Absence Management and Vocational Services](#) (IAMVS) within the [Office of Human Resources](#). IAMVS provides assistance/consultation to units and employees (faculty, staff, and student employees) regarding FMLA leave, disability benefits including workers' compensation, and workplace accommodations related to a disability (e.g., scheduling adjustments, physical limitations, leave as an accommodation, assistive technology, etc.). Furthermore, in order to maintain confidentiality, supporting medical documentation is requested by and maintained solely within IAMVS.

**Approval Process** The Graduate School has made these suggestions based on reasonable actions, but requests for all leaves of absence are handled at the local level. When in need of a leave of absence, the funded graduate student would make a request in writing (email) as promptly as possible to his/her immediate academic and/or administrative supervisor. In the case of short-term absences (less than 2 weeks) such as sick or professional development leaves, it is suggested at least the advisor make the decision. In the case of leaves of absence of longer duration, the administrative supervisor should consult with the student's advisor and chair of the Graduate Studies Committee in the student's program of study. The appointing unit may designate additional individuals who must approve requests for leaves of absence. In some cases it may be necessary for the supervisor and/or student to consult with other entities (such as a funding agency, the Office of International Education, etc.). For students on a Graduate School fellowship appointment, the student's program of study must notify the Office of Fellowship Services of the student's leave of absence.

**Denial.** A request for a leave of absence without requiring makeup time may be denied by the advisor, graduate committee, supervisor of the unit, or IAMVS due to an inappropriate or unreasonable request, including inadequate documentation; repeated requests for leaves of absence; documented unsatisfactory performance; and/or incompatibility with funding agency or other institutional guidelines (such as requirements applying to international students).

**Appeal process** If a dispute over a request arises, the graduate student should follow the appointing unit's appeal guidelines. Such guidelines often begin with an informal discussion



with an advisor, Graduate Studies Committee Chair, department chair, college dean, and/or unit director. Such discussions will often lead to a successful resolution. In cases where a successful resolution cannot be reached at the local level, the Graduate School is available to offer advice and, in certain situations, to provide a formal hearing and adjudication. The Office of Human Resources can also provide information and consultation.

**Appointment and Stipend Protection** Whenever possible and academically appropriate, the funded graduate student's appointment and stipend (including fee authorization, health care subsidy, etc.) should be protected and should extend as long as is necessary by proper documentation, or until the end of the academic semester or summer term, whichever comes first.

**Extension of Leave of Absence** In some cases, it may be appropriate to extend a leave of absence into a new, contiguous appointment. Leaves of absence that need to be extended beyond the initial appointment may be stipend-protected (in whole or in part) for reasons stated in [Section F.5](#) and [Section F.6](#) and at the sole discretion of the appointing unit.

**Registration Requirements** Unless an exception has been approved by the appropriate Graduate Studies Committee, the Graduate School, and other relevant entities (such as a funding agency or Office of International Education), graduate students on stipend-protected leaves of absence must meet the minimum Graduate School registration requirements to hold an appointment ([Sections 9](#) and [10](#)). The student may discuss with the advisor regarding possibility of registering for courses with more flexibility such as research credits or courses offered online.

**Coverage of Responsibilities** Funded graduate students who are requesting paid or unpaid leaves of absence must follow the procedures established by their appointing units to cover responsibilities in cases of absence. When managing coverage of duties for an absent funded graduate student, appointing units must be sensitive to the load of other graduate students.

Appointing units currently use a variety of practices to manage leaves of absences that extend beyond two weeks. Approaches include temporary assignment of responsibilities to another funded graduate student, accompanied by a temporary increase in that graduate student's appointment percentage (e.g., from 50 percent to 75 percent) or a special payment to that graduate student to compensate for additional effort over a period of time.

In some situations it is not necessary to cover the duties and the assignments can be held until the student returns from a leave of absence. In some cases, a graduate student who is not funded is placed on a new appointment to cover the duties. Graduate students may not serve as "volunteer GAs" for the duration of a leave of absence; that is, graduate students may not serve without a stipend, at a stipend not commensurate with the expected load, or without appropriate payment of tuition and fees. Circumstances that may warrant an exception must be approved in advance by the Graduate School.



## Funding for Leaves of Absence

### SECTION F.5

Appointing units at Ohio State currently manage the financial aspects of GA leaves of absence within their departmental budgets, seeking assistance from their colleges, the Graduate School or other offices (such as the Office of Research) in cases of hardship. College deans have expressed preference for continuing to use the present approach of managing GA leaves of absence locally.

As current practices are formalized, it is not intended that appointing units would experience financial hardship in managing leaves of absence. It is also recognized that principal investigators with externally funded research grants may have issue with the requirements of particular grants, where flexibility may be limited. If such concerns arise, appointing units should contact their college offices or the Office of Sponsored Programs (for PIs). The Graduate School will also be available to help with problem-solving.

In many cases, the costs associated with GA leaves of absence are fairly modest, such as the cost of temporarily increasing a funded graduate student's appointment percentage (e.g., from 50 percent to 75 percent) or making a special payment to that graduate student to compensate for additional effort over a period of time. In some cases, it is not necessary to cover the duties, and the assignments can be held without harm until the student returns from a leave of absence.

There are cases where a person who is not currently on a university appointment has to be placed on a new appointment to cover the duties; this person would most often be another graduate student but, especially in the case of the performance arts, could be an instructor or lecturer with special skills. In such situations, costs could potentially include a stipend or salary and any benefits associated with the appointment, such as coverage of tuition and fees.

## Selected Definitions for Medical Conditions

### SECTION F.6

**Serious health condition**, an illness, injury, impairment, or physical/mental condition that meets either one of the following:

- involves inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care
- continuing treatment by a health care provider that consists of a period of incapacity that also involves treatment multiple times by a health care provider or treatment at least once

by a health care provider that results in a regimen of continuing treatment and continuing incapacity

- chronic conditions, episodic incapacity (e.g., diabetes, epilepsy), permanent/long-term conditions (e.g., Alzheimer's, cancer), or multiple treatments (e.g., chemotherapy, dialysis)

## Relevant Selected Definitions for Parental Leave of Absence

### SECTION F.7

This leave of absence allows for a specified period of appointment- and stipend-protected leave associated with the birth or adoption of a child.

A funded graduate student on an approved paid leave of absence from appointment responsibilities for childbirth or adoption may receive 100 percent of his/her stipend and other benefits associated with the appointment (fee authorization, health care subsidy, etc.). See [Section 11.2](#).

The same appointment status (with equivalent benefits, pay, and other terms) is to be available after this leave of absence has been taken, provided the appointment or reappointment would normally have been available. Assigned duties, however, may be subject to change.

A leave of absence following the birth or adoption of a child is not to have a negative impact on appointment status or opportunities.

For funded graduate students who are eligible for leave:

- The birth mother's stipend is to be maintained for up to six weeks (See [Section 11.2](#) or until the last day of the appointment, whichever comes first.
- Non-birth parent's (up to two parents per new birth or adoption) stipend is to be maintained for up to three weeks or until the last day of the appointment, whichever comes first.

### Definitions

- **birth mother**, a female who gives birth to a child
- **father**, a male who is legally responsible for child rearing as the male spouse or domestic partner of the birth mother
- **domestic partner**, a same- or opposite-sex adult partner who has met the requirements of and has a completed Affidavit of Domestic Partnership for Funded Graduate Students' Leaves of Absence on file with the Graduate School
- **adoptive parent**, a parent who has taken a child into one's family, through legal means, to raise as one's own child. This is not applicable to foster parents.

**Use.** A leave of absence for childbirth or adoption for a funded graduate student should generally commence immediately following the birth or adoption of a child and not be used

intermittently. In some instances parental leave may commence prior to the event when deemed medically necessary or when requisite to fulfill the legal requirements for an adoption.

If both parents are funded graduate students, parental leave can be taken consecutively but is not intended to be used intermittently.

A leave of absence for childbirth or adoption is available for each funded graduate student, for each birth or adoption event. The number of children involved does not increase the length of a leave of absence granted for that event.

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## Appendix G

# Graduate Bridge Program for Under-Prepared Students, Administered by the Graduate School

### Graduate Bridge Program Overview

#### SECTION G.1

The Graduate Bridge Program (GBP) is a graduate-admission designation, for up to one full consecutive academic year (SU-AU- SP, in any order) allowing under-prepared students, and others in special circumstances, to have graduate standing before entering a program and a full load of prerequisite and/or degree-applicable coursework.

### Graduate Bridge Program Rationale

#### SECTION G.2

Some individuals and graduate programs would benefit from a bridge graduate program that would support graduate students who may be appropriate recruits for the program, but need additional time, mentoring, coursework, adaptation, or a lower course load to have a successful transition into a full-time graduate program at The Ohio State University. This program would also provide flexibility in acceptance dates and graduate enrollment prior to the student's transition into a targeted graduate program.

These students would be mentored as bridge students by their graduate programs as potential recruits. The programs would design the student's bridge experience to mature the student's talent to excel in their programs. The GBP would serve as a conduit for a supportive, flexible, environment for the student's professional development. The students eligible for this program face challenges in the current graduate admission process that can impede them from

fulfilling their educational and, in some cases, professional goals. The GBP would create opportunities for such individuals without impacting the rigors of graduate education at Ohio State, thus providing a professional development opportunity and fostering better opportunities for life-long learning and contributions for these students.

## **Eligibility for Graduate Bridge Program**

### **SECTION G.3**

It is anticipated that the GBP program may benefit the sectors of student population who would typically not qualify for regular or conditional admit. Five general descriptions of applicants that might benefit from a bridge year are summarized below. (These categories are neither mutually exclusive nor exhaustive) —

**Exploring:** Those with qualifications and interests in multiple fields and/or who have not been able to make application decisions in time to meet the Graduate School's program deadlines.

**Re-Calibrating:** Those developing specialized interests late in their under-graduate careers, especially those who want to enter programs with extensive pre-requisites that do not offer rolling admission.

**Life-Long Learning:** Those returning to study who are years away from their last degree and thus may have neither academic records that fully reflect current abilities and interests nor referees who can speak convincingly to the necessary audience in the graduate-academic setting.

**Late Blooming:** Those with an undergraduate grade point average that is skewed (cGPA less than 3.0) because of weak early performance that does not reflect the scholastic seriousness and achievements of the student or the later years of study;

**Challenges to Learning:** Those students with special circumstances that may make it difficult to initially succeed in a rigorous graduate program. For instance, under-prepared intersectional students that may reflect a combination of low income and educational sectors, under-represented minorities, first generation graduates, students with disabilities, and/or international students with significant language barriers and Visa restraints who may benefit from the bridge program.

These categories of students may benefit from a year to nurture and develop their talent, but may not be fully served as non-degree students due to a desire for graduate status to enhance their career development.

## **Difference from Non-Degree and Conditional Designations**

### **SECTION G.4**

**Non-Degree** Individuals with an accredited undergraduate degree may currently take graduate courses as non-degree students; however, they have no standing within the Graduate

School and, should they subsequently be accepted into a graduate program, could only receive credit for 7 hours towards their eventual degree. The \_GBP\_ would grant admission into the Graduate School and accrue more degree-readying hours and advance the career development of students.

**Conditional admission** This designation requires that a particular degree program petition the Graduate School to waive a requirement or requirements. The student must be able to transition to a regular student on a timeline and obtain the 3.0 average GPA for all graduate work on schedule. Conditional admits who are unsuccessful count against the success-rate numbers of a program, thus there is little incentive for graduate committees to extend chances to prospective students with unconventional profiles. Yet, such prospects might not only be deserving of the opportunity but in position to make unexpected contributions. The GBP could provide such students the chance to prove their readiness for advanced graduate work and to generate faculty relationships without risk to a program's reputation or metrics for standings.

## Graduate Bridge Program Mechanism

### SECTION G.5

The GBP provides a direct admission to the Graduate School for a maximum of one academic year. Conditions of acceptance into the GBP include:

**Letters** Including a letter of commitment from a Graduate Faculty Member of the graduate program to mentor the student, and from the Program (Graduate Studies Chair, Department Chair or Associate Dean of Graduate Studies) to accept the student if the student maintains a GPA of 3.0 in the GBP and meets all other requirements for the program.

**Application** The student must connect with a Graduate Faculty Member of a graduate program such that a letter of commitment is submitted at the time of application and prior to acceptance. This mentor would be expected to meet with the student and guide course load and selection and make recommendations for tutoring if desired. A [template letter](#) of commitment can be found on the Graduate School website. The Letter of Commitment submitted with the application will require a signature of the program advisor and the Graduate Studies Committee Chair and must be uploaded with the application. Programs opt into the GBP when they have a student identified to enroll.

**Enrollment** GBP students enroll into the Graduate School. The Graduate School recommends that these students enroll in Summer semester (when schedules permit) for a limited S/U course selection, then enroll for autumn for 3-4 credits of didactic course load (must be minimum of 4 credits for participation in the GBP) and remaining S/U credits, then Graduate spring semester for a fuller course load, as deemed appropriate. This approach will help the student adapt to Ohio State and their potential program with the best opportunity to achieve course grades that would permit success in a graduate program with the goal of achieving the necessary graduate GPA of 3.0 for continuation in the graduate program.

**Completion**– Students must file a Completion of Graduate Program form on [GRADFORMS](#), signed by the Graduate Studies Committee Chair, by the end of term to receive the Bridge Certificate or continue with enrollment in their graduate program or any other graduate program at Ohio State. Students that achieved the 3.0 minimum GPA would be enrolled into their mentoring graduate program to which they have been accepted as a regular graduate student or apply to other graduate programs at the end of any term.

Students enrolled in the GBP that want to transfer to another graduate program and continue in the GBP, must have a letter on file at the Graduate School signed by the new advisor and Graduate Studies Committee Chair to replace their application letter.

Students that have completed at least two terms of the GBP, have a 3.0 GPA in the GBP, completed a minimum of 12 credit hours, and are in good standing with the Graduate School, would be eligible to receive a Graduate Bridge Certificate designation on their transcript. For students that receive the Bridge Certificate, up to ½ or a minimum of 6 credit hours, could be applied to their continuation in their graduate program.

For students that do not meet the criteria for the [Bridge Certificate](#) or elect to not receive the Bridge Certificate, then credits that meet the requirements of the graduate program in which they enroll would be applied to their graduate program. Students in the GBP with a graduate GPA less than 3.0 may be conditionally accepted into the graduate program, but this is not guaranteed by the GBP commitment.

## **Graduate Bridge Program Outcomes**

### **SECTION G.6**

Graduate Bridge Program students may successfully roll into a graduate program at Ohio State or transfer to another institution. Graduate Bridge Program students that successfully complete two semesters or more of the Graduate Bridge Program may be eligible for a Bridge certificate credential notation on Graduate transcripts.

Students in the Graduate Bridge Program are not likely to be eligible for financial aid or graduate associate appointments. Programs can petition the Graduate School for GA appointment approval. Students in the Graduate School Bridge Program are not eligible for Graduate School Fellowships.

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## Appendix H

# Graduate Advising Best Practices

### Graduate Advising Best Practices Overview

#### SECTION H.1

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.

### Communication and Graduate Advising

#### SECTION H.2

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. It is recommended that graduate students and advisors meet between weekly to monthly depending on circumstances. The full graduate committee should meet twice a year, or annually in some circumstances.



## Graduate Student Responsibilities

### SECTION H.3

- 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

## Graduate Advisor Responsibilities

### SECTION H.4

- Conduct advising in an ethical manner, including when recruiting advisees
- Communicates with the co-advisor, the student's candidacy or dissertation committee and the Graduate Studies Committee regarding the student's program of study
- 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

## **Graduate Program Responsibilities**

### **SECTION H.5**

Establish graduate advising best practices that pertain specifically to the local graduate program and its graduate degrees

- Maintain an updated 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 and facilitate the communication between students and advisors, particularly during adverse events or tense communications.
- Hold a yearly orientation to familiarize new students and faculty with the graduate program and the university

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