

2017–18
**Graduate
Student
Guide**



THE OHIO STATE UNIVERSITY
GRADUATE SCHOOL

Message from the Dean



Whether you are a new graduate student or have been here for several semesters, there is always something new at Ohio State for you to discover.

Pursuing a graduate degree is exciting, and it takes a lot of focus to carry out the study and research involved in pursuing a master's or doctoral degree.

This guide will help you keep on top of the business side of your graduate career (registration, funded appointments, and degree milestones) and point you to resources that will support your student experience and help you prepare for your career.

While you are here, I encourage you to explore all that Ohio State and Columbus have to offer. Take time to get out of the lab or library and meet graduate students from other disciplines and build your network.

At every step of the way, the Graduate School is here to help. Call us if with your questions, and we'll help steer you toward a productive path.

Scott Herness

Interim Vice Provost for Graduate Studies
Interim Dean of the Graduate School

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New Student To-Do List

FOR MORE INFORMATION, [GO.OSU.EDU/NEW](https://go.osu.edu/new)

- Obtain an Ohio State Email Account
- Complete the Financial Responsibility Statement
- Schedule Classes
- Obtain a Student ID—BuckID
- Pay Fees

Course Registration

FOR MORE INFORMATION, [GO.OSU.EDU/COURSE-REGISTRATION](https://go.osu.edu/course-registration)

1. **Student Center** ([BUCKEYELINK.OSU.EDU/](https://buckeyelink.osu.edu/))
ACADEMICS → ADD A CLASS.
2. **Search**
Click **SEARCH THE MASTER SCHEDULE** or enter a class number
3. **Add to Shopping Cart**
Click **PROCEED TO STEP 2 OF 3.**
4. **Finish Enrolling**
Click **FINISH ENROLLING**
5. **Errors**
If you receive an error, see instructions at [GO.OSU.EDU/COURSE-REGISTRATION](https://go.osu.edu/course-registration)

GA & Fellow Appointments

FOR MORE INFORMATION, GO.OSU.EDU/GA-GF

Appointment Dates

AUTUMN	SPRING	SUMMER
MID-AUGUST* <i>through</i> DECEMBER 31	JANUARY 1 <i>through</i> MID-MAY*	MID-MAY* <i>through</i> MID-AUGUST*

* Appointment dates are approximate. For specific dates, see GO.OSU.EDU/EDU/GA-GF

Enrollment Requirements

	AUTUMN/SPRING		SUMMER	
	MIN	MAX	MIN	MAX
Graduate Associate, 50%	8	18	4	12
Graduate Associate, 25%	4	18	2	12
Graduate Fellow	12	18	6	12
Post-Candidacy Student	3	18*	3	12
For Financial Aid and Fees†	8	18	8	12

* Post-candidacy students typically enroll in three hours. Post-candidacy students who wish to take more than three hours should speak with their graduate program.

† Students may be eligible for financial aid at half time. Please contact Buckeye Link for detailed information about financial aid.

Paycheck Calendar

Graduate associates and fellows appointed for autumn semester will receive their first paycheck at the end of August. GAs on a nine-month appointment will receive one-half of a month's paycheck in August and one-half in May.

First Four-Week Summer Session

A typical graduate associate appointment is for autumn and spring semesters. However, work patterns are determined locally, and they may vary due to the first four-week summer session.

If the first four-week summer session is part of a GTA's established teaching load, for example, no additional pay is required. Alternatively, GTAs who have fulfilled their teaching obligations during autumn and spring semesters may be hired on supplemental appointments to teach during that session.

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

Payroll Deduction

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

Summer Fee Authorization

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

A graduate student who elects not to enroll during the summer term immediately following his or her autumn and spring semesters GA appointment may not defer the use of the summer fee authorization.

Funding

FOR MORE INFORMATION, GO.OSU.EDU/GS-FUNDING

Financial support for Ohio State graduate students is awarded in the form of associateships, fellowships, or traineeships. About 55 percent of graduate students (primarily doctoral students) receive some form of funding. Graduate students are not limited to funding from their program.

Graduate School Fellowships

Graduate School Fellowships are awarded competitively to incoming students after nomination by their graduate program. Graduate students cannot apply directly for these fellowships.

Presidential Fellowship

The most prestigious award given by the Graduate School for graduate students entering the final phase of their dissertation research or terminal degree project. By program nomination only.

Alumni Grants for Graduate Research and Scholarship

Small grants to support graduate students conducting dissertation research or terminal master's theses research.

J. Parker and Kathryn Webb Dinius Fellowship

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

Patrick S. Osmer SROP Graduate School Fellowship

A collaborative funding effort by the admitting program and the Graduate School. This multi-year award is only open to students who successfully completed the Ohio State Summer Research Opportunities Program (SROP).

Student Job Board

Student job listings including some jobs for graduate and professional students.

Pelotonia Graduate Fellowship

Support for students in any field or discipline conducting cancer research. Funds are raised by Ohio State's annual bike tour, Pelotonia. Awardees receive a stipend and the Graduate School provides fee authorizations.

Fulbright U.S. Student Program

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

Fulbright-Hays Doctoral Dissertation Research Abroad Program

Grants supporting travel for research, study opportunities, or dissertation research that must be conducted in another country. Administered by the Office of International Affairs.

Big Ten Academic Alliance/Smithsonian Institution Fellowship

A joint fellowship co-funded by the Graduate School and Smithsonian Institution that supports doctoral candidates conducting research with staff at any of the Smithsonian Institution facilities. Students apply directly via the Smithsonian's application system.

National Science Foundation: Graduate Research Fellowship Program

The GRFP supports outstanding graduate students who are pursuing master's and doctoral degrees in fields within NSF's mission. Students apply online via the NSF.

Career Development

FOR MORE INFORMATION, GO.OSU.EDU/CAREER-DEV

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

Bill and Susan Lhota Office of Alumni Career Management

Virtual and face-to-face career counseling, networking, and career events for all Ohio State alumni. If you have an Ohio State bachelor's or master's degree, you are eligible now!

Alumni Fire

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

Buckeye Careers—Office of Student Life

Online resource for jobs and internships.

Career Counseling and Support Services

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

Council of Graduate Students

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

Graduate Minors & Interdisciplinary Specializations

Over 50 low-credit options that can add another credential to your dossier.

Office of International Affairs

Information and immigration advising for international students and travel grants for graduate students undertaking international research.

Ohio Union Activities Board Graduate/Professional Committee

Workshops and events on career development and social and family-friendly programs.

Preparing Future Faculty Program—Graduate School

Mentorships with faculty at partner liberal arts colleges by the Graduate School.

Research Commons

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

Scarlet and Gray Financial Coaching

Full array of financial counseling services tailored to graduate students.

University Center for the Advancement of Teaching

Support and resources for graduate students and faculty involved in or interested in university teaching.

Versatile PhD

On-line community and resource for those interested in non-academic careers. Free to all Ohio State students, faculty, staff, and alumni. Subscription provided by the Graduate School and Alumni Career Management.

Hayes Graduate Research Forum

A campus-wide showcase of graduate student research. Cash prizes to the top presentations. Co-sponsored by the Graduate School, Office of Research, and Council of Graduate Students.

Degree Options

FOR MORE INFORMATION, [GO.OSU.EDU/DEGREE-OPTIONS](https://go.osu.edu/degree-options)

You can enhance your degree with low-credit hour minors and interdisciplinary specializations and options for dual and combined degrees. Talk with your advisor about the options that might be right for you, your research and career interests, and your degree completion timeline.

Graduate Minors, Interdisciplinary Specializations, and Graduate Certificates

Open to any graduate student interested in developing a secondary expertise. Some involve as few as 10 hours of graduate-level course work in at least three courses outside the student's home degree program.

Combined Degrees

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.

Dual Degrees

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.

Specializations

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.

Financial Services

FOR MORE INFORMATION, [GO.OSU.EDU/FINANCIAL-EDU](https://go.osu.edu/financial-edu)

Take a more active and informed role in managing your financial decisions.

Scarlet and Gray Financial, Office of Student Life

A free financial education program providing in-person and online resources. Trained volunteer peer coaches offer 1:1 financial wellness appointments in the Student Life Student Wellness Center.

- Budgeting
- Credit education
- Education planning
- Savings plan
- Debt repayment planning
- Financial goal-setting and coaching
- Major purchase analysis
- Retirement planning

GradSense

Interactive visualization tools and infographics help you to better understand borrowing and spending, potential future earnings, money management, and the value of pursuing an advanced degree.

Enhancing Student Financial Education, Council of Graduate Schools

Ohio State was one of 15 universities and colleges awarded a grant by the Council of Graduate Schools, in collaboration with TIAA-CREF, to develop financial literacy programs to educate students about successful strategies for managing student debt and personal finances. Scarlet and Gray Financial and GradSense are part of this project.

Final Semester Checklist, Doctoral

FOR MORE INFORMATION, GO.OSU.EDU/FINAL-DOCTORAL

- | | |
|--|--|
| <input type="checkbox"/> Set Defense Date | <input type="checkbox"/> Final Examination & Report on Final Examination Submitted*
Due: See Academic Calendar |
| <input type="checkbox"/> Candidacy Examination Completed
Due: At least one term before defense and graduation | <input type="checkbox"/> Dissertation & Report on Final Document Submitted*
Due: See Academic Calendar |
| <input type="checkbox"/> Enrollment for Term of Graduation (minimum 3 graduate hours)
Due: See Academic Calendar | <input type="checkbox"/> Microfilming Fee |
| <input type="checkbox"/> Application to Graduate
Due: Third Friday of the term | <input type="checkbox"/> Survey of Earned Doctorates |
| <input type="checkbox"/> Confirm Completion of Credit Hour Requirements | <input type="checkbox"/> Doctoral Exit Survey |
| <input type="checkbox"/> Application for Final Examination
Due: Two weeks before the Final Examination | <input type="checkbox"/> Confirm All Grades Posted
Due: See Academic Calendar |
| <input type="checkbox"/> Dissertation Draft Review
Due: Two weeks before the Final Examination | |

* Student should verify via GRADFORMS that committee has approved and submitted reports.

Final Semester Checklist, Master's

FOR MORE INFORMATION, GO.OSU.EDU/FINAL-MASTERS

- Enrollment for Term of Graduation
(minimum 3 graduate hours)**
Due: See Academic Calendar
- Application to Graduate**
Due: Third Friday of the term
- Confirm Completion of Credit Hour Requirements**
- Format Review (thesis only)**
Due: Two weeks before the Final Examination
- Master's Examination & Report of Final Examination**
Due: See Academic Calendar
- Thesis & Report on Final Document Submitted (thesis only)***
Due: See Academic Calendar
- Confirm All Grades Posted**
Due: See Academic Calendar

* Student should verify via GRADFORMS that committee has approved and submitted reports.

Contact

Graduate School

247/250 University Hall
230 North Oval Mall
Columbus, Oh 43210

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

Service Areas

Fellowship Services

614-247-7293
grad-schoolfellowships@osu.edu

Diversity Initiatives

614-247-6377
gradrecruit@osu.edu

Graduation Services

614-292-6031
grad-schoolgraduationservices@osu.edu

Registration Services

614-292-6031
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About the Graduate School

Committed to quality & collaboration

The Graduate School provides strategic leadership for graduate education at The Ohio State University.

It fosters quality by ensuring high standards for graduate programs and by providing essential services that support the work of graduate students, faculty, and staff.

Graduate education and a graduate school are at the core of major research universities like Ohio State. Graduate education is carried out by graduate faculty working with graduate students at the program level. This requires a strong, mutually reinforcing partnership between the graduate programs and the Graduate School.

Diversity is critical to excellence

The Graduate School is committed to effective recruitment, retention, and support for all graduate students. Inherent in that commitment is the belief that diversity is critical to excellence in graduate education and research.

The Graduate School promotes diversity in the community of graduate faculty and students and is an essential partner with the colleges and graduate programs in leveraging financial resources to recruit and support highly talented graduate students.

Graduate School

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230 N. Oval Mall
Columbus, OH 43210**

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gradsch.osu.edu