

**School of Teaching and Learning
Graduate Studies Handbook**

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Approved GSC: February 6, 2008
Approved T&L Faculty: February 8, 2008
Approved T&L Faculty May 16, 2008

**OVERVIEW OF GRADUATE STUDIES IN THE SCHOOL OF TEACHING
& LEARNING**

**PURPOSE OF THE SCHOOL OF TEACHING AND LEARNING GRADUATE
HANDBOOK**

The policies and procedures of the School of Teaching and Learning and of the Graduate School are intended to ensure the highest quality graduate education. These policies and procedures provide guidance for students as they pursue their education and their degrees. Many of the policies and procedures that govern graduate education in the School of Teaching and Learning can be found in the Graduate School Handbook (<http://www.gradsch.ohio-state.edu/>) and in this Graduate Studies Handbook of the School of Teaching and Learning. Students should become familiar with the content of both handbooks. It is the responsibility of each student to be aware of and to follow all of the policies and procedures of the School of Teaching and Learning and of the Graduate School.

Please note: The information in this document is subject to change, so students are advised to refer to the edition for the current academic year.

UNIVERSITY STRUCTURES

There are four levels within the University that impact graduate students—the Graduate School, College of Education and Human Ecology, the School of Teaching and Learning, and the student's graduate program (M.A. and M. Ed) or Area of Study (Ph.D.).

The Graduate School is the college within the University to which all graduate students are admitted. The Graduate School oversees aspects of admissions, registration, theses and dissertations, graduation, and many other aspects of graduate education. The policies and procedures of the Graduate School are set forth in the *Graduate School Handbook*, available from the Graduate School at <http://gradsch.ohio-state.edu/>. **ALL GRADUATE STUDENTS SHOULD DOWNLOAD A COPY OF THE GRADUATE SCHOOL HANDBOOK AND BE FAMILIAR WITH ITS CONTENTS.**

The College of Education and Human Ecology has three Schools and three Departments:

- the School of Teaching & Learning,
- the School of Policy and Leadership,
- the School of Physical Activity and Educational Services,

- the Department of Human Nutrition,
- the Department of Consumer Science, and
- the Department of Human Development and Family Services.

The School of Teaching and Learning provides graduate education that leads to the Masters of Education (M. Ed), the Masters of Arts (M.A.), and the Doctor of Philosophy (Ph.D.). The faculty of the School of Teaching and Learning have generated policies that govern graduate education in all of the School's programs. The Graduate Studies Committee and the Office of Academic Services act on behalf of the faculty with the review of petitions, processing of forms, and many other aspects of graduate education. The director of the School of Teaching & Learning is responsible for the administration of the School of Teaching and Learning.

OFFICE OF ACADEMIC SERVICES

The Office of Academic Services serves as administrative headquarters for graduate students in the School of Teaching and Learning. It houses many of the forms and printed information students will need. Located in room 227 Arps Hall, 1945 N. High Street, the Office of Academic Services (OAS) is the place for the day-to-day management of the graduate programs in the School of Teaching and Learning and houses the official files for graduate students in the School. This office ensures that appropriate procedures have been followed relative to the policies outlined in the Graduate Handbooks of the School and the Graduate School.

The Office of Academic Services responds to inquiries about graduate programs and processes forms notifying the Graduate School about important matters such as Master's Examinations, Candidacy Examinations, and graduation.

Telephone: 614-292-2332 Fax: 614-292-7695 Email: EDTL-OAS@osu.edu

ALL FORMS AND PETITIONS MUST BE SUBMITTED THROUGH THE OFFICE OF ACADEMIC SERVICES. No forms or petitions may be submitted directly to the Graduate School (they must first be submitted through the Office of Academic Services).

GRADUATE STUDIES COMMITTEE

The Graduate Studies Committee is responsible for the oversight of the School's graduate programs. The committee formulates rules and procedures relevant to the School's graduate programs within the policies established by the Graduate School and the graduate faculty of the School of Teaching and Learning. The Committee is responsible for monitoring the progress of graduate students, monitoring the graduate programs as a whole, among other responsibilities. (Other responsibilities of the Graduate Studies Committee are identified in the *Graduate School Handbook*.) The Chairperson(s) of the Graduate Studies Committee is (are) responsible for chairing the Committee and graduate faculty meetings, and handling or responding to graduate student inquiries and petitions. The membership of the Graduate Studies Committee consists of six voting faculty members elected by the School of Teaching and Learning faculty, one graduate student appointed by the Graduate

Studies Committee, and ad hoc members consisting of the coordinators of the M.Ed., M.A., and Ph.D. programs. (Changes in the membership of the Graduate Studies Committee are based on the School of Teaching and Learning Pattern of Administration).

PETITIONS

If a student experiences problems and wishes to seek an exception to normal procedures, the student must write a formal letter of request (petition) explaining the situation and obtain the support, in writing, of the faculty Advisor. Letters requesting exceptions to University or Graduate School rules (e.g., retroactive adds and drops, waiving the 135 credit hour minimum for doctoral students) should be addressed to the Dean of the Graduate School but first submitted to the Graduate Studies Committee of the School of Teaching and Learning (via the Office of Academic Services) for its recommendation and then forwarded to the Graduate School. Letters requesting exceptions to College, School, or programmatic requirements (e.g., waiving the School's six-year rule for master's students) should be addressed to the Graduate Studies Chair. All letters of petition must be submitted to the Graduate Studies Committee. If approved by the Committee, the letter of petition will be forwarded with a letter of support from the Graduate Studies Chair to the Office of Academic Services (227 Arps Hall) and the Graduate School, as appropriate to the request. The student will be notified of the final decision regarding any petition. The petition process is time consuming, so students should plan ahead.

APPEALS

The School of Teaching and Learning has an appeals process to help students resolve difficult problems. Students should attempt to settle their problems through discussions with persons closely connected to the problem before seeking appeal. A student should first contact the instructor or Advisor involved. If the problem is not resolved, the student should contact the School Director. Appeals must be submitted to the Director of the School in writing, presenting the student's case and the steps taken to resolve the issue. If the issue cannot be resolved through the office of the School Director, the student may appeal to the Graduate Studies Committee which acts as an Appeals Committee within the School of Teaching and Learning. For some issues, the Graduate School has an appeals process. Students should check with the Graduate School Handbook to determine whether an appeal to the Graduate School is appropriate.

CODE OF STUDENT CONDUCT, ACADEMIC MISCONDUCT, PROFESSIONAL AND ETHICAL BEHAVIOR

The university and the Graduate School have policies for student conduct and for addressing academic misconduct. These policies can be found at under Graduate Student Code of Research and Scholarly Conduct on the web page of the Graduate School <http://gradsch.osu.edu/> and under the Code of Student Conduct accessed through the OSU web page at http://studentaffairs.osu.edu/resource_csc.asp. Violations which constitute academic misconduct must be reported directly to the Committee on Academic Misconduct

and simultaneously to the School Director see <http://oaa.osu.edu/coam/home.html>. Violations of a non-academic character should be reported to the chair of the Graduate Studies Committee, to the director of the Office of Academic Services, or the School Director.

All members of the School of Teaching and Learning, including students, are expected to adhere to the highest professional and ethical behavior both on campus and in university related activities off campus (including university related on-line activities). Students are expected to know and adhere to the professional and ethical standards of the education and research profession as described in such publications as:

- International Reading Association (IRA) <http://ira.org>
- American Educational Research Association (AERA) <http://www.aera.net>
- Association for Supervision and Curriculum Development <http://www.ascd.org>
- National Council of Teachers of Mathematics <http://www.nctm.org>
- National Council for the Social Studies <http://www.socialstudies.org/>
- National Council of Teachers of English <http://www.ncte.org>
- National Science Teachers Association <http://www.nsta.org>

By applying to and being admitted to any of the academic programs of the School of Teaching of Learning, students agree to adhere to the policies listed above. In addition, it is the policy of the School of Teaching and Learning that all students, staff, faculty, and others engaged in School of Teaching and Learning activities are to be treated with dignity; integrity; respect for culture, language, and sexual orientation; respect for individual and collective intellectual and academic work; and respect for academic freedom and freedom of speech.

Each student, staff, and faculty member has the responsibility to promote the policies above for ethical behavior and to report violations of these policies. Failure to report a violation of university policies and School of Teaching and Learning policies for ethical behavior (as listed above) is itself a violation and subject to punitive action. Violations of the University, Graduate School, School of Teaching and Learning, and professional organization policies must be reported in writing to the appropriate university office (such as the Committee on Academic Misconduct) **and** to the School Director who will investigate the violation and take appropriate actions as defined by university policy.

FINANCIAL AID AND SCHOLARSHIPS

There are different funding opportunities available from the School, the College, and the University as well as from external sources. Students are encouraged to actively seek information from a variety of sources, including but not limited to those listed below.

The University has an Office of Student Financial Aid that can provide the student with information about funding opportunities at the graduate level. Financial aid counselors are available to assist students in finding ways to fund their education. (614-292-0300, <http://www-afa.adm.ohio-state.edu/apps/grad-dom/cost.html>)

In addition, the College of Education and Human Ecology has scholarships designated for College of Education and Human Ecology students only. Students should contact the Office

of Student Services for information about the scholarship application process and to obtain applications. The applications are available in January and are due by March 1. During that time period, students may also access the application form via the Web at <http://ehe.osu.edu/academics/scholarship.php> (614-292-2581; 172 Arps Hall)

Students also should be aware that some awards are made on a nomination basis. These awards require a faculty Advisor's nomination. They vary as to student eligibility and specific area of qualification and may be designated for various uses, such as dissertation travel and special research projects. Graduate students are encouraged to contact their faculty Advisors to inquire about the possibility of nomination for such awards.

GRA, GTA, AND GAA POSITIONS

A limited number of Graduate Research Associateships, Graduate Teaching Associateships, and Graduate Administrative Associateships (also known as "GA Positions") are available in the School of Teaching and Learning. GA positions provide valuable learning opportunities. GA positions pay general and instructional fees and a monthly stipend and require a certain number of work hours. Most common is a 50% Full Time Equivalent (FTE) position, which requires working 20 hours per week and taking a specified number of graduate enrollment credit hours based on the quarter of the appointment. A 50% GA position pays 100% of the general and instructional fees each quarter the appointment is held. Other GA position possibilities are 25% FTE or 75% FTE appointments. Students seeking or offered such appointments should inquire about the conditions. Student Health insurance is available for purchase. Specific information regarding the entire benefits package available to students holding a GA appointment is available in the *Graduate School Handbook*.

A GA position provides an opportunity for the student to work closely in a professional setting with University faculty. Particularly at the doctoral level, this experience is extremely valuable. If the student wants to be considered for a Graduate Associate position, the student must note interest on the "Application for Admission" form and submit a Graduate Associate Application (found on School website at <http://ehe.osu.edu/edtl/resources/>) to the Director of the School specifying areas of expertise and interest by April 1 (letters of interest may be accepted later than April 1 at the discretion of the School administrators). Nomination for Graduate Associate appointments are made to the Director of the School by the specialty area faculty based upon availability, vacancies, budget, and capabilities of the applicant. Upon the recommendation of the specialty area faculty, the Director of the School will send letters to selected students offering Graduate Associate appointments and indicating the length of the appointment (typically three quarters, assuming satisfactory performance), the responsibilities associated with the appointment, and the supervisor for the appointment.

The number of available Graduate Associate positions varies and is dependent upon program needs, the number of graduating Graduate Associates, and the budget. A Graduate Associate appointment in any particular quarter or academic year does not guarantee appointments for any subsequent academic quarter or year. Although Master's students typically may receive support as a Graduate Associate for two years and doctoral students typically receive support as a Graduate Associate for three years, reappointment is

contingent upon satisfactory performance, available funding, and recommendation by the specialty area faculty and the supervisor. For returning graduate students, a “T&L Graduate Associate Application Form” is sent to all GA's by the School HR Administrator and must be returned by April 1 (or later at the discretion of School administrators) if they are interested in a GA position for the next academic year. Appointments and offers for reappointment are made as early as possible, typically between April 1 and May 15. The T&L Graduate Associate Application Form can also be found on the School of T&L website in the Resources link (<http://ehe.osu.edu/edtl/resources/>). Notices about other GA positions available across campus often are posted on the bulletin board in the Graduate School and on the bulletin board outside the Office of Academic Services (227 Arps Hall). In addition, they are posted to the School's graduate student listservs. The student should provide the School's human resource administrator in 337B Arps Hall with an e-mail address for inclusion on the listserv. Graduate School policies on GA positions are included in the *Graduate School Handbook*. GAs and supervisors should read these policies. GTAs who teach courses required for certification in the College of Education and Human Ecology must have three years of teaching experience in order to comply with the Ohio Teacher Education and Certification Advisory Commission standards. Anyone who does not have this experience must file a plan to obtain it with the Director's office and get approval within the **first** quarter of teaching. GTAs who supervise interns in their field placements must participate in development experiences focusing on field supervision.

Terms and conditions of GA appointments are governed by Section II.8 of the Graduate School Handbook

Criteria and procedures for evaluating and reporting Graduate Associate performance. Evaluation of GAs is primarily the responsibility of the Advisor or supervisor (who should include the GA in the evaluation process), although participation by the School Director, or GSC may be appropriate. (Access to the evaluation should be provided to the GA by the supervisor or the School Director).

Grievance procedures related to GA appointments are described below and in Section 11-8 of the Graduate School Handbook. A Graduate Associate is expected to perform his/her given duties accurately, efficiently, and with initiative. The degree of success in achieving these goals will be assessed by the faculty supervisor or Advisor and reported once per appointment period and when necessary to the Graduate Associate and School Director. Procedure for evaluation of Graduate Associates by supervisors includes completion of a standard GA Evaluation Form (available from the School Director) at least once per appointment period.

Criteria and Procedures for Reappointment

Continued employment as a GA and reappointment depend on the GA's performance of duties, maintaining reasonable progress toward a graduate degree, and maintaining good academic standing. Except in the most compelling circumstances, and by petition to the Graduate Studies Committee, GAs must maintain a GPA of 3.0 (as is in Sec. II.4.1 of Graduate School Handbook) and satisfactory performance in courses that are graded satisfactory/unsatisfactory.

Graduate Associates must apply at the conclusion of their appointment, whether quarterly or annually, for reappointment. This application consists of a form and attached resume submitted to the Human Resource Administrator of the School requesting reappointment. Applications for renewal will be considered along with new student applications; however, currently employed Graduate Associates will receive primary consideration.

Reappointment of GAs is based on the school need for the following year, the performance of the GA in his/her duties, and the school evaluation of GAs once per appointment period, as consistent with the Graduate Student Handbook Rule (11-6-6). Reappointments are made no later than two weeks before the end of the Spring Quarter.

Criteria and Procedures for Terminating GA appointments

A GA's appointment may be terminated prior to the end of the appointment period for any of the following reasons:

- The GA is no longer enrolled in the Graduate School.
- The GA is not registered for the required number of graduate credit hours, as per the Graduate School Handbook (II.8.5).
- The GA graduates. When a student completes the Masters degree at the end of Autumn or Winter quarter, the GA's appointment is assumed to end at that time. If a student wishes to continue studying and pursuing a Ph.D. degree, he/she must apply for a continued appointment during that academic year. The appointment will depend upon the student's record.
- The department funds or the principal investigator's research funds are insufficient.
- The GA does not make reasonable progress toward a graduate degree or maintain good academic standing. GAs must meet both of these obligations, as stated in the Graduate School Handbook (p. 143: Reasonable Progress and Good Standing).
- A GA appointment may be terminated if the student exceeds 260 total graduate credit hours (as per College of Education and Human Ecology policy).
- The GA demonstrates unsatisfactory performance. Performance will be assessed via the standard GA Evaluation Form by the supervisor and/or appropriate evaluator.

The appointment will be terminated upon recommendation of the supervisor and the Director of the School to the Graduate School. The Director will notify the student in writing no later than the end of the fifth working day before the last day of classes of the quarter.

Grievance Procedures

The student may file a grievance regarding the termination of appointment with the Graduate Studies Committee chairperson(s). The Graduate Studies Committee Chairperson will confer with the Director and the supervisor. The graduate associate and the supervisor may be asked separately to provide documentation or to be present at a meeting. Agreement of The School Director and Graduate Studies Committee chairperson are needed to resolve the grievance. If the matter remains unresolved, the next and final step for the student is to file a grievance to the Graduate School's Grievance Committee, as per the Graduate School Handbook (p. 144: Resolution of Graduate Associate Grievances).

REGISTRATION FOR COURSES

Students register via the Internet on the Registrar's On-line Services Page under the link titled "Web Registration for Courses" <http://www.ureg.ohio-state.edu/ourweb/online.html>.

Registering early during the student's "window" increases the chances of getting into the courses requested. Students should check the *Master Schedule of Classes* each quarter for important deadlines and fees. Students are responsible for meeting all published deadlines for procedures such as registering, paying fees, adding or dropping courses.

TRANSFERRING GRADUATE NON-DEGREE CREDIT

A **maximum** of ten quarter hours of courses taken under graduate non-degree status at The Ohio State University may be transferred into a degree program provided it is appropriate to the current program at the time of admission and is approved by the faculty advisor. To transfer graduate credit from non-degree to regular status, the student should pick up the "Graduate Non-Degree Credit" form from the Office of Academic Services, have the faculty advisor sign it, and return the completed form to 227 Arps Hall.

TRANSFERRING GRADUATE CREDIT FROM ANOTHER INSTITUTION

Graduate credit from another institution may be transferred to the student's OSU record. If it is not transferred at the time of admission, the student should pick up a "Request for Transfer of Graduate Credit" form from the Office of Academic Services (227 Arps Hall) **NO LATER THAN THE END OF THE SECOND QUARTER OF ENROLLMENT IN THE GRADUATE SCHOOL, OBTAIN THE FACULTY ADVISOR'S APPROVAL, AND RETURN THE COMPLETED FORM TO 227 ARPS HALL.** The transfer credit must have been earned as a graduate student at an accredited university. The advisor may decide which courses to accept; however, the student must have a grade of B or higher in all classes to be transferred. The student cannot transfer a "Satisfactory" unless the student can prove (via letter from the student's former college or university) that the grade is the equivalent of a B or higher. Once the faculty advisor has approved the form, it should be submitted with an official transcript from the previous university to 227 Arps where it will be processed and forwarded to the Graduate School. The student may file a written request in 227 Arps Hall to see if her or his official transcripts are on file, and if so, these may be used. The Graduate School reviews everything and then sends it to the Admissions Office for final approval.

For doctoral students coming from another university, a maximum of 45 quarter hours of an approved Master's program may be transferred to the doctoral program. Doctoral students should contact the Graduate School or the Office of Academic Services (227 Arps Hall) to verify whether this transfer was made at the time of admission.

No paperwork is required to transfer up to 45 credit hours from an OSU Master's program to a doctoral program; however, if the student wishes to transfer more than 45 credit hours,

the student must submit an “Excess Master's Hours” form approved by the student's faculty advisor to the Office of Academic Services (227 Arps Hall).

TRANSFERRING GRADUATE CREDIT FROM ANOTHER OSU DEPARTMENT

To transfer graduate credit from another department at OSU to a Master's program in the School of Teaching and Learning, the student should pick up the “Transfer of OSU Graduate Credit” forms from the Office of Academic Services (227 Arps Hall), have the faculty advisor approve them, and submit the completed forms to the Office of Academic Services. Credit may be transferred if it did not count towards another Master's degree.

To transfer graduate credit from another department at OSU to a doctoral program in the School of Teaching and Learning requires written faculty approval on the Ph.D. program sheet (available in 227 Arps). No additional form is required.

REACTIVATION

Students who do not enroll in graduate courses for a time period of one quarter to two years should contact the Graduate School to reactivate. Students who do not enroll for a time period of **more** than two years should contact the Office of Academic Services (227 Arps Hall) for a “Letter of Reactivation” to be submitted to the Graduate School. Pre-candidacy doctoral students who have not taken courses for two years or more will need the advisor's written approval to be re-admitted into the doctoral program. Master's students who have not taken courses for more than two years and who are nearing the end of or are beyond their six-year time limit will need the advisor's written approval to be re-admitted into the Master's program.

THE MASTERS OF EDUCATION

Applications and Admissions Process

Students must submit application materials to the Office of Admissions and to the School of Teaching & Learning. Applications are available on the Web site listed above, in the Office of Admissions, 320 Lincoln Tower, 614-292-5995, or in the Office of Academic Services, 227 Arps Hall, 614-292-2332. Applicants must be accepted by both the Graduate School and a program in the School of Teaching and Learning. The section and specialty area to which the student is applying should be listed on the application under “specialization.” General descriptions and admission requirements for all education programs are found in the *Graduate School Bulletin & Handbook* (www.gradsch.ohio-state.edu/html/pb00.html) and the *College of Education Bulletin* on the School website at (www.coe.ohio-state.edu/edtl).

Transferring from One Graduate Program to another Graduate Program at OSU

If a student wishes to transfer from one graduate program to another graduate program at OSU, the student must complete a “Request for Transfer of Graduate Program” packet, available in 227 Arps Hall, and return it and the specified documentation to the same office.

The request for transfer is reviewed by the Graduate Studies Committee.

Advisors

Faculty Advisors help students develop degree programs and serve as mentors throughout the graduate experience. Students are assigned Advisors upon admission to a program. If the student's Advisor leaves the university or is no longer able to serve as the student's advisor for other reasons, the student should contact the School Director for assistance in finding another advisor. **STUDENTS MAY CHANGE ADVISORS WITH THE APPROVAL OF THE CURRENT ADVISOR, THE PROPOSED NEW ADVISOR, AND THE CHAIR OF THE GRADUATE STUDIES COMMITTEE.** Forms for changing advisors are available through the Office of Academic Services.

Transferring Graduate Credit Hours

The general rules for transferring credit have been described earlier and are described on page eleven.

To transfer graduate credit from another department at OSU to a Master's program in the School of Teaching and Learning, the student should pick up the "Transfer of OSU Graduate Credit" forms from the Office of Academic Services (227 Arps Hall), have the faculty Advisor approve them, and submit the completed forms to the Office of Academic Services. Credit may be transferred if it did not count towards another Master's degree.

Good Standing Status

Graduate students must be in "good standing" in order to maintain enrollment in the Masters of Education degree program. In addition to the criteria for being in "Good Standing" listed in the Graduate School Handbook, the School of Teaching and Learning also requires students in the Masters of Education degree program to act in a professional and ethical manner in all aspects of the program including field placements. Violations of professional and ethical behavior should be reported immediately in writing to the School Director. The School Director will investigate allegations of violation of professional and ethical behavior. (See also earlier section on Code of Conduct and Ethical Behavior).

Students who have not taken courses for more than two years and who are nearing the end of or are beyond their six-year time limit are not considered to be in "good standing" and are automatically dismissed from the Masters of Education program. They will need the Advisor's written approval to be re-admitted into the Master's of Education program.

Field Experience and Internship

M.Ed. students engage in a number of classroom experiences throughout the year, including part-time field experiences and a full-time internship. Each student must submit a "Master of Education Internship Application" prior to the first field experience.

The internship is the culminating field experience in the M.Ed. teacher preparation program involving 10 weeks of full-time student teaching.¹ Students will be evaluated carefully for

¹ Note new requirement beginning Fall 2009. All teacher candidates who are seeking their initial license and are beginning their student teaching in the fall of 2009 (or after) must have 12 weeks

readiness for the internship. Enrollment is open only to those students who meet the eligibility standards prescribed by the School and the specialty area. To be eligible for the internship, students must have successfully completed all of the required content courses in the M.Ed. prior to the internship and have an overall GPA of 3.0; however, some specialty areas may have more specific criteria.² In addition, each of the following specialty areas requires the completion of specific content courses prior to student teaching:

English:	100% (60 hours) of English with a minimum 3.0 GPA
Foreign Language:	100% (68 hours) of foreign language with a minimum 3.0 GPA
Middle Childhood:	80% in each area of concentration with a minimum 2.7 GPA
MSAT:	80% in each licensure area with a minimum 2.7 GPA
Social Studies:	Social Studies students are required to provide evidence they have passed the social studies content section of Praxis II before they enter field experiences in social studies methods courses. Therefore they are strongly encouraged to complete all content requirements before they take this comprehensive test of content knowledge. However, M.Ed. students will be allowed to student teach if they have passed the social studies content section of Praxis II and they have completed all but three (15 hrs) of their content.

Final approval of the internship placement is based on a faculty review of the knowledge, skills, attitudes, and values demonstrated by the student throughout the course of the M.Ed. and through the NCATE approved assessments.

During the internship, students will be subject to continuous evaluation and assessment. If the faculty or the field supervisor determines that a student is not performing successfully in the internship, the student may be moved to another field setting or removed from the internship after a discussion of the situation by all parties. If a decision is made to remove the student from the internship for the quarter, the student may petition to repeat the internship in a subsequent quarter. A committee of the faculty and representatives from the field will review the petition to determine if the student will be allowed to repeat the internship. Additional coursework or field experience may be required prior to a second placement. If the decision of the committee is not to allow a second internship, the student may petition to graduate without student teaching and without licensure.

of student teaching (clinical practice) and a minimum of 100 clock hours of early field experience. Please note that the 12 weeks of student teaching does NOT need to be consecutive nor does it need to be in the same placement.

² In some cases students may take courses during or after the internship. Students should check with their advisor.

Graduation Requirements

The student should submit a completed “Application to Graduate” signed by the faculty advisor to the Office of Academic Services (227 Arps Hall) by the second Friday of the quarter **prior to the quarter in which the student plans to graduate**. M.Ed. students who will be in the schools in a full-time internship during the quarter prior to graduation are encouraged to submit their applications to graduate prior to the start of their internships. Courses used to meet the requirements for the degree must be **no older than six years** at the time of graduation.

During the quarter of graduation, the student must enroll for a minimum of three graduate credit hours and complete a Master's examination and/or a project or approved alternative. The object of the M.Ed. project is to apply the student's growing understanding of scholarship in a specialty area to practice in the field. The student will develop the Master's project with the faculty advisor or capstone seminar instructor.

Final clearance to graduate is based on successful completion of the thesis, Master's exam and/or project or approved alternative, as well as all courses listed on the program sheet and a minimum overall GPA of 3.0.

Master's Examination or Alternative Options in the M.Ed. Program

“A student pursuing the non-project option must take a four-hour Master's Examination that includes written and performance portions and may include an oral portion.” (The College of Education and Human Ecology M.Ed. Program Description, 1989).

The following are approved by the Graduate Studies Committee as “projects” for the M.Ed. in the School of Teaching and Learning: portfolio, reflection paper on practice, or action research paper. Each of these options must reflect “study of a specific issue or problem in a student's area of practice...in which appropriate theory and/or research are brought to bear on the analyses and resolutions proposed.” The particular option chosen by a student must be designated as an available option by the specialty area and approved by the student's advisor. Alternative options might be substituted upon the request of the student's advisor to the Graduate Studies Committee. Any substitute should meet the criteria for projects noted in the College of Education and Human Ecology M.Ed. Program description (October 20, 1989).

There must be an examination over the project, although the examination may include other topics as well. The examination may include written or oral portions, or both, as determined by the faculty advisor.

The examination for the project or non-project options must include a performance portion that reflects the “skills and knowledge implicit in the project.” Examples include “presentation of a lesson segment or counseling session, a simulated presentation of a policy recommendation to a board of education, or the simulated presentation and explanation of an Individualized Education Program (IEP) to the parent of a learner...” (The College of Education and Human Ecology M.Ed. Program Description, 1989).

In some programs, alternative exam options are possible. The approved alternative exam options are listed on the Master's Exam Checklist available in the Office of Academic Services (227 Arps). The student should contact the faculty advisor for additional information about the alternative options.

Teacher Licensure Applications submitted two years or more beyond graduation

Students who do not apply for Ohio licensure within two calendar years after completing their licensure program at The Ohio State University will be required to meet the licensure requirements in existence at the time they apply for licensure.

In addition, students who apply for licensure between two and five calendar years will be required to complete a minimum of nine (9) quarter hours in their discipline approved by faculty in the program area. Students who apply for licensure after five calendar years will be required to complete a minimum of fourteen (14) quarter hours in their discipline approved by faculty in the program area.

All students will need to submit a Faculty Petition and complete all required course work before they can be recommended to the Ohio Department of Education for licensure.

THE MASTERS OF ARTS

Applications and Admissions Process

Students must submit application materials to the Office of Admissions and to the School of Teaching & Learning. Applications are available on the Web site https://www.applyweb.com/apply/osu/grad_files/menu.html, in the Office of Admissions, 320 Lincoln Tower, 614-292-5995, or in the Office of Academic Services, 227 Arps Hall, 614-292-2332. Applicants must be accepted by both the Graduate School and a program in the School of Teaching and Learning. The program to which the student is applying should be listed on the application under "specialization." General descriptions and admission requirements for all education programs are found in the *Graduate School Bulletin & Handbook* (www.gradsch.ohio-state.edu/html/pb00.html) and the *College of Education Bulletin* or on the School website at www.coe.ohio-state.edu/edtl/.

Dual Degree

If the student wishes to **complete two Master's degrees simultaneously** at OSU, the student must complete the "Application for a Dual Degree" packet available in 227 Arps Hall and return it with all specified documentation to the same office.

Transferring from one Graduate Program to another Graduate Program at OSU

If a student wishes to transfer from one graduate program to another graduate program at OSU, the student must complete a "Request for Transfer of Graduate Program" packet, available in 227 Arps Hall, and return it and the specified documentation to the same office.

Advisors

Faculty Advisors help students develop degree programs and serve as mentors throughout

the graduate experience. Students are assigned Advisors upon admission to a program. If the student's Advisor leaves the university or is no longer able to serve as the student's advisor for other reasons, the student should contact the School Director for assistance in finding another advisor.

Master of Arts Program Sheet

Early in the program, the student should complete a "Master of Arts Program Sheet" in conjunction with the faculty advisor. This form will list all of the courses the student will take in the M.A. program. The Program Sheet, signed by the student and the faculty advisor, should be submitted to the Office of Academic Services (227 Arps Hall). This signed program sheet is the official contract for the student's program and will be audited prior to graduation. It can be amended either by filing a new one (with the advisor's signature) or by having the advisor approve the changes in writing (letter or e-mail to Office of Academic Services).

Residency Requirement and Time Limit

M.A. students must fulfill a residency requirement by completing a minimum of 12 graduate hours within five consecutive quarters. Courses used to meet the requirements for the degree (including graduate non-degree credit or graduate courses transferred from another program or institution) must be **no older than six years** at the time of graduation.

Good Standing Status

Graduate students must be in "good standing" in order to maintain enrollment in the Masters of Arts degree program. In addition to the criteria for being in "Good Standing" listed in the Graduate School Handbook, the School of Teaching and Learning also requires students in the Masters of Arts degree program to act in a professional and ethical manner in all aspects of the program including field placements. Students who have not taken courses for more than two years and who are nearing the end of or are beyond their six-year time limit are not considered to be in "good standing" and are automatically dismissed from the Masters of Arts program. They will need the Advisor's written approval to be re-admitted into the Master's of Arts program.

Graduation Requirements

The application to graduate should be completed by Master's students by the second Friday of the quarter **before the quarter** in which the student plans to graduate. This application must be signed by the faculty advisor and then submitted to the Office of Academic Services (227 Arps Hall). Along with the "Application to Graduate", the student also must file the "Master's Degree Graduation Checklist" signed by the second reader of the student's examination. The Office of Academic Services audits the student's file to determine if the student has met all requirements for graduation. In addition, they will sign off for the Graduate Studies Chair and forward the student's application to graduate to the Graduate School for final approval. By the start of the student's final quarter, he or she will receive a letter confirming clearance for graduation or notifying the student of any problems. During the quarter of graduation, the student must enroll for a minimum of three graduate credit hours and complete the thesis, Master's examination and/or project or approved alternative.

Final clearance to graduate is based on successful completion of the thesis, Master's exam and/or project or approved alternative as well as all courses listed on the program sheet with a minimum of 45 quarter hours for the thesis option or 50 hours for the non-thesis option, and an overall GPA of 3.0.

Master's Examination

The Master's Examination is an integration of the knowledge the student has gained during the course of the Master's degree. It is prepared and reviewed by a Master's Examination Committee, which is made up of the student's faculty advisor and a second reader. The examination is taken during the last quarter of enrollment, and the student must be registered for at least three graduate credit hours.

If the student plans to take the Master's Examination using the standard format (essay questions written in a four-hour test situation) on the College-proctored date, the student should consult with the faculty advisor and discuss the subject areas to be included on the exam. The advisor and the second reader typically submit 3-5 questions to the Office of Academic Services (227 Arps Hall). On the day of the exam, the student receives the exam questions. Following the exam, the student's Master's Examination Committee will evaluate the responses.

If the student wants to take the exam on an alternative date, the student will need to make arrangements with the faculty advisor, then complete the "Alternative Examination Application" and submit it to the Office of Academic Services (227 Arps Hall) with the application to graduate. A student may take the Masters Examination in an alternative format with the consent of the student's adviser and provided the alternative format is among those approved by the School of Teaching and Learning Graduate Studies Committee and adopted by the student's specialty area. Currently, the Graduate Studies Committee has approved the following as alternative formats: a structured portfolio, a research paper that covers the student's areas of expertise, or action research paper. Students should check with their advisers to determine which of these have been adopted by their respective specialty areas. Other alternative formats might be approved in the future, but only after a written proposal from the faculty in at least one specialty area. Rules for results and reporting are the same for alternative formats as for the standard format.

All Master's examinations must be completed prior to the published Graduate School deadline for that quarter. The signed Master's Examination Report Form must be submitted to the Office of Academic Services (227 Arps Hall) two days prior to the Graduate School deadline. The student should confirm with the faculty advisor the date to complete the examination to allow the committee ample time for review. The Master's Examination for a student pursuing the thesis option must include an oral portion and may include a written portion. If the student does not pass the Master's Examination, the student should meet with his or her advisor to discuss the student's options (check the *Graduate School Handbook* for information on procedures).

Master's Project/Thesis

The object of the master's project or thesis is to reflect the student's growing understanding of scholarship in the student's field. If the student is planning at some point to pursue a

Ph.D., a thesis may be advisable so the student will have a research background to bring to a doctoral program. To develop a Master's Project or Master's Thesis, the student will consult closely with the advisor. There is some flexibility as to how the student might develop this work and what the end product might look like. All Master's theses in Education are housed in the Education, Human Ecology, Psychology and Social Work (EHS) Library (located in 110 Sullivant Hall, 1813 N High Street) and are available for review. The format of the thesis must conform to the guidelines for preparing a thesis in the *Graduate School Handbook*.

If the student is doing research that involves human beings, the student must have the proposal reviewed by the Institutional Review Board desk (The Office of Responsible Research Practices, 300 Research Foundation Building, 1960 Kenny Road, 614-292-9046 or www.orrp.ohio-state.edu). The student should contact the Human Subjects Review desk in order to discuss the process for review of the proposal, to obtain the appropriate forms, and to factor in the time it will take for the human subject's approval process.

End-of-Quarter Graduation

Any student who is unable to meet the Graduate School's published deadlines for graduation in a targeted quarter should contact the faculty advisor and the Office of Academic Services (227 Arps Hall). If the student completes all degree requirements by the end of the quarter—the last business day prior to the first day of classes for the following quarter—he or she may graduate the next quarter without registering for additional coursework or paying fees.

THE DOCTORATE OF PHILOSOPHY

Applications and Admissions Process

Students must submit application materials to the Office of Admissions and to the School of Teaching & Learning. Applications are available on the Web site listed above, in the Office of Admissions, 320 Lincoln Tower, 614-292-5995, or in the Office of Academic Services, 227 Arps Hall, 614-292-2332. Applicants must be accepted by both the Graduate School and a program in the School of Teaching and Learning. The Area of Study to which the student is applying should be listed on the application under "specialization." General descriptions and admission requirements for all education programs are found in the *Graduate School Bulletin & Handbook* (www.gradsch.ohio-state.edu/html/pb00.html) and the *College of Education Bulletin* or on the School website at www.coe.ohio-state.edu/edt/.

Transferring from one Graduate Program to another Graduate Program at OSU

If a student wishes to transfer from one graduate program to another graduate program at OSU, the student must complete a "Request for Transfer of Graduate Program" packet, available in 227 Arps Hall, and return it and the specified documentation to the same office.

Advisors

Faculty Advisors help students develop degree programs and serve as mentors throughout the graduate experience. Students are assigned Advisors upon admission to a program. Some students change advisors to align their academic interests with faculty expertise.

Students may change advisors by filing a form which can be obtained at the Office of Academic Services. If the student's Advisor leaves the university or is no longer able to serve as the student's advisor for other reasons, the student should contact the School Director for assistance in finding another advisor.

Transferring Graduate Credit Hours

The rules for transferring credit taken under graduate non-degree status can be found in the Graduate School Handbook. The rules for transferring credit from another institution can be found in the Graduate School Handbook.

To transfer graduate credit from another department at OSU to a doctoral program in the School of Teaching and Learning, the student should pick up the "Transfer of OSU Graduate Credit" forms from the Office of Academic Services (227 Arps Hall), have the faculty Advisor approve them, and submit the completed forms to the Office of Academic Services. Credit may be transferred if it did not count towards another Master's degree.

To transfer graduate credit from another department at OSU to a doctoral program in the School of Teaching and Learning requires written faculty approval on the Ph.D. program sheet (available in 227 Arps). No additional form is required.

The Nature of Doctoral Study in the School of Teaching and Learning

Doctoral study in the School of Teaching and Learning consists of five kinds of activities:

1. Course work (see your Area of Study's program sheet for specific course requirements)
2. Research Apprenticeship (see description below)
3. Independent Scholarship (see description below)
4. Examinations (see description below)
5. Participation in one's Research Community

Faculty in the School of Teaching and Learning expect doctoral students to pursue their education vigorously and to engage in educational activities independently and beyond those specified in courses and in program sheets. A student's advisor and the faculty in the student's area of study monitor the student's progress and learning and may recommend or require additional learning experiences beyond the minimum described in an Area of Study's program sheet. Indeed, it is often the case that doctoral students are required to take more courses than the minimum required and that they are required to engage in professional and scholarly activities beyond course work and the minimum listed requirements of an Area of Study. It is the responsibility the student's advisor and of faculty in an Area of Study to insure that the student has the appropriate course work, educational experiences, and professional experiences, to constitute an appropriate degree of expertise in the academic area of study and in the conduct of research. The judgment of faculty in this matter supersedes the minimum list of requirements on Area of Study program sheets (but must also be consistent with policies and rules of the Graduate School).

Doctoral Committees

Each doctoral student will have two doctoral committees: an Advisory Committee and a Dissertation Committee. These committees may consist of different membership. Since

each Area of Study may have different rules for the membership of the advisory committee and of the dissertation committee, students need to check with their advisor about specific rules in the Area of Study that apply.

During the first three quarters of enrollment in a doctoral program, the student establishes the Advisory Committee. Doctoral students must have four faculty members on their Advisory Committee. The student's advisor must hold the Graduate Faculty Category P status, as must the other faculty members on the doctoral committee (unless they hold Category M status and receive the approval of the Graduate Studies Committee to serve on the student's committee). Additionally, if the student's advisor holds a joint appointment with the primary source of support outside the School of Teaching and Learning, the student must request permission from the Graduate Studies Committee for this person to serve as advisor. A faculty member who holds Category M status may serve as the student's co-advisor with a faculty advisor who holds Category P status. The chair of the GSC will review Graduate School status of candidacy committee members to ensure that they meet Graduate School requirements for faculty serving on candidacy committees, as well as meeting School of Teaching and Learning rules and Area of Study rules regarding composition of such committees.

The student, in consultation with the advisory committee, will develop a program of study that reflects the student's research and career interests. The members of the student's Advisory Committee meet to approve a coursework plan. During this meeting, the student presents a vita (professional experience) and discusses educational goals and career plans with the Committee. At this meeting, the "Specifications for the Ph.D. Program" form is completed by the student and signed by each of the Committee members. The finalized list of courses is attached to the form and filed with the Office of Academic Services (227 Arps Hall), with copies to all the Committee members. At the conclusion of the coursework, the student will take the Candidacy Examination (described later).

Residency Requirement

The purpose of the residency requirement is for students to participate in the life of the University environment on a full-time basis. The Graduate School requires that a doctoral student must take at least 10 graduate credit hours in each of three out of four consecutive quarters. The residency requirement can only be met after completion of a Master's degree or 45 hours of graduate credit.

The Program

The School of Teaching and Learning has eleven Areas of Study for doctoral education. They are:

1. Adolescent, Post-Secondary and Community Literacies
2. Children's Literature and Young Adult Literature
3. Foreign and Second Language Education
4. Language, Education and Society
5. Mathematics Education
6. Multicultural and Equity Studies in Education
7. Reading and Literacy in Elementary and Middle Childhood

8. Rethinking Early Childhood and Elementary Education
9. Science Education
10. Social Studies and Global Education
11. Technology Education

The specific course requirements and other requirements for each Area of Study can be found on its Program Sheet available through the Office of Academic Study.

Research Apprenticeship

Each doctoral student must take a research apprenticeship. The purpose of the research apprenticeship is to provide the student with “hands on” experience in the research enterprise. Each Area of Study has rules for engaging in a research apprenticeship including the minimum number of credit hours required. The minimum number of hours of “research apprenticeship” as determined by an Area of Study must be completed before the candidacy examination is taken. Students who hold graduate research assistantships may not use the hours worked as part of their graduate research assistantship to accomplish the research apprenticeship (as per rules of the Graduate School).

Independent Scholarship

There are two categories of independent scholarship. The first category is independent scholarship the doctoral student should be conducting beyond course work and pre-candidacy. Such independent scholarship may include collaboration with faculty or it may be conducted alone.

The second category of independent scholarship is the dissertation research. Dissertation research must be independent, original work that is rigorous, of high quality and that makes a substantial contribution to the field. It is the responsibility of faculty serving on the dissertation committee to insure that the dissertation research is of the highest quality.

Examinations

There are two major examinations in the doctoral program beyond examinations in courses: the Candidacy examination and the dissertation examination.

The advisory committee is the committee that administers and evaluates the candidacy examination. The Candidacy Examination marks the passage of a doctoral student to doctoral candidacy. There are two parts to the exam: a written portion and an oral portion. The format of the written examination may be specified by the student’s Area of Study or developed in conjunction with the student’s Advisory Committee. This exam covers the areas of expertise the student has developed during the coursework, and it also can include the opportunity to begin development of the student’s dissertation proposal. Other procedures for the candidacy examination may be described in each Area of Study’s program sheet. The candidacy examination must be completed by the student independently. It may not include co-authored work or work that has been previously reviewed by faculty or others. Rules for the conduct of the oral portion of the examination are found in the Graduate School Handbook. The examination must be rigorous and faculty are required to hold students to high quality with regard to content, conceptualization, and clarity of writing. **IT IS THE STUDENT’S RESPONSIBILITY, IN CONJUNCTION WITH THE ADVISOR, TO ARRANGE A TIME AND A ROOM FOR THE ORAL EXAMINATION. THE STUDENT IS RESPONSIBLE FOR DELIVERING A COPY OF THE WRITTEN EXAMINATION**

QUESTIONS AND ANSWERS TO THE GRADUATE FACULTY REPRESENTATIVE AT LEAST SEVEN DAYS PRIOR TO THE ORAL EXAMINATION. All committee members, including the Graduate Faculty Representative (if there is one appointed to the committee), must vote favorably on the Candidacy Examination in order for it to be considered a “pass.” Additional rules for the conduct of candidacy examinations can be found in the Graduate School Handbook. In order to take the exam, the student must file the “Doctoral Notification of Candidacy Examination” form with the Office of Academic Services (227 Arps Hall) and the Graduate School at least 2 weeks prior to the exam. The student must be enrolled for at least three credit hours during the quarter in which the student takes the (oral) candidacy examination. For further information on the Candidacy Examination, please see the *Graduate School Handbook*.

Students may receive a Master of Arts degree based on successful completion of the Candidacy Exam if they do not already have a master’s degree. Doctoral students who did not complete a master’s degree prior to admission to the Ph.D. program may receive a Master of Arts degree upon successful completion of the candidacy examination if the faculty advisor approves it. Doctoral students who did complete a master’s degree prior to admission to the Ph.D. program may receive a second master’s degree upon successful completion of the candidacy examination if they meet the following criteria:

- 1) the second degree is in a different area than the first degree;
- 2) the student has completed an additional 45 graduate credit hours over and above the minimum number of hours required prior to candidacy (45 hours for the first Master’s plus an additional 70 hours); and
- 3) the faculty advisor approves it.

After passing the Candidacy Examination, a doctoral student is admitted to doctoral candidacy and has five years to complete the dissertation. At this point the student, in consultation with the faculty advisor, establishes a Dissertation Committee, which consists of at least three faculty members from the Columbus or regional campuses, all of whom should hold category P status. Faculty with Category M status may serve on the Committee with the approval of the Graduate Studies Committee. The members of this committee may or may not have served on the student's Advisory Committee. The chair of the dissertation committee must have “P” status. Each Area of Study has additional rules for the membership of the dissertation committee (these rules can be found on the Area of Study’s program sheet). The chair of the GSC will review Graduate School status of dissertation committee members to ensure that they meet Graduate School requirements for faculty serving on dissertation committees, as well as meeting School of Teaching and Learning rules and Area of Study rules regarding composition of such committees.

Rules for the conduct of dissertation examinations can be found in the *Graduate School Handbook*.

As noted above, the dissertation research must be independent, original work that is rigorous, of high quality and that makes a substantial contribution. The dissertation

committee must approve the dissertation at various stages including the proposal, the draft submitted prior to oral examination, and the oral examination. At each stage, the student must provide faculty with sufficient time to review their work or dissertation draft. The minimal amount of time to provide faculty for review of a dissertation draft is three weeks although it is the prerogative of a faculty member to require a minimum of four weeks for review of student work or dissertation draft. Students should take the time needed for faculty review and subsequent revisions into account when scheduling meetings, examinations, etc. The only criteria faculty are allowed to use in assessing the dissertation and examination at each point is the quality of the dissertation (and the quality of the oral examination); no other criteria or considerations may be discussed nor may students request faculty to consider extraneous conditions such as pending academic positions, finances, family commitments, etc. Doing so is considered a violation of professional and ethical standards. Examinations are scheduled according to procedures described in the *Graduate School Handbook*. Unless the student's Advisor directs otherwise, it is the responsibility of the student to schedule examinations at a time convenient to all members of the examination committee. Note: students should determine in advance when faculty will be on campus and when they will have an "off quarter." Faculty should not be expected to participate in an examination during their "off" quarter.

As the student writes the dissertation, it is important to become familiar with the layout required by the Graduate School. The Guidelines for Preparing and Submitting Theses, Dissertations, and DMA Documents is included as a section in the *Graduate School Handbook*, which is available on the Graduate School web site at: <http://www.gradsch.ohio-state.edu/> or in the Office of Academic Services (227 Arps Hall).

Two weeks before the Final Oral Examination, the candidate must submit a "Doctoral Draft Approval/Notification of Final Oral Examination" form and the draft of the dissertation to the Graduate School for format check. Faculty must be provided a minimum of three weeks to review the dissertation prior to signing the "Doctoral Draft Approval / Notification of Final Oral Examination" form. At least one week before the final oral, the candidate must deliver a draft of the dissertation to the Graduate Faculty Representative. The Graduate School staff will check the formatting and make a list of the things to be changed in order to meet formatting requirements. When the final manuscript is submitted, Graduate School staff will check that all the changes on the list have been made.

If the student is doing research that involves human beings, the student must have the proposal reviewed by the Institutional Review Board prior to collecting data (The Office of Responsible Research practices, 300 Research Foundation Building, 1960 Kenny Road, 614-292-9046 or <http://www.orrp.ohio-state.edu>). The student should contact the Human Subjects Review desk in order to discuss the process for review of the proposal, to obtain the appropriate forms, and to factor in the time it will take for the human subjects' approval process.

The Final Oral Examination may be passed with one dissenting vote. The Graduate Faculty Representative has a vote on the examination, but does not sign off on the dissertation.

Participation in One's Research Community.

Doctoral students are expected to be active participants in the community of researchers that constitute one's area of study at the School level, the university level, and at the national level. It is the responsibility of the student's advisor and of faculty in the Area of Study to communicate their expectations and standards for participation in one's research community. Among the activities that faculty in an Area of Study may recommend are: participation in informal seminars, lectures, discussions, and colloquium held at the university, attendance and participation at national research conferences, assisting in the review of manuscripts for a journal or of proposals submitted to a conference. Although faculty have the responsibility to communicate their expectations for participation in one's research community, it is the student's responsibility to pursue opportunities to participate in one's research community.

Good Standing Status

Graduate students must be in "good standing" in order to maintain enrollment in the Doctor of Philosophy degree program. In addition to the criteria for being in "Good Standing" listed in the Graduate School Handbook, the School of Teaching and Learning also requires students in the doctoral degree program to act in a professional and ethical manner in all aspects of the program, including their interactions with faculty, staff, and other students.

Pre-candidacy doctoral students who have not taken courses for two years or more will need the Advisor's written approval to be re-admitted into the doctoral program.

Each year the faculty in the student's Area of Study will conduct an evaluation of the student's progress toward degree. As a result of the annual evaluation, the faculty in the Area of Study may recommend to the Graduate Studies Committee and to the School Director (who must both concur) that the student be considered "Not in Good Standing."

Criteria for a finding of "Not in Good Standing" include:

- A GPA below 3.0
- Failure to make adequate progress toward the degree (e.g., failure to submit an approved dissertation proposal in a timely manner)
- Lack of contact or lack of activity by a student for more than two quarters
- Failure to engage in appropriate professional and scholarly activities beyond courses work as required by the faculty in an Area of Study (e.g., participation in and attendance at professional conferences, authoring or co-authoring manuscripts for publication, participating in research or other professional projects, etc.)

Faculty in an Area of Study may include criteria beyond those listed above provided they are made explicit to students in a timely manner.

The faculty's recommendation of "Not in Good Standing" shall include a list of actions the student needs to take to remediate a status of not in good standing. A student found not in good standing through the process of annual evaluation shall be provided no more than 12 months to remedy the situation (unless a longer period for remediation is approved by the School Director). The faculty in an Area of Study shall inform the School Director and the chair of the Graduate Studies Committee of students who are found to be "not in good standing". The School Director shall send a letter to the student informing him/her that

she/he has been found to be “not in good standing” by faculty in the Area of Study. The actions needed to return to being “in good standing” shall be listed in the letter. That letter shall be considered a “Warning letter”. Students who do not return to a status of being in “Good Standing” may be placed on probation or dismissed at the recommendation of the GSC to the School Director and the Graduate School.

Please note that the Graduate School also has criteria for determining whether a student in “good standing.” These criteria can be found in the *Graduate School Handbook*. The Graduate School has procedures for informing students if they are “not in good standing” and may dismiss a student from the graduate program and the university if a student does not remediate the situation and return to being in “good standing.”

In brief, all students must be in “good standing” as determined by the faculty in their Area of Study and by the Graduate School.

Graduation Requirements

Doctoral candidates must complete the “**Application to Graduate**” by the second Friday of the quarter in which they plan to graduate. The completed application should be submitted to the Office of Academic Services in 227 Arps Hall for the signature of the Graduate Studies Chair. If the student submits the application before 12:00 noon on Friday, the Office of Academic Services will obtain the signature of the Graduate Studies Chair and deliver the application to the Graduate School for the student. If the student submits the application after 12:00 noon on Friday, the student must obtain the signature of the Graduate Studies Chair, submit a copy to 227 Arps, and personally deliver the original to the Graduate School.

To be eligible to graduate, doctoral students must successfully complete all of the following:

1. Pass the Candidacy Examination.
2. Complete a minimum of 135 graduate credit hours (including credit for dissertation research) beyond the baccalaureate degree or 90 graduate credit hours beyond the master’s degree.
3. Complete the following residence requirements after the master’s degree or the first 45 hours of graduate credit have been earned:
 - a. a minimum of 45 graduate credit hours taken at OSU
 - b. a minimum of three out of four consecutive quarters with a minimum of 10 graduate credit hours per quarter at OSU
 - c. a minimum of twenty (20) graduate credit hours over a period of at least two quarters after admission to candidacy.
4. Submit a dissertation prospectus approved by the advisory committee in formal session to the Office of Academic Services (227 Arps Hall) no later than the second quarter after admission to candidacy.

5. Register for at least three credit hours during the quarters in which the Candidacy and the Final Oral Examinations are taken and during the quarter of graduation.
6. Submit a dissertation draft approved by the Dissertation Committee and the Draft Approval form to the Graduate School at least two weeks before the date of the Final Oral Examination.
7. Pass a Final Oral Examination on the dissertation and on the immediate field of investigation.
8. Submit the approved dissertation, abstract, and Final Approval form to the Graduate School no later than one week prior to commencement.
9. Complete all degree requirements within five (5) years after being admitted to candidacy.
10. Maintain a graduate GPA of 3.0.

For additional information regarding Graduate School procedures and deadlines, refer to the *Graduate School Handbook*, section 9, and the Graduate School Deadline sheet. Both documents are available in the Graduate School, 247 University Hall, 230 North Oval Mall, <http://www.gradsch.ohio-state.edu>, or in the Office of Academic Services, 227 Arps Hall.

End-of-Quarter Graduation

Any student who is unable to meet the Graduate School's published deadlines for graduation in a targeted quarter should contact the faculty advisor and the Office of Academic Services (227 Arps Hall). If the student completes all degree requirements by the end of the quarter—the last business day prior to the first day of classes for the following quarter—he or she may graduate the next quarter without registering for additional coursework or paying fees.

List of Materials & Forms by Program
Available from the Office of Academic Services
227 Arps Hall, 1945 N. High Street; 614-292-2332

All Programs

Application to Graduate/Checklist
Change of Advisor Form
The College of Education and Human Ecology Scholarships (awarded in Spring)
Graduate School Applications (Domestic/International)
Graduate Non-Degree Credit Form
Instructions for Admissions to a Graduate Program in the College of Education and Human Ecology
Letter of Reactivation
Multicultural, Foundations and Research Course Offerings List
Petitions to Add or Drop Courses
Petition to Change Option of Course
Request for Change of Record
Request for Dual Degree Program
Request for Transfer of Graduate Program
Transfer of Graduate Credit Forms

M.Ed.

Applications for Licensure
Faculty Petition for Substitution in Content
Fingerprint Information
PRAXIS II National Teacher Exam Registration Materials
Program Areas of Study, Course listings, Program forms

M.A.

Alternative Examination Options
M.A. Requirements Checklist
Masters Examination Alternative Format Form
Master of Arts Program Sheet
Program Areas of Study, Course listings, Program form

Ph.D.

Doctoral Draft Approval/Notification of Final Oral Examination
Doctoral Notification of Candidacy Examination
Instructions to Doctoral Students Following Admission to Candidacy
Ph.D. Program Sheet
Program Areas of Study, Course Listings, Program Forms
Research Proposal Form
Specifications for the Ph.D. Program Form