



SCHOOL OF
PHYSICAL ACTIVITY &
EDUCATIONAL SERVICES

**COLLEGE OF EDUCATION
& HUMAN ECOLOGY**

Graduate Studies Handbook

2008 - 2009

2008-2009

COMMITTEE:	Email address	Phone
Dr. Donna Pastore School Director	pastore.3@osu.edu	292-6787
Dr. Phillip Ward, co-chair	ward.116@osu.edu	688-8435
Dr. Janet Buckworth	buckworth.1@osu.edu	292-0757
Dr. David Stein	stein.1@osu.edu	292-0988
Dr. Paul Granello	granello.2@osu.edu	688-4931
Dr. Sheila Morgan	morgan.651@osu.edu	247-8714
Graduate Admissions Website	http://gradadmissions.osu.edu	
Graduate School website:	www.gradsch.ohio-state.edu	
College of Education & Human Ecology website	http://ehe.osu.edu	
PAES website	http://ehe.osu.edu/paes	

**Graduate Studies Office
Office of Student and Alumni Services
A100 PAES Building
305 W. 17th Avenue**

Ms. Kynthia Droesch
**Assistant Director for Undergraduate
Programs**
Phone: 292-6787
Email: droesch.4@osu.edu

Mr. Tim Graham
**Assistant Director for Graduate
Programs and Recruitment**
Phone: 688-4456
Email: graham.257@osu.edu

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INTRODUCTION

The graduate faculty of the School of Physical Activity and Educational Services is dedicated to providing the best opportunities for the education and development of its graduate students. Carefully considered policies and procedures are followed to ensure that (a) a quality graduate education with appropriate alternatives is available, (b) fairness and support are continuing, (c) merit is recognized, and (d) proper credit is awarded.

The Graduate Studies Committee and the Graduate Faculty, in order to provide information and to set forth policies and procedures pertinent to graduate study in the School of Physical Activity and Educational Services have developed the School of Physical Activity and Educational Services Graduate Handbook. Students and faculty should be aware that this publication is a supplement to regulations contained in the Graduate School Handbook and the Graduate Bulletin and generally does not duplicate the standard policies and procedures presented in these documents.

All graduate students should possess and be familiar with the contents of the Graduate School Handbook, the Graduate Bulletin, the School of Physical Activity and Educational Services Graduate Handbook and the appropriate mentoring document.

The primary responsibility for following policies, regulations, deadlines, and degree requirements rests with the student.

Students should be aware that each faculty member has an off-duty quarter. Students must consult their advisers if they wish to take a Master's Examination, Candidacy Examination, defend the Master's thesis or M.Ed. project, doctoral dissertation, or graduate during a faculty member's off-duty quarter. Unless otherwise arranged, a faculty member is technically off-duty during that quarter.

As well, whenever a student is working on aspects of a thesis or dissertation, there is the expectation that they will be enrolled in appropriate courses during the quarter of involvement with their advisor or committee members. During those quarters, graduate students typically are enrolled in EDU PAES 999 or 693.

The format of this publication generally follows the sequence of information outlined in the Graduate School Handbook. When possible, specific reference notations are provided. It is suggested that the two publications be consulted for reference when seeking information.

For course descriptions, see The Ohio State University Bulletin: Course Offerings, which is an annual publication. For class schedules, see the Master Schedule of Classes (and the supplement) that are available on the web.

Throughout this document the terms "Graduate Studies Committee" and "Graduate School" are used extensively. The Graduate Studies Committee is the elected committee of the School of Physical Activity and Educational Services responsible for the oversight and implementation of policy and procedures at the school level. The Graduate Studies Committee Chairperson ensures that policies and procedures are followed according to the established regulations of the graduate faculty of the School. The Graduate School refers to The Ohio State University office established as the University's representative body that oversees graduate education.

SECTION 1

(see the Pattern of Administration)

ORGANIZATION OF THE SCHOOL of PHYSICAL ACTIVITY & EDUCATIONAL SERVICES (PAES)

MISSION

The PAES mission statement set forth here is that developed by the School faculty in the PAES Appointments, Tenure and Promotion (PAES A, T & P) document, approved by the College and Senior Vice-President for Academic Affairs and Provost (Provost). It is repeated below for completeness of this document. The mission statement set forth in the PAES A, T & P document prevails as the mission statement of PAES.

In support of the mission and core values of the College of Education and Human Ecology, the mission of the School of Physical Activity and Educational Services is:

- To describe and explain basic and applied phenomena associated with teaching and learning, focused especially on those who participate in sport and exercise, those who have special needs, those who supply educational services, and those who pursue lifelong learning in the workforce;
- To prepare exceptional professionals and scholars who will serve as researchers, instructors, curriculum designers, managers, administrators, and counselors in sport and exercise, special education, wellness and human services, workforce education and lifelong learning in schools and universities, governmental agencies, community settings, and in the workplace;
- To provide appropriate services to university, local, state, national, and international communities, especially including scholarly and professional societies.

ORGANIZATION

1. The School is an administrative and programmatic unit within the College of Education and Human Ecology at The Ohio State University (see University Rule 3335-3-34).
2. The School is composed of sections within which programs of study reside. The sections are:
 - Special Education
 - Sport, Physical Education, Health & Exercise Science
 - Counselor Education, School Psychology
 - Workforce Development and Education

GOVERNANCE

The graduate faculty of the School organizes and conducts the graduate program according to this Graduate Studies Handbook, the Pattern of Administration adopted by the School, other documents and guidelines appropriately adopted by the graduate faculty, and the rules of the Graduate School.

SECTION 2

(also see Section II of the Graduate School Handbook)

GRADUATE STUDIES COMMITTEE

The Graduate Studies Committee is composed of one elected member from each section with a one year term, and that term can be renewed for up to a maximum of three years. The Graduate Studies Committee is responsible for assuring the appropriate conduct and administration of the School's graduate program. The committee formulates rules and procedures relevant to the School's graduate program within the policies established by the Council on Research and Graduate Studies of the Graduate School and the graduate faculty of the School of Physical Activity and Educational Services. Other responsibilities of the Graduate Studies Committee are identified in Section 2 of the Graduate School Handbook. In addition, the School's Graduate Studies Committee is responsible for the following:

1. Maintaining records and monitoring progress of each graduate student through graduation insuring compliance with established policies and procedures;
2. Assisting in recruitment of graduate students to the graduate program;
3. Arranging for guest lecturers and graduate convocations in conjunction with the graduate faculty;
4. Reviewing new course proposals;
5. Approving requests by faculty for graduate faculty Category M and P status and nominating to the Graduate School candidates for graduate faculty Category P status;
6. Evaluating old and new areas of specialization;
7. Evaluating and monitoring seminar course offerings;
8. Ensuring that graduate faculty maintain credentials appropriate for their graduate faculty appointment and involvement in the graduate program.
9. Delegating with proper authority aspects of oversight of graduate student progress to the school's office of student services.
10. Delegating with proper authority aspects of oversight of graduate student progress to the school's graduate studies committee chairperson.

GRADUATE STUDIES COMMITTEE CHAIRPERSON

The Chairperson of the Graduate Studies Committee performs the following tasks:

1. Chairs the Graduate Studies committee and graduate faculty meetings;
2. Is responsible for maintaining graduate student files with the assistance of the Office for Student Services;
3. Schedules and conducts at least two graduate faculty meetings per academic year (usually Autumn & Spring quarters);
4. Conducts the daily business of the Graduate Studies Office under the auspices of the Graduate Studies Committee according to the Graduate Handbook of the School of Physical Activity and Educational Services and the Graduate School;

5. Conducts information and orientation sessions about policies and procedures related to the graduate degree programs, including “Guidelines for Scholarly Misconduct,” for new faculty and students;
6. Works with the faculty and other units on campus to help assure professional development of graduate associates to assure their professional development towards their career goals;
7. Is the liaison between the Graduate Studies Committee of the School, the appropriate committees of the Council of the College of Education and Human Ecology, and the Graduate School of the University?

GRADUATE STUDIES OFFICE

Located in A100 PAES Building (614-292-6787), this office houses the School’s official files for graduate students in the School’s graduate programs. This office is the location of the day-to-day management of the graduate program of the School. This office maintains graduate student files and ensures that appropriate procedures have been followed relative to the policies of the Graduate Handbooks of the School and the Graduate School.

This office responds to inquiries about graduate programs by distributing materials that have been prepared by the graduate faculty conducting the areas of specialization and approved by the Director. This office also requests the Admissions Office to forward admissions materials and an Ohio State University: Graduate Bulletin to potential applicants.

This office also processes many forms notifying the Graduate School about important matters such as information related to the Candidacy Examination and graduation. These forms often require review of the student’s graduate file.

Because review of the student’s file takes time and because these forms require the signature of the Graduate Studies Committee Chairperson, students are required to submit forms requiring the Graduate Studies Committee Chairperson’s signature one week before the Graduate School deadline for the form.

The graduate faculty associated with an approved area of specialization are responsible for the preparation of informational materials about the area of specialization. All materials developed for distribution must be approved by the Chairperson of the Graduate Studies Committee and the Director to ensure consistency with approved university programs and policies. These will be developed according to the format requested by the Graduate Studies Committee. All inquiries requesting information about programs of study shall be referred to the Graduate Studies Office for appropriate action.

The Graduate Studies Office will be the depository of all materials related to the graduate program of the School. Retention and destruction of these materials will be followed according to the State of Ohio Revised Code (16/n/11;16/n/15).

PROCEDURE TO CHANGE THE POLICIES OF THE GRADUATE HANDBOOK

Graduate faculty members may submit proposals to change the policies of the graduate faculty contained in the School of PAES Graduate Handbook. Proposals may be submitted at any time. However, the Graduate Studies Committee Chairperson will request proposals from the faculty to change policies every Spring Quarter. Those proposals submitted during the year and in response to the request will be considered by the Graduate Faculty at the Spring Quarter meeting of the Graduate Faculty. Proposals to change policy should contain the current policy, the proposed change, a rationale for the proposed change, and arguments for and against the proposed change. The proposed change will be discussed at the faculty meeting, and after two weeks a mail ballot will determine the vote of the graduate faculty with regular appointments (defined in section 3). If a proposal to change a policy is adopted by a majority vote of the graduate faculty, it will be implemented in the coming academic year. For example, changes approved Spring, 2006 will go into effect Fall, 2006. If a proposal to change a policy fails adoption, it may not be reconsidered by the graduate faculty for one academic year.

SECTION 3

(Also see Section IV of the Graduate School Handbook)

GRADUATE FACULTY MEMBERSHIP

ELIGIBILITY AND NOMINATION

PURPOSE

The Graduate Faculty are those members of the general faculty approved to conduct graduate education at the university. Although appointment to the faculty must precede appointment to the Graduate faculty and is a condition of it, a faculty appointment does not in itself confer Graduate Faculty membership. Graduate Faculty appointing procedures and criteria are outlined below.

Eligibility. Regular tenure-track faculty with the rank of Assistant Professor or above are eligible for appointment as Category M and P graduate faculty. Regular clinical faculty are eligible for appointment as Category M graduate faculty. Ex officio members of the Graduate Faculty are the Senior Vice President for Academic Affairs and Provost, the Vice President for Research, the Vice Provost of Graduate Studies and Dean of the Graduate School, the deans of the colleges and Director of Libraries.

Functions. Only regular Graduate Faculty members are authorized to perform one or more of the following functions:

1. serve as advisor or co-adviser for master's degree students
2. direct master's theses
3. serve as advisor or co-adviser for doctoral degree students
4. direct doctoral dissertations or D.M.A. documents
5. serve as Graduate Faculty Representative on Candidacy Examination and Final Oral Examination Committees
6. 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 adviser for or serve on the Master's Examination (ref. II.5.11.3), Advisory (ref.II.5.11.3), Candidacy Examination (ref. II.6.10.5), or Final Oral Examination Committees (ref.II.6.13.2) of former fellow students.

Appointment. The appropriate category level is determined by the faculty member's qualifications and by the functions the faculty member is expected to perform in the graduate program.

NOMINATIONS

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 of the Graduate Faculty to the Policy and Standards Committee of the Council on Research and Graduate Studies and certifies by appropriate documentation that those nominated meet published university-wide criteria.

Faculty may hold multiple Graduate Faculty appointments.

Appointment. Category P nominations for faculty already holding membership at that level in one graduate program may be accomplished with a letter from the Graduate Studies Committee to the Dean of the Graduate School.

QUALIFICATIONS AND SPECIAL RIGHTS AND RESPONSIBILITIES

Appointment can be directly to either Category P or M; the two categories do not imply a sequence.

CATEGORY P

Minimum Qualifications

The faculty member

1. holds appointment as a regular, tenure-track, faculty member
2. holds an earned Ph.D., D.M.A., Ed.D., or equivalent
3. is engaged in an active program of research, scholarship, or creative activity, or demonstrates significant promise of establishing such a program.

Special Rights and Responsibilities of Graduate Faculty in this Category:

The faculty member

1. acts as the adviser for master's and doctoral students
2. participates in the governance of graduate education at all levels within the university
3. serves as a Graduate Faculty Representative on Candidacy and Final Oral Examinations

CATEGORY M

Minimum Qualifications

The faculty member

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

Special Rights and Responsibilities of Graduate Faculty in this category:

The faculty member

1. acts as the adviser for master's students
2. participates in the governance of graduate education at all levels within the university
3. serves on doctoral examination committees, with the approval of the Graduate Studies Committee on a case-by-case basis.

AUXILIARY AND EMERITUS FACULTY

Lecturer

With the approval of the Graduate School, persons holding the title of Lecturer may be appointed by the Graduate Studies Committee as Category M members of the Graduate Faculty. Lecturers holding Category M membership may serve on master's examination committees, but not as advisers of master's students or as chairs of master's committees.

Adjunct and Visiting Faculty

Faculty members holding the title of Adjunct or Visiting Professor, Adjunct or Visiting Associate Professor, or Adjunct or Visiting Assistant Professor may be approved by the Graduate Studies Committee for service on master's or doctoral committees but not as advisers of master's or doctoral students or as chairs of master's or doctoral committees.

Emeritus Faculty

Emeritus Assistant, Emeritus Associate, or Emeritus Professors holding Graduate Faculty membership at the Category M or P level at the time of retirement may continue to act as advisers for their advisees in progress at the time of retirement with the approval of the Graduate Studies Committee and notification to the Graduate School.

For these faculty emeriti to engage in graduate teaching or advising activities not in progress at the time of retirement, approval of both their Graduate Studies Committee and the Dean of the Graduate School is required.

SECTION 4

(Also see Section II of the Graduate School Handbook)

ADMISSION

1. Graduate programs

The following programs offer only the M.A. and Ph.D. degrees:

Counselor Education, School Psychology

Areas of study in school counseling, clinical mental health counseling, counselor education; and school psychology

Special Education

Areas of study in early childhood, mild/moderate, moderate/intensive, applied behavior analysis

Sport Humanities

Areas of study in sport humanities

Physical Education

Areas of study in physical education, adapted physical education

Sport Management

Areas of study in sport management

Health and Exercise Science

Areas of study in exercise physiology, health and physical activity behavior

Workforce Development and Education

Areas of study in business education, career and technical education, family consumer sciences education and human resource development & adult learning

It should be noted that the M.A. degree is in Education, and the Ph.D. is a doctoral degree granted by the Graduate School with the program approved in Education. The areas of specialization approved by the Graduate School are noted above. When a student graduates from a program in the school, the appropriate paperwork is automatically submitted to the Graduate School to designate the area of specialization on the student's transcript.

ADMISSION CRITERIA

2. Selection for admission into specialization within the graduate program of the School of Physical Activity and Educational Services is based upon the following:

a. Baccalaureate Degree and Professional Experience

A baccalaureate degree in an appropriate discipline and suitable experience (if required) in the designated area of specialization;

b. Grade-Point Average

A cumulative undergraduate grade point average of 3.0 for admission into the Master's program and a graduate cumulative grade point average of 3.0 for admission into the doctoral program.

c. Scholastic Aptitude

The Graduate Record Examination (GRE) must be taken within the previous 5 years. For regular admission, scores of at least 500/500 on the quantitative and verbal sections are desirable. The faculty of the section will consider these scores in the context of the applicant's credentials when deciding regular or conditional admission.

d. Other Factors Considered in the Review Process Include:

- 1) Strength of letters of recommendation;
- 2) Evidence of clearly stated goals of graduate study;
- 3) Considerations to enhance the racial, ethnic, and cultural diversity of the graduate student population of the School of Physical Activity and Educational Services;
- 4) Evidence of qualifications to serve as a graduate teaching, research, or administrative associate, when applicable;
- 5) Results of personal interview, if applicable.

e. Faculty Review

Upon review by graduate faculty members in the designated area of specialization, a graduate faculty member must agree to serve as the applicant's adviser;

3. Conditional Admission

Applicants whose academic records indicate that they may have difficulty performing satisfactorily in a graduate specialization may be designated as "conditional" by the Graduate Studies Committee. Conditional admission, which can only be recommended by the Graduate Studies Committee and is formally awarded only by the Dean of the Graduate School, provides the student with an opportunity to compensate for deficiencies and to demonstrate the ability to perform satisfactorily in the graduate program. It is recommended that conditional students not enroll for more than 15 credit hours per quarter. Students admitted conditionally may not hold graduate associate appointments, except by approval of the Dean of the Graduate School. Petitions on behalf of students must be approved by the section head and the Graduate Studies Committee.

This conditional classification may be assigned for one or more of the following reasons. The applicant has:

- 1) A baccalaureate or professional degree from an unaccredited college or university;
- 2) An undergraduate cumulative grade point average of less than 3.0;
- 3) A graduate cumulative grade point average of less than 3.0;
- 4) A score of less than 500 on any of the components of the graduate record examination;
- 5) Subject matter deficiencies as specified by the section admitting the student. Sections and advisers may exercise the option of treating subject matter deficiencies by requiring completion of certain courses on the student's plan of study rather than by conditional admission.

For a student to be admitted conditionally, the faculty of the specialization admitting the student must vote unanimously to approve admission of the student. The faculty will recommend to the Graduate Studies Committee the conditions under which the student will be admitted. The graduate faculty member who agrees to serve as the advisor of a student admitted conditionally will write a letter of support for the admissions.

The Graduate Studies Committee is responsible for specifying the conditions of admission on the PAES applicant review form and on the graduate student admissions "Referral Notice". Admission of a conditional student requires a two-thirds affirmative vote by the Graduate Studies Committee. The committee will state the requirements of conditional admission, the means by which the requirements will be satisfied, and the time limit for completing the requirements for conditional admission. The Graduate School, Graduate Studies Office, adviser, and student will retain a copy of the PAES applicant review form or a copy of the graduate student admissions "Referral Notice". If a course required by conditional admission is deactivated or not offered regularly, the student and faculty adviser may petition the Graduate Studies Committee to make substitutions. A two-thirds affirmative vote is required for approval to substitute a course for one specified on the PAES applicant review form or the graduate student admissions "Referral Notice".

It is the responsibility of the Graduate Studies Committee, the Graduate School, and adviser to monitor the progress of students in the conditional classification. The Graduate Studies Committee will review the performance of students admitted in the conditional classification at the end of each quarter. Upon completion of the conditional requirements, the Graduate Studies Committee Chairperson notifies the Graduate School to change the student's classification to "regular".

Failure to meet the conditional admission requirements by the student 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. When the conditional admission criteria are not met, the student may solicit a letter of endorsement from the adviser to modify or waive the conditional requirements. A unanimous affirmative vote by the specialization faculty is required before the adviser will draft the endorsement letter. Upon approval by the specialization faculty, the graduate Studies Committee will review the petition. A unanimous affirmative vote by the Graduate Studies Committee is required to approve the modifications.

4. Applications Process

- a. All applicants must submit a completed application form, an autobiographical/career goals statement, official transcripts, Graduate Record Examination scores, at least three letters of recommendation, a Graduate Associate application form (if appropriate), and other materials that may be requested by Specialization faculty. International applicants must submit an affidavit of financial support and the official results of the TOEFL test (required of individuals who are applying from non-English-speaking countries);
- b. The official application form, transcripts, Graduate Record Examination scores, and financial statements (for international students only), must be submitted to the OSU Graduate Admissions Office, Lincoln Tower. The letters of recommendation, autobiographical/career goals statement, and Graduate Associate application forms must be submitted to the Graduate Studies Office of the School of Physical Activity and Educational Services;

- c. Application review and acceptance dates are established by each specialization of the School. The deadline for application to the School is January 15 to be considered for admission the following Autumn quarter.
- d. Prospective students who wish to be considered for Graduate School fellowships should submit their entire set of completed application materials by January 1. International students must submit their materials by November 28. The graduate faculty are responsible for nominating applicants to the Graduate Studies Committee for Graduate School Fellowships;
- e. Faculty members in each specialization are responsible for reviewing applications in a timely fashion to ensure that applicants are apprised of their status as soon as possible. Each specialization will have on file in the Graduate Studies Office the procedures that are followed to evaluate application;
- f. If appointed to a Graduate Associate position, Master's-level candidates are generally supported for up to two years, and doctoral-level candidates are generally supported for up to three years. Continuation of such an appointment is contingent upon adequate performance and budgetary matters.

SECTION 5

**(Also see Section V of the
Graduate School Handbook)**

ADVISERS, REGISTRATION AND SCHEDULING

Most areas of specialization are developed by the graduate faculty of the Section with options implemented through the action of the student, the adviser, and the advisory committee. Schedules must be endorsed by the adviser each quarter.

If a student is not registered in a previous quarter, the student must request that current registration materials be forwarded or obtain them at the Graduate School.

GRADUATE FACULTY ADVISING LOAD LIMITS

The determination of advising load will include both full-time and part-time students.

The Master's student advising loads are established as follows:

- 1. Plan A (thesis): no more than five new Masters of Arts or Masters of Science advisees may be accepted by a graduate faculty member in a two-year period;
- 2. Plan B (non-thesis): no more than twenty new Master of Arts advisees may be accepted by a graduate faculty member in a two-year period.

The doctoral student advising loads are established as follows:

- 1. No more than five new doctoral advisees may be accepted by a graduate faculty Category P member in a two year period;
- 2. A graduate faculty Category P member shall have no more than ten active doctoral advisees at any one time.

Doctoral students who are co-advised by Category M and P graduate faculty will be counted toward the Category P advising load. The Graduate Studies committee may waive these advising limits upon petition by a graduate faculty member and approval of the petition by the Graduate Studies Committee. The Graduate Studies Committee may consult the faculty in considering such petitions.

ASSIGNMENT OF ADVISERS

The assignment of advisers is ultimately the responsibility of the Graduate Studies Chairperson. Assignments are made and changed in consultation with section heads, graduate studies committee members, and the director. The Chairperson makes these decisions based on a mutual academic interest of the applicant and graduate faculty member, advising load limits, graduate faculty advising status, and career aspirations of the applicant. Recommendation of admission to the Graduate School by the Graduate Studies Committee Chairperson is contingent upon the availability and consent of an adviser in the area of the applicant's interest.

Frequently the student has been in contact with a graduate faculty member, and there is a mutual agreement regarding adviser assignment. Under these circumstances, the graduate faculty member informs the Graduate Studies Committee Chairperson of this mutual agreement. Every attempt is made to respect a student's request for a particular adviser.

A student will not be admitted unless a graduate faculty member of the School agrees to serve as adviser, based on the new adviser's thorough review of the candidate's dossier, personal interview (were appropriate), and concurrence. This is indicated by the faculty member's signature on the "PAES Graduate Applicant Review" form.

By agreeing to be a student's adviser, the graduate faculty member commits to this obligation until the student completes the degree program or fails to meet the standards of reasonable progress or other criteria set forth in the Graduate Handbooks of the School of Physical Activity and Educational Services and the Graduate School.

If a graduate student is approved to continue from the master's degree to the doctoral degree, it cannot be assumed that the student will retain the same adviser.

CHANGE OF ADVISER

Occasionally a student or graduate faculty member may feel that it would be beneficial for the student to change advisers. This might be due to a desire to change specialization or dissatisfaction on the part of either advisee or adviser. Changes of this nature are infrequent and are subject to approval by the Graduate Studies Committee.

If a change in the area of specialization is desired, the student must apply for admission to the new specialization according to the School and specialization application procedures.

If a change of adviser within a specialization is desired, a written agreement providing a brief explanation for the change and signed by the student, former adviser, and new adviser must be forwarded to the Graduate Studies Office. When the student or adviser cannot facilitate an amicable change of advisers, the student will petition the Graduate Studies Committee for a new adviser. The Graduate Studies Committee Chairperson will contact graduate faculty members to solicit a qualified adviser if the rationale for the requested change appears appropriate. If a qualified alternate adviser cannot be located, the student and the current adviser will comply with the final decision of the Graduate Studies Committee related to the request to change adviser.

PROGRAM OF STUDY

Areas of specialization provide a basic outline for a program of study. The student has the opportunity, in conjunction with the adviser and committee, to develop his/her program beyond this basic program of study. Time limits, requirements, and the constituents of the advisory committee for master's and doctoral degrees are provided in section 8 and 9 below, respectively.

SECTION 6

(Also see Section III of the
Graduate School Handbook)

COURSE CREDIT, GRADES, POINT-HOUR RATIO COURSE CREDITS

Complete computer printouts of the total student academic record (Advising Report) are forwarded directly to advisers, if desired, by the Graduate Studies Office a few weeks after the completion of each quarter. Access to this information facilitates evaluation of performance and student/adviser planning for subsequent quarters. This information is also available on-line to students via the OSU Home Page Service.

LIMITATION OF CREDITS

The Ohio State University Bulletin: Course Offerings should be consulted about maximum credits allowed for certain course work. PAES 694 (group studies), PAES 631 (advanced skill), PAES 889 (practicum) and PAES 692 (workshops) all have limits on total credits allowed for degree programs.

NONGRADUATE CREDIT

A student enrolled in the Graduate School does not earn graduate credit in a course for any of the following reasons:

1. The course is numbered at the 400 level or below;
2. The course is numbered at the 500 level in the student's academic unit;
3. The course is one of the following foreign language courses: French, German, Russian, or Spanish 571, 572, and 573, or Latin 501 and 502;
4. The course is designated "U" (undergraduate credit), and/or "P" (professional credit), but not "G" (graduate credit) in The Ohio State University Bulletin: Course Offerings Book;
5. The course is designated "non-graduate credit" by the student's adviser at the time the student registers or adds the course;
6. The course is "taught by a graduate student" enrolled at this university.

GRADUATE CREDIT TRANSFER

The rules for transfer of graduate credit are outlined in Section 6-2-3 of the Graduate School Handbook. For transfer credit to count toward a Master's or doctoral degree, the courses transferred must have been taken within six years of entering the graduate program. For doctoral study, the section admitting the student will indicate if the Master's degree will count 45 credit hours toward the doctoral degree on the "PAES Graduate Applicant Review" form. If this is not completed at the time of admission, the advisory committee determines the acceptability of the Master's degree counting 45 credit hours toward the doctoral degree at the time the program of study is filed (see page section 9).

For transfer credits to be acceptable, they must meet the requirements of the specialization in which the student is enrolled. The student's committee members and Graduate Studies Committee Chairperson will decide if the requirements are met by the course(s) taken at the former institution.

The procedure for processing the form to transfer graduate credit is as follows:

1. Student obtains the form – “Request for Transfer of Graduate Credit” from either the Graduate Studies Office or the Graduate School;
2. Student completes the “Student Information” section of the form;
3. Student attaches a copy of the transcript, course description(s) and syllabus(i) from the institution from which the credit is to be transferred and submits the request to the advisor;
4. Adviser in consultation with the student’s committee members completes the Transfer Credit section of the form, and attaches a written recommendation. The Transfer Credit form, transcript, and recommendations are sent to the Graduate Studies Committee Office;
5. The Graduate Studies Committee Chairperson evaluates the submitted materials and, if appropriate, endorses and forwards the forms to the Graduate School. The Graduate Studies Committee Chairperson may request a meeting with the student and adviser and/or call a meeting of the Graduate Studies Committee to review the submitted materials.

SECTION 7
(Also see Section VII of the
Graduate Student Handbook)

ACADEMIC STANDARDS

Through the selection process, the graduate faculty anticipates that graduate students will have little or no difficulty maintaining a cumulative point-hour average of 3.0 or better in all graduate credit courses.

PETITIONING FOR READMITTANCE AFTER DEACTIVATION

A student is deactivated from graduate study by the Graduate School if the student has not enrolled for two years. Regardless of whether the deactivation has been entered into the system, the school considers the student deactivated without enrollment after three continuous quarters. To register for classes, the student’s graduate status must be reactivated. To reactivate graduate student status, the student must submit a “Reactivation of Graduate Status” form to the Graduate Studies Office. The Graduate Studies Committee Chairperson will determine if the student’s adviser will continue to advise the student. If the former adviser does not agree to serve as adviser, or is otherwise not available, the student may petition the Graduate Studies Committee for a new adviser. The Graduate Studies Committee will solicit documents from the student and the adviser. Thereafter the Committee will make a decision about reactivation of the student and advising to which both student and adviser are bound. It is unlikely that the Graduate Studies Committee will rule in favor of the student if the cumulative grade point average is less than 3.0 (M.A.)/3.3 (Ph.D.) or there is evidence for a lack of reasonable progress by the student. If a student will miss two years of graduate enrollment it is prudent for the student to discuss the potential for “reactivation” with the adviser.

PETITIONING FOR READMITTANCE AFTER DEACTIVATION

The deactivated student must submit in writing to the Graduate Studies Committee a petition containing the following information:

1. An overview of academic background and professional goals;
2. Reason for requesting reconsideration and for expecting greater success;
3. Written endorsement from the adviser and section coordinator indicating support for reinstatement, and acceptance of advising responsibilities;
4. A specific program of academic work to complete the degree requirements.

Based on the above, the Graduate Studies Committee will make a decision about reinstatement and inform the student. If the decision is in the affirmative, the request will be recommended to the Graduate School. If the petition is not supported, a letter will be sent to the student and adviser that will include the reason(s) for the decision.

PETITIONING RENEWAL OF DOCTORAL CANDIDACY AFTER EXPIRATION

In such cases in which a candidacy has lapsed, with the approval of the adviser and Graduate Studies Committee, the student may take a Supplemental Candidacy Examination. The lapsed candidacy student must submit the following:

1. Concurrence of the section faculty to be reconsidered for candidacy;
2. Acceptance by an appropriate Category P Graduate Faculty member to serve as adviser;
3. Acceptance by the appropriate number of graduate faculty to serve on the supplemental Candidacy Examination committee;
4. Develop and submit an approved program of study supporting administration of the supplemental Candidacy Examination, including a timeline for course work, content, and administration of the written and oral portions of the supplemental Candidacy Examination (it must include written and oral components);
5. Discussions with the appropriate potential dissertation advisory committee members and tentative approval of a dissertation topic and proposal. Timeline for completing the dissertation project within two years after the supplemental Candidacy Examination is also required.

After the above items one through five have been completed by the lapsed candidacy student, the Graduate Studies Committee will consider the request to take the supplemental Candidacy Examination. Also, after consideration of these stipulations the Graduate Studies Committee will make a recommendation to the Graduate School.

REASONABLE PROGRESS

The Master's program typically requires four to eight quarters of full-time enrollment. An approved program of study must be filed in the Graduate Studies Office by the end of the first 15 hours of graduate credit or by the end of the second quarter of enrollment.

Doctoral programs typically require three to five years of full-time study. A doctoral student is making reasonable progress if he or she has filed an approved program of study in the Graduate Studies Office by the end of the first 28 hours of graduate credit, or by the end of the fourth quarter of enrollment, completed the Candidacy Examination, and has a dissertation proposal accepted by the end of the third year of study, and has defended the dissertation by the end of the fifth year of study.

STANDARDS IN THE SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES

The graduate faculty anticipates that each graduate student will maintain high ethical standards in all aspects of their graduate education and related professional activities. Many professional organizations often require a signature on an ethics statement for membership. Nevertheless, the graduate faculty endorses the Public Health Service Definition of scholarly misconduct:

“Fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

The phrase ‘other practices that seriously deviate...’ is included to ensure coverage of serious misconduct that might not technically be considered fabrication, falsification, or plagiarism. The definition does not include violations of human or animal experimentation requirements, or financial mismanagement or misconduct.”

It is expected that suspected instances of scholarly misconduct by graduate students or graduate faculty would be reported to the School’s Graduate Studies Committee Chairperson. Thereafter, the procedures outlined in The Ohio State University Institutional “Scientific Misconduct Guidelines” will be followed.

It is expected that suspected instances of academic misconduct would be reported to the university Committee on Academic Misconduct. The definition of academic misconduct and the process for reporting academic misconduct are printed in the OSU Student Handbook.

It is expected that suspected instances of sexual harassment would be reported to the Director of the school who will follow institutional guidelines for reporting sexual harassment. Copies of the OSU Sexual Harassment policies may be obtained from the Office of Human Resources, the Office of Legal Affairs, the Office of the Director, or the Office of Student Services and Academic Programs.

Any graduate student found to be in violation of any university policy will automatically receive a warning from the graduate school that he or she may be subject to dismissal the quarter after which the violation is determined. The Graduate Studies Committee, in consultation with the Director and Head of the Section, will assess the violation relative to the expected professional standards of the graduate faculty and may rule to sanction or dismiss the student.

Complaints related to graduate faculty responsibilities; performance, scientific misconduct or sexual harassment should be brought to the attention of the director of the school for action according to university policy. Beyond the standards specified by the Graduate School, the School of Physical Activity and Educational Services graduate faculty members have expectations and aspirations for their graduate students. For depth of study and development of advanced competencies, programs of study will almost always include more course work than the minimum number of credit hours required for graduation. In addition to completing formal requirements for a degree, graduate students in the School are expected to demonstrate such characteristics as:

1. Interest and willingness to become active in institutional affairs by participating in student organizations, serving on School and College committees, and attending open and School-sponsored meetings;
2. Leadership, dependability, and intellectual capacity when voluntarily engaged in research studies, projects, and in school/community related activities;
3. Commitment to professional responsibilities, standards, and ethics through active membership and participation in professional organizations and through attendance at conferences, workshops, institutes, convocations, colloquia, and guest lectures;

4. Communication and social skills with individuals and groups – particularly those from different cultural and ethnic backgrounds.

A variety of opportunities beyond the classroom are available to graduate students intending to enhance their education and development of professional competencies. Advisers and graduate faculty members recognize those active students and reflect support for them when recommending graduate students for awards and positions. Graduate students are especially encouraged to become involved in the Council of Graduate Students, the university-recognized council that represents the graduate students to the university committees.

DENIAL OF REGISTRATION AND/OR DISMISSAL FROM THE PROGRAM

A student can only be denied further registration or dismissed from a program (degree or graduate-certification program) following rules and procedures established by the Graduate School. Graduate School rules related to warnings and probationary status must also be followed.

SECTION 8

**(Also see Section II of the
Graduate School Handbook)**

MASTER'S DEGREE PROGRAM

Graduate faculty in the School of Physical Activity and Educational Services offer various areas of specialization leading to the Master of Arts, and Master of Education degrees.

Students have the option of pursuing either thesis (Plan A) or non-thesis (Plan B) programs (unless otherwise stipulated). The thesis option is strongly recommended to those intending to pursue doctoral study. Plan B is not an option for MA students in the special education specialization.

A graduate student is responsible for securing the signatures of the adviser and all committee members on all forms. Because graduate faculty travel for professional reasons and because most faculty appointments are for nine months, there may be occasions when a faculty member may not be available. The graduate student is expected to use forethought to obtain the necessary signatures. Neither a graduate student nor a graduate faculty member should request a member of the School's support staff to obtain signatures or provide a signature on any form. In rare instances, at the request of the student and with verbal concurrence of the graduate faculty member, the Graduate Studies Committee Chairperson is permitted by the Graduate School to provide the signature of a graduate faculty member.

PROGRAM OF STUDY

The development of an individualized course of study is the responsibility of the graduate student, the adviser, and a second member of the graduate faculty who may come from outside of the School. There may be more than two graduate faculty members of the advisory committee as determined by the student in consultation with the adviser.

Consideration is given to:

1. The student's background or preparation, goals and aspirations, and special talents or capabilities;
2. School and faculty standards and expectations;
3. Professional standards and requirements;
4. Requirements of the Graduate School

A minimum of 45 graduate credit hours (Plan A) and 50 graduate credits (Plan B) are required to earn a Master's degree.

Courses may be selected from the wide-ranging The Ohio State University Bulletin: Course Offerings. A majority of the total credits must be in Physical Activity and Educational Services.

By the time the Master's student has completed 15 hours of graduate credit, or by the end of the second quarter of enrollment, an approved program of study shall be filed in the Graduate Studies Office (Master's Appendix A).

The program of study outline must include the following:

1. A list of tentative courses to be taken;
2. A time sequence for completing the degree;
3. Areas of specialization;
4. The quarter in which the candidate plans to take the Master's examination or complete a thesis.

This program of study proposal must be signed by:

1. The student;
 2. The adviser;
 3. The other committee member(s);
- A copy must then be filed with the Graduate Studies Office.

An example of the format for the program of study document is provided in Appendix A. Modifications to the approved program of study must be approved by the student's committee and notification sent to the Graduate Studies Office.

The Master's degree course work will include at least nine graduate credit hours of appropriate research methodologies for the area of specialization. The choice of thesis or non-thesis must be declared in consultation with the adviser when the program of study is approved. Any change of Plan A or B must be approved by the adviser and recommended through the Graduate Studies Committee to the Graduate School.

TIME LIMIT

The Graduate Studies Committee does not impose a time limit on completion of the Master's degree (see Reasonable Progress in Section 7). However, courses taken more than four years earlier are subject to review and may no longer be acceptable to advisers and advisory committees.

MASTER'S EXAMINATION

Masters degree students cannot take the comprehensive exam when their GPA is below 3.0. At least one month before the quarter in which the Master's examination will be taken, the student will file a "Statement of Intent to take the Master's Examination" form (Appendix B) in the Graduate Studies Office. On this form should be listed:

1. The proposed date of the examination;
2. The area of specialization;
3. A brief description of the examination that has been agreed to by the Master's candidate, his/her adviser, and the other committee member(s);
4. This form should be signed by all three parties.

Ordinarily, examinations will not be scheduled during the adviser's off-duty quarter (usually summer). However, an examination may be scheduled during the off quarter with the concurrence of all committee members and the student. If the student anticipates the need for an examination during the "off-duty" Quarter, and the adviser is unavailable to administer the Master's examination, the adviser should obtain concurrence from another graduate faculty member who agrees to conduct and possibly evaluate the Master's examination. Such concurrence should be indicated on the "Statement of Intent to Take the Master's Examination" form.

Thesis (Plan A) candidates will have a 1 to 2 hour comprehensive oral examination including the defense of the thesis, and at the discretion of the committee, up to three hours written examination.

Non-thesis (Plan B) candidates will have a minimum of four hours of written examination.

The standard passing score for written examinations is 75%. The values for each question will be designated so the total is 100%.

Students who pass the Master's examination should arrange to discuss the results with their adviser and committee members.

Students who do not pass the Master's examination will meet with their adviser and committee member(s) to review their weaknesses. If the committee recommends a second examination, it cannot be scheduled during the same quarter in which the first master's examination was taken, but must be completed in three (3) quarters. Suggestions for preparation to rectify knowledge deficiencies will be provided by the committee to the student, in writing.

The original copy of the Master's examination shall be forwarded to the Graduate Studies Office to be placed in the student's permanent file.

THESIS

Master's degree students who plan to apply to doctoral programs are encouraged to complete a thesis. Many doctoral programs do not admit students unless they have completed a thesis. The Graduate School's thesis requirements are explained in the [Guidelines for Preparing and Submitting Theses, Dissertation and D.M.A. Documents](#). This document is available from the Graduate School.

A thesis proposal must be presented at a scheduled specialization colloquium or thesis seminar for discussion. The colloquium is scheduled via the appropriate specialization faculty of the School of Physical Activity and Educational Services and announcements (Appendix B) of all scheduled colloquia or seminars must be provided one week before the presentation as follows:

1. Sent to the graduate faculty in the School using appropriate technology;
2. Forward a copy of the colloquium or seminar announcement signed by the adviser to the Graduate Studies Office. This will be placed in the student's file to verify the presentation;
3. Posted on the PAES faculty listserv;
4. Posted on PAES graduate student listserv;
5. Included in the announcement is an abstract of the research proposal.

Although there are various models for the proposal, it should basically include:

1. Introduction to, statement of, and significance of the problem;
2. Review of literature;
3. Description of research design, analytical procedures and methodology;
4. Potential interpretation, potential positive, negative, and indeterminate results.

The length of the proposal will be determined by the advisory committee.

When revisions suggested in the colloquium have been considered by the candidate and committee, the “Proposal Acceptance” form (Appendix D) is signed and a copy of the form is filed in the Graduate Studies Office. Provided the faculty adviser, committee, and appropriate institutional review board have approved the project, the research may then proceed.

A date for the oral presentation of the two-hour-thesis report must be scheduled. Announcement of the report (Appendix E) must be posted in the same locations as those for the proposal. The report session is open to all faculty and students. Generally, the student will present the thesis report (25 minutes) and respond to questions from the audience (20 minutes). Thereafter, the audience is excused and questions continue from the committee. After the report is completed, the results are sent to the Graduate School on the appropriate forms.

A graduate student must be enrolled in an appropriate course (PAES 999, 693) any quarter in which any interaction with the adviser is required. For example, the student should expect to enroll in any appropriate course in any quarter during which the adviser is evaluating, reading, reviewing, or assisting with any aspect of the thesis.

GRADUATION

**Consult the Master’s degree
checklist in Appendix F**

CONTINUING FROM MASTER’S DEGREE TO DOCTORAL STUDY

The Graduate School considers any student who has accumulated more than 50 hours of graduate credit to be a doctoral degree-seeking student. However, master’s degree programs sometimes require more than 50 hours. Advancement to doctoral seeking status by the Graduate School based on accumulated hours does not confer admission to a PAES doctoral program.

In practice, each specialization in the School of Physical Activity and Educational Services has unique graduate admissions processes and criteria for their doctoral programs. Students desiring to continue into the doctoral program from their current master’s program must undergo the normal doctoral admissions review process.

MASTER’S OF EDUCATION (see section IV above for phase out of the M.Ed. degree)

Admission into the School of Physical Activity and Educational Services Master’s in Education (M.Ed.) programs is regulated by guidelines established by the College of Education and Human Ecology and the Graduate School.

This program is offered by the faculty in Special Education for teacher preparation in special education. This program provides students with an opportunity to develop professional knowledge and skills to function as an effective physical education practitioner or special education teacher. It involves a coherent series of courses, field experiences, and internship plus a project and/or examination focusing on critical issues in education in general and physical education or special education in particular.

There are two Master of Education options: project or non-project.

Project option: This includes a project, an examination over the project, and a performance portion. For the performance portion, the student may present a lesson or teaching activity that reflects their competence in the skills and knowledge of practice.

Non-project option: This includes a four-hour examination that includes written and performance portions and may include an oral portion. This is a comprehensive examination sampling all the materials in the student's Master's degree program. For the performance portion, the student may present a lesson or teaching activity that reflects their competence in the skills and knowledge of practice.

SECTION 9

**(Also see Section II of the
Graduate School Handbook)**

DOCTOR OF PHILOSOPHY DEGREE PROGRAM

The doctoral degree requirements specified in the current Graduate School Handbook establish minimum requirements and procedures. Graduate students in the School of Physical Activity and Educational Services doctoral programs will normally exceed the minimum 135 graduate credit hours required to graduate. The Master's degree is usually, but not automatically, credited for 45 credit hours.

Additional requirements established by the graduate faculty of the School of Physical Activity and Educational Services for doctoral students are as follows:

1. Twelve (12) hours of graduate credit in course work (beyond the Master's) in appropriate research methodologies for the area of specialization;
2. Some, but not all, sections require a cognate. If the section requires a cognate, the cognate area (from outside the specialization) should include 15-25 credit hours, and a member of the advisory committee shall represent the cognate area, and;
3. After admission to candidacy (satisfactory performance on the Candidacy Examination), each doctoral student must present a dissertation proposal in a scheduled colloquium before final approval is given to begin dissertation research.

A graduate student is responsible for securing the signatures of the adviser and all committee members on all forms. Because graduate faculty travel for professional reasons and because most faculty appointments are for nine months, there may be occasions when a faculty member may not be available. The graduate student is expected to use forethought to obtain the necessary signatures. Neither a graduate student nor a graduate faculty member should request a member of the School's support staff to obtain signatures on or provide a signature on any form. In rare instances, at the request of the student and with verbal concurrence of the graduate faculty member, the Graduate Studies Committee Chairperson is permitted by the Graduate School to provide the signature of the graduate faculty member.

ADVISER AND ADVISORY COMMITTEE

The student's adviser will assist the student with course selection until the advisory committee is formed. Registration forms received from the Graduate School must be filled out by the student and submitted in accordance with registration guidelines.

In consultation with the adviser, the student will identify and request three additional qualified members of the graduate faculty to serve on the advisory committee. One member of the committee must be from the cognate area if a cognate is required by the specialization.

The functions of the advisory committee are as follows:

1. Identify areas of study and courses related to the student's research needs and career interests;
2. Determine the student's readiness for the Candidacy Examination and prepare the questions and materials for the examination;
3. Evaluate the written Candidacy Examination;
4. Conduct the oral portion of the Candidacy Examination;
5. Evaluate the total Candidacy Examination and sign the results form;
6. Assist in the selection of dissertation topic; if the topic makes it appropriate to change committee members, this may be done at this time (only three members are required for a dissertation committee).

The functions of the dissertation committee are as follows:

1. Assist the student with the preparation of a dissertation proposal;
2. Assist the student with data collection, analysis, synthesis, and interpretation;
3. Read, approve, and sign the "Dissertation Draft Approval" form;
4. Conduct and evaluate the dissertation and the candidate's competence at the oral defense of the dissertation and sign the "Final Approval" form.
5. Assist the student with development of a manuscript for submission to a professional journal.

PROGRAM OF STUDY

The student will prepare a program of study as soon as possible after enrollment, but before the end of the first 28 hours of graduate credit or by the end of the fourth quarter of enrollment. The format for the program of study is provided in Doctoral Appendix A. The approved program of study should be dated and signed by committee members and student. A copy of the program of study shall be sent to the Graduate Studies Office and will become a part of the student's permanent file.

Because course schedules are subject to change and schedule conflicts arise, some adjustments and changes in the program of study may be necessary. Modifications to the approved program of study must be approved by the student's committee and notification sent to the Graduate Studies Office. If the student changes goals, or applies and is accepted to a different area of specialization, a new program of study and another committee review is required.

THE CANDIDACY EXAMINATION

At least one month before the quarter in which the Candidacy Examination will be taken, the student will file a "Written Format of Candidacy Examination" form (see Appendix B) in the Graduate Studies Office. On this form should be listed the proposed dates of the written examination, the area of specialization, and a brief description of the examination format that has been agreed to by the doctoral student, his/her adviser, and the other committee members. This form shall be signed by all parties.

The student should consult with the advisory committee to learn about the format for the candidacy examination. The examination questions are prepared by the four members of the advisory committee. At least one component of the written examination should assess appropriate research competency.

The two-hour oral examination will include a Graduate School representative, i.e., a member of the graduate faculty from another department in the university assigned by the Graduate School to ascertain that the exam is fair and meets the minimum standards for the Candidacy Examination.

Before handwritten copies of the handwritten responses to questions may be typed, each page must be signed and/or photographed by the adviser or designee at the end of each writing session. All examination copies are the property of the advisory committee. A unanimous affirmative vote for “pass” (including Graduate School representative) is required to advance to candidacy. The original copy of the Candidacy Examination shall be sent to the Graduate Studies Office to become a part of the student’s permanent file. For the candidate to type the responses using a computer, the proper procedures to assure ethical standards should be followed as indicated in the student code of conduct and affirmed by signing the masters appendix D or doctoral appendix C.

Typed copies of the exam must be distributed to the advisory committee and Graduate School representative at least one week (5 working days) before the oral portion of the examination.

Students who do not pass the Candidacy Examination will meet with their committee members to review their weaknesses. If the Candidacy Examination Committee recommends a second examination, it cannot be scheduled during the same quarter in which the first Candidacy Examination was taken, but must be completed within three quarters. Suggestions for preparation to rectify knowledge deficiencies will be provided by the committee in writing.

THE COLLOQUIUM AND DISSERTATION

Upon successful completion of the Candidacy Examination, the student is “Admitted to Candidacy”. Although it is recommended that there be early identification of and pilot studies completed for the dissertation topic, complete attention should now be given to the dissertation.

The dissertation proposal must be presented for discussion at an open, scheduled specialization colloquium or meeting of the advisory committee. The colloquium or meeting is scheduled via the appropriate specialization faculty of the School of Physical Activity and Educational Services and announcements (Appendix D) of all scheduled colloquia must be provided one week before the presentation as follows:

1. Sent to the graduate faculty in the School using appropriate technology;
2. Forwarded to the Graduate Studies Office is a copy of the colloquium announcement signed by the adviser. This will be placed in the student’s file to verify the presentation;
3. Posted on the PAES faculty listserv;
4. Posted on the PAES graduate student listserv;
5. Included in the announcement is a abstract of the research proposal.

Although there are various models for proposal and dissertation outlines, the proposal should basically include:

1. Introduction to, statement of, and significance of the problem, including hypotheses to be tested;
2. Review of literature;
3. Description of research design, analytical procedures, and methodology;
4. Potential interpretation, potential positive, negative, and indeterminate results.

The length of the proposal will be determined by the advisory committee.

When possible revisions suggested in the colloquium have been considered by the candidate and the dissertation committee, the "Proposal Acceptance" form (Appendix E) is signed and a copy of the form is filed in the Graduate Studies Office. If approval has been granted by the faculty adviser, the committee, and the appropriate institutional review board, then formal research may proceed.

Support for dissertation research may be awarded/obtained through competition for a Graduate Student Alumni Research Award (GSARA) and the Presidential Fellowship Award. For these awards a Graduate School committee selects graduate student applicants for recognition and support for outstanding scholarly accomplishment and potential when embarking upon dissertation research. The GSARA provides a monetary award for research support, while the Presidential Fellowship provides a monthly stipend for 12 months to complete dissertation research unencumbered by other duties. Applications are received by the Graduate School twice per year for the GSARA and twice per year for the Presidential Fellowship. The school's Graduate Studies Committee nominates applicants for the Presidential Fellowship, whereas the student's adviser writes a letter of support for the GSARA.

While many avenues for support of doctoral studies exist within and outside the University, it is ultimately the responsibility of the student to secure funding for the dissertation research.

The style of the dissertation, chapter arrangements and referencing techniques are selected in consultation with the candidate's adviser and dissertation committee. Form and style guidelines may be selected from those such as the American Psychological Association (APA), Turabian, or Campbell/Ballou/Slade. The format of the dissertation including type sizes, graphics, pagination, microfilming and other characteristics and procedures are explained in [Guidelines for Preparing and Submitting Theses, Dissertation, and D.M.A. Documents](#) available from the Graduate School.

For graduation, the dissertation committee must approve the first draft of the dissertation no later than the end of the fifth week of the quarter of expected graduation. The "Draft Approval" form, signed by the Committee, must be submitted to the Graduate School. A date for the final oral examination, which is two hours in length, must be scheduled. Announcement of the final oral examination (Appendix F) shall be posted in the same locations as those for the Candidacy Examination.

The final oral examination is open only to faculty and students. Generally, the student will present the dissertation (25 minutes) and then entertain questions from the audience (20 minutes). Thereafter, the defense will be closed for questions from the Committee. The "open" portion of the defense will be no more than 45 minutes. A Graduate School Representative will be appointed. The representative must have at least five (5) working days to read the dissertation. The student should consult with the committee to determine whether members would prefer to see the work in progress before the first draft is completed. A unanimous vote for "pass" (including Graduate School Representative) is required. After the defense of the dissertation, the results are sent to the Graduate School on the appropriate forms.

Before the final draft deadline, two final dissertation copies and two copies of the abstract must be signed by the adviser and submitted to the Graduate School. A third copy of the abstract should be given to the adviser, and a fourth copy should be filed in the Graduate Studies Office. All dissertation committee members should receive a bound copy of the final draft of the dissertation. When the student submits the two final copies and signed forms, he/she pays the graduate fee and presents the paid fee card at the Graduate School. The Graduate School is using an electronic submission, please refer to the Graduate School Handbook for specifics.

Students who do not pass the oral defense of the dissertation will meet with their committee members to review their weaknesses. If the Dissertation Committee recommends a second oral defense of the dissertation, it cannot be scheduled during the same quarter in which the first defense of dissertation was taken, but must be completed within three quarters. Suggestions for preparation to rectify deficiencies will be provided by the student's committee in writing.

A graduate student must be enrolled in an appropriate course any quarter in which any interaction with the adviser is required. For example, the student should expect to enroll in an appropriate course in any quarter during which the adviser is evaluating, reading, reviewing, or assisting with any aspect of the dissertation.

GRADUATION

Consult the doctoral degree checklist in Appendix G

SECTION 10

**(Also see Section II of the
Graduate School Handbook)**

GRADUATE ASSOCIATES

Graduate Teaching Associates, Graduate Administrative Associates and Graduate Research Associates are ordinarily appointed at 50% effort for three quarters. In addition to stipends, fee waivers are given for four quarters (appointments for less than three quarters do not provide summer quarter fee waivers). Graduate Associates must enroll for at least nine credit hours per quarter, must be in good standing in the Graduate School when the appointment or reappointment becomes effective (cgpa – 3.0). Other eligibility criteria are listed in the Graduate School Handbook.

Under certain circumstances, Graduate Associate appointments may be for 25% or 75% time. The appropriate conditions are as follows:

1. Twenty-five (25) percent appointments shall be offered to new Graduate Associates only, unless in exceptional cases, a person holding a 50% appointment requests it;
2. The 25% or 75% appointment must be compatible with the student's academic program and work loads;
3. The teaching expertise of the applicant is limited to areas where specific needs must be met and few sections are offered, or the research expertise of the applicant is essential for an on-going research program;
4. It is evident that it is in the student's interest to gain valuable teaching or research experience as a result of this appointment.

APPOINTMENT AND REAPPOINTMENT

The applicant will be considered for a Graduate Associate position if indicated on the "Application for Admission" form and a "PAES Graduate Association Application" form is submitted by the February 15 application deadline. Nomination for Graduate Associate appointments are made to the Director of the school by the specialization faculty based upon availability, vacancies, budget, and capabilities of the applicant. Upon the recommendation of the specialization faculty and concurrence from the Chairperson of the Graduate Studies Committee, the Director of the School may offer the applicant a graduate associateship. The letter offering the graduate associate appointment indicates the length of the appointment (typically three quarters, assuming satisfactory performance), the responsibilities associated with the appointment, and the supervisor for the graduate associate appointment.

The number of available graduate associate positions varies and is dependent upon program needs, the number of graduating graduate associates and the budget. Graduate Associate appointments are one academic year appointments. An appointment in any particular quarter or academic year does not guarantee appointments for any subsequent academic year.

Appointments for international students are governed by Graduate School rules covering the preparation of international students. The student must acquire "proficiency in spoken English before assuming GTA duties involving direct student contact (applies only to international non-English speaking graduate students) (Graduate School Handbook, ref. II.1.8)."

Reappointment for subsequent academic years is not automatic. Although Master's students may typically receive support as a graduate associate for two years and doctoral students typically receive support as graduate associate for three years, reappointment is contingent upon satisfactory performance, available funding, and the recommendation by the specialization faculty and the supervisor.

Appointments and offers for reappointment are made as early as possible, typically between February 15 and May 15.

The Graduate Faculty follows the Council of Graduate School's "Resolutions Regarding Graduate Scholars, Fellows, Trainees, and Assistants" as follows:

Acceptance of an offer of financial support such as a graduate scholarship, fellowship, traineeship, or assistantship for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. 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 written release from the institution to which a commitment has been made. Similarly an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

Performance will be assessed by the appropriate evaluator. If performance is judged unsatisfactory, the appointment may be terminated for the next quarter upon the recommendation of the supervisor to the Director of the School. This recommendation will be made in writing by the end of the fifth working day before the last day of classes of the quarter. If the circumstances for the unsatisfactory performance are adequately presented, the Director may terminate the graduate associate appointment by informing the graduate associate of the termination in writing by the end of finals week.

The student may file a grievance regarding the termination of appointment with the Graduate Studies Committee Chairperson. The Graduate Studies Committee Chairperson will confer with the Director, the specialization coordinator and supervisor. The graduate associate and the supervisor may be asked separately to provide documentation or be present at the meeting. A majority vote of the three conferees (Graduate Studies Committee Chairperson, Director, and Specialization Faculty Representative) will resolve the grievance.

Summer appointments may be available dependent upon course demand, and availability of funding. When funding is available, currently employed graduate associates are solicited about their interest in a summer graduate associate appointment. Those who are capable to assume the necessary responsibilities for the proposed classes will be given priority.

Stipends vary according to graduate degree classification and the number of years in the classification. Stipends are typically given considering the university/college minimum stipend for the level and classification. Students receiving at least a 50% level appointment for three consecutive quarters (typically fall, winter, spring) are automatically eligible for a fourth quarter fee waiver only (typically summer) immediately following the three quarter appointment.

RESPONSIBILITIES

Graduate Research Associates will be responsible for work on research or study projects under the supervision of the principal investigator or research adviser. Graduate Teaching Associates have complete responsibility for the courses they are assigned to teach. Teaching loads typically range from five to seven credit hours. Graduate Research Associates are expected to work 20 hours per week. The graduate faculty expects Graduate Teaching Research and Administrative Associates to be completely involved in their education programs; thus, Graduate Associates may not have outside employment.

Time off during quarter breaks is dependent upon the type of appointment and is arranged with the supervisor. Some graduate associate appointments may require no work during quarter breaks, whereas other appointments may require 20 hours of work per week during quarter breaks. Graduate Associates are not expected to work on University holidays.

Graduate Teaching Associates will prepare or follow established course syllabi. The Syllabus for a class should follow guidelines as described in the Curriculum committee documents. These currently have the following components:

1. Heading of syllabus
2. Description/rationale
3. Relationship to other courses/curricula
4. Knowledge, Skills, and Dispositions
5. Off Campus Experiences
6. Diversity (<http://ehe.osu.edu/diversity>)
7. Technology
8. Topical Outline
9. Course Requirements/Evaluation
10. Texts
11. Statement of Student Rights

Graduate Teaching Associates assigned to the Sport, Fitness and Health Program will be provided a handbook addressing the special interests, needs and requirements of the program. Graduate Teaching Associates assigned to the Sport, Fitness and Health Program are expected to attend the September orientation sessions and to participate in all university and school staff-development programs.

Final examinations must be given as scheduled during finals week. Schedule conflicts may arise that require some rearrangement of schedules during finals week. These must be approved by the Director of the school and by the University Scheduling Office. Finals in PAES 100-level classes are given during the last week of classes. Student Evaluation of Teaching or SEI forms must be submitted to classes. The Office of Testing, Lincoln Tower, provides machine scoring of tests using appropriately keyed answer sheets.

Syllabi should show and the students should know at the beginning of the quarter how they are to be evaluated and graded. The University grade scale is defined in The Ohio State University Bulletin: Course Offerings.

Office hours (a minimum of two hours per week) should be established, posted and kept.

Outstanding Teaching Associates are selected by the University for Teaching Awards each Spring.

ENROLLMENTS

Class sizes will vary with types of courses and facilities required. Classes have approximately 25-30 students. Class rosters (printouts) are issued by the registrar twice per quarter.

SECRETARIAL ASSISTANCE/OFFICE SPACE

Secretaries are assigned to the Program areas who will be happy to answer questions, furnish keys at the beginning of the school year, provide parking passes for guest lecturers, and reserve meeting rooms, as well as LCDs, when available, for presentations.

Graduate Teaching Assistants are responsible for the preparation of materials for their classes. GTAs can purchase Xeroxing services, at their own expense, at certain on- or off-campus facilities, or prepare materials for student purchase at copy centers such as Cop-Ez or Kinkos. Secretaries can provide students with access to a copy machine or make other arrangements to help produce materials for courses. Please allow yourself plenty of time.

Graduate associates are typically assigned a desk in an office area that is as close as possible to the location of the primary responsibilities for the appointment.

AUDIOVISUAL EQUIPMENT

Audiovisual equipment is available. Equipment must be signed out by the secretary in charge and returned to the same office. Because everyone shares a limited amount of equipment, it is necessary to return it immediately after the reserved time. Audiovisual equipment may also be borrowed or delivered for teaching purposes by Teaching Aids in Lord Hall and Cunz Hall.

PAY CHECKS AND BENEFITS

Checks are issued on the last working day of the month. The office in which they are distributed will be assigned.

School travel funds are not available for graduate associates/students. A van is sometimes provided for nearby meetings when attendance by graduate students is high and funding is available. Sections may sometimes allocate a small monetary award for graduate student travel from their section travel allocations. Graduate associates supported by grants may sometimes be provided travel monies.

SECTION 11

**(Also see Section IV of the
Graduate School Handbook)**

PETITIONS

Students are expected to follow the rules approved by the graduate faculty of the School and the Council on Research and Graduate Studies as presented in the respective Graduate Handbook and Bulletin. A student who believes circumstances warrant a waiver of a rule may submit a petition to the Graduate Studies Committee.

In all cases, the petition must include a written statement from the student requesting a waiver of a specific rule and describing the specific circumstances justifying the waiver, a written statement from the student's adviser, and the course instructor(if appropriate). The Graduate Studies committee will consider the petition if the request relates to rules established by the graduate faculty of the School. If the student wishes to appeal the ruling on the petition by the Graduate Studies Committee, all materials and a statement from the Graduate Studies Committee will be submitted to the Dean of the Graduate School for a decision. If the petition relates to rules of the Graduate School, the Graduate Studies Committee will consider the petition and will submit a written statement and other documents to the Dean of the Graduate School for a decision.

Petitions related to the Graduate Associate appointments will be considered according to this document and the Graduate School Handbook.

SECTION 12

GUIDELINES FOR GRADUATE ASSOCIATES IN THE GRADUATE SCHOOL

INTRODUCTION

The Graduate School employs a number of Graduate Associates (Gas) in administrative and institutional research positions. Gas appointed in the Graduate School assist in accomplishing the many projects for which the Graduate School is responsible.

As an employer of GAs, the Graduate School is similar to many other employing units on campus. However, the Graduate School does differ from most other units in several important respects, and these are reflected in the policies and practices developed by the Graduate School for administering its employment of graduate associates, graduate program or associated career-related activities. In addition, instructional units generally have more homogeneous assignments and uniform expectations of their GAs. In the Graduate School, GAs are pursuing graduate study in a wide variety of disciplines, and their assignments within the Graduate school differ greatly from one another.

The principal role of the Graduate School is to support graduate education at Ohio State, and it is the responsibility of all employees, including the Gas, to assist in this enterprise. One consequence of this duty is that special projects frequently arise, and may necessitate the short-term hiring of GAs for periods as limited as one quarter. There is sometimes little advance notice of such hiring opportunities, and special expertise is often required for the positions. As a result, the Graduate School maintains flexibility in its hiring procedures and stipends, so that it can best meet the challenge of serving the diversity of graduate student needs at Ohio State. Because of the nature of the work conducted by the Graduate School, most GA appointments are as Administrative Associates or Research Associates.

These guidelines are written to assist Graduate School employees with responsibilities for the appointment, supervision, and administration of Graduate Associates. They're also written for the information of graduate students who hold appointments as GAs in the Graduate School. The information contained here supplements the general guidelines published in Section II.8 of the Graduate School Handbook ("Graduate Associates"), which GAs are expected to satisfy in addition to their responsibilities within the Graduate School. For purposes of these guidelines, "The Graduate School" refers to the Graduate School as an administrative unit.

SELECTION

Individual Graduate School supervisors obtain approval from the Graduate School Dean before seeking to employ a new Graduate Associate. In addition, the Dean of the Graduate School is responsible for overall coordination of GA hiring within the entire Graduate School, and should be informed of any requests or openings for new GAs.

Once this approval has been obtained, the supervisor will work with the Associate Dean to prepare and distribute a notice announcing the opening and inviting applications. This notice should contain details of the responsibilities of the position, as well as the skills and qualifications required.

The selection process typically involves the review of recommendations from academic programs, individual faculty members, graduate students, and others. Applicants/students are selected based on past academic performance, skills, diversity considerations, job experience, and availability during expected working hours. The hiring supervisor will coordinate interviews for appropriate candidates with the Dean of the Graduate School. Selections will be made by joint agreement of the Associate Dean and the immediate supervisor for that GA position.

OFFER OF APPOINTMENT

After consultation with the Dean of the Graduate School, the terms of the GA appointment are discussed by the supervisor and the student during the interview process. A formal offer of appointment is sent by the Associate Dean to the successful applicant. The letter outlines the period of appointment, the monthly salary, and the particular responsibilities of the position. The student indicates the acceptance of an offer of appointment by signing the letter and returning a copy to the Graduate School.

PERIOD OF APPOINTMENT

The Graduate School may appoint Graduate Associates at any time during the year. However, GA appointments generally commence in either the Summer or Autumn Quarter, and usually last for the full academic year. One quarter (25%) time appointments may be made, although most are for 50% of full time. In some situations, an appointment may be up to 75% time. Whatever the terms of a specific appointment are to be, they should be approved by the Dean of the Graduate School and specified clearly in the letter of offer.

RESPONSIBILITIES AND EXPECTATIONS

The specific responsibilities of any Graduate Associate are determined by the employing supervisor. These may include: gathering and analyzing data; assisting with Graduate School standing committees; writing reports; answering telephones; filing; organizing special programs; processing accounting documents; supervising students in special programs, such as the STARS and SROP; working with undergraduate students; assisting with development and alumni activities; and any other appropriate activities which may arise. GAs are expected to be flexible in their approach to their duties, and to be prepared to assist in special assignments which can often arise at short notice.

ETHICS AND CONFIDENTIALITY

In contrast to the duties of most Gas in the university, much of the work that Gas in the Graduate School perform involves the personal and academic records of other students. This is a very serious responsibility, and GAs in the Graduate School are therefore expected to maintain the highest standards of confidentiality and ethical behavior. Upon commencing employment in the Graduate School, all GAs are required to sign a confidentiality agreement in compliance with Federal and State law, which details the responsibilities involved in handling student records. All such information must be handled in the strictest confidence, and under no circumstances should any one other than Graduate School personnel be granted access to it. In this context, "access" involves seeing copies of written documents or material stored in a computer and readable on a monitor, to hearing items reported in casual conversation. Protecting this confidentiality is absolutely essential, and any breaches of this ethical code will be treated very seriously.

STIPEND LEVEL

The stipend for each GA appointment is agreed upon by the supervisor and the Dean of the Graduate School, and is based upon documented expertise, level of responsibility of the position, years of experience, performance, length of service, and stipends for comparable GA positions in the Graduate School. It may also reflect a GA's past stipend in another unit. In general, the Graduate School attempts to maintain some parity and uniformity among GAs who have equivalent responsibilities, and supervisors should discuss stipends with the Dean of the Graduate School before making any offers. GA stipends paid by the Graduate School are also subject to the annual university raises for GAs.

REAPPOINTMENT

Graduate Associates must meet all eligibility requirements in Section II.8.5 of the Graduate School Handbook before being reappointed. In addition, the prior performance of the Gas responsibilities must be satisfactory. This performance will be assessed regularly in both formal and informal reviews.

- Sufficient funds must be available.
- A need must still exist for the GA position.

TERMINATION AND GRIEVANCE

Graduate School Handbook sections II.8.6.7 and II.8.8 apply to the termination of GA appointments and the resolution of any grievances.

PERFORMANCE EVALUATION

The Graduate School understands that GAs, like other employees, need to know that the work that they perform is satisfactory. Every Graduate Associate should be told in advance by their supervisor of the job performance expectations and duties. The performance of each Graduate Associate working in the Graduate School is then evaluated at least quarterly by the supervisor, and that assessment reported in writing to the Dean of the Graduate School. The review should be provided orally or in writing to the student. Written, formal, documentation will be required if disciplinary action is taken. However, it should be noted that, consistent with guidelines and policies of the University Senate, salary adjustments are not tied exclusively to such evaluations.

TIME OFF

Graduate Associates are expected to be on duty during periods when the university is open unless specifically excused by their supervisor. They are not expected to work during official university holidays. Work schedules are agreed to by the GA and supervisor, and will reflect the percent-time appointment. GAs may be required to rearrange their schedules (as long as this does not conflict with their program requirements) should their supervisor deem it necessary. All scheduled hours should fall within normal Graduate School working hours. Each GA should submit a written copy of their working schedule to their supervisor and to the Dean of the Graduate School immediately upon appointment, or when any change is made. It is important that these hours are strictly adhered to, and any variations, either permanent or temporary, agreed to by the supervisor.

Any GA wishing to remain in the Graduate School offices outside Graduate School working hours should have specific permission from their supervisor. If such permission is granted, it is strictly limited to the individual GA; allowing access to others, especially individuals not employed by the Graduate School, is expressly forbidden and any such incidents will be reflected negatively in subsequent performance evaluations. After hours work must be confined to Graduate School responsibilities, not classroom or other personal work.

Graduate Associates do not accrue vacation or sick leave. Time off for vacations and breaks during the appointment period may be requested from the supervisor. Such requests may be granted if the time can be made up, but approval will depend upon the work schedule.

FACILITIES AND ASSISTANCE

The Graduate School has a person designated to assist Graduate Associates in processing fee authorizations, ID card applications, and other miscellaneous forms. Supervisors should be prepared to assist GAs with any such inquiries.

The Graduate School will provide an appropriate working environment, including all necessary support facilities and equipment, for all its graduate associates. All supplies and stationery in the Graduate School are provided for the exclusive use of Graduate School employees in the course of their duties, and should only be used for those purposes. Those GAs whose work requires it will have access to a computer, either connected to the University Registrar's system or linked to the Graduate School and University networks.

It should be understood that, while the Graduate School wishes to support its GAs in any way it can in completing their studies, all Graduate School computers are dedicated to Graduate School work, and this function should not be compromised by their use for personal work. This is especially true for those computers whose use is shared among several GAs. As a general guideline, this means that personal documents and programs should not be kept on the various computers in the Graduate School. It is, therefore, essential that GAs use only those computers to which they have specific access privileges; all other computers should be considered off limits.

CONCLUSION

The Graduate School relies heavily on the contributions made by its GAs. Because of the nature of these positions, they are highly sought after, and appointments to them are very competitive. The Graduate School therefore expects that GAs will maintain the highest standards of performance and professionalism, and that they will discuss with their supervisor any problems that might interfere with this. We look forward to having you with us as part of the Graduate School staff.

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MASTER'S APPENDIX A
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES

MASTER'S DEGREE PROGRAM SHEET

This form should be returned to A 100 PAES by the completion of 15 hours of graduate credit in the master's program or the end of the second quarter of master's enrollment.

Name: _____ Last 4 digits of SSN: _____

Projected Date of Graduation: Qtr: _____ Yr: _____	Program Area: _____
Undergraduate Degree Received From: _____	Qtr. Admitted to Program: _____
<input type="checkbox"/> M.A. Candidate	<input type="checkbox"/> M.Ed. Candidate
<input type="checkbox"/> Thesis Option (Plan A)	<input type="checkbox"/> Non-thesis Option (Plan B)

Research Requirement (Dept., Course Number)	Number of Hours	Research Requirement (Dept., Course Number)	Number of Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List remaining courses by department, course number, and the number of credit hours on the following page, or attach a specific listing of course work. A general list of classes will not be accepted.

TOTAL CREDIT HOURS: _____ **(Required)**

 Student's Signature

 Adviser's Signature

 Date

 Date

MASTER'S APPENDIX B
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES

ANNOUNCEMENT OF THESIS COLLOQUIUM

Have your faculty advisor e-mail a copy at least one week before the colloquium date to paes@lists.acs.ohio-state.edu
The original is to be submitted to A100 PAES for the student's file.

Student's Name: _____

Thesis Title: _____

Colloquium Date: _____

Time: _____

Location: _____

Advisor's signature: _____

Abstract: (Provide a 100 words summary of your thesis)

MASTER'S APPENDIX C
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES

STATEMENT OF INTENT TO TAKE THE MASTER'S
COMPREHENSIVE EXAMINATION

To be submitted to A100 PAES by 3rd Friday of the quarter. The longhand comprehensive exam is usually scheduled during the 5th or 6th week of the quarter. The specific date of the longhand exam will be sent to students at the beginning of the quarter. There are no computers available for the longhand exam.

Name: _____ Last 4 digits of SSN: _____

I intend to take the master's comprehensive examination _____ (quarter), _____ (year).
 The tentative date(s) is _____ *

Students are required to have a 3.0 cumulative GPA the quarter in which they plan on taking their master's examination (paper, project, or longhand form).

Projected Date of Graduation: Qtr. _____ Year _____

Exam Format

<input type="checkbox"/> On Computer (proctored by your Faculty Advisor, must also complete Master's Appendix D)	<input type="checkbox"/> Longhand (proctored by the School)
<input type="checkbox"/> Comprehensive Paper (Written over an extended period)	<input type="checkbox"/> Project

- ❖ Ordinarily, examinations are not scheduled during the adviser's off-duty quarter (usually summer). However, an examination may be scheduled during the off quarter with the concurrence of all committee members and the student. If the student anticipates the need for an examination during the "off-duty" quarter, and the adviser is unavailable to administer the Master's examination, the adviser should obtain concurrence from another graduate faculty member who agrees to conduct and possibly evaluate the Master's examination.
- ❖ The Graduate School Master's Examination Report Form and the PAES Evaluation Form for the Master's candidates will be sent to the student's academic adviser.

_____ Adviser's Signature	_____ Print Name of Adviser	_____ Date
_____ Student's Signature	_____ Print Name of Student	_____ Date

* When completing a comprehensive paper or project, list the due date (paper) or presentation date (project) as the examination date.

MASTER'S APPENDIX E
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES

ANNOUNCEMENT OF THESIS FINAL ORAL
EXAMINATION

Have your faculty advisor e-mail a copy at least one week before the final oral exam date to paes@lists.acs.ohio-state.edu
The original is to be submitted to A100 PAES for the student's file.

Student's Name: _____

Thesis Title: _____

Oral Exam Date: _____

Time: _____

Location: _____

Adviser's signature: _____

Abstract: (Provide a 100 words summary of your thesis)

MASTER'S APPENDIX F
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES

**GRADUATE SCHOOL SUMMARY OF MASTER'S
DEGREE GRADUATION REQUIREMENTS**

Students should consult the Graduate School Handbook to review all master's degree graduation requirements. A summary is provided below.

1. Submission of the Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which graduation is expected.
2. Registration for at least three graduate credit hours during the quarter in which graduation is expected.
3. Completion of a minimum of 45 graduate credit hours, at least 36 of which must be completed at this university.
4. Graduate cumulative point-hour ratio of at least 3.0
5. Satisfactory completion of the Master's Examination and submission of the Master's Examination Report form to the Graduate School no later than Wednesday two weeks prior to commencement.
6. Submission (by thesis option students) of the Thesis Approval Form, approved thesis, and two abstracts to the Graduate School and payment of microfilming and binding fees no later than one week before commencement.
7. Receipt of final grades in the University Registrar's Office by the deadline published in the Master Schedule of Classes.
8. Completion of the master's degree requirements established by the Graduate Studies Committee.

MASTER'S APPENDIX G
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES

STATEMENT OF INTENT TO PURSUE DOCTORAL
STUDIES

To be submitted to A100 PAES by January 15 of the year in which the student wishes to begin doctoral studies.
Please consult the <http://ehe.osu.edu/paes/gradapply/transfers.htm> or contact the Admissions Coordinator in the PAES Office of Student and Alumni Services about additional materials needed for the doctoral application.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ E-mail: _____

Current/Former Program: _____

Current/Former Adviser: _____

I wish to pursue graduate study to earn my Ph.D. Please see the attached letter of intent which outlines my goals and research interests.

Signed _____ Date _____

DOCTORAL APPENDIX A
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES
Ph.D. DEGREE PROGRAM SHEET

To be submitted to A100 PAES by the completion of 28 hours of graduate credit in the doctoral program or by the end of the fourth quarter of doctoral enrollment.

Name: _____ Last 4 digits of SSN: _____

Projected Date of Graduation: Qtr: _____ Yr: _____	Program Area: _____
Master's Degree Received From: _____	Qtr. Admitted to Program: _____

I. Research Requirement:

(Dept., Course Number)	Number of Hours	(Dept., Course Number)	Number of Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

II. Residency Requirement: Three quarters of full-time enrollment within four consecutive quarters. Specify the quarters.

III. Remaining coursework: A minimum of 135 graduate credit hours beyond the baccalaureate degree is required. If a master's degree has been earned, then a minimum of 90 graduate credit hours beyond the master's degree is required. List remaining courses by department, course number, and the number of credit hours on the following page, or attach a specific listing of course work. A general list of classes will not be accepted.

TOTAL CREDIT HOURS: _____ (Required)

Student's Signature

Date

Adviser's Signature

Committee Member's Signature

Committee Member's Signature

Committee Member's Signature

Date

DOCTORAL APPENDIX B
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES

WRITTEN FORMAT OF CANDIDACY EXAMINATION

To be submitted to A100 PAES at least 1 month before the start of the quarter in which the exam is written.

Student's Name: _____ Last 4 digits of SSN: _____

Section/Specialization: _____

Projected Date of Graduation: Qtr. _____ Year _____

Candidacy Exam Committee:

Adviser Area

Committee Member Area

Committee Member Area

Committee Member Area

Written Exam Dates (tentative): Month _____ Day(s) _____ Year _____

Qtr. _____ Year _____

Exam Format:

Student's Signature: _____ Date: _____

Adviser's Signature: _____ Date: _____

DOCTORAL APPENDIX C
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES

STUDENT AGREEMENT ON ACADEMIC HONESTY

For those completing the Ph.D. Candidacy Examination on computer

To be submitted to A100 PAES Building at least one week before the date of the written candidacy exam.

In using a computer as part of this examination, I understand that I am subject to the Code of Student Conduct, which defines the expectations of students in the area of academic honesty. I understand that any breach of the Code will be reported to and reviewed by the University Committee on Academic Misconduct.

Student Signature

Student Name (please print)

Date

Adviser Signature

Adviser Name (please print)

Date

DOCTORAL APPENDIX D
SCHOOL OF PHYSICAL ACTIVITY AND EDUCATIONAL SERVICES
ANNOUNCEMENT OF DISSERTATION COLLOQUIUM

Have your faculty advisor e-mail a copy at least one week before the colloquium date to paes@lists.acs.ohio-state.edu
The original is to be submitted to A100 PAES for the student's file.

Student's Name: _____

Dissertation Title: _____

Colloquium Date: _____

Time: _____

Location: _____

Adviser's signature: _____

Abstract: (Provide a 100 words summary of your dissertation)

DOCTORAL APPENDIX E
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES

DISSERTATION PROPOSAL ACCEPTANCE FORM

To be filed with the A100 PAES Office of Student and Alumni Services once the revisions suggested in the dissertation colloquium have been completed by the candidate and approved by the dissertation committee.

(Please Type or Print)

Title of Proposed Dissertation: _____

Submitted by: _____

The Doctoral Dissertation Advisory Committee for _____

(candidate) met in a formal session on _____ (date) and approved the

dissertation prospectus.

Candidate

Chairperson

Chairperson,
Graduate Studies Committee*

Member of Dissertation Committee

Member of Dissertation Committee

Member of Dissertation Committee

The acceptability of the dissertation is determined by the dissertation advisory committee. The student, the adviser, and the committee should engage in timely interactions to maintaining progress toward completion.

* Obtained by the staff in OSAS.

DOCTORAL APPENDIX F
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES
ANNOUNCEMENT OF DISSERTATION FINAL ORAL
EXAM

Have your faculty advisor e-mail a copy at least one week before the date of the final oral exam to paes@lists.acs.ohio-state.edu The original is to be submitted to A100 PAES for the student's file.

Student's Name: _____

Dissertation Title: _____

Oral Exam Date: _____

Time: _____

Location: _____

Adviser's signature: _____

Abstract: (Provide a 100 words summary of your dissertation)

DOCTORAL APPENDIX G
SCHOOL OF PHYSICAL ACTIVITY & EDUCATIONAL SERVICES

**GRADUATE SCHOOL SUMMARY OF DOCTORAL
DEGREE GRADUATION REQUIREMENTS**

Students should consult the Graduate School Handbook to review all doctoral degree graduation requirements. A summary is provided below.

1. Satisfactory completion of the Candidacy Examination and submission of the Candidacy Examination Report form to the Graduate School.
2. Registration for at least three graduate credit hours during the quarters when the Candidacy and Final Oral Examinations are taken and during the quarter in which graduation is expected.
3. Submission of the Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which graduation is expected.
4. Completion of a minimum of 135 graduate credit hours, at least 90 of which must be completed beyond the master's degree
5. Completion of the following residence requirements after the master's degree has been earned or after the first 45 hours of graduate credit have been completed:
 - a. a minimum of 45 graduate credit hours at this University.
 - b. a minimum of three out of four consecutive quarters with an enrollment of at least ten graduate credit hours per quarter at this University.
 - c. a minimum of 20 graduate credit hours over a period of at least two quarters after admission to candidacy.
6. Graduate cumulative point-hour ratio of at least 3.0.
7. Approval of dissertation draft by the Dissertation Committee members and submission of the Draft Approval form and the dissertation draft to the Graduate School at least two weeks before the date of the Final Oral Examination.
8. Satisfactory completion of the Final Oral Examination and submission of the Final Oral Examination Report form to the Graduate School no later than Wednesday two weeks prior to commencement.

9. Submission of the approved dissertation and abstract and the Final Approval Form to the Graduate School no later than one week before commencement.
10. Completion of Ph.D. degree requirements within five years after being admitted to candidacy.
11. Receipt of final grades in the University Registrar's Office by the deadline published in the Master Schedule of Classes
12. Completion of the Ph.D. requirements established by the Graduate Studies Committee.

Payment of doctoral hood, microfilming, and binding fees no later than one week before commencement