

2016–2017

# Graduate School Handbook

With Educational Studies Handbook

October 2017

# Contact Information

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The graduate faculty of the Department of Educational Studies 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 Department of Educational Studies have developed this Graduate Handbook. Students and faculty should be aware that this publication is a supplement to regulations contained in the Graduate School Handbook and generally does not duplicate the standard policies and procedures presented in these documents. The Graduate Handbook font is black. The Department of Educational Studies font is red.

All graduate students should possess and be familiar with the contents of the Graduate School Handbook, the Department of Educational Studies 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 semester, usually summer. Students must consult their advisors 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 semester. Unless otherwise arranged, a faculty member is technically off-duty during that semester.

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 semester of involvement with their advisor or committee members. During those semesters, graduate students typically are enrolled in 7999 or 8999.



## Section 1

# Administration of Graduate Education at Ohio State

### Administration of Graduate Education, Introduction

#### Section 1.0

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

### Graduate School

#### Section 1.1

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

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

#### Section 1.2

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

### Graduate Faculty

#### Section 1.3

[University Rules](#) 3335-5-29 through 3335-5-31 cover the membership of the Graduate Faculty, powers and responsibilities, and meetings. [Section 15](#) of the Graduate School Handbook provides specific information about Graduate Faculty eligibility, responsibilities, and nomination procedures.

### Graduate Council

#### Section 1.4

University Rules, starting at [Section 13](#) of the Graduate School Handbook summarizes the membership and responsibilities of the Graduate Council, which is the principal advisory body of the Graduate School and which participates in the development of rules, policies, and standards pertaining to graduate education and graduate programs.

## Graduate Studies Committees

### Section 1.5

Local Graduate Studies Committees are charged with the responsibility for conducting specific graduate programs within the context of the policies and rules established by the Graduate School. The Graduate School's rules and policies are the minimum standards within which local Graduate Studies Committees formulate, publish, and enforce their own graduate program policies, rules, and procedures. Graduate Studies Committees serve as the primary liaison between the Graduate Faculty and the Graduate School. [Section 14](#) of the Graduate School Handbook summarizes the responsibilities of the Graduate Studies Committees and Graduate Studies Committee chairs.

## Section 2

### Admission

#### General Information

##### Section 2.1

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

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

**F or J Visa Holders.** Applicants with an F or J visa are restricted in their ability to be admitted as a graduate non-degree student. Eligibility is extended to those who are enrolled in a graduate program at another U.S. university who wish to study for one term as a transient student at Ohio State and transfer course credit back to their home institution and to those enrolled in established exchange programs or special university-sponsored workshops. All other international graduate non-degree applications will be reviewed by the Graduate School.

**GRE and GMAT.** The Graduate Record Examination (GRE) and the Graduate Management Admission Test (GMAT) are scheduled on a continual basis during the year throughout the United States and overseas. Pre-registration is required, and a fee is charged. Additional information may be obtained from the websites of the [Educational Testing Service](#).

The Department of Educational Studies does not accept GMAT scores in place of the GRE

**Application Deadlines.** Domestic applicants interested in being considered for a Graduate School Fellowship must apply on or before January 15. International applicants must apply by the last working day in November. Regular deadlines for receiving applications are May 15 for summer session, July 15 for autumn semester, and December 1 for spring semester. Graduate Studies Committees may establish earlier admission application deadlines and are not required to admit students every semester or session.

**Application deadline dates are as follows:**

#### AUTUMN SEMESTER

December 1 – all PhD programs

December 1 – all EdS programs

December 1 – All MA programs except Educational Administration and Workforce Development.

February 1 – All EdD programs for autumn semester; Accelerated Licensure Program for Principals for summer

March 1 – MLT applications for fall semester

April 1 – Biomedical Education, Educational Administration and Workforce Development and Education MA programs for autumn semester

## **SPRING SEMESTER ADMISSION**

November 1 – Biomedical Education, Educational Administration and Workforce Development and Education MA programs for spring semester

## **SUMMER TERM ADMISSION**

March 1 – Educational Administration (except Accelerated Licensure Program for Principals for summer) and Workforce Development and Education MA programs for summer term

**Application Fee.** All Graduate School applicants are required to pay a nonrefundable application fee.

## **Admission Criteria**

### **Section 2.2**

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

1. an earned baccalaureate or professional degree from an accredited college or university by the expected date of entry
2. a minimum of a 3.0 cumulative point-hour ratio (on the 4.0 scale used at this university) in all previous undergraduate and graduate work

Prospective students with combined undergraduate GPA's below the minimum 3.00 may be eligible for admission if the graduate program considers their performance on the Graduate Record Examination (GRE) to be satisfactory and their application materials promising. The graduate program may petition the Graduate Studies Committee to admit a prospective student whose GPA is less than 3.00. The final decision rests with the Graduate School.

3. prerequisite training that will enable the student to pursue the graduate program to which admission is sought
4. a minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL), 79 on the internet-based TOEFL, 82 on the Michigan English Language Assessment Battery (MELAB), or 7.0 on the International English Language Testing System (IELTS). This requirement applies only to an applicant from a country where the first language is not English, unless a bachelor's degree or higher was earned in an English-speaking country
5. additional criteria published by the Graduate Studies Committee of the local program
  - a. While there are minimum GRE scores required to obtain a GTA/GRA position in the College of Education and Human Ecology, it is left to the program areas to decide minimum scores for admission. Please note that GTA/GRA/GAA positions not funded by the College may not require minimum GRE scores.

GRE minimum scores for College GTA/GRA funding are:

- i. For students applying for admission in fall 2016 and later: The average verbal and quantitative percentile should be in the 50<sup>th</sup> percentile or higher with no percentile less than the 35<sup>th</sup> percentile.
- b. Programs within the Department may establish additional requirements that are available from the Student Services office in 122 Ramseyer Hall (phone: 614-688-4007; email: [EdStudies@osu.edu](mailto:EdStudies@osu.edu) or website: <http://ehe.osu.edu/educational-studies>).
- c. Affirmative Action - the Department shall not discriminate against any individual for reasons of race, color, religion, national origin, gender identity or expression, age, disability, sex sexual orientation, or veteran status. Equal opportunity for admission to the academic programs of the Department is extended to all persons.
- d. Other factors considered in the review process include:
  - i. Strength of letters of recommendation;
  - ii. Evidence of clearly stated goals of graduate study;
  - iii. Considerations to enhance the racial, ethnic, and cultural diversity of the graduate student population of the Department of Educational Studies;
  - iv. Evidence of qualifications to serve as a graduate teaching, research, or administrative associate, when applicable;
  - v. Results of personal interview, if applicable.

**Additional Admission Requirements.** An applicant who holds a baccalaureate or professional degree from an unaccredited college or university is required to submit scores from either the GRE or the GMAT. All applicants whose cumulative point-hour ratio for all previous undergraduate and/or graduate academic work is below 3.0 are required to submit scores from either the GRE or the GMAT, depending on the graduate program to which admission is sought. For these students, admission will not be considered until test scores have been received.

The Department of Educational Studies accepts only GRE General Test Scores. It does not accept GMAT scores.

## Admission Materials

### Section 2.3

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

1. completed application
2. non-refundable application fee
3. an official transcript from each college or university attended, listing all courses taken, grades and degrees earned, and dates of graduation (Ohio State students need not submit transcripts from this university; these will be supplied by internal procedures.)
4. three letters of recommendation from persons acquainted with the applicant's academic program, scholastic ability, or professional performance

5. a brief autobiographical statement describing the applicant's educational and professional goals and objectives
6. additional material required by the graduate program's Graduate Studies Committee
  - a. A sample of academic, scholarly work is required for
    - i. all Ph.D. applicants to Learning Technologies
    - ii. all Ph.D. applicants to Educational Psychology
    - iii. all PhD applicants to Philosophy and History of Education;
    - iv. all Ph.D. applicants to Educational Administration.
    - v. all MA applicants to the Educational Psychology
    - vi. all MA applicants to the Philosophy and History of Education program.
  - b. Those required to submit Graduate Record Examination (GRE) scores include:
    - i. all Ph.D. applicants to all sections in the Department of Educational Studies
    - ii. all MA applicants for Educational Psychology
    - iii. all MA applicants for Educational Policy
    - iv. all MA applicants for Philosophy and History of Education
    - v. all MA applicants for Higher Education and Student Affairs
    - vi. all MA applicants for Quantitative Research, Evaluation, and Measurement
    - vii. all MA applicants for Counselor Education
    - viii. all Ed.S. applicants for School Psychology
  - c. Timeliness of GRE scores: GRE scores must be from the past five years to be considered current. Older scores may be accepted if they were officially received by Ohio State, are still on file and are approved by the faculty in the respective program.
  - d. Benchmark GRE scores: Although there are minimum GRE scores required to obtain GTA/GRA funding from the College of Education and Human Ecology, it is left to the program areas to decide minimum scores for admission. Please note that GTA/GRA/GAA positions not funded by the College may not require minimum GRE scores.
  - e. Minimum GRE scores required to obtain a Graduate Teaching Associate or Graduate Research Associate position in College of Education and Human Ecology are:

For students applying for admission in fall 2016 and later: The average verbal and quantitative percentile should be in the 50th percentile or higher with no percentile less than the 35th percentile.
7. a curriculum vitae if interested in fellowship consideration

The Department of Educational Studies requires the submission of a curriculum vita.

8. English proficiency requirement (international students)

Note: Each admitted international applicant will also be required to submit certain financial documentation indicating that financial resources are available to defray the cost of graduate education.

## Admission Classifications

### Section 2.4

Applicants are admitted to the Graduate School in one of three classifications: regular, graduate non-degree, or conditional. In addition, the provisional restriction can be used in conjunction with regular and conditional admission.

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

**Graduate Non-Degree.** U.S. applicants who do not intend to pursue a graduate degree at this university may register in the graduate non-degree classification. On verification of a baccalaureate degree from an accredited institution, graduate non-degree students may enroll in the Graduate School at large to take graduate courses open to graduate non-degree students. They are not registered in a specific graduate degree program, nor does their enrollment require the approval of a Graduate Studies Committee. Graduate non-degree students may not register for courses numbered 8998 and 8999. International graduate non-degree applicants are subject to restrictions as stated in section [2.1](#).

If a graduate non-degree student is admitted to a graduate degree program, no more than seven hours of semester graduate credit accumulated while in this non-degree classification may be counted toward the graduate degree. If a graduate non-degree student is admitted to a graduate certificate program, no more than four hours of semester graduate credit accumulated while in this non-degree classification may be counted toward the certificate. Within this limit, the number of graduate credit hours is determined by the Graduate Studies Committee of the student's intended degree program. Regardless of the hours counted toward degree requirements, all courses taken for graduate credit in graduate non-degree status count in the total earned hours; graded courses (A-EN) count in the cumulative point-hour ratio. Prior to the effective semester or session of admission to the degree program, the Graduate Studies Committee notifies the Graduate School of which courses are to count toward that degree.

**Conditional.** Applicants whose academic records indicate that they may have difficulty performing satisfactorily in a graduate degree program are designated as conditional students by the Graduate Studies Committee or by the Graduate School. The purpose of the conditional classification is to provide students an opportunity to compensate for any deficiencies and to demonstrate the ability to perform satisfactorily in the graduate program.

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

This classification is 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. less than the 3.0 Graduate School minimum undergraduate or graduate point-hour ratio

3. subject matter deficiencies as specified by the Graduate Studies Committee

The Graduate Studies Committee will review all conditional admits before forwarding them to the Graduate School for a final decision. The following procedure will be followed:

1. For a student to be admitted conditionally, the faculty of the specialization admitting the student must vote unanimously to approve admission of the student.
2. All requests for conditional admission of an applicant will be forwarded to the Graduate Studies Committee with a letter of support from the prospective advisor and the section chair. This letter must articulate the qualifications of the applicant that indicate why he or she is a good candidate for admission despite a low undergraduate GPA. The letter should also indicate that there is significant support within the academic program for the student's admission and that the assigned faculty advisor is willing to mentor the student over and above normal advising responsibilities.
3. The program admission committees may recommend to the Graduate School the conditions that must be satisfied by students admitted in the conditional classification. If the faculty do not recommend conditions, standard Graduate School conditions will be applied.
4. A copy of the student's application file, along with the program letter will be forwarded to the Graduate Studies Committee for review.
5. Students supported by the Committee will be forward for admission to the Admissions Coordinator for processing. A letter of support from the Graduate Studies Committee Chair will be included. Letters of support and the student's file will be forwarded to the Graduate School for a final admission decision.
6. Those in need of additional review by the section will be returned to the Section Chair along with recommendations of the Committee.
7. Advisors will receive copies of the email, from the Graduate School, that specify admission conditions.

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

**Conditional Admission for English Proficiency.** The Graduate School's policy on conditional admission based on English proficiency is intended to facilitate admission of academically qualified, degree-seeking international students who have not satisfied the minimum English language requirement, yet are being considered for admission by a graduate program. To be considered for conditional admission, international applicants must meet the following criteria: an IBT TOEFL score of 61 or higher, but lower than the required 79; or an IELTS score of 5.0 or higher, but lower than 7.0; and formal recommendation of the conditional admission from the graduate program.

Students who are conditionally admitted under these criteria will attend the American Language Program (ALP) for one semester before beginning their graduate program. Students are not permitted to hold graduate associate appointments while attending ALP.

**Provisional.** Students admitted as regular or conditional may also be held in provisional status for transcripts and/or degree statement(s) that were pending at the time of admission. Provisional documents are listed in the Admission Notice and are to be submitted by the student by the first day of the first semester or session of enrollment. If the provision has not been satisfied by the second Friday of the first semester or session of enrollment, a provisional warning email is sent to the student. A hold will be placed on the student's record during



the sixth week of the semester or session that will inhibit further registration if the provision is still not satisfied by that time.

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

**Change in Admission Classification.** The regular and conditional classifications may be changed by the student's Graduate Studies Committee by notifying the Graduate School. The provisional restriction is removed by the Admissions Office on receipt of the material outstanding. Graduate non-degree students who wish to become regular students at this university must apply to the Graduate School through the Admissions Office.

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

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

The Graduate Studies Committee, with the help of the student's advisor and the Office of Student Services and Graduate Studies, monitors the student's progress.

When appropriate, extension of the time limit to fulfill admissions conditions can be requested from the Graduate School. Those requests will be initiated from the Graduate Studies Chair in consultation with the student's advisor.

## Admission Decision Procedures

### Section 2.5

Admissions decisions at the Master's, Ed.S., and the Doctoral levels are made by the faculty of the program areas of the Department. Each section shall establish its own admissions policies and procedures. The Graduate Studies Committee will review policies and procedures for consistency with Department, Graduate School, and University policies and procedures.

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

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

**Conditional.** If the Graduate Studies Committee recommends the conditional admission of a student whose record does not meet published Graduate School admission criteria, the application is referred to the Graduate School for

consideration and action. The candidate is ineligible to hold an appointment as a graduate associate unless the Graduate School approves a petition from the Graduate Studies Committee. The Admissions Office notifies the applicant of the final admission decision by letter.

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

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

## English As a Second Language (ESL) Requirement

### Section 2.6

Upon arrival, an international student from a country where the first language is not English is required to sit for an ESL Composition Placement Essay. Based on the essay result, students needing English writing instruction will be placed in EDU T&L 5901/5901.05 or 5902. The student is expected to complete EDU T&L 5902 within one calendar year after beginning graduate school. The Graduate Studies Committee in the student's graduate program may request an extension of the time limit. Such requests must be sent to the Graduate School for review. The Graduate School will monitor the student's progress toward completing the ESL course sequence.

## Spoken English Requirement

### Section 2.7

New international graduate students for whom English is not the first language must certify their proficiency in spoken English before assuming Graduate Teaching Associate (GTA) duties. They may become certified by scoring 28 or higher on the spoken portion of the TOEFL iBT, 8.5 on the IELTS, or by scoring at the appropriate level on the Oral Proficiency Assessment (OPA) administered by the ESL Spoken English Program.

## Intra-University Transfer

### Section 2.8

A student may transfer from one enrollment unit to another within the university. In order to transfer from the Graduate School to another enrollment unit, the student must obtain approval from the other unit. A student previously enrolled in the Graduate School and who has transferred out may reenter the Graduate School upon approval of the Graduate School. Exceptions are students who were dismissed from the Graduate School, denied further registration in a graduate program, or not registered for two full calendar years. These students must follow procedures for reinstatement or reenrollment. A request for intra-university transfer must be initiated in the Graduate School no later than the last business day of the semester or term before the first day of classes of the effective semester or term.

Students who have been **previously** admitted to the Graduate School and are planning to do one of the following are considered "intra-university transfer students:"

1. Transferring from one program area to another within the Department of Educational Studies or to another graduate program at The Ohio State University.

Doctoral students, who wish to transfer from one program area (prior to the candidacy examination) within the Department to another, must apply to the program area to which they request a transfer. The Graduate Faculty in the program shall make decisions on the request. It should be noted that we encourage cross-program area committees and advisement.

2. Applying to a Ph.D. program offered in the Department of Educational Studies after earning a Master's degree at Ohio State.
3. Applying to a Ph.D. program offered in the Department of Educational Studies prior to completion of a Master's degree.

Information about the intra-university transfer process is included on the Application Checklist for Intra-University Transfers. This checklist is available on our web site at <http://ehe.osu.edu/educational-studies/prospective-students/> or through email at [EdStudies@osu.edu](mailto:EdStudies@osu.edu).

A student who has received a graduate degree (Master of Arts or PhD) in Education may not pursue the same degree a second time in the College, even in another department or another area of specialization. Questions should be addressed to the Office of Student Services and Graduate Studies.

Students wishing to transfer should provide the following information:

1. STEP 1:  
*IF you previously enrolled as a degree seeking graduate student at Ohio State, submit a Transfer of Graduate Program application.*
  - a. Apply online at [gpadmissions.osu.edu/apply/grad.html](http://gpadmissions.osu.edu/apply/grad.html). Choose the application type that best suits your current situation. If you are a current student, you will be prompted to log in using your OSU username and password. Your information will be transferred from your current account.
  - b. Students who have not attended in more than three terms, should create a new account. After creating your new account, you will be asked to select your application. Choose "Graduate," then Degree Seeking" and "Graduate Intra-University Transfer."
  - c. Upload the following documents in your application:
    - i. Statement of purpose. Follow the instructions on the application checklist for the degree to which you are applying.
    - ii. Three new letters of recommendation. Follow the directions within the application for notifying your recommenders.
    - iii. A writing sample (for students applying to programs and specializations requiring them. Please see the appropriate application checklist.
    - iv. Resume or CV
    - v. Copy of your file from your current department. Ask your previous department to scan and email to [EdStudies@osu.edu](mailto:EdStudies@osu.edu).
    - vi. Transcripts of previous course work if not included in your previous file or if you have completed additional college coursework since you attended Ohio State. Scan as a pdf and upload into your application
    - vii. GRE scores are required if: You are applying to any PhD program; you are applying to the MA program and the specialization requires GRE scores, your previous scores are more than 5 years old and are no longer available from ETS.
2. STEP 2:
  - a. If you were enrolled at Ohio State in the last three terms and your OSU username and password are active, go to [gradforms.osu.edu](http://gradforms.osu.edu). Log in. Click on Enrollment Forms. Choose Transfer of Graduate Program and fill out your request to transfer from your current/most recent degree program to the new Educational Studies degree. You can specify your specialization in your statement of purpose.
  - b. If you have been away from Ohio State for more than 3 terms and/or your OSU username and password is no longer active, fill out a [Transfer of Graduate Program form](#). Request the signature

from your current Graduate Studies Chair and turn the form into 122 Ramseyer Hall, 29 West Woodruff Ave. on campus or scan and email to EdStudies@osu.edu.

3. \* Most applications are due on December 1 for fall admission the following year. Exceptions: **MA—Biomedical Education, Educational Administration and Workforce Development and Education** whose deadlines are: November 1 for Spring Semester; March 1 for Summer Term; April 1 for Fall Semester; **MLT—March 1; EdD—February 1** for Higher Education and Student Affairs (every year) and February 1 on alternating even years (2018 and 2020) for Educational Administration.
4. Transfer applications follow the same application deadlines as new applications as specified in Section II.1 – Application Deadlines

## Transfer of Graduate Program

### Section 2.9

Students may transfer from one graduate program to another by completing the [Request for Transfer of Graduate Program](#) via GRADFORMS. This form requires the approval of the Graduate Studies Committee in the receiving program and the written acknowledgment of the Graduate Studies Committee in the current program.

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

The Graduate Studies Committee must notify the Graduate School of the admission classification and courses to count prior to the effective semester or term of transfer. Graduate School Fellowships do not automatically transfer with students who are approved for transfer into a different graduate program. Doctoral candidacy status does not generally transfer to a new graduate program.

Transfer applications are reviewed with all other applications for admission. Faculty admission committees must specify the admission classification and the courses already completed that will count toward the degree from the Department of Educational Studies. These items can be noted at the time of decision.

## University Faculty and Administrators

### Section 2.10

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

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

## Section 3

# Registration

### Course Load

#### Section 3.1

The number of credit hours attempted each semester or each summer term is mutually determined by the student and the advisor and reflects faculty and student effort and the extent to which university resources are utilized. Course loads for full-time students can vary. A student may not enroll for more than 18 credit hours per semester or 12 credit hours in summer, including audited courses, without advisor and Graduate School approval.

A student may, with the advisor's written permission, petition the Graduate School to exceed that limit. A letter of support from the student's advisor is required. The letter must be submitted to the Graduate Studies Committee chair who will also provide a letter of support before forwarding to the Graduate School.

**Post-candidacy doctoral students.** Full-time status for all post-candidacy doctoral students is three credit hours per semester or summer term.

**Continuous Enrollment.** All students who successfully complete the doctoral candidacy examination are required to be enrolled in every semester (summer term is excluded) until graduation. These students must be enrolled for at least three credits per semester. This policy is effective for all students who were admitted to the Graduate School Autumn Quarter 2008 and after ([Section 7.8](#))

**International Students.** International students are required to register for a minimum of eight credit hours per semester except in summer term, when the minimum is four, unless they hold appointments as fellows or trainees. International students who are post-candidacy must register for at least three credit hours. These registration requirements can include research hours.

**Graduate Associates.** Graduate associates holding 50 percent or greater appointments must register for at least eight credit hours per semester, except in summer term, when the minimum is four. GAs holding a 25 percent appointment must register for at least four credit hours per semester or two credits in summer term. Post-candidacy doctoral students must register for at least three credit hours each semester or summer term an appointment is held. These registration requirements can include research hours.

All GAs in the Department of Educational Studies, holding a 50% GA appointment in the College of Education and Human Ecology, are strongly urged to enroll for a **minimum of 12** credit hours in Autumn and Spring semesters when a Department tuition fee payment authorization is utilized. GAs should meet with their advisors to discuss semester course schedules.

Post candidacy students holding a 50% GA appointment are required to register for 3 credit hours (including summer term when a GA position is held).

**Fellows and Trainees.** Students holding the titles Graduate Fellow or Graduate Trainee, regardless of the source of the funds, must register for a minimum of 12 credit hours each semester the appointment is held except in summer term when the minimum is six. Graduate Fellows or Graduate Trainees who are post-candidacy doctoral students must register for at least three credit hours per semester or summer term an appointment is held. These registration requirements can include research hours.

**Monitoring of Registration.** Under certain circumstances non-graduate credit course work may count toward the minimum requirements for GA and fellowship eligibility, but only graduate credit course work counts toward

graduate degree requirements. Monitoring of the appropriateness of non-graduate credit course work will be the responsibility of the Graduate Studies Committee chair.

Petitions to register for fewer than the published number of credit hours will be considered by the Dean of the Graduate School on the recommendation of the Graduate Studies Committee chair. Examples of grounds for exemption include but are not limited to:

1. responsibility as a major caregiver for children, elderly parent or sick/disabled immediate family member
2. birth or adoption of a child
3. documented learning or physical disability
4. documented extraordinarily heavy GA responsibilities

**Veterans' Benefits Loans.** Students pursuing a minimum of six graduate credit hours are considered full-time students for veterans' benefits purposes. Pursuit of four to five graduate credit hours is certified to the VA as 75 percent time. Those enrolled for three graduate credit hours will be certified as 50 percent time students. Enrollment for fewer than three graduate credit hours is certified as less than 50 percent time. Post-candidacy doctoral students enrolled for at least three credit hours will be considered as full-time students.

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

## Procedures

### Section 3.2

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

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

**New students, who have officially accepted an offer of admission from the Department of Educational Studies, are sent an email explaining registration procedures by the Office of Student Services and Graduate Studies.**

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

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

**Deactivation.** Enrollment eligibility for a master's degree student or a pre-candidacy doctoral student who has not registered in the Graduate School within the preceding two full calendar years will be automatically deactivated. To reenroll, the student must petition the Graduate Studies Committee for reactivation. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, which then reactivates the enrollment eligibility.

**After an absence of two or more years, students must request readmission to their degree program.**

Master's Degree Students - To reactivate in their previous degree program, students must submit a letter to the Office of Student Services and Graduate Studies, 122 Ramseyer Hall. The staff will forward requests to reactivate and the student's most recent advising report to the student's previous academic program. The student's previous advisor (or Program Chair, if the advisor is no longer available) will then meet with the student to develop a program of study and timeline for completion. Once the program of study and timeline are approved by the program faculty, it will be sent to the Graduate Studies Committee for reactivation approval.

Students returning to take professional development courses two or more years after completing a degree in Educational Studies (Educational Policy and Leadership or the Educational Services programs in PAES) can be reactivated immediately without asking faculty for permission.

Students returning to Educational Studies without completing a degree may want to return after an absence of two or more years to take coursework. If they are not interested in returning to their degree program, students must complete and sign a form that states that they understand they are not being readmitted to their degree program. They are being readmitted for the purpose of taking coursework only.

Pre Candidacy Doctoral Students - to reactivate in their previous degree program, students must contact the Office of Student Services and Graduate Studies, 122 Ramseyer Hall. The staff will forward requests to reactivate to the student's previous academic program for approval before the student will be allowed to register for classes. The student will be asked to write an updated statement of research interests and address the reason for his or her absence. The student will also be asked to include a letter of support from his or her previous advisor or a letter of support from a faculty member willing to advise if the previous advisor is no longer available or unwilling to advise. The student's file, if it is still available, and the student's most recent advising report, will be forwarded along with the updated statement for a decision. Additional items may be requested by the program.

Post-candidacy students who have not exceeded the 5-year candidacy period – Students may be reactivated with the permission of their faculty advisor and previous academic program. The program chair will be asked to sign a reactivation form permitting the student to re-enroll and to complete his or her dissertation requirements. The student may be asked to provide an updated statement of research interests and to address the reason for his or her absence if he or she has not maintained contact with his or her advisor. The student's file, if it is still available, and the student's most recent advising report, will be forwarded along with the updated statement for a decision. (We strongly recommend that the student include a letter of support from his or her previous advisor when available.) Additional items may be requested by the program.

Post-candidacy students who have exceeded the 5-year candidacy period – Students may petition the Graduate Studies Committee to be reactivated for the purpose of taking a Supplemental Candidacy Examination. Successful completion of the supplemental exam will reopen candidacy for the student for a period of two years.

To initiate the petition process, the student must write a letter to the Graduate Studies Committee requesting reactivation. This letter should include a statement describing the status of the student's research and dissertation. The student must have a letter of support from his or her academic program and advisor verifying that a committee can be formed and that the student will be able to complete his or her work within the allowed two-year time frame.

Once decisions to reactivate have been made, the Graduate School will be notified.

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

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

**Course Enrollment Permission.** Certain courses and certain enrollment designations (e.g., Audit and Undergraduate option) require submission of a completed [Course Enrollment Permission](#) in the Graduate School by the fourth Friday of the semester of registration. Forms are available on the Registrar's website.

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

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

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

## Health Insurance

### Section 3.3

Students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. All students, including regional campus students, are automatically enrolled in the Student Health Insurance plan (SHI) upon registration, unless the student obtains an exemption. Half-time is defined as four credit hours for graduate and professional students. Distance-learning courses do not count toward the minimum credit hour requirement. (See [Section 10](#) for information about health benefits for students with fellowships.)

All domestic students who have coverage through a non-university health insurance plan and who want to waive [SHI](#) coverage can do so by completing the online waiver process as described on the [SHI website](#). Students must submit a waiver by the published deadline of their initial term of enrollment each academic year. Should a student miss a deadline, the student must submit an appeal. The appeal form can be found on the [SHI website](#).

Post-candidacy students are considered full-time students when enrolled for three credit hours and, with such enrollment, are required to carry health insurance as a condition of enrollment and may be eligible for health benefits.

**International students.** International students are required to purchase SHI upon registration. Only a few exceptions apply: International students who are fully financially sponsored by a government sponsor, or students who are covered as a U.S.-based employee under U.S.-based insurance, or as a dependent of a U.S.-based employee. International students who meet one of these exceptions must complete an International Student Health Insurance Waiver form by the published deadline. The waiver form and more information about exceptions for international students can be found on the [Student Health Insurance website](#).

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



## Changes in Schedule

### Section 3.4

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

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

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

**Course Withdrawal.** Withdrawal from the university during a semester entails withdrawal from all courses in which a student is enrolled during that semester.

1. Withdrawal from any or all courses requires the approval of the student's advisor
2. Withdrawal requests must be submitted to the Graduate School

Until closing on the fourth Friday of a semester a student may withdraw from any or all courses that began in the same semester with no mark entered on the official permanent record.

After closing on the fourth Friday of a semester and until closing on the tenth Friday of a semester, if a student withdraws from any or all courses that began in the same semester, the Registrar enters the mark "W" on the official permanent record for the courses withdrawn. A dated notation "withdrew" is entered on the official permanent record when the student withdraws from the university.

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

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

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

**Military Leave Course Withdrawal.** A graduate student who is involuntarily called to active-duty military service should contact the Graduate School for assistance with course withdrawal.

## Official Permanent Record

### Section 3.5

The student's official permanent record contains a list of all courses taken, grades earned, degrees earned, and dates of graduation while enrolled at this university. This record is located in the [University Registrar's Office](#). Unofficial records for all graduate students are maintained in the Graduate School. Students may examine their unofficial records by presenting their identification card to the Graduate School, along with a request in writing.

## Section 4

### Course Credit, Marks, and Point-Hour Ratio

#### Course Credit

##### Section 4.1

**Graduate Credit.** A student earns graduate credit by registering in a graduate course, paying fees, and by being enrolled in the Graduate School when the course is completed. Students registered in other enrollment units such as the professional colleges, the undergraduate colleges, or continuing education do not earn graduate credit for any course completed while in one of those enrollment units.

**Graduate Credit Only.** The level of instruction and the work required in courses numbered 6000 and above is of a highly advanced nature, and therefore these courses are available only for graduate credit. Enrollment in these courses is restricted to graduate students, combined program students, undergraduate students taking courses under Senior Petition, and honors students by petition.

**Senior Petition.** An undergraduate may [submit the senior petition](#) to take courses for graduate credit provided that:

1. the student is a senior
2. the credit for the course is not used to meet baccalaureate degree requirements
3. the student's cumulative point-hour ratio is 3.3 or above in all undergraduate work
4. the student secures permission by the end of the first day of classes from
  - the instructor in charge of the course
  - the secretary of the student's college or school
  - the Graduate School
5. the course is offered for graduate credit

These courses may not be counted toward a graduate degree until the student has been admitted to the Graduate School and until the Graduate Studies Committee accepts them and notifies the Graduate School. If approved, the hours are counted in the student's graduate earned and cumulative credit hours, and the grades are counted in the student's graduate cumulative point-hour ratio. No more than nine graduate credit hours may be completed under Senior Petition.

**Non-Graduate Credit.** A student enrolled in the Graduate School does not earn graduate credit for any of the following reasons:

1. the course is numbered at the 3999-level or below
2. the course is numbered at the 4000-4999 level in the student's own academic unit
3. the course is one of the following foreign language courses: German 6101 or 6102, Russian 6171 or 6172, French 6571 or 6572

4. the course is designated “non-graduate credit” (undergraduate “UG” option) by the student’s advisor at the time the student registers or adds the course
5. the course is taught by a graduate student enrolled at this university

A student registered for a non-graduate credit course must complete the course requirements. A grade is reported by the instructor. The course title, credit hours, and grade appear on the student’s official permanent record. The credit hours are not included in the cumulative or earned graduate credit hours, and the credit points are not included in the cumulative points. The [Course Enrollment Permission form](#) or change ticket is marked with a “UG” to indicate that the course is a non-graduate credit course.

## Marks (Grades)

### Section 4.2

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

**Programs requiring minimum grades in courses identified by the program should review student progress during the student’s annual review.**

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

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

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

**Credit by Examination.** A student may earn either graduate credit or non-graduate credit on the basis of examinations taken after admission to the Graduate School (“EM” credit). The achievement level necessary to earn “EM” credit is determined by the Graduate Studies Committee.

In order for “EM” credit to be added to the student’s official permanent record, it must be approved by the student’s advisor, the Graduate Studies Committee, and the Dean of the Graduate School. “EM” credits count in the student’s total earned hours, if taken for graduate credit, but do not count in the student’s graduate cumulative point-hour ratio. The course title, credit hours, and mark “EM” appear on the student’s official permanent record. “EM” credit is not given to a student for a course in which a grade already has been received at this university.

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

The following conditions must be satisfied in order to transfer graduate credit:

1. that the graduate credit was earned as a graduate student at an accredited university

2. that the student earned at least a grade of “B” or satisfactory in each course for which credit is to be transferred
3. that the Graduate Studies Committee approves the transfer

Credits should be transferred at the time the student is admitted but no later than the end of the second semester of enrollment in the Graduate School. Transfer credits count in the student’s total earned hours but do not count in the student’s graduate cumulative point-hour ratio. The credit hours and the mark “K” appear on the student’s official permanent record.

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

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

**For students admitted Autumn 2014 and later:** Any individual courses considered for transfer credit must have been completed within 8 years prior to admission to the doctoral program (for some programs, the maximum may be less than 8 years). A Master’s degree considered for transfer is not included in this policy and will only be considered in its entirety for a total of 30 semester hours. Current students admitted prior to Autumn 2014 wishing to transfer credit may do so under the old rules.

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

**Transfer of Master’s Degree from another University.** Transfer credit decisions must be made during the student’s first semester of enrollment. The decision should be made by the faculty advisor in consultation with the student. The Request for Transfer of Graduate Credit on GRADFORMS must be initiated by the student requesting transfer credit. Step-by-step instructions for using GRADFORMS is available from the Graduate Studies Office in 122 Ramseyer Hall or by email at [EdStudies@osu.edu](mailto:EdStudies@osu.edu). Students must include the name of their advisor as part of the request because advisor approval is required. Official transcripts must have been submitted according to Graduate and Professional Admissions policies to verify transfer credit.

**Transfer of Graduate Credit not Part of a Completed Degree.** Some students may be admitted to the Department of Educational Studies with previous graduate credit on their academic record. Those graduate credits may be transferred to Ohio State, with the advisor’s permission by completing and filling out the ~~following forms~~: Request for Transfer of Graduate Credit on GRADFORMS must be initiated by the student requesting transfer credit. Step-by-step instructions for using GRADFORMS is available from the Graduate Studies Office in 122 Ramseyer Hall or by email at [EdStudies@osu.edu](mailto:EdStudies@osu.edu). Students must include the name of their advisor as part of the request because advisor approval is required. Official transcripts must have been submitted according to Graduate and Professional Admissions policies to verify transfer credit.

- Students requesting equivalency credit with an Educational Studies course must seek the written approval of the faculty member who regularly teaches the class. The faculty member must inform the Student Services Office so that transfer credit can be properly noted on plans of study for graduation clearance.
- Transfer credit and equivalency credit decisions for licensure students MUST be approved by the appropriate Licensure faculty to be binding for the purpose of licensure.

- All transfer credit decisions will be made in accordance with Graduate School Policy.

Grade Grievance Procedure. Grade grievances are handled following the process described in [University Rule 3335-8-23](#).

## Point-Hour Ratio

### Section 4.3

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

1. "A" equals 4.0 credit points
2. "A-" equals 3.7 credit points
3. "B+" equals 3.3 credit points
4. "B" equals 3.0 credit points
5. "B-" equals 2.7 credit points
6. "C+" equals 2.3 credit points
7. "C" equals 2.0 credit points
8. "C-" equals 1.7 credit points
9. "D+" equals 1.3 credit points
10. "D" equals 1.0 credit point
11. "E" equals 0.0 credit points
12. "EN" equals 0.0 credit points

All other grades carry no credit points.

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

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

**Cumulative Point-Hour Ratio.** A student's graduate cumulative point-hour ratio (CPHR) is determined by dividing the total credit points by the cumulative hours.

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

**Fresh Start.** Any student who reenrolls in the Graduate School after an absence of five or more years may petition the Graduate Studies Committee for previous graduate credit to be eliminated from the total earned hours and graduate CPHR. If the Graduate Studies Committee approves the student's petition, the chair may recommend

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

# Section 5

## Academic and Professional Standards

### Introduction

#### Section 5.0

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

### Good Standing

#### Section 5.1

To be in good standing in the Graduate School, a student must maintain a graduate cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress toward Graduate School or graduate program requirements. A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination or professional doctoral examination is not in good standing.

### Poor Performance

#### Section 5.2

A student with fewer than nine earned hours of graduate credit whose CPHR is below 3.0 will receive a “poor performance” letter from the Graduate School urging consultation with the advisor.

### Probation

#### Section 5.3

A student whose graduate CPHR falls below 3.0 after nine graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School.

A student enrolled in a graduate certificate program whose graduate CPHR falls below 3.0 after three graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School.

**Advisors will be notified by the Graduate School by email when a student is placed on probation. The Graduate Studies Committee will inform both the student and the advisor of the detailed academic reasons for probation and potential solutions for dealing with probation.**

**Graduate Associate.** A student who is on probation in the Graduate School may not be appointed or reappointed as a graduate associate.

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

**Special Warning.** A student on probation whose record continues to deteriorate will be warned that dismissal is likely if the record does not improve. Special warnings include performance criteria tailored to the individual student, usually in consultation with the Graduate Studies Committee chair.



## Reasonable Progress

### Section 5.4

A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including those regarding professional standards and misconduct, may be denied further registration in that program by the Graduate School on the recommendation of the Graduate Studies Committee chair.

No student may be denied further registration in a graduate program without first being warned by the Graduate School that such action may take place. The Graduate School specifies the conditions the student must satisfy in order to demonstrate reasonable progress and to continue enrollment in the graduate program. Conditions consist of completion of course work or other requirements as approved by the Graduate Studies Committee.

A student who has been warned that further registration in the graduate program may be denied and who then satisfies the specified conditions is placed in good standing by the Graduate School.

In normal circumstances, the advisor determines reasonable progress based on the criteria set forth in Section V.4 Reasonable Progress and recommends action to the Graduate Studies Committee when a student is not making reasonable progress. Lack of reasonable progress includes one or more of the following: failure to have an approved dissertation proposal two years post-candidacy, total credit hours exceeding 150 for an 80 credit hour doctoral degree, eight years from admission into a doctoral program without entering candidacy and/or reactivation after a two year absence without contact with the advisor.

When there are instances of concern about a student's progress, the advisor notifies the Office of Student Services to initiate consultation with the Graduate Studies Committee. Or, if the Graduate Studies Committee is concerned with the total number of credit hours accumulated by a graduate student, the Committee will contact the advisor to seek advice about initiating action.

The advisor and section faculty along with the Graduate Studies Committee develop a plan including recommendations and performance benchmarks with timelines for meeting recommendations. The Committee will officially notify the Graduate School of its plan to place the student on "notice" that he or she will be dismissed if benchmarks are not met by deadlines. The Graduate Studies Committee will officially notify the student in writing of the expectations for reasonable progress and how the student can meet those criteria. The Graduate School will follow up by sending the student a letter reinforcing the Graduate Studies Committee's action.

## Denial of Further Registration

### Section 5.5

A student who has been warned that further registration in the graduate program may be denied and who does not satisfy the specified conditions is denied further registration in the graduate program by the Graduate School unless a petition by the Graduate Studies Committee is approved by the Graduate School. The student is not permitted to reenroll in the Graduate School unless permission to reregister in the original graduate program is granted by the Graduate Studies Committee or acceptance is recommended by another Graduate Studies Committee.

## Notification

### Section 5.6

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

## Dismissal from University

### Section 5.7

A student who is on probation and who does not raise the graduate CPHR to 3.0 or better at the end of the next semester or summer term of enrollment in the Graduate School may be dismissed from the university at the discretion of the Graduate School following consultation with the student's Graduate Studies Committee chair. At the end of two consecutive semesters or terms on probation, the student is automatically dismissed from the university unless good standing is achieved. If there are extenuating circumstances, the Graduate Studies Committee may petition the Graduate School for an exception to this policy.

**Doctoral Students.** A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination or professional doctoral examination is automatically dismissed from the Graduate School. (See [Section 7.7](#) for additional information.)

## Reinstatement

### Section 5.8

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

## Professional Standards

### Section 5.9

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

**Research and Scholarly Misconduct.** As a recipient of federal funding, the university is obligated to have an administrative process for reviewing, investigating, and reporting allegations of research misconduct. The [University Policy and Procedures Concerning Research Misconduct](#) is available from the Office of Research.

When a Committee of Inquiry, as defined in the [Appendix C](#) forwards allegations of research misconduct by a graduate student to the Graduate School, the Graduate School follows the "Graduate School Policy on the Investigation of Allegations of Research Misconduct by a Graduate Student").

**Academic Misconduct.** The university's [Code of Student Conduct](#) defines the expectations of students in the area of academic honesty. A copy of the code is available on the website of the university's Office of Student Life.

## Section 6

# Master's Degree Programs

### Introduction

#### Section 6.0

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

### General Information

#### Section 6.1

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

Students are admitted to a Master's degree (MA and MLT) program within a program area in the Department. Courses are selected from an approved program of study by the student with the approval of the advisor.

All MA students in the Department of Educational Studies are required to meet a foundations of education course requirement (3 semester hours), a multicultural course requirement (3 semester hours), and a research course requirement (3 semester hours). Approved courses are available on the student's degree program sheet.

Program areas may establish requirements in addition to those specified by the Graduate School and the Graduate Studies Committee.

Master of Learning Technologies (MLT) students will follow an approved program plan for that degree.

**Area of Specialization.** With the approval of the Graduate Studies Committee and the Graduate School, the student may identify an area of specialization to be entered on the permanent record.

For Students Admitted Summer 2012 and later: The Department of Educational Studies offers ~~14~~ 12 areas of specialization.

1. Biomedical Education (MA)
2. Counselor Education (MA and PhD)
3. Educational Administration (MA, EdD and PhD)
4. Educational Policy (MA and PhD)
5. Educational Psychology (MA and PhD)
6. Higher Education and Student Affairs (MA, EdD and PhD)
7. Learning Technologies (MLT and PhD)
8. Philosophy and History of Education

9. Quantitative Research, Evaluation and Measurement
10. School Psychology
11. Special Education
12. Teacher Education, Policy and Leadership
13. Workforce Development and Education (MA Only)

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

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

**Credit Hours and Residency Requirement.** A minimum of 30 graduate credit hours is required to earn a master's degree. Eighty (80) percent of those required credit hours must be completed at this university over a period of at least two semesters. A student must be registered for at least three graduate credit hours the semester or summer term in which graduation is expected.

1. Students Admitted Prior to Summer 2012: Students pursuing a thesis are required to complete a minimum of 45 quarter credit hours (30 semester credit hours). Students pursuing the non-thesis option are required to complete a minimum of 50 quarter credit hours (33 semester credit hours).
2. Students Admitted to the Department of Educational Studies beginning Summer 2012 and later: Students are pursuing masters degrees are required to complete the minimum number of credit hours required by the specialization to which they are admitted. Requirements vary by program and are available on the student's program of study.

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

Requirements for the Master of Arts and Ed.S. degrees should be completed within a six-year period. However, courses taken more than four years earlier are subject to review by the advisor and may no longer be acceptable to advisors and advisory committees.

**Deactivation.** Enrollment eligibility for a master's degree student who has not registered in the Graduate School within the preceding two full calendar years will be automatically deactivated. To reenroll, the student must petition the Graduate Studies Committee for reactivation. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, which then reactivates the enrollment eligibility.

After an absence of two or more years, students must request readmission to their degree program. See Section III.2 Procedures

Master's Degree Students - To reactivate in their previous degree program, students must submit a letter to the Office of Student Services and Graduate Studies, 122 Ramseyer Hall. The staff will forward requests to reactivate and the student's most recent advising report to the student's previous academic program. The student's previous

advisor (or Program Chair, if the advisor is no longer available) will then meet with the student to develop a program of study and timeline for completion. Once the program of study and timeline are approved by the program faculty, it will be sent to the Graduate Studies Committee for reactivation approval.

Students returning to take professional development courses two or more years after completing a degree in Educational Studies (Educational Policy and Leadership or the Educational Services programs in PAES) can be reactivated immediately without asking faculty for permission.

Students returning to Educational Studies without completing a degree may want to return after an absence of two or more years to take coursework. If they are not interested in returning to their degree program, students must complete and sign a form that states that they understand they are not being readmitted to their degree program. They are being readmitted for the purpose of taking coursework only.

Once decisions to reactivate have been made, the Graduate School will be notified.

**Thesis and Non-thesis.** There are two master's degree program plans: thesis and non-thesis. Students may pursue either plan, subject to the rules of the Graduate Studies Committee.

**Thesis Option:** (Minimum of 45 graduate quarter hours [30 semester hours] for students admitted prior to Summer 2012 or minimum of 33 graduate semester hours for students admitted Summer 2012 or later. Some programs may require more than the minimum hours; students should work with faculty advisors to insure they are following the correct program of study) Students must submit a complete, typed thesis draft approved by the student's Master's Examination Committee before being examined over the thesis. The Master's Examination Committee is composed of at least two Graduate Faculty members, including the student's faculty advisor. The thesis must conform to Graduate School Format Requirements as described in the Graduate School Guidelines for Preparing Theses, Dissertations, and D.M.A documents.

**Non-Thesis Option:** (Minimum of 50 graduate quarter hours [33 graduate semester hours] for students admitted prior to Summer 2012 or minimum of 30 graduate semester hours for students admitted Summer 2012 or later) Students must take and satisfactorily pass a minimum four-hour examination that has been constructed and evaluated by the student's Master's Examination Committee during the final semester of the student's program. Approved alternatives of the Non-Thesis Option are the Action Research Project Option to be developed in consultation with the student's advisor; the Case Study Examination for MA, and the take home exam. In all cases the examinations must be equivalent in rigor and time length to the four-hour comprehensive examination.

**Earning Master's Degree On the Basis of Candidacy Examination.** A student may earn a master's degree on the basis of satisfactorily completing the doctoral candidacy examination in the same graduate program under the following conditions:

1. it is recommended by the student's advisor and the Graduate Studies Committee
2. the student does not already hold an equivalent master's degree in the same field
3. the student submits the Application to Graduate form by the published deadline
4. graduation deadlines established by the Graduate School are met
5. candidacy for the doctorate has not expired

## Master's Examination

### Section 6.2

The master's examination is a test of the student's knowledge of the field. It is the final validation of performance for that degree. The master's examination is taken after submitting the [Application to Graduate](#) form and during the semester or summer term in which the student plans to graduate. A student must be registered for at least three graduate credit hours during the semester or summer term this examination is taken. Students must coordinate with their advisor and examination committee to determine a mutually acceptable date and time for the exam. Exams must take place during normal university business hours, Monday through Friday, and must be on the Columbus or Wooster campus.

**Responsibility.** The master's examination is administered under the auspices of the Graduate Studies Committee. The responsibility for the examination rests with the student's master's examination committee.

**Master's Examination Committee.** The master's examination committee is composed of at least two Graduate Faculty members including the student's advisor. Other Graduate Faculty members may participate in generating, administering, or scoring parts of the examination, but the master's examination committee is finally responsible for the conduct and evaluation of the entire examination. The advisor of a master's student must hold membership at the category M level or higher in the student's graduate program. Non-Graduate Faculty members may be appointed to the master's examination committee by approval of the Graduate Studies Committee in the student's home program and by petition to the Graduate School. Non-Graduate Faculty members are in addition to the required two current Ohio State Graduate Faculty members.

**Attendance.** If the master's examination includes an oral portion, the advisor serves as chair. Except when video conferencing is involved, all members of the master's examination committee must be present during the entire examination and are expected to participate fully in questioning during the course of the examination and in the discussion and decision on the result. Other faculty members and graduate students may attend the examination, subject to the rules of the Graduate Studies Committee.

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

**Video Conferencing.** With the prior approval of the Graduate School, one remote examination site may be linked through video conferencing. Multiple remote examination sites may be used for the master's oral examinations of students enrolled in master's programs taught wholly online. All master's examinations involving video conferencing must adhere to the Graduate School's guidelines for video conferencing ([Appendix B](#)).

**Thesis.** The master's examination for a student pursuing the thesis option must include an oral portion and may include a written portion. The master's examination need not be confined to the thesis topic. The oral portion of the master's examination must take place during announced university business hours, Monday through Friday.

The Master's Examination is an oral examination over the thesis and is scheduled for a minimum of one hour but not more than two hours.

**Non-Thesis.** The master's examination for a student pursuing the non-thesis option must include a written portion and may include an oral portion. The written portion may be in the form of an examination (in which case it should be at least four hours in length) or a substantial paper or project appropriate to the discipline and consistent with

best practices in the field. The oral portion must take place during announced university business hours, Monday through Friday.

The Master's Comprehensive Examination is a four-hour written examination (or approved alternate format examination) whose content and format is specified by the advisor within program area guidelines. The written examination will be taken at the time and place designated by the advisor or program area and consistent with the University calendar. It may include an oral portion which must take place during announced University business hours, Monday through Friday.

Three Alternative format examinations (take home examination, action research project, or case study examination) are permitted to accommodate the different interests of students as well as the requirements and curricula of Department programs. All alternative format examinations are expected to be equivalent in rigor and time length as the four-hour Comprehensive Examination.

Master's degree students cannot take the comprehensive exam when their GPA is below 3.0.

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

## Results of the Master's Examination

### Section 6.3

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

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

Copies of exams should be kept for one year prior to destruction.

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

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

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

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

## Thesis

### Section 6.4

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

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

**Restricted Material.** Theses must not include material restricted from publication.

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

## Graduation, Master's Students

### Section 6.5

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

**Requirements.** In addition to the master's degree requirements described in this section, the student:

1. must have earned a cumulative point-hour ratio of at least 3.0 for all graduate credit hours taken at this university
2. must have fulfilled all additional requirements published by the Graduate Studies Committee
3. must have final grades for all courses received in the University Registrar's Office by the published deadline
4. must have fulfilled all other requirements by the deadlines established by the Graduate School

**Application to Graduate.** A student must submit an [Application to Graduate](#) no later than the third Friday of the semester (or third Friday of summer term) in which graduation is expected. The application is valid for that semester or summer term only.

Submitting this application indicates that the student is expected to complete all degree requirements that semester or summer term. The form must be submitted by the student and approved by the advisor and the Graduate Studies Committee chair. The degree plan the student is pursuing and the proposed master's examination committee members must be listed on the application.

**End of Semester or Summer Term.** A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following



semester or summer term may graduate the following semester or summer term without registering or paying fees.

## Summary of Master's Degree Graduation Requirements

### Section 6.6

1. submission of the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of summer term) in which graduation is expected
2. registration for at least three graduate credit hours during the semester or summer term in which graduation is expected
3. completion of a minimum of 30 graduate credit hours. Eighty (80) percent of those required credit hours must be completed at this university over a period of at least two semesters
4. graduate cumulative point-hour ratio of at least 3.0
5. satisfactory completion of the master's examination and committee approval of the Report on Final Examination by the published deadline for the semester or summer term of graduation
6. for thesis option students: committee approval of the Report on Final Document and electronic submission of the approved thesis to OhioLink by the published deadline for the semester or summer term of graduation
7. receipt of final grades in the University Registrar's Office by the published deadline
8. completion of the master's degree requirements established by the Graduate Studies Committee

## Dual Master's Degree Programs

### Section 6.7

**Program of Study.** Except as stated below, the master's degree rules presented above apply to students pursuing two master's degrees simultaneously.

The student and advisor(s) in each graduate degree program plan an integrated course of study to satisfy the requirements of both degree programs. The [Dual Degree Program Plan](#) must be completed and submitted to the Graduate School within one semester or term of planning the integrated course of study with both advisors.

**Credit Hours.** Students must satisfy the credit hour requirements for each degree program. A minimum of 50 percent of the hours counted toward the credit hour requirement for each degree must be unique to that degree and cannot be used for dual credit. The Graduate Studies Committee may establish a minimum higher than 50 percent.

Dual degree students who also pursue a certificate program cannot count any of the credits used for completing the certificate as dual credit toward either major degree programs, and must comply with the 50 percent unique credit policy for each degree.

## Master's Examination, Dual Degree Students

### Section 6.8

Normally, students will complete a separate master's examination for each degree program. However, if the following conditions are satisfied, a student pursuing two thesis option master's degree programs may be required to complete only one master's examination and one thesis:

1. the Graduate Studies Committee in each graduate program must approve
2. the master's examination committee must be composed of a minimum of four Graduate Faculty members, with at least two from each graduate program
3. a faculty member from each graduate program must serve as a co-advisor of the thesis
4. the result of the master's examination must be unanimously affirmative in order for the student to earn each degree
5. in the event of the student's failure, the master's examination committee will decide if a second examination for two degrees with one thesis is possible
6. if the committee decides against allowing a second examination for two degrees with one thesis, then one of the Graduate Studies Committees may allow a second examination in order for the student to earn one master's degree

## Section 7

# Doctoral Degree Programs

### Doctoral Degree Programs Introduction

#### Section 7.0

Doctoral degree programs give students the opportunity to achieve a high level of scholarly competence and to develop the capacity to contribute to the knowledge of their field. Doctoral degree programs consist of a coherent pattern of courses and other educational experiences, a candidacy examination, a dissertation (PhD) or document (DMA), and a final oral examination.

### General Information

#### Section 7.1

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

**Area of Specialization.** With the approval of the Graduate Studies Committee and the Graduate School, the student may identify an area of specialization to be entered on the permanent record.

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

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

### Credit Hours and Residency Requirements

#### Section 7.2

**Minimum Hours.** A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a doctoral degree. If a master's degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master's degree is required. If the master's degree was earned at another university, it must be transferred to this university. Of the 50 post-masters hours, at least 24 graduate hours must be taken at this university. A student must be registered for at least three graduate credit hours during the semester(s) or summer term(s) of the candidacy examination, the semester or summer term of the final oral examination, and the semester or summer term of expected graduation.

**Master's Credit.** When a doctoral student has taken a master's degree at this university and has earned graduate credit in excess of the minimum required for that degree, the student's advisor, with the approval of the Graduate Studies Committee, notifies the Graduate School of the courses to be counted toward the 50 graduate credit hours required for the doctoral degree. This notification must occur no later than the end of the first semester of enrollment beyond completion of the master's degree. Such graduate credit hours would be those normally earned as part of the doctoral degree program.

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

**Deactivation.** Enrollment eligibility for a pre-candidacy doctoral student who has not registered in the Graduate School within the preceding two full calendar years will be automatically deactivated. Eligibility for doctoral students who have passed the candidacy examination is automatically deactivated at the end of the five-year candidacy period if they have not graduated by then. To reenroll, the student must petition the Graduate Studies Committee for reactivation. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, which then reactivates the enrollment eligibility.

Pre Candidacy Doctoral Students - to reactivate in their previous degree program, students must contact the Office of Student Services and Graduate Studies, 122 Ramseyer Hall. The staff will forward requests to reactivate to the student's previous academic program for approval before the student will be allowed to register for classes. The student will be asked to write an updated statement of research interests and address the reason for his or her absence. The student will also be asked to include a letter of support from his or her previous advisor or a letter of support from a faculty member willing to advise if the previous advisor is no longer available or unwilling to advise. The student's file, if it is still available, and the student's most recent advising report, will be forwarded along with the updated statement for a decision. Additional items may be requested by the program.

Post-candidacy students who have not exceeded the 5-year candidacy period – Students may be reactivated with the permission of their faculty advisor and previous academic program. The program chair will be asked to sign a reactivation form permitting the student to re-enroll and to complete his or her dissertation requirements. The student may be asked to provide an updated statement of research interests and to address the reason for his or her absence if he or she has not maintained contact with his or her advisor. The student's file, if it is still available, and the student's most recent advising report, will be forwarded along with the updated statement for a decision. (We strongly recommend that the student include a letter of support from his or her previous advisor when available.) Additional items may be requested by the program.

Post-candidacy students who have exceeded the 5-year candidacy period – Students may petition the Graduate Studies Committee to be reactivated for the purpose of taking a Supplemental Candidacy Examination. Successful completion of the supplemental exam will reopen candidacy for the student for a period of two years.

To initiate the petition process, the student must write a letter to the Graduate Studies Committee requesting reactivation. This letter should include a statement describing the status of the student's research and dissertation. The student must have a letter of support from his or her academic program and advisor verifying that a committee can be formed and that the student will be able to complete his or her work within the allowed two-year time frame.

Once decisions to reactivate have been made, the Graduate School will be notified.

## **Preliminary Examinations**

### **Section 7.3**

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

## Candidacy Examination

### Section 7.4

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

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

Doctoral programs may emphasize these aspects of the candidacy examination in different ways. While the Graduate School does not impose a standard format, each Graduate Studies Committee must ensure that a rigorous examination is given and that the student's performance is evaluated at the time of the exam.

**Timing.** The candidacy examination may be taken or begun at any time thought appropriate by the student's candidacy [examination committee](#) and [Graduate Studies Committee](#) but must be at least one semester before a student can defend and graduate. The student must be in good standing in the Graduate School and registered for at least three credit hours each semester or term in which any part of the candidacy examination is taken. Students who plan to take the candidacy examination during the summer term are responsible for making certain that committee members are on duty in the summer.

**Candidacy Examination Committee Overview.** The candidacy examination committee is composed of at least four authorized Graduate Faculty members and may include the student's advisor consistent with Graduate Studies Committee policy. The advisor of a doctoral student must hold membership at the Category P level in the graduate program of the student. A Graduate Faculty Representative may be assigned to an initial candidacy exam at the request of the student and advisor.

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

The responsibility for the written and oral portion of the candidacy examination and responsibility for evaluating the entire candidacy examination rest with the candidacy examination committee. Within the rules of the Graduate Studies Committee, other Graduate Faculty members may participate in generating, administering, or scoring parts of the written portion of the candidacy examination. Non-Graduate Faculty members may be appointed to the candidacy examination committee by approval of the Graduate Studies Committee in the student's home program and by petition to the Graduate School. Non-Graduate Faculty are in addition to the required four, current Ohio State Graduate Faculty members.

## Written Portion of the Candidacy Examination

### Section 7.5

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

**Waiver.** If, based on evaluating the written portion, the advisor or another member of the candidacy examination committee see no possibility for a satisfactory overall performance on the candidacy examination, the student may

be advised to waive the right to take the oral portion. The candidacy examination committee may not, however, deny a student the opportunity to take the oral portion.

If the student decides to waive the right to take the oral portion, a written statement requesting the waiver must be presented to the candidacy examination committee. In such a case, the candidacy examination committee records an “unsatisfactory” on the Report on Candidacy Examination form and submits a copy of the student’s waiver request to the Graduate School.

## Oral Portion of the Candidacy Examination

### Section 7.6

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

**Deadlines involving Graduate Faculty Representative.** For second examinations, a typed copy of the questions, the student’s responses, together with a statement of the program’s examination format, policies, and procedures, must be presented to the Graduate Faculty Representative no less than one week before the oral portion of the exam.

**Attendance and Format.** Attendance is limited to the student and members of the candidacy examination committee. Except when video conferencing is involved, all members of the candidacy examination committee must be present during the entire oral examination. The oral portion of the candidacy examination lasts approximately two hours. Oral presentation of any proposal or other prepared materials must be made prior to or after the oral examination. Questioning of the student should occupy the entire period of the examination. All committee members are expected to participate fully in the questioning during the course of the examination and in the discussion of and decision on the result of the candidacy examination.

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

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

**Postponement.** The oral portion of the candidacy examination is expected to be held as scheduled; however, circumstances (other than failure to pass the written portion) may prompt the advisor to postpone it. Before taking this action, the candidacy examination committee chair must consult the student and other members of the candidacy examination committee, which does not include the Graduate Faculty Representative. Prior to the oral examination, the candidacy examination committee chair must notify the Dean of the Graduate School of the postponement. See section [7.5](#) regarding the student’s waiver of the oral portion when the candidacy examination committee judges the written portion to be unsatisfactory.

## Result of the Candidacy Examination

### Section 7.7

**Decision.** The decision about the outcome of the candidacy examination is reached in the absence of the student. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates

judgment by posting their decision on the Report on Candidacy Examination form that must be submitted to the Graduate School.

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

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

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

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

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

## Candidacy

### Section 7.8

**Definition of Candidacy.** Candidacy is defined as that period in a doctoral student's studies when she or he is deemed ready to undertake independent and original research resulting in a dissertation (Ph.D.) or to meet performance and document requirements (D.M.A.). Doctoral students achieve candidacy by passing the written and oral portions of the candidacy examination.

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

Doctoral students who have achieved candidacy are deemed to have:

1. acquired the necessary advanced knowledge of the subject (normally by meeting all of the course requirements for the particular Ph.D. program)

2. developed the needed technical skills (e.g., language, laboratory, computational, etc.) for work in the subject
3. demonstrated the ability to do the research or scholarship necessary to begin work on a dissertation

**Admission to Candidacy.** Provided that the student is in good standing at the end of the semester or summer term in which the candidacy examination is completed, satisfactorily completing that examination admits the student to candidacy for the doctoral degree in that program at the end of that semester or term.

A student is normally expected to enroll primarily in 8999 or in program-approved courses after satisfactorily completing the candidacy examination. Post-candidacy doctoral students must enroll for at least three credit hours (full time). Candidacy status established in one doctoral program is not transferable to another doctoral program.

**Continuous Enrollment.** This policy is effective for all students who were admitted to the Graduate School Autumn Quarter 2008 and after, or if a student admitted prior to Autumn Quarter 2008 does not enroll for two years.

All students who successfully complete the doctoral candidacy examination will be required to be enrolled in every semester of their candidacy (summer term excluded) until graduation. Students must be enrolled for at least three credits per semester. While the Graduate School and the individual graduate programs will monitor the enrollment of all post-candidacy students, it ultimately will be the responsibility of each student to ensure that they are meeting the enrollment provisions of this policy.

**Non-enrollment.** Post-candidacy students who do not enroll in a required semester will be withdrawn from active candidacy status. A student whose candidacy status has been withdrawn will not be allowed to continue on in the doctoral program until reinstated. A hold will be placed on the student's university record preventing any further registration or access to university resources. A student wishing to be [reinstated](#) to the doctoral program and active candidacy status will need to petition the Graduate Studies Committee in their program. If approved, the Graduate Studies chair of the program will send to the Graduate School a formal request to allow the student to resume studies and register. Non-enrollment does not interrupt a student's five-year candidacy period.

Upon approval of a post-candidacy reinstatement, the student will be retroactively enrolled in every semester of missed enrollment for three credits of 8999 research hours under their advisor. The student will be responsible for paying the past tuition charges as well as the current university per semester late registration penalty. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment.

**Leave of Absence.** Post-candidacy students who cannot continue in their doctoral program due to extenuating circumstances can request a Leave of Absence ([Word](#)) from their doctoral studies on a semester by semester basis for up to a maximum overall leave period of one year. While there are many situations upon which a leave can be requested, such as the birth or adoption of a child or a serious medical condition, a leave will not be granted with the sole reason of financial hardship. A leave request requires the student to submit a Committee and Examination Petition form on GRADFORMS. Once submitted the form will be available on GRADFORMS for approval by the student's home program and advisor before being forwarded to the Graduate School for final review. A request for a leave needs to be submitted before the actual leave period begins.

Verification of circumstances should be included as an attachment on the petition form. If a leave is granted, the student's candidacy period will be paused until the student returns to continuous enrollment status.

**Condition of Reinstatement.** Any student who was admitted to the Graduate School before Autumn Quarter, 2008 is not bound by the continuous enrollment policy. However, a student who is not enrolled for at least two years will need to be reinstated to their graduate program to resume doctoral studies. As a condition of reinstatement a student will be required to follow the continuous enrollment guidelines as a post-candidacy student regardless of when they were admitted to the Graduate School.



**Time Limit.** If a student fails to submit the final copy of the dissertation or D.M.A. document to the Graduate School within five years of being admitted to candidacy, the student's candidacy is cancelled. In such a case, with the approval of the advisor and the Graduate Studies Committee, the student may take a supplemental candidacy examination. If the student passes this supplemental candidacy examination, the student is readmitted to candidacy and must then complete a dissertation or D.M.A. document within two years.

**Supplemental Candidacy Examination.** The nature of the supplemental candidacy examination and the membership of the candidacy examination committee are determined by the student's advisor within the rules of the Graduate Studies Committee. The examination committee is comprised of the advisor and at least three other authorized Graduate Faculty members. The supplemental candidacy examination must include a written and an oral portion that last approximately two hours. A Graduate Faculty Representative is appointed if a prior unsatisfactory examination result is on record. All other rules pertaining to candidacy examinations must be followed.

**Withdrawal from Doctoral Program.** Post-candidacy students who decide to permanently withdraw from their doctoral program must notify their advisor and the program's Graduate Studies Committee. The Graduate Studies chair will notify the Graduate School in writing of the student's decision. The student's candidacy status will be deactivated and university records will reflect that the student will not be permitted to enroll without the approval of the graduate program and submission of a [Reactivate Enrollment Eligibility](#) form to the Graduate School.

Should the student later be reactivated in the doctoral program, a new candidacy examination will be required, and the student will have five years from the successful completion of this exam to complete the dissertation. A student will also need to complete the post-candidacy residency requirement and may need to complete additional course work at the discretion of the graduate program.

## Dissertation

### Section 7.9

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

**Dissertation Committee.** The dissertation committee is composed of the advisor who must be a Category P Graduate Faculty member in the student's graduate program and at least two other authorized Graduate Faculty members. Additional Graduate Faculty members also may serve on the dissertation committee. The advisor serves as chair of the dissertation committee. Selection of the committee members is the responsibility of the advisor and is subject to the rules of the Graduate Studies Committee. Non-Graduate Faculty members may be appointed to the dissertation committee by approval of the Graduate Studies Committee in the student's home program and by petition to the Graduate School. Non-Graduate Faculty members are in addition to the required three, current Ohio State Graduate Faculty members.

The dissertation committee is established at a time thought appropriate by the student and the advisor. Students are responsible for making certain that committee members are on duty in the semester or summer term of the defense.

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

**Format Review.** The student must submit the complete, word-processed dissertation or DMA document draft to the Graduate School for format review at the time the Application for Final Examination form is submitted. The

dissertation must conform to Graduate School format requirements as described in the [Guidelines](#) available on the Graduate School website.

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

## Final Oral Examination

### Section 7.10

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

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

**Draft Approval.** Before a defense can be held, the student must submit a complete, word-processed dissertation draft to the dissertation committee for review and approval or disapproval. All dissertations submitted for format review and approval must be of a caliber similar to that expected of an article submitted to a journal for review. Draft documents that are missing tables, graphs, citations, chapters or sections, etc., are incomplete. Incomplete drafts cannot be submitted for draft approval or defended.

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

**Graduate Faculty Representative.** Once the final oral examination is scheduled, the Dean of the Graduate School appoints the Graduate Faculty Representative. The Graduate Faculty Representative is a Category P Graduate Faculty member who is neither a Graduate Faculty member in the student's graduate program nor a member of the dissertation committee. The Graduate Faculty Representative is a full voting member of the final oral examination committee. The Graduate Faculty Representative reports a judgment of the quality of the examination, of the dissertation or document, and of the student's performance to the Graduate School. If the examination is reviewed, the Graduate Faculty Representative also reports to the Graduate School on the fairness of the conduct of the examination and its conformity to Graduate School rules.

No less than one week before the final oral examination, a complete, word-processed dissertation or D.M.A. document draft must be presented to the Graduate Faculty Representative for review and approval. If the Graduate Faculty Representative judges the dissertation or D.M.A. document unsatisfactory or incomplete, the student's advisor and the Dean of the Graduate School are to be informed no later than one day prior to the final oral examination. After consulting with the student and the dissertation committee members, the advisor may elect to hold the examination as scheduled or postpone it until the situation is resolved.

**Attendance and Format.** Except when video conferencing is approved by the Graduate School, all members of the final oral examination committee must be present during the entire examination. All committee members are expected to participate fully in questioning during the course of the examination and in the discussion of and decision on the result. Other faculty members and graduate students may attend the examination, subject to the rules of the Graduate Studies Committee. The final oral examination lasts approximately two hours. A presentation of the dissertation research by the student is allowable. At least one hour of the two-hour examination period, however, must be allotted to discussion of the research and to questions of and answers by the student. Local programs may develop additional local protocols and procedures.

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

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

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

## Result of the Final Oral Examination

### Section 7.11

**Decision.** Only the final oral examination committee members are to be present for discussion of the student's performance and the decision about the outcome. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote.

Each examiner indicates judgment by posting their decision on the Report on Final Examination form that must be submitted to the Graduate School by the posted deadline for the semester or summer session of graduation.

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

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

During the examination, if the Graduate Faculty Representative finds that parts of the process are not up to the quality standards that all doctoral students and faculty must adhere to, the GFR is expected to halt the examination and contact the Graduate School immediately for guidance. The examination may then be rescheduled without prejudice to the student once the issues raised by the GFR have been satisfactorily resolved.

Should the GFR cast the only negative vote at the conclusion of the examination, the matter will be referred to the Graduate School for review.

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

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

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

## Dissertation-Final Copy

### Section 7.12

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

**Restricted Material.** Dissertations must not contain material restricted from publication.

**Electronic Submission.** All doctoral dissertations must be submitted electronically through [Ohio Link](#) (the Ohio Library and Information Network) by the published deadline for the semester or summer term of graduation. All Ohio State dissertations are also archived with [ProQuest/UMI](#).

**Abstract.** The student must write an abstract of 500 words or less for entry onto the OhioLink submission screen. The abstract must contain the principal findings of the student's research.

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

## Graduation Requirements

### Section 7.13

**Application to Graduate.** A student must complete and submit the [Application to Graduate](#) no later than the third Friday of the semester (or third Friday of summer term) in which graduation is expected. The application is valid for that semester or summer term only. Submitting this application indicates that the student expects to complete all degree requirements by the end of that semester or term. It must be submitted by the student and approved by the advisor and the Graduate Studies Committee chair. The dissertation advisor must be listed on the form. In addition to the doctoral degree requirements described in section 7, the student:

1. must have earned a cumulative point-hour ratio of at least 3.0 for all graduate credit hours completed at this university
2. must have fulfilled all requirements published by the Graduate Studies Committee
3. must have final grades for all courses received in the University Registrar's Office by the published deadline
4. must have fulfilled all other requirements by the deadlines established by the Graduate School

**End of Semester or Summer Term.** A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following

semester or summer term may graduate the following semester or summer term without registering or paying fees

## Summary of Ph.D. Degree Graduation Requirements

### Section 7.14

1. satisfactory completion of the candidacy examination and submission of the approved Report on Candidacy Examination form
2. registration for at least three graduate credit hours during the semester or summer term when the candidacy and final oral examinations are taken and during the semester or summer term in which graduation is expected
3. submission of the Application to Graduate form to [GRADFORMS](#) no later than the third Friday of the semester (or third Friday of summer term) in which graduation is expected
4. completion of a minimum of 80 graduate credit hours, at least 50 of which must be completed beyond the master's degree. For a master's degree earned at another institution to count toward the 80 hours, it must be officially transferred. Of the 50 post-master's hours, at least 24 graduate hours must be taken at this university.
5. graduate cumulative point-hour ratio of at least 3.0
6. approval of dissertation draft by the dissertation committee members and submission of the Application for Final Examination and the dissertation draft to the Graduate School at least two weeks before the date of the final oral examination
7. satisfactory completion of the final oral examination and verification that the Report on Final Examination form has been approved (via GRADFORMS) by the published deadline
8. electronic submission of the approved dissertation and a separate 500-word or less abstract by the published deadline for the semester or summer session of graduation
9. committee approval of the report on Final Document and completion of Survey of Earned Doctorates after electronic submission and acceptance of dissertation by the published deadline for the semester or summer term of graduation
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 published deadline
12. completion of Ph.D. degree requirements established by the Graduate Studies Committee
13. payment of the doctoral hood and microfilm processing fees by the published deadline for the semester or summer term of graduation

## Doctor of Musical Arts Degree (DMA)

### Section 7.15

Except as stated in 7.15, the doctoral degree rules presented in [7.14](#) and elsewhere apply to students pursuing the DMA degree.

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

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

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

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

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

## Summary of DMA Degree Graduation Requirements

### Section 7.16

1. satisfactory completion of the candidacy examination and submission of the approved Report on Candidacy Examination
2. presentation of recitals or compositions
3. registration for at least three graduate credit hours during the semester or summer term when the candidacy and final oral examinations are taken and during the semester or summer term in which graduation is expected
4. submission of the Application to Graduate no later than the third Friday of the semester (or third Friday of summer term) in which graduation is expected
5. completion of a minimum of 80 graduate credit hours, at least 50 of which must be completed beyond the master's degree
6. completion of the following residency requirements after the master's degree has been earned or after the first 30 hours of graduate credit have been completed:
  - minimum of 24 graduate credit hours must be completed at this university

- minimum of two consecutive pre-candidacy semesters or one semester and a summer term with full time enrollment.
  - minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer term after admission to candidacy
7. graduate cumulative point-hour ratio of at least 3.0
  8. approval of DMA document draft by the DMA document committee members and submission of the Report on Final Examination form and the document draft to the Graduate School at least two weeks before the date of the final oral examination
  9. satisfactory completion of the final oral examination and submission of the Final Oral Examination Report form to the Graduate School by the published deadline for the semester or summer term of graduation
  10. deadline for the semester or summer term of graduation
  11. committee approval of the Report on Final Document form and completion of Survey of Earned Doctorates after electronic submission and acceptance of document by the published deadline for the semester or summer term of graduation
  12. completion of DMA degree requirements within five years after being admitted to candidacy
  13. receipt of final grades in the University Registrar's Office by the published deadline
  14. completion of DMA degree requirements established by the Graduate Studies Committee in Music
  15. payment of the doctoral hood and microfilm processing fees by the published deadline for the semester or summer term of graduation

## Professional Doctoral Programs (Department policies are still in draft form)

### Section 7.17

Professional doctoral degree programs prepare students for advanced professional practice as required by the relevant licensing board and professional organization. The professional doctoral examination, final document, and exit requirement are components that provide examination and capstone experiences consistent with the profession's standards and the Graduate School's expectations for professional doctoral programs.

General professional degree requirements, information about professional exams, and final document writing are included in this handbook. Each program will provide an informative degree handbook and distribute it to students at the program orientation in the fall. Specialization handbooks will provide the most detailed and helpful information to students.

#### Admissions Criteria

1. an earned baccalaureate or professional degree from an accredited college or university by the expected date of entry
  - a. an earned master's degree from an accredited college or university is expected by the time of entry.
2. a minimum of a 3.0 cumulative point-hour ratio (on the 4.0 scale used at Ohio State) in all previous undergraduate and graduate work
3. prerequisite training that will enable the student to pursue the graduate program to which admission is sought
4. a minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL). IELTS minimum score 7.0. This requirement applies only to an applicant from a country where the first language is not English, unless a bachelor's degree or higher was earned in an English-speaking country
5. additional criteria published by the Graduate Studies Committee
  - a. The EdD program only accepts applications from candidates who already have a master's degree and leadership experience.
  - b. GRE scores are not required for admission to the EdD program except when a student's combined undergraduate and/or combined graduate GPA is less than a 3.0 and/or students are applying for scholarships. EdD Students interested in scholarships must have a GRE score within the last five years with a minimum 50th percentile on each assessment area.
  - c. The EdD program in Educational Administration admits students to the EdD cohort every other year in even years (2016, 2018, etc). The EdD program in Higher Education and Student Affairs admits students to the EdD cohort annually.

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



The EdD specializing in Educational Administration requires a minimum of 51 semester hours post-masters. The program of study consists of the following distribution of credit hours. Students should receive a specific program of study for their cohort at orientation in fall semester that lists approved courses for each requirement:

- 1) Doctoral Core (12 semester hours)
  - a) Educational Studies Doctoral Core Courses required of all doctoral students (6 hours)
  - b) Research core (6 hours)
- 2) Specialization Requirements (33 semester hours)
  - a) Specialization coursework (15 semester hours)
  - b) Elective coursework (6 semester hours)
  - c) Cognate (9 semester hours)
  - d) Technology requirement (3 semester hours)
- 3) Final Document Writing
  - a) ESEADM 8997 (minimum of 6 semester hours)

EdD students specializing in Higher Education and Student Affairs are required to register for ESHEA 8997 for Final Document Writing for a minimum of 6 semester hours over a minimum of 2 semesters following the successful completion of the professional exam. Students are expected to register for a minimum of 1 semester hour every semester that university resources, including faculty time, are utilized. However, students must register for a minimum of 3 graduate semester hours the semester they apply to graduate. The program requires a minimum of 54 semester hours post-masters. The program of study consists of the following distribution of credit hours. Students should receive a specific program of study for their cohort at orientation in fall semester that lists approved courses for each requirement:

- 1) Doctoral Core (12 semester hours)
  1. Educational Studies Doctoral Core Courses required of all doctoral students (6 hours)
  2. Research core (6 hours)
- 2) Specialization Requirements (33 semester hours)
  1. Specialization coursework (18 semester hours)
  2. Elective coursework (9 semester hours)
  3. Cognate (6 semester hours)
  4. Technology requirement (3 semester hours)
- 3) Final Document Writing
  1. ESHEA 8997 (minimum of 6 semester hours)

**Credit Hours.** A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a professional doctoral degree. If a master's degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master's degree is required. If the master's degree was earned at another university, it must be transferred to this university. A student must be registered for at least three graduate credit hours during the semesters or summer term of the professional doctoral examination, the semester or summer term of the exit requirement, and the semester or summer term of expected graduation. When a professional doctoral student has taken a master's degree at this university and has earned graduate credit in excess of the minimum required for that degree, the student's advisor, with the approval of the Graduate Studies Committee, notifies the Graduate School of the courses to be counted toward the 50 graduate credit hours required for the professional doctoral degree.

The EdD specializing in Educational Administration requires a minimum of 51 semester hours post-masters.

The EdD specializing in Higher Education and Student Affairs requires a minimum of 54 semester hours post-masters.

A master's degree earned at a university other than The Ohio State University must be transferred to the student's record at Ohio State. This is done submitting a request for Transfer of Graduate Credit through Gradforms (<http://gradforms.osu.edu>).

A master's degree from The Ohio State University from a department outside of the Department of Educational Studies can be applied toward the Ed.D. Verification must be sent to the Graduate School.

The Status Beyond Master's Degree form (for students who earned a master's degree at this University and have credit hours beyond the minimum required for the degree) is available here: <http://webby.gradsch.ohio-state.edu/Depo/PDF/StatusBeyond.pdf>.

**Professional Doctoral Examination.** Students are required to take a professional doctoral examination testing the student's understanding of the theoretical and applied fundamentals of the field as well as the student's readiness to engage in a sustained clinical or professional experience. The timing of the professional doctoral examination is set in accordance with the requirements of professional preparation but generally precedes a sustained clinical or professional experience. The student must submit an Application for Professional Exam form at least two weeks prior to the scheduled date of the exam.

**EdD students specializing in Educational Administration** will sit for the professional exam in spring semester of the second year while enrolled in the seven-week course for the professional examination. Students must complete their Inquiry coursework prior to taking the professional examination and be enrolled in the examination course to be eligible to sit for the exam.

The Professional Doctoral Examination consists of a review and assessment of a two-paper folio including a Leadership Development and Application paper and a Problem of Practice Paper. The advisor will be asked to provide two (2) questions and/or set of directions for each paper. This is so students will have two choices of questions per paper choosing only one question for each paper.

If a student receives an "unsatisfactory" on one portion (paper) of the Professional Doctoral Exam, that portion may be retaken before the student is assigned a final summative pass/fail for the written Professional Doctoral Examination. Unsatisfactory on both papers will constitute an automatic summative "Unsatisfactory" on the Professional Doctoral Examination. Students will be provided an opportunity to rewrite no sooner than 3 weeks after notification.

Professional Doctoral Examination responses should be uploaded to the EdD Buckeye Box site by the submission due date exactly 2 weeks from receiving the exam. Scorers should upload the completed rubrics to the EdD site 2 weeks after the student submission.

**EdD students specializing in Higher Education and Student Affairs – (still being revised)**

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

**Registration: EdD** students specializing in Educational Administration are required to register for 6 semester hours of ESEADM 8997. Students are expected to register for a minimum of 1 semester hour every semester that university resources, including faculty time, are utilized. However, student must register for a minimum of 3 graduate semester hours the semester they apply to graduate.

**Final Document.** Students in professional doctoral programs submit an original final document demonstrating original thinking and the ability to evaluate research in the field analytically. Students in professional doctoral programs are expected to follow the document formatting standards of their disciplines. Each committee member

indicates approval of the student's final document by posting their decision on the Report on Final Document form. The final version of the student's final document is retained permanently by the student's program. Final documents must not contain material restricted from publication.

**EdD Students specializing in Educational Administration** are required to develop a Final Document that advances the practice of leadership in educational settings. The EdD final document will report research conducted in an applied setting that focuses on significant problems related to practice using an appropriate methodology in partnership with an education-related organization.

**Final Document Committee.** The final document committee is composed of the advisor, who must be a Category P Graduate Faculty member of the student's home program, and at least two other authorized Graduate Faculty members. Graduate Faculty Representatives do not serve on the final document committee.

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

**EdD students in Educational Administration** will complete an oral component of the final project. This component consists of a presentation to committee members and outside individuals from the community. final oral examination tests originality, independence of thought, the ability to synthesize and interpret, and the quality of the project presented.

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

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

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

## Section 8

# Special Graduate Programs

### Combined Programs

#### Section 8.1

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

The following professional colleges and schools offer combined programs with the Graduate School:

- Dentistry
- Law
- Medicine
- Optometry
- Pharmacy
- Veterinary Medicine

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

- Arts and Sciences
- Business
- Engineering
- Environment and Natural Resources
- Public Health

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

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

1. completion of a minimum of 90 undergraduate credit hours, for those enrolling in an undergraduate/graduate combined program

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

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

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

**Procedures.** Applicants must consult the appropriate professional or undergraduate college or school about admission requirements and procedures for its combined program students. The procedures outlined in [Section 2](#) also apply to combined program students. The intended combined program must be indicated on the admission application form. Applicants are required to submit a completed [Combined Degree Program](#). The form must be submitted at least two weeks prior to the beginning of the semester or term of the combined program.

**Advisor.** At the time of admission, a Graduate Faculty member is appointed to advise the student. The graduate advisor may be the same as the professional or undergraduate advisor

**Monitoring Progress.** The Graduate Studies Committee and the student's graduate advisor are responsible for monitoring progress toward the graduate degree. A statement describing the student's goals, objectives, and general plan for completing both degrees must be submitted to the Graduate School by the end of the first semester or session of enrollment in the combined program.

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

**Schedule Approval.** The student may access the University Registrar's website to obtain information about online registration. The student consults with the advisor(s) about course selection.

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

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

**Cumulative Point-Hour Ratio.** Students enrolled in combined programs have two cumulative point-hour ratios, one including all credit counted toward the graduate degree and one including all credit counted toward the professional or undergraduate degree.

**Academic Standards.** The academic standards stated in [Section 5](#) apply to combined program students.

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

**Graduate Associates.** Students enrolled in professional/graduate combined programs may hold graduate associate appointments provided all eligibility criteria are met. Students enrolled in a bachelor's/master's combined program may hold GA appointments that do not involve teaching of other students provided all other eligibility criteria are met.

## Graduate Certificate Programs

### Section 8.2

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

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

**Credit Hours.** Graduate certificate programs must consist of at least 12 credit hours. Students must achieve a cumulative graduate GPA of at least a 3.00 to be considered for the awarding of a certificate. Only grades of "A" through "C-" may be counted toward the completion of the certificate program. At least 50 percent of the credit hours required for the certificate must be unique to the certificate and cannot be used toward any other graduate program.

**Academic Standards.** The academic standards stated in [Section 5](#) apply to students pursuing graduate certificates.

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

## One-of-a-Kind Doctoral Programs

### Section 8.3

Students may propose One-of-a-Kind doctoral programs to the Graduate Council for consideration and action. This option is available to students whose specific educational needs are not met by any formal program at this university. Additional information is available from the Graduate School.

## Graduate Minors and Graduate Interdisciplinary Specializations

### Section 8.4

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

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

**Graduate Minors.** A Graduate Minor involves one program outside a student's major graduate program. A Graduate Minor requires a minimum of 10 hours of graduate-level course work in at least three courses. Twenty hours of graduate level courses is the maximum allowance for Graduate Minors. The student must receive a grade of "B" or better or "S" in each course comprising the Graduate Minor. The completed Graduate Minor will appear on the student's transcript.

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

**Minors and Interdisciplinary Specializations Offered.** See the current list of [Graduate Minors and Interdisciplinary Specializations](#).

# Section 9

## Graduate Associates

### Introduction

#### Section 9.0

Graduate associate appointments must conform to the following Graduate School rules. Additional information may be obtained from the student's appointing unit, the Graduate Studies Committee, or the Office of Human Resources. Each office participates in the formulation of GA rules.

### General Information

#### Section 9.1

A graduate student's principal objective is to earn a graduate degree. Appointment as a GA contributes to that objective by providing an apprenticeship experience along with financial support. This apprenticeship complements formal instruction and gives the student practical, personal experience that can be gained only by performing instructional, research, or administrative activities. It is expected that GA responsibilities will not interfere with a student's reasonable progress toward completion of the graduate degree.

Graduate Associates appointed by the Department of Educational Studies will be assigned to specific positions with supervision provided for orientation, training, and performance feedback and evaluation.

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

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

All supervisors will provide preliminary written job descriptions prior to the start of the GA appointment. Aspects of the job descriptions may be added or negotiated after the job starts. Final job descriptions are approved by the Chair of the Department.

Graduate Research Associates will be responsible for work on research or study projects under the supervision of the principal investigator or research advisor. Graduate Research Associates are expected to work 20 hours per week.

Graduate Teaching Associates often have complete responsibility for the courses they are assigned to teach, but they are always accountable to their faculty supervisor, and must adapt syllabi to meet requirements set forth by supervisors. The syllabus for a class should follow guidelines as described in the Curriculum Committee documents. Teaching loads typically range from five to seven credit hours per semester with most teaching two three-credit hour sections.

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

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



Please note that The College of Education and Human Ecology's current policy always takes precedence over any appointment criteria listed in this document.

The student:

1. must be pursuing a graduate degree at this university
  1. To receive college and/or department funding, the average of the two GRE scores is 50% or above with neither score below 35%.
2. must meet minimum Graduate School registration requirements:
  - a. eight credit hours during each semester a 50 percent or greater GA appointment is held, except during the summer term, when the minimum is four
  - b. four credit hours during each semester a 25 percent appointment is held, except during the summer term, when the minimum is two
  - c. for doctoral students who have passed the candidacy examination, three credit hours each semester or term a 50 percent GA appointment is held. Students who were admitted to the Graduate School Autumn Quarter 2008 and after are required to be continuously enrolled after passing the candidacy examination ([Section 7.8](#))

Audited courses do not count toward these requirements.

Effective Autumn Quarter 2007, all GAs in the Department of Educational Studies are strongly urged to enroll for a minimum of 12 credit hours per semester during which a Department tuition fee payment authorization is utilized. GAs should meet with their advisors to discuss semester course schedules. To reach the 12 credit hours, GAs may choose to enroll in 8189 Field Experience with your advisor or supervisor. These enrollments are intended not to increase academic assignments, but to reflect the mentoring and learning that GAs obtain in the course of the assistantship. Enrollment in the course may be listed under the supervisor of the assistantship, the student's advisor or the Department Chair

3. must be in good standing in the Graduate School when the appointment or reappointment becomes effective
  - a. A letter of exception for initial appointment can be requested of the Graduate Studies Committee by the admitting unit so student can hold a GA position.
4. must maintain reasonable progress toward a graduate degree. It is the responsibility of each Graduate Studies Committee to determine what constitutes reasonable progress in its degree programs

Satisfactory progress will be defined by the Department as:

- a. PhD students already holding a Master's Degree are expected to be on track to graduate within 5 years.
- b. PhD students without a Master's Degree are expected to be on track to graduate within 6 years.
- c. MA students are expected to be on track to graduate within 2 years
- d. GAs must maintain a minimum 3.0 grade point average

- e. A satisfactory evaluation by advisor that courses taken are reasonable for the degree sought
- 5. must certify proficiency in spoken English before assuming GTA duties involving direct student contact (applies only to international non-English speaking graduate students)
- 6. must satisfy other requirements published by the Graduate Studies Committee or appointing unit

Students must also satisfy other requirements stipulated by the Graduate Studies Committee of the Department of Educational Studies, the Chair's Office of the Department, or the College of Education and Human Ecology.

- 7. must, if enrolled in a bachelor's/master's combined program, hold only a GA appointment that does not involve teaching of other students

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

Monitoring of Graduate Associate's eligibility for appointment or reappointment is delegated to the Director of the Office of Student Services and the student's advisor.

## Terms of Appointment, Reappointment, or Termination

### Section 9.2

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

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

In those instances in which a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which the commitment has been made.

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

If possible, offers of appointment and reappointment should be made prior to April 15 with a response date for acceptance or non-acceptance of April 15.

If possible, TA course assignments should be made at least one semester in advance in order that the TA have time to organize and plan the course, and to get copyright clearance for course materials, if necessary.

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

- 1. The period of appointment will be specified on the appointment form as well as starting and termination dates. Typical appointments are for nine months.

2. Appointments of shorter duration are determined by the Department Chair.
3. Availability of summer appointments is based on need and availability of funding. Offers for summer appointments are only for summer term and will typically be made early in spring semester.

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

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

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

Generally, the guidelines below are desired; however, the Chair of the Department will set final, actual conditions in line with the needs of the Department. The Chair also sets enrollment limits for TA classes based on Department needs.

1. a 25% appointment is one 3-hour class per semester
2. a 50% appointment is two 3-hour classes per semester
3. a 75% appointment is three 3-hour classes per semester

**Stipend.** This university establishes a minimum stipend for GAs. The current minimum stipend is \$15,750 for a nine-month 50 percent GA appointment. Appointing units determine stipend levels above the minimum within university stipend policies. Levels of responsibility, years of experience, progress toward a graduate degree, and performance as a GA are the most common factors used by appointing units to determine stipend levels.

Stipend levels are set by the Chair of the Department and are aligned with minimum requirements set by the Graduate School.

**Reappointments.** Academic performance and prior GA performance are among the criteria for reappointment. If a reappointment is not made, the appointing unit must notify the GA as soon as possible. Reasons for non-reappointment must be stated in writing. For two weeks after the date of the non-reappointment notice, a GA has the right to initiate an appeal to the head of the appointing unit.

Appointments and reappointments are initiated by the person responsible for overseeing and supervising the GA position for the term of appointment and are approved and assigned by the Department Chair's office.

All GA appointments and reappointments are subject to University and Department funding.

Reappointment is based on the following criteria:

1. GA appointments are normally made for two academic terms/semesters with the possibility of a third term of support. PhD students are normally eligible for reappointment up to three academic years unless otherwise stipulated in their letter of offer of admission or appointment. Priority for GA appointments goes to PhD students.
2. Maintaining a 3.0 grade point average.

3. Satisfactory evaluation by advisor that courses are reasonable for the degree sought.
4. Satisfactory evaluation by supervisor(s) of positions held.
5. Final employment decisions rest with the Department Chair. Contracts for appointment or reappointment are issued from the Department Chair's office.

**Termination Criteria.** GA appointments may be terminated prior to the end of the appointment period only with the written approval of the Graduate School. A GA appointment is terminated prior to the end of the appointment period for any of the following reasons:

1. the GA is no longer enrolled in the Graduate School
2. the GA is registered for fewer than the number of credit hours required for a GA appointment or fewer than three credit hours for a doctoral student who has passed the candidacy examination
3. performance as a GA is determined to be unsatisfactory by the employing unit
4. the GA graduates
5. the appointing unit has insufficient funds
6. unsatisfactory academic performance

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

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

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

The Department of Educational Studies does not encourage outside employment of Graduate Associate appointees during the time of their appointment. Students, advisors and GA supervisors must work in consultation with one another to insure that academic progress and GA responsibilities are not compromised by outside employment. This consultation should occur annually. Failure to disclose outside employment could result in the loss of assistantship.

## **Appointing Unit Responsibilities**

### **Section 9.3**

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

they should seek guidance and advice about their GA responsibilities. Each unit appointing GAs must provide the following information or direct students to a publication where it is located:

1. copies of [Section 9](#) of the Graduate School Handbook
2. local criteria and procedures for selecting GAs

Candidates for GA positions are currently recommended to the Chair of the Department by faculty and/or staff. Final employment decisions rest with the Chair.

3. local criteria and procedures for reappointing GAs
  - a. See reappointment criteria published in [Section 9.2](#).

4. period of appointment
5. availability of summer term appointments
6. stipend levels

Current department stipend levels are available from the Department's Fiscal Officer.

7. dates for notifying students of appointments and for receiving acceptances or refusals
8. a completed Graduate Associate Appointment Document ([DocuSign](#)) including a statement of duties and responsibilities
9. criteria and procedures for evaluating and reporting GA performance, including information about the Student Evaluation of Instruction (SEI) form and other student evaluations
  - a. The main purpose of positive and corrective performance feedback is to improve competence and performance of the GA.
  - b. If termination during the term of appointment or disqualification for reappointment is the judgment to be made, the supervisor shall justify the recommendation in writing to the Chair, advisor, and GA. The Chair shall make the final decision.
10. criteria and procedures for terminating GA appointments
11. grievance procedures within the appointing unit
12. appropriate space and facilities necessary to carry out GA teaching, research, or administrative duties

## Grievances Procedures

### Section 9.4

It is generally preferable for problems related to GA appointments to be settled at the local level. Regular, clear communication between graduate associates and their advisors and supervisors is key to establishing and maintaining an effective work environment. However, if talking to an advisor or immediate supervisor does not resolve a problem or potential grievance, graduate associates are encouraged to consult program handbooks and other materials provided by the appointing unit to ascertain grievance guidelines that may be in place. Graduate

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

If the above informal discussions do not result in a resolution and before the formal procedure of Appendix C in the Graduate School Handbook, GAs with a grievance are referred to the Chair of the Department. The Chair will seek information from parties concerned in the grievance and render a formal decision on the grievance.

If the Chair is a party concerned in the grievance, the grievance is referred to the Graduate Studies Committee. The Graduate Studies Committee will seek information from parties concerned in the grievance and render a formal decision on the grievance to the Graduate School.

## Benefits Information

### Section 9.5

**Fee Authorization.** Every graduate associate (GTA, GRA, and GAA) appointed for at least 50 percent of full time receives a full tuition and fee authorization. Students holding GA appointments receive fee authorizations that include Instructional and General fees and nonresident fees. Other fees, including parking and late penalties as well as the student activity fee and the mandatory COTA fee, must generally be paid by the student. GAs appointed on various grants and special projects also receive a fee authorization, although in their case the fees may be charged back to the grant or appointing unit through a complex formula that takes into account indirect costs to the university. Notice of fee authorizations appears on the student's Statement of Account. A GA on a 50 percent appointment who holds a concurrent appointment at 25 percent or less receives the fee authorization from the unit supporting the 50 percent appointment. Fee authorizations for concurrent appointments of equal FTE (e.g., two 25 percent appointments) are split equally between appointing units. A GA may not be denied a fee authorization. This is an entitlement that accompanies the title of GA. By the same token, no graduate student may receive a fee authorization who is not on appointment as a GA (except for various fellows, trainees, and those receiving a summer fee authorization).

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

Students on a summer fee authorization may hold a 25 percent or less GA appointment. They may also be appointed to various other appointment titles, including student associate, student assistant, lecturer, fellow, and clinical instructor in accordance with FTE guidelines stated in the applicable Human Resources policies.

GAs must inform the Educational Studies Human Resource Generalist of their intent to use a summer fee authorization.

**Time Off.** GAs do not accrue vacation or sick leave. Rules regarding time off during semester or term breaks or other times are determined by the GA's appointing unit. GAs must check with their appointing units to determine when they are expected to be on duty. GAs are not required to work on legal holidays noted on the university calendar. When university offices are required to maintain services on certain holidays and GAs are scheduled to work on a holiday, they must be given an alternate day off.

GAs are expected to work during semester breaks unless released by their supervisors.

**Short-Term Absences and Leaves of Absence.** The university has formalized a set of practices to be used by academic and administrative units at Ohio State to support GAs, fellows, and trainees during instances of personal and/or family illness, bereavement, childbirth, and adoption. Each situation will be individually addressed according to the specific research, teaching, or administrative context the student is in and the individual's reason for requesting the leave.

All GAs, fellows, and trainees who are in good academic standing, making reasonable progress toward their degrees, and are paid through the Ohio State payroll system, regardless of appointment length, type or FTE, are eligible to request a short-term absence to recover from a personal illness or to bereave the death of an immediate family member. A "short-term" absence is generally considered to be a period of one to three days. In rare instances, it might be up to two weeks and should always be proportionate to the needs of the situation.

Eligible funded graduate and professional students may request a leave of absence up to six weeks to manage a serious illness, childbirth, or adoption. All requests must be proportionate to the needs of the individual situation. To be eligible for a leave of absence, a graduate student must have completed two consecutive semesters or a consecutive semester and summer term on fellowship, traineeship or associateship appointments of at least 50 percent FTE (or combined concurrent appointments of at least 50 percent FTE) paid through the Ohio State payroll system. A funded graduate or professional student must also hold a qualifying appointment as described above at the time of the leave, be in good academic standing, be making satisfactory progress toward the degree, and be registered full time.

In some cases it may be appropriate for a student to take an academic leave of absence (e.g., a leave from both appointment duties and academic enrollment). See [Appendix E](#) for the Guidelines for Short-Term Absences and Leaves of Absence for Graduate Students Appointed as GAs, Fellows, and Trainees.

**In Educational Studies, a six-week leave of absence must normally be taken consecutively.**

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

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

**Change in Status.** Whenever there is a change in the GA's status that affects the tax deduction, name, or W-2 Tax mailing address, the GA must use the Employee Self Service site to update their W-4.

**Health Insurance.** Students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. The university provides a health subsidy for graduate and professional students with fellowship, traineeship, or with 50 percent or greater associateship appointments paid through the Ohio State payroll system.

The university subsidy is 85 percent of the Student Health Insurance (SHI) premium for eligible funded graduate and professional students enrolled in single coverage. The university also provides a subsidy of 85 percent of the SHI premium for enrolled dependents of eligible funded graduate and professional students.

**Workers' Compensation.** GAs are protected by the provisions of the Ohio Workers' Compensation Law. The provisions cover expenses for medical care, as well as certain benefits for loss of salary, which are paid through the Bureau of Workers' Compensation for injuries or diseases which arise out of or within the course of employment.

The benefits for loss of salary are payable only after the disability and resulting loss of salary extends beyond seven days.

**Retirement.** All GAs are eligible to participate in the Ohio Public Employees Retirement System (OPERS). GTAs who have established membership with the State Teachers Retirement System of Ohio (STRS), based on other Ohio teaching service, may elect either to continue contributions to that system or to request STRS membership exemption. Exemptions from either system must be made within 31 days of the first day of the appointment. All GAs are also eligible to contribute to voluntary 403(b) or 457 retirement accounts, which allow additional retirement dollars to be contributed on a pretax basis.

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



## Section 10

# Graduate Fellowships

### Graduate School Fellowships

#### Section 10.1

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

Two distinct kinds of Graduate School fellowships are awarded on a competitive basis: 1) first-year fellowships (University and Graduate Enrichment) for students applying to begin a graduate program at Ohio State and 2) Presidential Fellowships, which provide support to students completing their dissertation, D.M.A. document, or terminal projects in an M.F.A. program. The purpose of a first-year fellowship is to attract and retain a diverse, high quality graduate student population. Some first-year fellowships include a second and/or dissertation year of support. The Presidential Fellowship provides support to students so that they may complete the dissertation, D.M.A. document, or terminal M.F.A. projects unencumbered by other duties. This award recognizes the student's demonstrated research potential and scholarly achievements.

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

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

The following additional eligibility criteria apply to the first-year fellowships. The student:

1. must have no prior graduate enrollment at this university (excluding graduate non-degree status)
2. must meet minimum undergraduate grade-point average and GRE or GMAT test score requirements as specified for the type of fellowship
3. if enrolled in combined bachelor's/master's program at the university, is eligible for nomination in the first competition after admission to the combined program

**Nomination.** Candidates for the first-year and Presidential Fellowships are nominated by the Graduate Studies Committee of the local graduate program. Candidates may not apply directly. Students interested in being considered for the Presidential Fellowship should state their interest to their advisor or Graduate Studies Committee chair.

Procedures have been established for submitting fellowship (first-year and Presidential) nominations to the Graduate School. The dates of each fellowship competition and nomination procedures are communicated to each Graduate Studies Committee prior to each competition and are posted on the Graduate School's website. Questions about nominating procedures, deadlines, and related matters should be directed to the Graduate School.

**All applicants being considered for the University Fellowship Competition and the Graduate Enrichment Fellowship Competition must be interviewed prior to nominations being submitted to the Graduate Studies Committee.**

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

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

1. A request for the activation of the dissertation year portion of a Dean's Graduate Enrichment Fellowship, Susan Huntington Dean's Distinguished University Fellowship, or Distinguished University Fellowship is made with the strong expectation that the fellow will complete all degree requirements and graduate within the dissertation year. The dissertation year must be activated by the student's sixth year of graduate study. The graduate program is under no obligation to provide funding to the student after the dissertation year if the student does not complete their dissertation and graduate at the end of the dissertation year, or if the student has received a total of six years of support.
2. Requests to activate the dissertation year portion must be made by the fellow's Graduate Studies Committee chair to the Graduate School. The request must provide assurance that the fellow 1) has met the minimum cumulative grade-point average of 3.6 for Dean's Distinguished University and Distinguished University fellows or a cumulative grade-point average of 3.3 for Dean's Graduate Enrichment fellows; 2) has successfully completed the candidacy examination and is within the five-year time period; 3) completed all doctoral course work (It is expected that enrollments will be limited to research and departmental seminars; however, fellows may register for other degree-related course work with advisor approval. The dissertation year fellowship may not be used to support any course work taken for another degree program.); and 4) has received continuous departmental support during the intervening years between the first and dissertation fellowship years.

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

All applicants must:

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

Doctoral applicants must also:

- have passed the candidacy examination prior to the Presidential Fellowship competition deadline date

- have completed all Ph.D. or D.M.A. course work and enroll for 8999 hours only

**Selection.** Selection of students to receive both first-year and the Presidential Fellowships is made by committees of Graduate Faculty appointed by the Dean of the Graduate School for that purpose. The committee establishes detailed procedures and guidelines for the review of nominations

## Terms of Appointment and Termination

### Section 10.2

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

**Stipend.** Each year the Graduate School establishes the stipend for first-year and Presidential Fellows.

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

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

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

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

## Benefits Information

### Section 10.3

**Fee Authorization.** Students holding first-year and Presidential Fellowships receive a fee authorization for each semester or term on appointment. The authorization covers payment of the instructional and general fees, nonresident tuition, and learning technology fees. Other fees, including parking, student activity, recreation program, and COTA fees, as well as penalties for late registration and late fee payment, must be paid by the student. Notice of the fee authorization appears on the student's Statement of Account.

**Short-Term Absences and Leaves of Absence.** The university has formalized a set of practices to be used by academic and administrative units to support GAs, fellows, and trainees during instances of personal and/or family illness, bereavement, childbirth, and adoption. ([Appendix E](#))

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

**Parking Permits.** Fellows are permitted to purchase "C" student or "B" staff [parking permits](#), either for Central or West Campus. Written verification of the fellowship must be submitted to CampusParc prior to the time of purchase. Daytime garage permits are available.

**Health Insurance.** All fellows, including regional campus students, are automatically enrolled in the Student Health Insurance Plan (SHI) upon registration, unless the student receives an exemption. (See [Section 9.5](#) for details.) Further information about health insurance benefits for funded graduate students is also available from the Office of Human Resources.

**Taxes.** The monthly stipend received by Graduate School fellows may be subject to federal, state and local taxes.

## Non-Graduate School Funded Fellowships/Traineeships

### Section 10.4

**Administration and Approval.** Students may receive fellowship or traineeship support from other university or external sources. In these cases, the unit responsible for the fellowship and its administration will vary.

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

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

**Payment of Tuition and Fees.** The payment of a student's academic tuition and fees may or may not be included in the award.

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

**Taxes.** The monthly stipend received by all fellows and trainees may be subject to federal, state and local taxes.

**Insurance.** Fellows or trainees who are paid by non-university funds outside of the Ohio State payroll system are not eligible for the university health insurance subsidy.

## Section 11

### CIC Traveling Scholar Program

#### Big Ten Academic Alliance Traveling Scholar Program

##### Section 11.1

The [Big Ten Academic Alliance](#) (BTAA), the consortium of the Big Ten universities and the University of Chicago, established the Traveling Scholar Program to increase the cooperative use of its member institutions' resources. The program enables doctoral students at any BTAA university to take advantage of educational opportunities at any other BTAA university.

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

The student must fill out the BTAA Traveling Scholar Application form available on the Graduate School's website and submit it no later than the normal registration deadline for the relevant semester or term. If approved by the Dean of the Graduate School, it is forwarded to the graduate school at the host campus for approval. The student and advisor are notified regarding the decision of the host campus.

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

**Time limit.** Visits of Traveling Scholars may not exceed two semesters or three quarters.

## Section 12

# Petitions: Graduate School Rules and Graduate Associate Policies

### Petitions: Graduate School Rules and Graduate Associate Policies

#### Section 12.1

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

Students in the Department of Educational Studies may petition any policy set forth in the handbook. Students must first gain support of their advisors. Letters of petition, along with advisor support, should be forwarded to the Office of Student Services and Graduate Studies for inclusion on the Committee's agenda. For more information about the petition process, please contact the Student Services Office.

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

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

# Section 13

## Graduate Council

### Graduate Council Introduction

#### Section 13.0

This section summarizes the Rules of the University Faculty starting with [3335-5-32](#) regarding the Graduate Council.

### Purpose and Responsibilities

#### Section 13.1

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

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

## Membership

### Section 13.2

**Faculty Members.** Twelve members of the Graduate Faculty are appointed for terms of three years by the Vice Provost for Graduate Studies and Dean of the Graduate School in consultation with the executive deans and University Senate faculty leadership (the chair and vice-chair of Faculty Council, the chair of the University Senate steering committee, and the secretary of the University Senate). Three of the 12 shall be members of the University Senate.



Graduate Faculty members of the Graduate Council should have experience as a Graduate Studies Committee chair or other significant involvement in graduate education. Nine of the 12 Graduate Faculty members will be nominated in the following manner by executive deans from lists solicited from the faculty of their respective colleges: three by the executive dean of the arts and sciences; three by the executive dean of the health sciences; and three by the executive dean of the professional colleges. Three of the 12 Graduate Faculty members will be appointed by the Vice Provost for Graduate Studies and Dean of the Graduate School.

**Alternate Faculty Members.** Alternate Graduate Faculty representatives will be identified by each executive dean and approved by the Vice Provost for Graduate Studies and Dean of the Graduate School. Faculty alternates have the general powers and privileges as regular members.

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

**Alternate Student Members.** Alternate student representatives will be identified by the Council of Graduate Students. Student alternates have the general powers and privileges as regular members.

**Non-Voting Members.** The president of the Council of Graduate Students and the vice president for research are non-voting members of the Graduate Council.

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

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

## Committees

### Section 13.3

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

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

# Section 14

## Graduate Studies Committee

### Graduate studies committee Overview

#### Section 14.0

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

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

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

### General Responsibilities

#### Section 14.1

The [Graduate Studies Committee](#) is responsible for the conduct and administration of its graduate programs, although some duties may be delegated to other faculty members. Actions taken by the committee are subject to approval, modification, or reversal by the [Graduate Faculty](#) members in the graduate program. Decisions made by Graduate Studies Committees must comply with Graduate School rules. The Graduate Studies Committee assumes other responsibilities as assigned to it by the Graduate School, the Graduate Faculty members in the graduate program, the head of the academic unit, or the committee members. The committee reports on its actions taken during the year to Graduate Faculty members in the graduate program.

The following list summarizes the responsibilities of the Graduate Studies Committee. This list is not exhaustive.

**Rules.** Formulates rules and procedures relevant to its own graduate programs within the policies established by the Graduate Council and the Graduate Faculty members in the graduate program.

- publishes and makes available to students and faculty in the graduate program a graduate program handbook containing the policies, rules, and procedures relevant to its own graduate programs
  - The Graduate Studies Committee publishes a Graduate Studies Committee Handbook for faculty and student use and a Graduate Associate Handbook. Each handbook publishes the Department rules applicable to each group. These handbooks must be used in conjunction with the Graduate School Handbook.
- establishes procedures for assigning and changing advisors
  - Program area admissions committees make initial advisor assignments.

The Office of Student Services and Graduate Studies notifies students of initial advisor assignments in the letter containing the offer of admission.

Change of advisor forms are available in the Office of Student Services and Graduate Studies. Prior to a student changing advisors, it is strongly recommended that the student inform the advisor of the impending change of advisors. The Graduate Studies Committee will contact the

advisor and inform them of the change. The student will be required to obtain the impending advisor's signature.

- Advisors must be from the Department of Educational Studies.
- Students must have an advisor or co-advisor from the Program Area to which the student was admitted.
- considers and acts on student petitions that pertain to its rules. Considers and recommends action to the Graduate Council on student petitions that pertain to the policies and rules of the Graduate Council or the university faculty
  - The Office of Student Services and Graduate Studies maintains the forms, completes correspondence and maintains records of the petitions from Educational Studies, including petitions related to course drop and withdrawal, hours from other Departments, hours from Graduate Non-degree, Fresh Start Rule, reinstatement, and status changes. All petitions are brought before the Graduate Studies Committee for decision.
- establishes rules respecting thesis and non-thesis master's degree programs
  - See Section VI of the Handbook

**Curricula, Program Changes, and Graduate Courses.** Considers and recommends action on curricula, program changes, and graduate courses proposed for graduate credit to Graduate Council.

**Technical Accuracy.** Proposed programs and courses and changes to programs and courses are reviewed for technical accuracy and possible conflict with the stated mission, goals, and purposes of the Department, the College, and the Graduate School.

**Quality.** The Committee also reviews proposed programs and courses and program and course changes with a concern for overall quality. After review, the Committee submits positive recommendations to the College Curriculum Committee and returns proposals not approved to the originating faculty members. Appendix IV presents criteria and procedures for submitting courses or course changes to the Committee.

- considers and acts on requests for non-Graduate Faculty members to teach courses for graduate credit (5000-8000-level courses)
- may propose other plan options for tagged master's degrees to the Graduate Council

**Graduate Faculty.** Appoints faculty for Category M membership on the Graduate Faculty and nominates faculty for Category P membership to the Graduate School. Approves emeritus faculty members to continue specified Graduate Faculty functions. Reviews Graduate Faculty membership.

See Section XV for the Department of Educational Studies' policy for nominating faculty to P status.

**Admission.** Specifies admission criteria and admission credentials in addition to those required by the Graduate School. Makes admission recommendations.

The Graduate Studies Committee determines admissions policy for the Department of Educational Studies.

The Office of Student Services and Graduate Studies publishes policies, dispenses information to prospective students and enforces admissions policies.

The Office of Student Services and Graduate Studies collects admissions credentials, reminds students of missing materials, and forwards completed files to the program admissions committees.

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

The Department of Educational Studies programs recommend extensions of the English as a Second Language time limit. The Graduate Studies Committee approves extensions of the English as a Second Language time limit and forwards those requests to the Graduate School for approval. The Office of Student Services and Graduate Studies assists with monitoring the students and processing the necessary paperwork for extensions.

**Transfers, Re-entry, Senior Petition, Fresh Start.** Reviews requests from current and former graduate students for changes in program, registration, and credits.

The Department of Educational Studies program areas consider and act on requests from students to transfer into their academic sections. Policies and procedures are located in Section II.8 Intra-University Transfer  
The Graduate Studies Committee approves the recommendations of the program areas.  
The Office of Student Services and Graduate Studies processes the paperwork and forwards it to the Graduate School for final approval.

- considers and acts on requests from students to transfer into its graduate program

The Department of Educational Studies sections consider and act on requests from students to transfer into their academic sections.

The Graduate Studies Committee approves the recommendations of the program areas.

The Office of Student Services and Graduate Studies processes the paperwork.

Policies and procedures are located in Section II.8 Intra-University Transfer

- establishes rules for reentry of students
- considers petitions to reenroll from students who have been denied further registration or dismissed or whose enrollment eligibility has been deactivated

Decisions by the Graduate Studies Committee are made in consultation with the student's advisor and the section admissions committee.

Petition information is available in the Office of Student Services and Graduate Studies.

- approves courses taken under Senior Petition to be counted toward the graduate degree
- determines achievement level required and number of graduate credits that may be earned through credit by examination (“EM” credit)
- recommends approval of graduate courses to be transferred from another university

See transfer policies in Section IV.2 Marks (Grades)

- determines if the fresh start rule applies to former graduate students

**Academic Standards and Program Quality.** Establishes and enforces rules, procedures, and practices consistent with high quality graduate programs

- determines policies on time limits for completing degree requirements consistent with Graduate School rules. Such policies are then published in the graduate program handbook

See Section VI—Master’s Degree Program and Section VII – Doctoral Degree Programs including Professional Doctoral Degrees for EdD policies

- reviews students’ academic performance

The Graduate Studies Committee along with students’ advisors and the Director of the Office of Student Services and Graduate Studies will monitor academic performance. The Director of the Office of Student Services and Graduate Studies will notify advisors when an advisee has been placed on probation, academic warning, or dismissal by the Graduate School.

- determines reasonable progress and recommends action

In normal circumstances, the advisor determines reasonable progress based on the criteria set forth in Section V.4 Reasonable Progress and recommends action to the Graduate Studies Committee. Suggested criteria for evaluation of reasonable progress includes one or more of the following: a dissertation proposal two years post-candidacy, total credit hours exceeding 175 for an 80 credit hour doctoral degree, eight years from admission into a doctoral program without entering candidacy and/or reactivation after a two year absence without contact with the advisor

When there are instances of concern about a student’s progress, the advisor notifies the Office of Student Services to initiate consultation with the Graduate Studies Committee. Or, if the Graduate Studies Committee is concerned with the total number of credit hours accumulated by a graduate students, the Committee will contact the advisor to seek advice about initiating action.

The advisor and section faculty along with the Graduate Studies Committee develop a plan including recommendations and performance benchmarks with timelines for meeting recommendations. The Committee will officially notify the Graduate School of its plan to place the student on “notice” that he or she will be dismissed if benchmarks are not met by deadlines. The Graduate Studies Committee will officially notify the student in writing of the expectations for reasonable progress and how the student can currently meet those criteria. The Graduate School will follow up by sending the student a letter reinforcing the Graduate Studies Committee’s action

- may establish a foreign language requirement

The Department of Educational Studies does not require a foreign language.

**Master's Degree Programs.** In addition to enforcing Graduate School rules regarding master's degree programs, the Graduate Studies Committee

The Office of Student Services and Graduate Studies publishes, explains and enforces the rules as set forth by the Graduate Studies Committee.

The Graduate Studies Committee recommends policies and guidelines to the faculty for the development of a list of approved courses that students can take to meet the Department's Multicultural and Foundations of Education requirements.

- may recommend awarding a master's degree on the basis of passing the doctoral candidacy examination
- may establish rules for designating master's degree areas of specialization to be recorded on student transcript
- establishes rules and procedures for the conduct of the master's examination, including attendance by graduate students and faculty members other than the master's examination committee members

See Section VI.2 Master's Examination

- reviews student records to ensure that master's degree requirements are met

The Office of Student Services and Graduate Studies reviews student records to ensure that the Department's Master of Arts degree requirements are met.

The Office of Student Services and Graduate Studies Committee processes recommendations of the advisor and second reader upon final review of the examination and communicates results to the Graduate School.

**Doctoral Degree Programs.** In addition to enforcing Graduate School rules regarding doctoral degree programs, the Graduate Studies Committee

The Office of Student Services and Graduate Studies publishes, explains and enforces the rules as set forth by the Graduate Studies Committee.

- may establish rules for designating doctoral degree areas of specialization to be recorded on student transcript
- may establish a foreign language requirement

The Department of Educational Studies does not require a foreign language.

- approves credit hours in excess of the master's degree to be counted toward the doctoral degree
- petitions the Dean of the Graduate School to waive the 80 minimum graduate credit-hour requirement
- establishes rules and procedures for the conduct of preliminary examinations

The Department of Educational Studies does not require preliminary exams.

- establishes rules and procedures for the conduct of the candidacy examination
- determines whether students may take the supplemental candidacy examination
- establishes rules and procedures for selecting the dissertation committee
- establishes rules and procedures for selecting the final oral examination committee
- determines if other faculty members and graduate students may attend the final oral examination
- decides whether the advisor or another member of the Graduate Faculty serves as chair of the candidacy examination committee and whether the advisor is a member of this committee and reports this decision to the Graduate School

**Combined Programs.** Monitors progress of combined program students

**Certificate Programs.** May establish rules for graduate certificate programs of study

**Graduate Associates.** In addition to enforcing Graduate School rules regarding graduate associates, the Graduate Studies Committee

- determines if students are eligible to hold graduate associate appointments
- monitors appropriateness of non-graduate credit courses in meeting minimum graduate associate registration requirements
- may establish policy on outside employment by GAs in the graduate program

See Section IX.2 Terms of Appointment, Reappointment or Termination for Department policy.

## Section 15

# Graduate Faculty Membership

### Introduction

#### Section 15.0

The Graduate Faculty are those members of the general faculty approved to conduct graduate education at Ohio State. Appointment to the general faculty must precede appointment to the Graduate Faculty and is a condition of it. A faculty appointment, however, does not in itself confer Graduate Faculty membership.

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

### Graduate Faculty Eligibility

#### Section 15.1

**Faculty.** Tenure-track faculty and research track faculty are eligible for appointment as Category M and P Graduate Faculty. Clinical faculty are eligible for appointment as Category M Graduate Faculty. Graduate Faculty accept the responsibilities of that role as detailed in [Section 15](#) of the *Graduate School Handbook*.

**Emeritus Faculty.** The designation "emeritus" may be conferred at retirement upon recommendation by the regular faculty member's chair, dean, and the executive vice president and provost. See [University Faculty Rule 3335-5-19](#).

Emeritus Faculty who remain active in research and scholarship must request the Graduate School to retain their Graduate Faculty status. The request must be based on the same criteria used by the Graduate Studies Committee to appoint regular Graduate Faculty and must be approved by the Graduate Studies Committee, the department chair, and the dean of the college. The request must specify a fixed term, not to exceed five years, after which it may be extended by another request following the same process.

Emeritus faculty who retain Graduate Faculty status accept all responsibilities of that role as detailed in [Section 15.2](#) of the *Graduate School Handbook*.

Emeritus faculty who do *not* request to retain Graduate Faculty status are subject to the rules pertaining to faculty who retire or leave the university.

The Committee supports emeritus faculty who wish to continue advising their current, post-candidacy students to completion of their degree as Dissertation Advisors as well as finish serving on general exam committees, master's committees, and/or dissertation committees. For Emeritus faculty the Committee will abide by the policy for "Other faculty who retire or leave the university (see below)." Graduate Studies Committee supports Emeritus Faculty in the life of the department with the following exceptions:

- Admitting or advising new students
- Department voting rights

**Other faculty who retire or leave the university.** Graduate programs must approve a request to continue graduate committee service prior to a Graduate Faculty member's retirement or resignation. A Committee and Examination



Petition form is initiated by the student on GRADFORMS to begin this approval process. With the approval of the graduate program and the Graduate School, such faculty (including emeritus faculty who do not wish to retain Graduate Faculty status):

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

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

**Ex Officio Members.** Ex officio members of the Graduate Faculty are the Executive Vice President and Provost, the Vice President for Research, the Vice Provost for Graduate Studies and Dean of the Graduate School, the deans of the colleges, and the Director of Libraries.

## Functions

### Section 15.2

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

1. serve as advisor for master's degree students
2. direct master's theses
3. serve as advisor 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 advisor for or serve on the master's examination, candidacy examination committee, or final oral examination committee of former fellow students.

**Graduate Faculty Representative.** The Graduate Faculty Representative is a Category P Graduate Faculty member who is neither a faculty member in the student's graduate program nor a member of the student's candidacy examination committee or final oral examination committee. The Graduate Faculty Representative is appointed by the Graduate School to serve on all second attempts at the candidacy exam and on all final oral exams. In addition to being a full voting member of the examination committee, the Graduate Faculty Representative reports a judgment of the quality of the examination and the student's performance to the Graduate School. If the examination is reviewed, the Graduate Faculty Representative also reports on the fairness of the conduct of the examination and its conformity to Graduate School rules to Graduate Council.

## Category Level

### Section 15.3

The appropriate category level (P or M) is determined by the faculty member's qualifications and the functions the faculty member is expected to perform by the graduate program.

**Nominations, Appointment, and Notification.** The Graduate Studies Committee appoints Category M Graduate Faculty members and notifies the Graduate School of its actions. The Graduate Studies Committee submits nominations for Category P membership on the Graduate Faculty to the Graduate School and certifies by appropriate documentation that those nominated meet published Graduate School criteria as detailed in [Section 15.4](#) of this Handbook. Graduate programs may establish additional local criteria.

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

**Advisor's Appointment.** The advisor of a master's or doctoral student must hold Graduate Faculty membership at the appropriate level (at least Category M for a master's student and only Category P for a doctoral student) in the graduate program of the student. Under rare circumstances, a non-member of the Graduate Faculty may be approved to serve as advisor.

## Qualifications and Special Rights and Responsibilities

### Section 15.4

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

**Minimum Category P Qualifications.** The faculty member

1. holds appointment as a tenure-track, or research 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

The Graduate Studies Committee may nominate new Department of Educational Studies tenured associate and full professors to the Policy and Standards Committee of the Council on Research and Graduate Studies for P status at the beginning of their appointment.

New Department of Educational Studies tenure-track professors with an earned doctorate may be nominated by the Graduate Studies Committee for P status after completing one year of service. If they wish to be considered before completing one year of service, the coordinator of their program may petition the Graduate Studies Committee on their behalf.

Nominees for P status are expected to be engaged in an active program of research since date of hire and to demonstrate a record of successful advising at the MA level, or a record of co-advising and committee service at the Doctoral level.

Section chairs nominate such faculty for P status with a letter to the Graduate Studies Committee. The Graduate Studies Committee reviews credentials and forwards a recommendation to the Graduate School along with a letter from the nominee stating his or her willingness to take on the special rights and responsibilities of Category P Graduate Faculty as specified in the Graduate School Handbook.

**Rights and Responsibilities of Category P Graduate Faculty.** The faculty member

1. acts as the advisor for master's and doctoral students
2. participates in the governance of graduate education at all levels within the university
3. serves on doctoral examination committees
4. serves as a Graduate Faculty Representative on candidacy examinations and final oral examinations

**Minimum Category M Qualifications.** The faculty member

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

**Rights and Responsibilities of Category M Graduate Faculty.** The faculty member

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

## **Committee Service and Advising by Non-Members of the Graduate Faculty**

### **Section 15.5**

**Committee Service.** Persons who are not Graduate Faculty members at The Ohio State University may serve on master's and doctoral (candidacy and final oral) examination committees upon the recommendation of the Graduate Studies Committee of the student's program. Approval by the Graduate School is granted upon special petition by the Graduate Studies Committee, outlining the special qualifications and expected contributions of the proposed committee member.

**Advising.** Under extraordinary circumstances, individuals who are not Graduate Faculty members at The Ohio State University may serve as advisors for master's and doctoral students. They must be employed by the university or one of its affiliated units, must have credentials that qualify them for such service, and must be

recommended by the Graduate Studies Committee of the student's program and endorsed by a vote of its full Graduate Faculty. The final decision on eligibility will be made by the Graduate School. Approval to serve as master's or doctoral advisor does not bring with it the right to participate in the governance of graduate education.

## **Review**

### **Section 15.6**

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

# Appendix A

## Academic Deadlines

### Academic Deadlines

#### Section A.1

	AUTUMN		SPRING		SUMMER
Last day to...	Semester	Session	Semester	Session	Semester
<b>add courses online</b>	1st Friday	1st Friday	1st Friday	1st Friday	1st Friday
<b>add courses with instructor permission</b>	2nd Friday	2nd Friday	2nd Friday	2nd Friday	2nd Friday
Adding courses hereafter requires a Course Petition					
<b>drop courses online (no W)</b>	4th Friday	2nd Friday	4th Friday	2nd Friday	4th Friday
<b>drop courses with advisor approval (W)</b>	10th Friday	5th Friday	10th Friday	5th Friday	10th Friday
Dropping courses hereafter requires a Course Petition					
<b>change registration to audit</b>	4th Friday	2nd Friday	4th Friday	2nd Friday	4th Friday
Changing registration to audit hereafter requires a Course Petition					

## Appendix B

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

## Guidelines for Video Conferencing Relating to Master's and Doctoral Examinations Section B.1

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

1. Prior approval of the Graduate School to conduct the examination using video conferencing is required. **The student must submit a Committee and Examination form at least two weeks prior to the scheduled date of the exam.**

### Facilities and Support Requirements

1. At minimum, the video communications facilities must be such that the candidate and all members of the examination committee can see and hear one another during the entire examination.
2. There must be adequate provision for the transmission of any text, graphics, photographs, or writing referred to or generated during the examination.
3. The use of audio-only communications is not permitted.
4. All participants should satisfy themselves in advance that the video communications facilities are satisfactory. The student must agree in advance to the conduct of the examination by video communications. Immediately prior to the examination, the student may cancel the examination without prejudice if the facilities differ significantly from those previously inspected.
5. Any technical support staff required to operate equipment is bound by university policy to observe strict confidentiality.
6. The oral examination must be scheduled for a two-and-one-half-hour time period to allow for any delays resulting from video communications use.
7. In the event of a technical failure, the advisor in consultation with the other committee members will decide whether to cancel the examination without prejudice to the student.
8. In all cases, all members of the committee, including any off-site committee members, must record their vote on the Report on Final Examination form and Report on Final Document form as necessary. Both forms may be found at [GRADFORMS](#).
9. Departments can enforce stricter guidelines. Programs should use good judgement in whether individual exams should be conducted by videoconference and enforce an on-campus only policy when appropriate.

### Attendance requirements: Campus-based graduate programs

1. Graduate students must be physically present for examinations.

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

**Attendance Requirements: Fully on-line graduate programs**

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

# Appendix C

## Research Standards and Misconduct

### Graduate Student Code of Research and Scholarly Misconduct

#### Section C.1

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

Graduate students and Graduate Faculty aspire to professional behavior that is consistent with the highest ethical and moral standards. The Graduate School at The Ohio State University expects that graduate students will demonstrate responsibility and integrity in pursuing their creative and scholarly interests. The academic enterprise is dependent upon such behavior. Graduate students are responsible for learning about appropriate standards for ethical research and scholarly conduct and for following all university policies related to ethical research and scholarly conduct.

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

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

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

#### Section C.2

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

When a Committee of Inquiry determines that an allegation of research misconduct by a graduate student has substance so as to warrant further investigation, such investigation shall be handled by the Graduate School.

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



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

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

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

# Appendix D

## Graduate Student Grievance Review Guidelines

### Overview

#### Appendix D.1

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

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

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

### Procedures

#### Appendix D.2

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

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

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

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

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

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

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

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

Parties are defined as follows:

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

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

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

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

## **Conduct of Hearing**

### **Section D.3**

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

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

- Witnesses, if called by either party, may attend only the portion of the hearing directly related to their testimony.

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

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

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

## **Hearing and Committee Decision**

### **Section D.4**

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

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

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

## Appendix E

# Guidelines for Short-Term Absences and Leaves of Absence for Graduate Students Appointed as GAs, Fellows, and Trainees

### Introduction

#### Section E.1

**GA and Fellow Absences.** These guidelines formalize a set of practices to be used by academic and administrative units at Ohio State to support graduate associates (GAAs, GRAs, and GTAs, collectively referred to hereafter as GAs), fellows and trainees during instances of personal and/or family illness, bereavement, childbirth and adoption.

Absences extending longer than two weeks (referred to hereafter as leaves of absence), especially those that are unexpected, are usually the most difficult to manage, since they require careful balancing of the student's personal needs with academic and administrative policies, the student's academic standing and degree progress, unit or principal investigator needs, and funding realities. Appropriately addressing these challenging life situations, which can also jeopardize degree progress or degree completion, typically involves not only the graduate student and his/her supervisor but also the student's advisor, graduate studies committee chair, and often the department head. Some situations may require additional expertise (from the Graduate School, the Office of International Education, the Office of Human Resources, the Office of Student Financial Aid, or other areas).

This project is part of a multi-year effort to address the recommendations of the 2001 Graduate Quality of Experience (G-QUE) report produced by the Graduate School and Council of Graduate Students. The G-QUE study recognized the centrality of graduate education and graduate students to Ohio State's teaching, research and service missions. Excellent graduate programs are also essential to the success of the university's Academic Plan.

The G-QUE report made recommendations about strengthening the academic core and interdisciplinary experiences of graduate students, enhancing professional development and career services for graduate students, improving the quality of graduate student life, improving the campus climate for special populations, optimizing the administration of graduate education, linking graduate education to larger institutional goals, and alleviating graduate students' financial concerns, especially in the area of health care and especially for students supported on associateship, fellowship and traineeship appointments. Many of the recommendations in the G-QUE report have been implemented.

### Overview

#### Section E.2

It is impossible to list every life circumstance and every academic situation that an individual graduate student might face. It is also impossible to list every situation that a faculty or administrative supervisor might face in a teaching, research, or administrative setting. These guidelines recognize that it is important for faculty and administrative supervisors to retain flexibility in working with individual students to determine the most fitting response to a particular student's situation. At the same time, this program sets out guidelines that are intended to provide more consistency across the university in managing short-term absences and leaves of absence for funded graduate students. Nothing in these guidelines should be read to require the alteration or diminution of policies presently in place in programs that go beyond what is presented here.

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

These guidelines recognize that it is often possible to manage difficult life situations and support continued academic progress by allowing a reduced course load and/or shifting a funded graduate student temporarily to a different research project, a different instructional assignment, different administrative duties, and/or to an alternate location (including the student's home).

In some cases, appointment obligations can be suspended without great harm for the duration of a leave of absence, especially in situations where there is sufficient advance notice to allow for necessary planning. In some cases involving fellows and trainees, it may be possible to reduce scholarly obligations associated with the appointment for the duration of a leave of absence. In other cases, it will not be appropriate and/or possible to manage difficult life situations by temporarily reassigning or relieving funded graduate students of their appointment duties. In such cases, the most appropriate approach will be for the student to take a period of time off from both academic and appointment responsibilities (hereafter referred to as an academic leave of absence). These decisions are best made through consultations among the student and appropriate representatives from the student's academic unit and, if different, appointing unit.

To be eligible for the leaves of absence described in this document, Ohio State graduate or professional students must:

- be on fellowship, traineeship or associateship appointments of at least 50 percent FTE paid through the Ohio State payroll system (hereafter collectively referred to as "funded graduate students")
- be making reasonable progress toward the degree
- be in good academic standing
- be enrolled at the level required to hold the appointment

In the event that a funded graduate student is unable to meet the obligations of his/her appointment because of a reason stated below, the graduate student must contact the appropriate immediate supervisor as promptly as possible to determine the best way to respond to the situation. Reasonable requests for stipend-protected short-term absences or leaves of absence for appropriate duration should generally be approved, without requiring make-up time, for reasons due to:

- personal illness or bereavement of an immediate family member ([Section E.5](#))
- personal serious health condition or care of an immediate family member with a serious health condition ([Section E.6](#))
- childbirth or adoption (for birth mothers, fathers, domestic partners and adoptive parents) ([Section E.7](#))

A request for a stipend-protected leave of absence may be denied due to an inappropriate or unreasonable request, including inadequate documentation ([Section E.3](#)); repeated requests for short-term absences or leaves of absence; documented unsatisfactory performance; and/or incompatibility with funding agency or other institutional guidelines (such as requirements applying to international students).

Requests for short-term absences and leaves of absence are handled at the local level. In the case of requests for short-term absences, the academic or administrative supervisor will make the decision. In the case of a leave of absence, the supervisor should consult with the chair of the graduate studies committee in the student's program of study and the student's advisor. The appointing unit may designate additional individuals who must approve requests for leaves of absence.

Eligibility requirements, definitions and details pertaining to short-term absences and leaves of absence are explained in sections [E.5](#), [E.6](#), and [E.7](#). [Section E.3](#) provides guidelines applicable to all short-term absences and leaves of absence. [Section E.4](#) explains how leaves of absence will be funded.

## Guidelines Applying to All Short-Term Absences and Leaves of Absence

### Section E.

**Academic Leaves.** In some cases, it will be most appropriate for a funded graduate student to take a period of time off from both school and appointment responsibilities (e.g., an academic leave of absence). A funded graduate student faced with a difficult life situation should discuss options with their advisor, graduate studies committee chair, and immediate supervisor. Students who decide to take an academic leave of absence should understand what impact, if any, that the time off will have on their expected funding opportunities upon their return to their graduate programs. Students who take time off from their studies (i.e., are not registered for classes) are not eligible for the leaves of absence described in this document.

**Appointment and Stipend Protection.** Whenever possible and academically appropriate, the funded graduate student's appointment and stipend (including fee authorization, health care subsidy, etc.) should be protected and should extend as long as is required by proper documentation, or until the end of the appointment, whichever comes first, as provided for in the provisions in sections [1.4](#), [1.5](#), and [7](#).

**Extension of Leave of Absence.** In some cases, it may be appropriate to extend a leave of absence into a new, contiguous appointment. Leaves of absence that need to be extended beyond the initial appointment may be stipend-protected (in whole or in part) for reasons stated in [Section E.2](#) and at the sole discretion of the appointing unit.

**Registration Requirements.** Unless an exception has been approved by the appropriate Graduate Studies Committee, the Graduate School, and other relevant entities (such as a funding agency or Office of International Education), graduate students on stipend-protected leaves of absence must meet the minimum Graduate School registration requirements to hold an appointment.

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

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

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

**Approval Process.** Requests for short-term absences and leaves of absence are handled at the local level. When in need of a short-term absence or a leave of absence, the funded graduate student must make a request as promptly as possible to his/her immediate academic or administrative supervisor. In the case of short-term absences, the supervisor will make the decision. In the case of leaves of absence, the supervisor must consult with

the student's advisor and chair of the Graduate Studies Committee in the student's program of study. The appointing unit may designate additional individuals who must approve requests for leaves of absence. In some cases it may be necessary for the supervisor and/or student to consult with other entities (such as a funding agency, the Office of International Education, etc.). For students on a Graduate School fellowship appointment, the student's program of study must notify the Office of Fellowship Services of the student's leave of absence.

**Documentation.** Appropriate documentation, such as a letter from a medical practitioner, is required for leaves of absence. Appropriate documentation for short-term absences is required but may be waived in some circumstances. Documentation and tracking of short-term absences and leaves of absence are maintained at the appointing-unit level. In the cases of leaves of absence, the information must also be shared with the student's advisor and the chair of the Graduate Studies Committee in the student's program of study. In order to have appropriate consultation with the student's advisor and Graduate Studies Committee chair, it will be necessary for the appointing unit to obtain the student's written consent to share information about the leave of absence prior to doing so. Every effort should be made to protect the student's privacy, including maintaining medical documentation in a secure location that is separate from other files related to the student's appointment or academic status.

**Appeal Process.** A request for a leave of absence without requiring makeup time may be denied due to an inappropriate or unreasonable request, including inadequate documentation; repeated requests for short-term absences or leaves of absence; documented unsatisfactory performance; and/or incompatibility with funding agency or other institutional guidelines (such as requirements applying to international students).

If a dispute over a request arises, the graduate student should follow the appointing unit's appeal guidelines. Such guidelines often begin with an informal discussion with an advisor, Graduate Studies Committee chair, department chair, college dean, or unit director. Such discussions will often lead to a successful resolution. In cases where a successful resolution cannot be reached at the local level, the Graduate School is available to offer advice and, in certain situations, to provide a formal hearing and adjudication. The Office of Human Resources can also provide information and consultation.

## Funding for Leaves of Absence

### Section E.4

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

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

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

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



potentially include a stipend or salary and any benefits associated with the appointment, such as coverage of tuition and fees.

Projections about possible use of leaves of absence are given below. The impact of the program will be evaluated on a regular basis to determine actual use, document actual costs, and identify unanticipated consequences, so that adjustments can be made as necessary.

It is projected that this program will result in no more than 325 leaves of absence per year taken by GAs, fellows and trainees. This figure is based on projections of no more than 125 leaves of absence for childbirth/adoption situations per year and no more than 200 leaves of absence for medical/family reasons per year.

## Short-Term Absences

### Section E.5

Any GA, fellow, or trainee may request a short-term absence to recover from a personal illness or to bereave the death of an immediate family member. (Definition of “immediate family member” is provided in [Section E.6](#).) “Short-term” is generally considered to be one to three days. In rare circumstances, it might be up to two weeks and should always be proportionate to the needs of the situation. In these instances, the GA, fellow, or trainee will make a request to the appropriate immediate supervisor as promptly as possible so that options for coverage during the requested short-term absence can be addressed, often jointly, by the graduate student and his/her supervisor. Options for coverage might include temporarily shifting responsibilities, creating alternative work assignments or work locations, etc.

Reasonable requests for short-term absences will generally be approved and stipends will be maintained, without requiring make-up time. Appropriate documentation regarding the reason for the short-term absence is required but may be waived in some circumstances.

**Eligibility for Short-term Absences.** All GAs, fellows and trainees, regardless of appointment length or type or FTE, are eligible to request a short-term absence.

## Medical/Family Leave of Absence

### Section E.6

Funded graduate students may, on occasion, require a leave of absence ([PDF](#), [Word](#)) for a personal serious health condition or to care for an immediate family member with a serious health condition. In these rare circumstances, every effort should be made to protect the funded graduate student’s stipend and appointment. Medical documentation is required in cases of leaves of absence for medical/family reasons.

### Medical/Family Leave of Absence Provisions

- An eligible funded graduate student on a leave of absence from appointment responsibilities for a personal serious health condition or to care for a family member with a serious health condition receives 100 percent of his/her stipend and other benefits associated with the appointment (fee authorization, health care subsidy, etc.).
- For an eligible funded graduate student, the stipend will be maintained for up to six weeks or until the last day of the appointment, whichever comes first.
- The same appointment status (with equivalent benefits, pay, and other terms) will be available after a medical/family leave of absence has been taken, provided the appointment or reappointment would normally have been available. Assigned duties, however, may be subject to change.

## Definitions

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

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

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

**Immediate family**, spouse, domestic partner, mother, father, sister, brother, daughter, son, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild-in-law, or corresponding relatives of the graduate student's partner, other persons for whom the graduate student is legally responsible, and anyone who stood in loco parentis to the graduate student as a child. To use a leave of absence for the care of a domestic partner or for the corresponding relative of the partner, a completed Affidavit of Domestic Partnership for Funded Graduate Students' Leaves of Absence must be on file with the Graduate School.

## Eligibility for Medical/Family Leave of Absence

- A funded graduate student must have completed two consecutive semesters as a GA (GAA, GRA, or GTA with appointment at least 50 percent FTE), fellow or trainee paid through the Ohio State payroll system prior to the date a leave of absence is to commence.
- A GTA, GRA or GAA must hold an appointment of at least 50 percent FTE (or multiple concurrent appointments combined for at least 50 percent FTE) paid through the Ohio State payroll system to be approved for a leave of absence. In the case of multiple appointments, different appointing units should work together with the student (and his/her enrolling unit, where appropriate) to create a coherent plan for the leave of absence.
- Fellows and trainees funded by external agencies are also subject to the guidelines established by the funding agency.
- Reasonable progress toward degree and good academic standing are required to be approved for a leave of absence. Full-time registration is also required. Requirements for full-time enrollment may be reduced with the approval of the appropriate Graduate Studies Committee, the Graduate School, and other relevant entities (such as a funding agency, Office of International Education, etc.).

## Childbirth/Adoption Leave of Absence

### Section E.7

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

Childbirth/Adoption Leave of Absence Provisions

- A funded graduate student on a leave of absence from appointment responsibilities for childbirth or adoption receives 100 percent of his/her stipend and other benefits associated with the appointment (fee authorization, health care subsidy, etc.).
- The same appointment status (with equivalent benefits, pay, and other terms) will be available after this leave of absence has been taken, provided the appointment or reappointment would normally have been available. Assigned duties, however, may be subject to change.
- A leave of absence following the birth or adoption of a child shall not have a negative impact on appointment status or opportunities.

### **Childbirth Leave of Absence**

- For a birth mother, the stipend will be maintained for up to six weeks or until the last day of the appointment, whichever comes first.
- For a father or domestic partner, the stipend will be maintained for up to three weeks or until the last day of the appointment, whichever comes first.

### **Adoption Leave of Absence**

- If both adoptive parents are funded graduate students who are eligible for leave:
  - One adoptive parent's stipend will be maintained for up to six weeks or until the last day of the appointment, whichever comes first.
  - The second adoptive parent's stipend will be maintained for up to three weeks or until the last day of the appointment, whichever comes first.
- If only one parent is a funded graduate student who is eligible for leave:
  - For an adoptive mother, the stipend will be maintained for up to six weeks or until the last day of the appointment, whichever comes first.
  - For an adoptive father or domestic partner, the stipend will be maintained for up to three weeks or until the last day of the appointment, whichever comes first.

### **Definitions**

**birth mother**, a female who gives birth to a child

**father**, a male who is legally responsible for child rearing as the male spouse or domestic partner of the birth mother

**domestic partner**, a same- or opposite-sex adult partner who has met the requirements of and has a completed Affidavit of Domestic Partnership for Funded Graduate Students' Leaves of Absence on file with the Graduate School

**adoptive parent**, a parent who has taken a child into one's family, through legal means, to raise as one's own child

**birth mother**, a female who gives birth to a child

**father**, a male who is legally responsible for child rearing as the male spouse or domestic partner of the birth mother

**domestic partner**, a same- or opposite-sex adult partner who has met the requirements of and has a completed Affidavit of Domestic Partnership for Funded Graduate Students' Leaves of Absence on file with the Graduate School

**adoptive parent**, a parent who has taken a child into one's family, through legal means, to raise as one's own child

#### **Eligibility for Childbirth/Adoption Leave of Absence**

- A funded graduate student must have completed two consecutive semesters as a GA (GAA, GRA, or GTA with appointment at least 50 percent FTE), fellow or trainee
- paid through the Ohio State payroll system prior to the date a leave of absence is to commence.
- A GTA, GRA or GAA must hold a current appointment of at least 50 percent FTE (or multiple concurrent appointments combined for at least 50 percent FTE) paid through the Ohio State payroll system to be approved for a leave of absence. In the case of multiple appointments, different appointing units should work together with the student (and his/her enrolling unit, where appropriate) to create a coherent plan for the leave of absence.
- Fellows and trainees funded by external agencies are also subject to the guidelines established by the funding agency.
- Reasonable progress toward degree and good academic standing are required to be approved for a leave of absence. In most instances, full-time registration is also required. Requirements for full-time enrollment may be reduced with the approval of the appropriate Graduate Studies Committee, the Graduate School, and other relevant entities (such as a funding agency, Office of International Education, etc.).

#### **Use**

- A leave of absence for childbirth or adoption for a funded graduate student should generally commence immediately following the birth or adoption of a child, but in some instances, may commence prior to the event when deemed medically necessary or when requisite to fulfill the legal requirements for an adoption.
- A leave of absence for childbirth or adoption for a funded graduate student should be completed within six weeks from the birth or adoption of a child and is not intended to be used intermittently.
- A leave of absence for childbirth or adoption is available for each funded graduate student, for each birth or adoption event. The number of children involved does not increase the length of a leave of absence granted for that event.
- A mother, father, domestic partner or adoptive parent may not request a childbirth/adoption leave of absence and a medical/family leave of absence for the same birth or adoption event.

- Written notice should be provided to the immediate supervisor or appropriate person within the department as far in advance as possible, and, whenever possible, prior to assignments being made for the semester or summer term of the proposed leave of absence.

# Appendix F

## Graduate Advising Best Practices

### Overview

#### Section F.1

Graduate advising is best understood as a relationship between graduate student and faculty advisor where both parties can expect that the other party will follow best practices in fulfilling his or her responsibilities as graduate student or advisor.

The relationship between a graduate student and advisor is one that can have a great impact on the academic achievements and life of a graduate student. This relationship can greatly encourage the academic pursuits of the graduate student, proving to be one of the most influential interactions of the scholar's life. A relationship in which mutual expectations are not understood, however, may diminish a graduate student's potential.

This document outlines the minimum expectations for best practices in graduate advising at The Ohio State University. It is meant to be a spring board for each graduate program to discuss, develop, or reevaluate its local advising expectations and practices. This document was created in 2012 by the Council of Graduate Students in consultation with the Graduate School and approved by the Graduate Council.

### Communication and Graduate Advising

#### Section F.2

Regular and clear communication is essential to good graduate advising. It is recommended that as much communication as possible occur in person or over the phone to enhance clarity, reduce ambiguity and misunderstanding, and to resolve conflict. Written communication, e.g. via mail and e-mail, is appropriate, especially to document situations and potentially contentious issues. Problems that arise should be addressed immediately and clearly so that both parties can work to remedy issues in an expedient manner. Graduate students and advisors should recognize that social media can blur the line between professional and personal lives and should be used only if deemed appropriate by both parties.

### Graduate Student Responsibilities

#### Section F.3

- Conduct academic pursuits in an ethical manner and develop professionally
  - uphold Ohio State's Code of Student Conduct
  - pursue opportunities that advance career as a graduate student and beyond
- Take ownership of academic progress
  - devote significant and productive time toward degree completion
  - stay abreast of requirements for degree completion through active and regular discussions with advisor
  - communicate career goals and concerns related to academic progress clearly
  - initiate communication with the advisor

- Respect the responsibilities of the advisor
  - maintain open communication with advisor
  - allow sufficient time for the advisor to provide feedback in advance of deadlines
  - maintain professionalism by keeping up with graduate student responsibilities even when advisor is not present

## Graduate Advisor Responsibilities

### Section F.4

- Conduct advising in an ethical manner, including when recruiting advisees
  - Communicate clear intentions, expectations, and requirements to potential and current advisees, including how long the advisor expects to stay in his or her current position and the amount of funding support available to advisees
  - Address problems immediately so both parties can remedy issues expediently
  - Maintain communication and interact with graduate students in a professional manner
  - Communicate clear expectations for time to degree completion and publication expectations
  - Provide periodic and regular evaluations of progress toward degree
  - Provide timely written feedback on advisee's professional writing (article drafts, dissertation chapter drafts, etc.)
  - Give students appropriate credit for their work, e.g. as reflected in author strings in journal articles or books
- Aid in preparing students to be the best professional they can be
  - Initiate conversations about academic progress and stay current about degree requirements and procedures
  - Initiate conversations with advisee about career goals
  - Support traditional and non-traditional career goals
  - Help graduate students develop professional skills that will make them competitive for employment in their given field
  - Encourage students to take part in activities that will enrich their academic development, e.g. by participating in professional conferences and other networking activities
- Respect advisees' academic and non-academic commitments and responsibilities
  - Provide prompt and honest feedback on student's work

- Allow reasonable time for students to prepare requested materials
- Do not require that a student continue to provide a service (e.g. teaching, laboratory management, mentoring of other students, etc.) under terms that can hinder a student's degree completion

## **Graduate Program Responsibilities**

### **Section F.5**

- Establish graduate advising best practices that pertain specifically to the local graduate program and its graduate degrees
- Maintain a graduate program handbook, including the steps and processes for students to complete degree requirements and grievance procedures for graduate students and advisors
- Create and maintain an easily accessible online list of information for graduate students that contains links to the Graduate School Handbook and other relevant university resources
- Provide yearly written review of performance for graduate students and advisors
- Maintain clear communication with students and advisors
- Hold a yearly orientation to familiarize new students and faculty with the graduate program and the university

## **Recommended Reading and Acknowledgements**

### **Section F.6**

We recognize and appreciate all of the work by the following organizations and institutions that laid the groundwork for this document: University of Oregon Graduate Council, University of California Davis Graduate School, University of Arizona Graduate College and Graduate Council, University of Southern California Office of Graduate Studies, North Carolina State University Graduate School, University of Washington Graduate School, University of Missouri Columbia Graduate School, the University of Nebraska Lincoln, and an ad hoc committee of The Ohio State University Graduate School's Graduate Council.