

# 2018–19 **Graduate Student Guide**

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THE OHIO STATE UNIVERSITY  
GRADUATE SCHOOL

# Welcome to Ohio State!

Whether you are just starting your graduate degree program or have been here for a few semesters, you will find that there is always something new at Ohio State for you to discover.

At every step of the way, the Graduate School is here to help. This guide points you to Ohio State resources available to you as a graduate student and provides information about the administrative details of your graduate experience, including registration, funded appointments, and degree milestones.

It takes a lot of focus and support to carry out the study and research involved in pursuing a master's or doctoral degree. Contact us with your questions, and we'll help steer you toward what you need.



**Alicia L. Bertone,  
DVM, PhD**

Vice Provost for Graduate  
Studies and Dean of the  
Graduate School  
Professor, Veterinary  
Clinical Sciences

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# New Student To-Do List

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

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

## Course Registration

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

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

# Final Semester Checklist, Doctoral

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FOR MORE INFORMATION, [GO.OSU.EDU/FINAL-DOCTORAL](http://GO.OSU.EDU/FINAL-DOCTORAL)

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

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

# Final Semester Checklist, Master's

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FOR MORE INFORMATION, [GO.OSU.EDU/FINAL-MASTERS](http://GO.OSU.EDU/FINAL-MASTERS)

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

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

# GA & Fellow Appointments

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FOR MORE INFORMATION, [GO.OSU.EDU/GA-GF](http://GO.OSU.EDU/GA-GF)

## Enrollment Requirements

Graduate Associate, 50%	8	18	4	12
Graduate Associate, 25%	4	18	2	12
Graduate Fellow	12	18	6	12
Post-Candidacy Student	3	18*	3	12
Full-time for Financial Aid and Fees†	8	18	8	12
Student Health Insurance eligibility‡	4	--	4	--

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

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

‡ Distance learning hours do not count for Student Health Insurance eligibility. See [shi.osu.edu](http://shi.osu.edu).

## Appointment Dates

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

\* Appointment dates are approximate. For specific dates, see [GO.OSU.EDU/EDU/GA-GF](http://GO.OSU.EDU/EDU/GA-GF)

## Paycheck Calendar

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



## **First Four-Week Summer Session**

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

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

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

## **Payroll Deduction**

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

## **Summer Fee Authorization**

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

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

# Funding

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

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

Graduate School **Fellowships** are awarded competitively to incoming students after nomination by their graduate program. The **Presidential Fellowship** is the most prestigious award given by the Graduate School for graduate students entering the final phase of their dissertation research or terminal degree project. By program nomination only. Graduate students cannot apply directly for these fellowships.

**Graduate associate** (GA) appointments complement formal instruction and give students experience in teaching (GTA), research (GRA), or administrative activities (GAA).

For additional information about GA or fellow appointments, see pages 4–5.

## **Alumni Grants for Graduate Research and Scholarship**

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

## **J. Parker and Kathryn Webb Dinius Fellowship**

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

## **Patrick S. Osmer SROP Graduate School Fellowship**

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

## **Student Job Board**

Student job listings including jobs for graduate and professional students.

## **Pelotonia Graduate Fellowship**

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

## **Fulbright U.S. Student Program**

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

## **Fulbright-Hays Doctoral Dissertation Research Abroad Program**

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

## **Big Ten Academic Alliance/Smithsonian Institution Fellowship**

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

## **National Science Foundation: Graduate Research Fellowship Program**

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

# Research Resources

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FOR MORE INFORMATION, [GO.OSU.EDU/RESEARCH-RESOURCES](http://GO.OSU.EDU/RESEARCH-RESOURCES)

There are many resources available at Ohio State to support you and your research. Take advantage of what is offered by your local graduate program and college. The following are open to all graduate students.

## **Research Commons**

Support and physical space designed for graduate student researchers. Workshops, referrals, networking, and expert consultations.

## **Edward F. Hayes Graduate Research Forum**

Annual research forum co-sponsored by the Council of Graduate Students, the Graduate School, and the Office of Research. Students enrolled in any graduate degree program are invited to participate.

## **University Libraries**

Access to materials, collections, services, and subject librarians with expertise in associated research techniques. 15 locations on the Columbus campus.

## **Office of Research**

Supports the development, submission, management and integrity of research at Ohio State.

## **Copyright Resources Center**

Provides education and guidance to graduate students, faculty, and staff regarding copyright law and identifying, using, and creating copyrighted content.

## Graduate Student Code of Research and Scholarly Conduct

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.

### Seven Tips for Academic Success

#### 1. Read the syllabus

The syllabus is your roadmap for the course.

#### 2. Ask your professor

If you have questions about the class, ask your professor.

#### 3. Cite, cite, cite

Learn the rules of citation for your discipline.

#### 4. Do it yourself

Unless it is a group project, do your own work.

#### 5. Ask for help

Ask for help before it becomes a problem; don't wait.

#### 6. Plan ahead

Everything takes longer than you think it does.

#### 7. Breathe

Take time to enjoy all that Ohio State and Columbus have to offer. See some art, go to the RPAC, see a concert, attend a lecture in a field other than your own, get an ice cream cone, sit on the Oval, talk to a stranger.

FOR MORE INFORMATION, [GO.OSU.EDU/ACADEMIC-SUCCESS](http://GO.OSU.EDU/ACADEMIC-SUCCESS)

# Career Development

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FOR MORE INFORMATION, [GO.OSU.EDU/CAREER-DEV](https://go.osu.edu/career-dev)

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

## **Degree Options**

You can enhance your degree with low-credit hour **minors**, **interdisciplinary specializations**, and **graduate certificates** or expand your degree with **dual-** and **combined degrees**. Talk with your advisor about the options that might be right for you.

## **Bill and Susan Lhota Office of Alumni Career Management**

Virtual and face-to-face career counseling, networking, and career events for all Ohio State alumni.

## **Alumni Fire**

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

## **Buckeye Careers**

Online resource for jobs and internships.

## **Career Counseling and Support Services**

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

## **Council of Graduate Students**

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

## **Office of International Affairs**

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

## **Ohio Union Activities Board Graduate/Professional Committee**

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

## **Preparing Future Faculty Program**

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

## **Research Commons**

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

## **University Center for the Advancement of Teaching**

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

## **Versatile PhD**

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

# Social, Wellness, and Student Life

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FOR MORE INFORMATION, [GO.OSU.EDU/SOCIAL-WELLNESS-LIFE](https://go.osu.edu/social-wellness-life)

There is more to graduate school than the pursuit of an advanced degree. Network and socialize, engage in a pursuit that you find challenging or gives back to the community, and take care of yourself physically and emotionally.

## **Council of Graduate Students**

CGS is the official branch of student government that represents every graduate student at every campus.

## **Student Organizations**

There are over 1,200 student organizations at Ohio State. Many are specifically for graduate students, and you can start your own.

## **Office of Diversity and Inclusion**

ODI supports the recruitment, retention, and success of students, faculty, and staff who enhance the diversity of Ohio State.

## **Scarlet and Gray Financial**

The financial lives of graduate students are complicated. Peer coaching, workshops, and online resources.

## **Suicide Prevention**

Get help now. Someone is here for you.

## **Counseling and Consultation Service**

Counseling professionals who understand the concerns of graduate students.

## **Student Wellness Center**

Support and resources for students seeking a healthier and more successful life.

## **Safe Ride**

Safe Ride provides safe transportation across campus. Any university student, faculty, or staff member may request a Safe Ride.



## **Fitness and Recreational Sports**

Ohio State has some of the best recreational and fitness facilities and services available in the nation.

## **Arts and Culture**

Find out about the great art galleries, museums, and year-round performing arts performances on campus and downtown.

## **Ohio Union Activities Board**

Programming and activities developed by the Graduate and Professional Student Committee and supported by student fees.

## **Buckeyes ACT**

Ohio State's comprehensive, community-wide approach to combat sexual misconduct through Action, Counseling and Support and Training.

## **Code of Student Conduct**

The code of student conduct protects the core mission of the university, fosters student development, and promotes a safe, secure learning environment.

## **Health Insurance**

The university provides comprehensive health insurance to graduate students as a means of encouraging health and wellness.

## **Childcare**

The Ohio State University Child Care Program provides early education for the children of university students, faculty and staff.

## **Retirement**

Student employees are eligible to participate and pay into a state retirement plan—OPERS or STRS—or may choose to opt out of participating in retirement. Students also have access to supplemental retirement plans.

# Contact

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## Graduate School

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

614-292-6031

614-292-3656 (Fax)

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## Service Areas

### Fellowship Services

614-247-7293

[grad-schoolfellowships@osu.edu](mailto:grad-schoolfellowships@osu.edu)

### Diversity Initiatives

614-247-6377

[gradrecruit@osu.edu](mailto:gradrecruit@osu.edu)

### Graduation Services

614-292-6031

[grad-schoolgraduationservices@osu.edu](mailto:grad-schoolgraduationservices@osu.edu)

### Registration Services

614-292-6031

[grad-schoolregistrationservices@osu.edu](mailto:grad-schoolregistrationservices@osu.edu)

## Deans

### Alicia L. Bertone, DVM, PhD

Vice Provost for Graduate Studies

Dean of the Graduate School

614-247-7413

[bertone.1@osu.edu](mailto:bertone.1@osu.edu)

### Susan Reeser

Executive Assistant to the Dean

614-247-7413

[reeser.1@osu.edu](mailto:reeser.1@osu.edu)

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### Shari Speer

Associate Dean

614-292-9490

[speer.21@osu.edu](mailto:speer.21@osu.edu)

### Jill Toft

Administrative Associate

614-292-9490

[toft.20@osu.edu](mailto:toft.20@osu.edu)

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### Matt Page

Assistant Dean

614-247-7268

[page.324@osu.edu](mailto:page.324@osu.edu)

## Other Ways to Find Us

There are a lot of ways to find us. As a graduate student, you should already be receiving a graduate student edition of *onCampus Weekly* each Sunday. That newsletter includes a weekly column by Dean Bertone and other useful information for graduate students and the graduate community. To keep you informed about pertinent news for graduate students, keep an eye out for *The Graduate Student News*, a newsletter put out by the Graduate School for graduate students. If you aren't already, follow us on Twitter ([@OSUGradSchool](https://twitter.com/OSUGradSchool)).

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## **Fellowship Services**

Theresa Hazelwood

Director

614-247-7293

[hazelwood.19@osu.edu](mailto:hazelwood.19@osu.edu)

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## **Graduation Services**

Tim Watson

Director

614-247-7292

[watson.11@osu.edu](mailto:watson.11@osu.edu)

Wilma Barnfather

Assistant Director

614-292-7706

[barnfather.1@osu.edu](mailto:barnfather.1@osu.edu)

Sandra Krulikowski-Walden

Office Administrative  
Associate

614-247-7284

[krulikowski-walden.1@osu.edu](mailto:krulikowski-walden.1@osu.edu)

Sarah Wendel

Office Administrative  
Associate

614-292-0791

[wendel.13@osu.edu](mailto:wendel.13@osu.edu)

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## **Registration Services**

Samuel Jordan

Director

614-247-7257

[jordan.194@osu.edu](mailto:jordan.194@osu.edu)

Judith Dunham

Student Services  
Manager

614-292-6031

[dunham-borst.1@osu.edu](mailto:dunham-borst.1@osu.edu)

Jacklyn Heikes

Information Associate

614-292-6031

[heikes.6@osu.edu](mailto:heikes.6@osu.edu)

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## **Communications**

Ben Reder

Communications and  
Marketing Coordinator

614-247-7300

[reder.18@osu.edu](mailto:reder.18@osu.edu)

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## **Graduate Student Recruitment and Diversity Initiatives**

Carolyn Morales

Director

614-292-6998

[morales.259@osu.edu](mailto:morales.259@osu.edu)

Dominiece Hoelyfield

Diversity Initiatives  
Coordinator

614-688-2307

[hoelyfield.1@osu.edu](mailto:hoelyfield.1@osu.edu)

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## **Business Office**

HR/Finance Manager

614-247-7290

Rosemarie Thornton

Fiscal Officer

614-247-7269

[thornton.2@osu.edu](mailto:thornton.2@osu.edu)

# About the Graduate School

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FOR MORE INFORMATION, [GO.OSU.EDU/GS-ABOUT](https://go.osu.edu/gS-ABOUT)

You'll spend most of your time with your graduate program colleagues, but we want you to know that the Graduate School supports you and your faculty every step of the way.

Come meet us. We're in Ohio State's most iconic building—University Hall, on the Oval, just north of Thompson Library.

## Who we are

We're the face of graduate education at Ohio State. We're here to help develop graduate students who will be successful, sought-after leaders in knowledge creation, innovation, and creativity, who will embody an awareness and engagement of individual and societal inclusion, and who will influence the world.

## What we do—for you

We are led by Alicia L. Bertone, DVM, PhD, Vice Provost for Graduate Studies and Dean of the Graduate School, and we exist to provide a central resource to prepare and sustain graduate programs for excellence, ensure the integrity and quality of the graduate programs, share knowledge and best practices to support the advancement of graduate students and programs.

We are here so that you have a great experience at Ohio State, and we support you before, during, and after each milestone of your graduate degree.

Ohio State is Big. If you need something, we can help you find it.

We don't expect you to know where everything is. You are here to get your degree, and we're here to help you find the resources you need to get the job done.







**Graduate School**

250 University Hall  
230 N. Oval Mall  
Columbus, OH 43210

614-292-6031

[gradsch.osu.edu](http://gradsch.osu.edu)