

Guide for Graduate Studies Committee Chairs

Edition 2006-07

Graduate School

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Section I.1—Overview

Introduction I.1.1 This guide has been prepared by the Graduate School for use by the university's 120 Graduate Studies Committee Chairs as an introduction and guide to their responsibilities. The Graduate Studies Committee Chairs represent graduate education to the graduate students and Graduate Faculty members in their local graduate programs. They are responsible for a wide variety of activities, including recruiting and admitting new graduate students, monitoring graduate student academic progress, appointing graduate associates, overseeing the degree certification and graduation process, assisting faculty in the local program become members of the Graduate Faculty, and serving as a resource for Graduate Faculty in the local program.

Graduate School Role and Governance I.1.2

The Graduate School plays a central role in graduate education at The Ohio State University. As an administrative office, the Graduate School implements the policies of the Council on Research and Graduate Studies. The Council has established the general rules governing graduate education at Ohio State. These rules address admission, degree progress, and degree receipt, among many others.

Graduate Faculty Rules/*Graduate School Handbook* I.1.3

The rules of the Graduate Faculty, which apply to students in all graduate programs, are collected and stated in the *Graduate School Handbook*, revised and published annually by the Graduate School on its website. Rules and procedures included in the *Graduate School Handbook* take precedence over any description included in this guide.

Section I.2--Responsibilities of the Graduate Studies Committee

Decentralization of Graduate Education I.2.1

Because graduate study is discipline-specific, graduate education at Ohio State is highly decentralized. As a result, the local Graduate Studies Committee and its Chair have great authority and responsibility for administering local degree programs. Section III.2 of the *Graduate School Handbook* lists the primary responsibilities of the Graduate Studies Committee, but these do not exhaust the possibilities. The new Graduate Studies Chair should begin by becoming familiar with this list.

Graduate School Rules as Minimum Standard Background I.2.2

Where Graduate School rules exist, these must be adhered to as minimum standards. Local graduate programs may institute rules and standards that are more stringent than basic Graduate School policies, but they may not have less stringent requirements. In areas where no Graduate School rules exist (e.g., qualifying examinations), the local faculty are free to generate their own.

Local Rules and Handbooks 1.2.3

The Graduate Studies Committee must publish and make available to students and faculty a graduate program handbook containing the policies, rules, and procedures relevant to its own graduate programs. New Graduate Studies Chairs should become familiar with these local documents and revise them on a regular basis.

Section I.3--General Graduate Program Administration

Introduction I.3.1

The Graduate Studies Committee is responsible for administering the local graduate program within Graduate School rules. The basic reference for Graduate Studies Committee Chairs, the *Graduate School Handbook*, contains all of the general policies and rules related to graduate study that have been legislated by the Council on Research and Graduate Studies.

Local Rules and Policies I.3.2

Section III.2 of the *Graduate School Handbook* lists the primary responsibilities of the Graduate Studies Committee. Local Graduate Studies Committees are expected to meet these responsibilities, to meet Graduate School rules, and to develop their own policies and procedures in keeping with local program needs.

Local Graduate Program Handbook I.3.3

Each Graduate Studies Committee is expected to publish a graduate program handbook for the students and faculty in the local graduate program. The Graduate School does not specify what should go into such a handbook, beyond saying that it should clearly state all local requirements for admission, satisfactory performance and reasonable progress, degree completion, and financial support. Many programs have coordinated their local handbooks with the *Graduate School Handbook*, but this step is entirely optional.

The local graduate program handbook should be updated periodically as policies change, and copies should be made available to graduate students and faculty. Misunderstandings and problems can be avoided when the expectations of the Graduate Studies Committee are clearly known and fully understood. Previous editions of the local handbook should be kept on file because students are expected to follow the programs in place at the time they entered the program, up to a publicized cut-off point.

Petitions and Other Special Requests I.3.4

I.3.4.1 Petitions. The Graduate Studies Committee is responsible on a day-to-day basis for a variety of actions on behalf of the graduate students enrolled in its degree programs. The *Graduate School Handbook* sets forth the general rules and completion requirements for master's and doctoral degrees. These are supplemented by additional information provided by the Graduate School. Graduate students are expected to comply with all published rules of the Graduate School. However, situations occasionally arise that make it necessary to petition the Graduate School for an exception. Most such requests must be accompanied by a letter of support from the Graduate Studies Committee Chair.

Section II.11 of the *Graduate School Handbook* described the general petition submission process. Most petitions involve the course registration system, with its deadlines for adding and withdrawing from classes. Others involve the basic degree requirements (e.g., residence requirement, credit-hour requirement for graduation, and many others). Depending on the type of petition, the Graduate Studies Committee's role varies.

Course Petitions I.3.5

The Graduate Studies Committee is usually not involved in requests to add or withdraw from courses after deadlines. These require only the support and explanation of the instructor and the advisor. However, some special situations may require the Graduate Studies Committee Chair's support.

Degree Requirement Petitions I.3.6

The Graduate School expects all petitions for exceptions to published degree requirements to come from the Graduate Studies Committee or to have the Committee's support and justification. The Graduate School will not act on most petitions of this sort without a statement from the Graduate Studies Committee.

Other Special Requests I.3.7

Numerous other situations arise that require intervention by the Graduate Studies Committee. The Graduate School depends on the Graduate Studies Committee Chair in these situations to provide vital information and perspective in reaching a decision.

Additional Administrative Responsibilities I.3.8

The Graduate Studies Committee Chair initiates several kinds of proposals and requests on behalf of the local program and its students.

New Graduate Course Requests I.3.9

Proposals for new graduate credit courses are submitted to the Graduate School for approval (*Graduate School Handbook*, Section III.1.) The signature of the Graduate Studies Chair is required on each proposal.

Transfer of Graduate Program I.3.10

Although new, first-time admissions to the Graduate School are processed by Graduate Admissions, transfers from one program to another are coordinated by the Graduate School. The Transfer of Graduate Program form is available in 247 University Hall. The form requires a signature from the program from which the student is requesting a transfer. Final notice of the decision (approval or denial) is sent to the student by the Graduate School. The transfer of graduate program and transfer of a fellowship award are two separate procedures (*Graduate School Handbook*, Section II.9.3.4).

Transfer of Graduate Credit I.3.11

Graduate students may transfer credit for graduate-level coursework taken at other accredited graduate schools under certain circumstances. Section II.3.2.3 of the *Graduate School Handbook* sets forth the policies governing transfer credit. The Graduate Studies Committee is responsible for determining the appropriateness of such credit and making the recommendation to the Graduate School using the Request for Transfer of Graduate Credit form. The Graduate School's role is to ensure that the proposed coursework is graduate-level, that the student was in a graduate program when the course work was taken, and that the grade earned was at least B.

Section I.4--Recruitment and Admission of Graduate Students

I.4.1. Responsibility for Graduate Admissions and Recruitment. In most graduate programs, the Graduate Studies Committee Chair coordinates the recruitment and admission of graduate students, although some large departments (e.g., Computer and Information Science) have a separate admissions director. Graduate admission and recruitment is a year-round activity, but the volume intensifies during the "high" admission season from about October to March or April. At the graduate level, final responsibility for admission rests with the local Graduate Studies Committee. The central university Graduate Admissions office is responsible for most application processing activities. The Graduate School is involved in the admission process in certain special cases (*Graduate School Handbook*, Section II.1.5).

Graduate Recruitment I.4.2

I.4.2.1 Local Recruitment. Because graduate education is discipline-specific, most meaningful graduate recruitment is done at the local graduate program level. The ideal situation is for a faculty member to come into contact with each prospective graduate student to explain the program's focus and resources. In practice, this is not always possible. Most graduate programs rely heavily on printed and web-based information about the program.

I.4.2.2 Recruitment Assistance. There is no substitute for careful attention by the experts in the field. However, the Graduate School and Graduate Admissions can assist in recruiting graduate students by providing access to important reports and programs such as the National Name Exchange, the CIC Name Exchange, the McNair Scholars Name Exchange, and Project 1000.

I.4.2.3 Graduate Recruitment Policy. Graduate recruitment policy is a special focus of the Graduate Associate and Fellowship Committee, one of the standing committees of the Council on Research and Graduate Studies (*Graduate School Handbook*, Section III.1).

Graduate Admissions Process I.4.3

I.4.3.1 Admissions Office in Lincoln Tower. First-time applicants to the Graduate School at Ohio State must apply formally through Graduate Admissions, which has developed an online admission system that allows for some maintenance by local graduate programs. Complete information about this system, as well as training in its use, is available from the Admissions Office.

I.4.3.2 Minimum Admission Criteria. Minimum graduate admission criteria have been set by the Council on Research and Graduate Studies (*Graduate School Handbook*, Section II.1.2).

Applicants who meet these minimum standards are eligible to be considered for admission; however, they are not necessarily admissible. Many, if not most, graduate programs have standards that are much higher than these minimum standards. Applicants who do not meet published minimum standards may still be considered for admission, but they are subject to review by the Graduate School, and they must submit Graduate Record Examination (GRE) General Test or Graduate Management Admission (GMAT) test scores prior to review of the application, if not otherwise required by the program to which admission is sought.

I.4.3.3 Graduate Admissions Workshops and Handbook. The Admissions Office offers workshops and provides a handbook to guide chairs and other faculty and staff involved with admissions activities. The Graduate Admissions handbook provides a full description of the graduate admissions process and samples of forms, reports, and response letters used to communicate with applicants. The handbook also includes an introduction to the Graduate Admissions computer system and special requirements for international applicants. The handbook is located as a PDF on the Application Management website (AME). Graduate Admission workshops are regularly scheduled for new chairs and staff in the Autumn Quarter and upon request during other academic quarters.

I.4.3.4 Application Materials. The Graduate Admissions office updates the graduate electronic application and supplemental materials annually. Applicants apply online and pay their application fee by credit card or electronic check at the time the application is submitted to Ohio State. The applicant is responsible for submitting official transcripts to both Graduate Admissions and the graduate program. Test scores are sent to Graduate Admissions, and other materials (e.g., letters of recommendation, writing samples, portfolios) are sent directly to the graduate program. Once an application is complete, graduate programs can request a GPA Calculation from Graduate Admissions through the Application Management Engine (AME) website.

I.4.3.5 Admission of Students. The Graduate Studies Committee makes its admission decision, notes the decision the Action form, and returns it to Graduate Admissions. Decisions may also be entered onto the

admissions database electronically by the graduate program office. Graduate Admissions sends final admission or denial notices. For international applicants, the process includes verification of English proficiency and financial support.

Role of the Graduate Studies Committee in Admissions I.4.4

I.4.4.1 Graduate Studies Committee and Admissions. The Graduate Studies Committee is central to the graduate admission process. Section III.2 of the *Graduate School Handbook* lists many of the responsibilities of the Graduate Studies Committee. Section II.1 of the *Graduate School Handbook* includes all rules related to admission.

I.4.4.2 Local Admission Policy. Establishing local admission policy is the responsibility of the entire Graduate Faculty of the program, not just the Graduate Studies Committee. However, the Committee will probably have general responsibility for establishing admission criteria, the number of students to be admitted, balance of master's and doctoral students, balance of international and domestic students, etc. Most established programs already have policies on these matters in place, and the Graduate Studies Committee Chair must be familiar with them and review them periodically.

I.4.4.3 Graduate Admission Procedures. In general, the Graduate Studies Committee Chair must establish an orderly process to ensure that prospective applicants can access program information, that submitted applications are reviewed on a timely basis, and that applicants receive a decision within a reasonable length of time. Applicants are entitled to feedback if there are delays, and a procedure needs to be in place to request additional information. All applicants, even those not admitted, must receive notice of the action taken on their admission request. Whatever the local resources, the Graduate Studies Committee Chair is responsible for overseeing the entire recruiting and admissions process, including:

I.4.4.4 System for Determining when Applications Are Complete. The Admissions Office, as above, monitors the completion of university (i.e., Graduate School) requirements. However, most programs have several specialized requirements as well. Applications should be kept pending until all materials are received; then they should be reviewed promptly.

I.4.4.5 Communication with "Incomplete" Applicants. Applicants may believe that they have sent all that is needed for an application to be reviewed, when in fact some item is missing. Periodic communication with applicants will solve this problem, and it is important so that programs do not lose potentially strong candidates.

I.4.4.6 Internal System for Ensuring Prompt Review of Complete Applications. In many programs, the work of reviewing applications is distributed among the members of the Graduate Studies Committee and other faculty. A system needs to be devised so that the appropriate faculty receive applications on time and complete the review on time. Periodic follow-up will be needed.

Special Graduate Admission Issues and Concerns I.4.5

During the admission season the Graduate Studies Committee must address several special issues. The list below is suggestive rather than exhaustive.

I.4.5.1 Graduate Non-Degree Students. Most graduate students are "regular," i.e., degree seeking. However, Graduate School policy allows for students to be admitted who do not plan to pursue a graduate degree but wish to take graduate-level coursework for certification, personal enrichment, or professional advancement. Graduate non-degree students are admitted directly to the Graduate School, with no local graduate program approval required. However, the program must decide whether to make its graduate courses available to non-degree students. Some programs advise prospective applicants who may not be prepared for graduate study to test the waters through Graduate Non-Degree coursework (*Graduate School Handbook*, Sections II.1.4.3, II.1.6.5).

Up to 10 hours of Graduate Non-Degree credit may count toward a degree if a student is later admitted. Graduate Non-Degree students who later decide to pursue a graduate degree must formally apply to the Graduate School in the same way that other students do.

I.4.5.2 International Students. As much as possible, the admission procedures and criteria for international students are the same as for other students. Interpreting some foreign educational records requires some background, and the Admissions Office is a valuable resource in this respect.

I.4.5.3 Review by the Graduate School. In certain circumstances, the Graduate Studies Committee may wish to recommend the admission of an applicant who does not meet the published minimum Graduate School admission standards. In those cases, the Action form must be sent to the Graduate School for review prior to admission. The Graduate Studies Committee Chair should include a letter identifying the compensating strengths

in the student's record (e.g., GRE scores, strong recommendations) that influenced the committee's decision to seek an exception.

I.4.5.4 Conditional Admissions. Graduate students admitted with records that do not meet minimum standards are usually admitted with conditions (*Graduate School Handbook*, Section II.1.4.4). At the time of admission, the Graduate Studies Committee specifies conditions that must be fulfilled after admission (e.g., "student must take Microbiology 509") (*Graduate School Handbook*, Section II.1.4.4.3). The Graduate School then monitors the completion of conditions and notifies the student and Graduate Studies Committee of progress each quarter. Students who do not fulfill conditions of admission may have the conditional offer of admission withdrawn and will not be permitted to register. Graduate students admitted with conditions because of deficiencies in the academic record are ineligible for appointment as graduate associates (GAs). Exceptions may be approved on petition by the Graduate School.

I.4.5.5 Fellowships and Graduate Associateships. Graduate School Fellowships are described in Section II.9 of the *Graduate School Handbook*. Graduate Associateships are described in Section II.8 of the *Graduate School Handbook*. For most programs, the decision to award a graduate associateship or nominate an applicant for a Graduate School Fellowship is made at the same time as the admission decision. For either kind of aid, there is not a separate application form. Instead, interested students signal their interest in being considered by checking the appropriate box on the application form.

Section I.5--Graduate Faculty Appointments

Introduction I.5.1

I.5.1.1 Graduate Faculty Membership. Section III.3 of the *Graduate School Handbook* details the policies of the Council on Research and Graduate Studies related to Graduate Faculty membership. The following outlines the features and functions of the Graduate Faculty.

I.5.1.2 Explanation of Graduate Faculty Status. The Ohio State University has a separate Graduate Faculty that is a subset of the general faculty. Newly hired faculty are not automatically members of the Graduate Faculty but are appointed to it. Membership in the Graduate Faculty is required for any faculty member who will serve on master's and doctoral examining committees and will act as advisor to master's and doctoral students.

I.5.1.3 Two Categories of Graduate Faculty. There are two levels of membership: Category M (for master's) and Category P (for doctoral). These two levels, respectively, designate the level of graduate student advising for which a faculty member has authorization. See Section III.3 of the *Graduate School Handbook* for more detail.

I.5.1.4 Category M. Category M Graduate Faculty advise master's students, participate in the governance of graduate education, and serve on doctoral committees with the approval of the Graduate Studies Committee on a case-by-case basis.

I.5.1.5 Category P. Category P Graduate Faculty advise master's and doctoral students, participate in the governance of graduate education, and serve as Graduate Faculty Representative on Candidacy and Final Oral Examination Committees.

Role of the Graduate Studies Committee Chair in Graduate Faculty Appointments I.5.2

The Graduate Studies Committee Chair is responsible at the local program level for encouraging new faculty to become involved in the graduate program and for facilitating the Graduate Faculty appointment process. The Graduate Studies Committee also establishes the qualifications and experience necessary for a faculty member to undertake graduate student instruction and advising responsibilities.

Appointing Procedures and Criteria I.5.3

I.5.3.1 Category M. The local Graduate Studies Committee appoints faculty to Category M membership on the Graduate Faculty and reports the appointment to the Graduate School. Eligible faculty hold a regular, tenure-track or regular research track faculty appointment and hold a master's degree or higher, or equivalent degree. Regular clinical faculty are eligible for appointment as Category M Graduate Faculty.

I.5.3.2 Category P. The local Graduate Studies Committee nominates faculty to Category P membership on the Graduate Faculty and sends the nomination to the Policy and Standards Committee of the Council on Research and Graduate Studies. Eligible faculty hold a regular, tenure-track or regular research track faculty appointment and hold an earned doctorate (Ph.D., D.M.A., Ed.D., or equivalent). In addition, they are engaged in an active program of research, scholarship, or creative activity, or demonstrate significant promise of establishing such a program.

I.5.3.3 Additional Local Criteria. For both Category M and P, the local faculty may establish additional local or discipline-specific criteria in addition to these minimal university-wide criteria.

Review and Removal of Graduate Faculty Status I.5.4

Graduate Faculty appointments, once made, generally remain in effect until the faculty member leaves the university or is advanced to another level. The Graduate Studies Committee should review on a regular basis the membership category of Graduate Faculty members in its graduate program and may recommend to the Policy and Standards Committee of the council on Research and Graduate Studies that membership categories be reduced or removed or that the faculty member's Graduate Faculty status be considered probationary until certain specified conditions are met (*Graduate School Handbook*, Section III.3.7).

Section I.6--Graduate Student Academic Performance and Degree Progress

Monitoring Graduate Student Academic Performance I.6.1

I.6.1.1 Shared Responsibility for Monitoring. The Graduate School and the local graduate program share responsibility for monitoring graduate student academic performance and degree completion. Section II.4 of the *Graduate School Handbook* describes the minimum academic standards of the Graduate School; Sections II.5 describes master's degree programs, Section II.6 describes doctoral degree programs, and Section II.7 describes special graduate programs.

I.6.1.2 Graduate School Responsibility. Students enrolled in any of Ohio State's master's and doctoral degree programs must meet the Graduate School's minimum requirements, which are monitored by the Graduate School.

I.6.1.3 Local Program Responsibility. Other requirements are set by the local faculty, and most are monitored by the Graduate Studies Committee. The local graduate program handbook should list all program-specific requirements, including such features as qualifying or preliminary examinations, time limits for degree completion, reasonable progress expectations, curricular requirements, and others. The handbook should spell out the consequences to the student of failure to meet published requirements.

Monitoring of Good Standing by the Graduate School (Academic Action) I.6.2

I.6.2.1 Academic Action. The performance of all students enrolled in the Graduate School is regularly monitored by the Graduate School. To be in good standing, all graduate students, including Graduate Non-Degree students, are required to maintain a cumulative point-hour ratio (CPHR) of 3.0 in all graded (A-E) courses taken for graduate credit. Failure to maintain good standing can result in the student's dismissal from the university. Details of the grading system are explained in Section II.3 of the *Graduate School Handbook*.

Students who fail to maintain good standing are notified of their status by the Graduate School at the end of each quarter of enrollment. See Section II.4 of the *Graduate School Handbook*. The Graduate School takes the following academic actions as appropriate:

1. **Poor Performance:** A student with fewer than 15 earned hours of graduate credit whose CPHR is below 3.0 will receive a "poor performance" letter urging consultation with the advisor.
2. **Probation:** A student with 15 or more earned hours whose CPHR is below 3.0 will receive a "probation" letter stating that further deterioration may lead to dismissal.
3. **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.
4. **Dismissal and Denial of Further Registration.** These actions are taken by the Graduate School under the following conditions:
 - Dismissal from the university is automatic at the end of three quarters on probation. In extenuating circumstances, the Graduate Studies Committee may petition for an exception. A doctoral student with two unsatisfactory Candidacy Examination or professional doctoral examination attempts is dismissed.
 - Denial of further registration is specific to the current graduate program only, and this action is taken when the student has been warned of failure to maintain reasonable progress and has not shown improvement within a specified time period.
5. **No Action.** Within the three-quarter limits above, the Graduate School takes no action unless the Graduate Studies Committee directs earlier dismissal.

Monitoring by the Graduate Studies Committee I.6.3

The Graduate Studies Committee receives from the Graduate School an Ohio State Advising Report for every student after each quarter of enrollment. In addition, the Graduate Studies Committee receives copies of all academic action letters sent to individual students in the local program and may use these materials as the basis of monitoring the students' standing. Graduate Studies Committee Chairs may meet on a regular basis with

students in academic difficulty or should notify the students' advisors to do so. Through early attention, many problems can be resolved and faltering graduate student careers can often be salvaged.

Monitoring of Reasonable Progress I.6.4

Standards for reasonable progress are set by the local Graduate Studies Committee. They are distinct from the criteria for good standing, which is related to grades. Section II.4.7 of the *Graduate School Handbook* states, "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." Among its responsibilities, the Graduate Studies Committee determines policies on time limits for completing degree requirements consistent with Graduate School rules. Such policies must be published in the graduate program handbook.

Setting Reasonable Progress Criteria I.6.5

The Graduate School has only very minimal time limits for graduate degree completion. In fact, there are no university-wide time limits for master's degree students and only the five-year candidacy limit for doctoral students. However, many programs set additional limits. For most master's students in Education, for example, the time limit for completing degree requirements is six years. Many programs stipulate when the student must take the qualifying or preliminary examination and when they must pass the Candidacy Examination (with only the latter being monitored by the Graduate School). If the Graduate Studies Committee elects to set such deadlines, it must publish them so all graduate students and faculty in the program know about them.

Enforcing Reasonable Progress Deadlines I.6.6

I.6.6.1 Enforcing Deadlines. Published deadlines must be enforced uniformly and fairly. This is a point that often causes misunderstanding. When it is determined by the Graduate Studies Committee that a student is not making reasonable progress, and if failure to do so may lead to denial of further registration at some point, the student must receive an official warning from the Graduate School.

I.6.6.2 Informing the Graduate School. A student who has not been warned cannot be denied further registration, and a warning from the Graduate Studies Committee is not sufficient. But since the Graduate School is not in a position to know about time limits that it does not monitor, the Graduate Studies Committee Chair must communicate that information to the Graduate School. The Graduate School then sends a warning letter. If follow-up action in the form of a denial of further registration is required, the Graduate Studies Committee Chair must again so notify the Graduate School.

Dismissal and Reinstatement I.6.7

A student who has been dismissed from the university, or denied further registration in a graduate program, may not register in the Graduate School unless reinstated. When the Graduate School takes formal action to dismiss or deny further registration, it simultaneously adjusts the registration system so that the student cannot register. The student then receives notice of the action, with copies going to the Graduate Studies Committee Chair and the advisor (*Graduate School Handbook*, Sections II.4.4, II.4.6).

Reinstatement Procedures Based on Nature of Action Taken I.6.8

I.6.8.1 Reinstatement After Dismissal. A student who has been dismissed from the university must petition for reinstatement to the Policy and Standards Committee of the Council on Research and Graduate Studies (*Graduate School Handbook*, Section II.4.6). In general, the Committee will look for evidence that the student's situation has changed so that the prospects for success are good if reinstated. The petition must be supported by the Graduate Studies Committee Chair and the advisor. If reinstated, the student's cumulative point-hour ratio (CPHR) will remain what it was at dismissal. Therefore, the Committee also looks for evidence that the student can make grades sufficient to offset the low grades already on the record. If reinstatement is approved, the Graduate School sends appropriate notice and renews the eligibility to enroll.

I.6.8.2 Reinstatement After Denial of Registration. A student who has been denied further registration in a graduate program may be reinstated by the Graduate Studies Committee of that program or may transfer to another graduate program. Further approval by the Graduate School is not required, but formal notice to the Graduate School in the form of a letter from the Graduate Studies Committee Chair must accompany the decision. The Graduate School will then implement the action and notify the student, advisor, and Graduate Studies Committee that it has been done.

I.6.8.3 Transfer After Denial of Registration. A student previously denied further registration in one graduate program may apply to transfer to another program within the Graduate School. If accepted by the new program, the approval of the transfer constitutes reinstatement. Transfer of graduate program is accomplished as explained in the *Graduate School Handbook*, Section II.1.10. A graduate student who has been dismissed from the university can be reinstated only through petition to the Policy and Standards Committee of the Council on Research and Graduate Studies.

Section I.7--Graduate Student Registration and Scheduling

Introduction I.7.1

I.7.1.1 College of Record. All graduate students at Ohio State are enrolled in the Graduate School as their college of record. This is true even though their faculty and graduate program are housed in one of the university's other colleges (e.g., English in the College of Humanities).

I.7.1.2 Web Registration. Graduate students register for classes each quarter using the university's student registration system. Students schedule courses prior to the beginning of each quarter by using the university Registrar's web site. Courses are then scheduled according to certain eligibility criteria and priority considerations, and the student receives confirmation. The student's approved schedule and Statement of Account are available on the Registrar's web site.

Responsibility of the Graduate Studies Committee I.7.2

I.7.2.1 Role of Local Program. For most routine registrations, very little involvement by the faculty or the Graduate Studies Committee Chair is required. However, all Graduate Studies Committees have established curricular requirements for graduate degrees, and students are expected to schedule courses with the advice of an advisor. The role of the Graduate Studies Committee is largely to put in place an advising and scheduling system to ensure that graduate students select appropriate courses to allow them to make degree progress.

I.7.2.2 Local Advising Patterns and Registration. The registration system allows the Graduate Studies Committee considerable flexibility in establishing local advising patterns. Students access the registration system through the use of the student's Ohio State e-mail account.

Special Registration and Scheduling Situations I.7.3

While the registration and scheduling processes are largely automated from the point that a student selects and requests courses, human intervention is required at several points. Not all of these require direct attention by the Graduate Studies Committee Chair, but the Graduate Studies Committee Chair should have a general familiarity with the process.

Special Permission I.7.4

Many courses require special permission of the instructor, or the fulfillment of prerequisites, or other clearance. If these are not obtained, the course will not be scheduled. If questions arise, the Graduate School can assist.

Course Additions and Withdrawals I.7.5

Many students decide to drop or add courses after initial scheduling. Early in the quarter these can be accomplished by telephone or on the web; later, they require special paperwork and even petitions. The Graduate School has streamlined the process for graduate students as much as possible, but university rules generally require faculty approval for most actions. The Graduate School is responsible for seeing that these accompany any request.

Special Problems I.7.6

Registration problems occasionally arise. The Graduate School registration staff is available during all university business hours to assist students with problems. Our staff members are trained as experts in graduate registration and requirements and can normally solve any problem that arises.

Mass or Block Registration I.7.7

Some graduate programs (e.g., the Master of Business Administration) follow a prescribed curriculum, with most students taking the same courses in a given quarter. These offices sometimes prefer to handle course registration for their graduate students. Because of its flexibility, the online system allows for this arrangement.

Section I.8—Master’s and Doctoral Degree Programs

Introduction I.8.1

I.8.1.1 Graduate School Confers Degrees. As the college of record for all graduate students, the Graduate School confers all master’s and academic doctoral (Ph.D. and Doctor of Musical Arts) degrees at Ohio State. Through the elected members of the Council on Research and Graduate Studies, the Graduate Faculty has established requirements for the completion of graduate degrees. The Graduate School, as an administrative office, is responsible for implementing the degree requirements of the Graduate Faculty and for certifying that any student who receives an Ohio State master’s or doctorate has met minimum standards.

I.8.1.2 Role of Local Program. The Graduate Studies Committee and the local Graduate Faculty are responsible for setting the curriculum, regulating advising, and in general delivering a high quality of graduate education responsive to the current state of the discipline.

I.8.1.3 Role of Graduate School. The Graduate School becomes formally involved only at key points in the degree process: the Master’s, Candidacy, and Final Oral Examinations; the thesis (for thesis-option master’s students), the dissertation, or D.M.A document; final degree auditing; and graduation. In addition, the Graduate School monitors several other requirements, such as doctoral residence and various stipulated enrollment requirements.

Master’s Degrees I.8.2

I.8.2.1 Master’s Degrees Offered. Ohio State offers several master’s degrees, ranging from the traditional Master of Arts and Master of Science to the professional “tagged” degrees: e.g., Master of City and Regional Planning (ref. II.5.1). The requirements for these degrees are as varied as the disciplines they represent. The Graduate School sets only the minimum requirements for degree conferral. The Graduate Studies Committee sets all other requirements.

I.8.2.2 Two Master’s Degrees Plans. Two master’s degree plans are available, and the Graduate Studies Committee may offer either or both: thesis option and non-thesis option.

Thesis Option I.8.3

Students following the thesis option complete graduate- credit course work, write and defend a master’s thesis, and take a Master’s Examination. The Master’s Examination under this option must include an oral portion and may also include a written portion (*Graduate School Handbook*, Section II.5.2). Within these general guidelines, the Graduate Studies Committee is free to configure the curriculum in ways that are appropriate for the local graduate program. The Graduate School does not review or judge the content of the master’s thesis. That responsibility rests with the local faculty. However, the Graduate School reviews the format and presentation of the thesis and has prepared a set of guidelines for that purpose.

Non-thesis Option I.8.4

Students following the non-thesis option complete graduate-credit course work and take a four-hour written comprehensive examination, which may include an oral portion as well (*Graduate School Handbook*, II.5.2.6). The content of the examination and the circumstances under which it is given (e.g., in groups or individually) are matters for the Graduate Studies Committee to decide.

Master’s Examination Committees I.8.5

I.8.5.1 Criteria for Master’s Exam Committees. The Council on Research and Graduate Studies has delineated specific criteria for the composition of Master’s Examination Committees, to ensure that each student receives an examination that is rigorous and fair (*Graduate School Handbook*, Section II.5.2.). The Graduate Studies Committee is responsible for establishing local procedures for committee-member selection. In some programs, students select the advisor and the other committee member or members. In others, the Graduate Studies Committee assigns them. The graduate program handbook should spell out in detail how Master’s Examination Committee members are named.

I.8.5.2 Monitoring Eligibility. Although it is not involved in committee selection, the Graduate School monitors the membership of each committee at the time that the student applies to graduate (*Graduate School Handbook*,

Section II.5.5.1). For a valid examination to take place, committee membership must meet published criteria for Graduate Faculty status.

Thesis Format and Submission I.8.6

Thesis-option master's students must submit a master's thesis that has the approval of the Master's Examination Committee and that meets the format guidelines of the Graduate School as explained in the Graduate School's *Guidelines for Preparing Theses, Dissertations, and D.M.A. Documents*. Graduate School staff are available to review thesis drafts and to advise on format problems and answer questions. Final authority for determining that a master's thesis is in acceptable form rests with the Graduate School. Electronic submission of doctoral dissertations and D.M.A. documents are mandatory. A paper copy is still required for master's students.

Master's Graduation Requirements I.8.7

A student who plans to receive the master's degree must submit an application to graduate to the Graduate School by the second Friday of the quarter for which graduation is requested (*Graduate School Handbook*, Section II.5.5.1). Submission of the application to graduate signals the Graduate School to audit the student's record. At this point, any discrepancies (e.g., too few hours, less than minimum cumulative point-hour ratio) will be detected and brought to the student's attention. The Graduate Studies Committee will also be notified. All problems must be resolved before the student can be cleared for graduation.

Master's Time Limits I.8.8

The Graduate School does not set time limits for the completion of master's degree requirements. Some local programs, however, do.

Doctoral Degrees I.8.9

I.8.9.1 Doctoral Degrees Offered. Ohio State offers two research doctoral degrees, the Doctor of Philosophy (Ph.D.) and the Doctor of Musical Arts (D.M.A.). All doctoral students must meet the same minimum Graduate School degree standards. The Graduate School does not offer non-dissertation doctorates, except the Doctor of Musical Arts in composition. All of the formal published requirements for the doctoral degree are monitored by the Graduate School. The Graduate Studies Committee is free to set additional requirements, such as departmental qualifying or preliminary examinations, a prospectus for the dissertation, and others, and to set standards and monitor their completion.

I.8.9.2 Professional Doctoral Degrees. Professional doctoral degree programs prepare students for advanced professional practice. 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 (*Graduate School Handbook*, Section II.6.17).

Doctoral Examinations I.8.10

There are two milestone examinations in the doctoral education process at Ohio State, and these are closely monitored by the Graduate School. All doctoral students must pass a Candidacy Examination and a Final Oral Examination as a condition of receiving the Ph.D. or D.M.A.

I.8.10.1 Written and Oral Candidacy Exams. Section II.6.4, II.6.5, and II.6.6 of the *Graduate School Handbook* outline the requirements for the Candidacy Examination, which consists of two parts, the written and the oral. The Graduate School is not formally involved in administering the written portion, except for some general policies about the timing and purpose. The Graduate Studies Committee determines how the Candidacy Examination written portion will be organized, what it will include, and how students will take it. As with all other local policies, these should be clearly explained in the graduate program handbook.

I.8.10.2 Composition of Advisory and Candidacy Examination Committees. The Graduate School is directly involved in coordinating the required oral portion of the Candidacy Examination. Specific rules exist for the composition of the Advisory and Candidacy Examination Committees, and the Graduate School follows these closely in validating the committees and the results. The Graduate Studies Committee must establish procedures and policies for the selection of Candidacy Examination Committee members and doctoral advisors. Policies vary greatly across campus, ranging from selection by the Graduate Studies Committee to selection by the student or advisor.

I.8.10.3 Graduate Faculty Representative. An appropriate committee must be proposed with sufficient notice so that the Graduate School may appoint a Graduate Faculty Representative as an official voting member of the committee. The Graduate Faculty Representative is not a member of the student's graduate program or of the Advisory Committee. This faculty member's role is to report to the Graduate School on the rigor and fairness of the examination as well as on the student's performance.

I.8.10.4 Final Oral Examination. When the advisory committee faculty judge that the dissertation draft is in sufficiently good condition, the Final Oral Examination may be scheduled. Section II.6.10 of the *Graduate School Handbook* outlines rules and policies related to the conduct of this examination, commonly called the "defense" of the dissertation by students and faculty. Actually, the Final Oral Examination can cover other areas as well, at the discretion of the student's committee and the Graduate Studies Committee. The Graduate School monitors the examination and records the results.

I.8.10.5 Dissertation Committee. The Graduate Studies Committee establishes procedures for selecting the members of the Dissertation Committee, within the guidelines of the Graduate School. The Graduate School's only formal involvement in this issue is to certify that the committee composition is consistent with the rules.

V.8.10.6 Graduate Faculty Representative. The Graduate School appoints a Graduate Faculty Representative to each Final Oral Examination. This person is neither a member of the student's graduate program nor of the Dissertation Committee. The Graduate Faculty Representative's role is to attend and participate in the Final Oral Examination as a full voting member and to submit to the Graduate School a report on the rigor and fairness of the examination, as well as on the student's performance.

Submission of Dissertation or D.M.A. Document I.8.11

A student who has satisfactorily completed the Final Oral Examination must submit an approved dissertation or D.M.A. document (Doctor of Musical Arts students only) to the Graduate School. As with the master's thesis, the Graduate School does not specify or judge the contents of the dissertation, but it does monitor and regulate the format and presentation of the document. Members of the Graduate School staff are available to give advice on arranging and presenting the contents. All dissertations must be submitted electronically.

Other Graduation Requirements I.8.12

The Graduate School performs a formal audit of degree requirements for each student who applies to graduate. Besides completion of the Candidacy and Final Oral Examinations and the submission of a dissertation, the student must be in good standing, have sufficient hours of graduate-credit course work, have met the residence requirement, and be enrolled as required. The Graduate Studies Committee Chair signs the application to graduate, certifying that the student has met all departmental requirements. This signals to the Graduate School that the student intends to graduate and it then audits the record.

Responsibility of the Graduate Studies Committee Chair I.8.13

Even though the Graduate Studies Committee Chair is not directly involved in all aspects of the master's and doctoral degree processes, this person is the key to the efficiency and integrity of the process. The Graduate School enters the picture only at key points, but the Graduate Studies Committee Chair is present every day and has regular contact with students and faculty. The Graduate Studies Committee Chair is therefore responsible for establishing an environment and a climate for graduate study in which everything is carefully regulated and all details are promptly managed.

I.8.13.1 Examination Problems. The Graduate School is always available for advice when problems arise, and a prompt call can usually prevent difficulties. The disposition of the Graduate School is to salvage an oral examination if at all possible but not at the cost of academic rigor or fairness to student and faculty. An examination committee that does not meet published criteria because of an absence or a substitution cannot be approved, and an examination administered by such a committee cannot be validated.

I.8.13.2 Grievances and Appeals. Despite the best efforts of all involved, students sometimes fail examinations. Graduate School rules clearly specify the conditions under which examinations can be repeated and the consequences of failure (*Graduate School Handbook*, Section II.6.11). Although it happens rarely, students sometimes allege unfairness or procedural irregularity in the examination process. The Graduate Studies Committee should immediately investigate all such allegations and look at the charges carefully. Under very specific circumstances, the Graduate School will review a Master's, Candidacy, or 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." (ref. II.6.11.6) The review is conducted by the Grievance Committee of the Council on Research

and Graduate Studies according to procedures written for that purpose and printed in Appendix C of the *Graduate School Handbook*.

Post-candidacy Requirements I.8.14

I.8.14.1 Five Years to Complete Degree Requirements after Candidacy. After admission to candidacy, which takes place with successful completion of the Candidacy Examination, doctoral students have five years to complete all graduation requirements (*Graduate School Handbook*, Section II.6.8). During this time, many are no longer present on campus or actively involved in the graduate program. The Graduate School does not require continuous enrollment by post-candidacy doctoral students to keep the candidacy active. Minimum requirements call for a 20-hour post-candidacy residence (ref. II.6.2.4) and registration during the quarters of the Final Oral and graduation. Beyond this, formal registration is not mandatory, unless the student has a form of financial support (GA or fellowship) requiring registration (ref. II.8.1.5 and II.9.2.3).

I.8.14.2 Post-Candidacy Registration Encouraged. Many graduate students make significant demands on faculty time and university resources during the post-candidacy period, and the university should be compensated for these expenses. Some faculty, wishing to minimize the financial burden on students during this time, essentially provide their services free of charge to students by not requiring them to register. Not only does the university thus lose the fees to which it is entitled, but it also loses the state subsidy that would be generated by such enrollments.

Because the Graduate School is not in a position to know or monitor the demands of post-candidacy students, responsibility for seeing that post-candidacy students register as appropriate rests with the Graduate Studies Committee Chair and advisor. There are no guidelines for the number of hours a student should be encouraged to register for unless the student is a GA or fellow. However, some minimal registration should be required in each quarter that a post-candidacy student is actively using university resources, including libraries, laboratories, computing services, and faculty services. If an advisor is reading and responding to chapters of a dissertation draft, the university should be compensated for this time.

Section I.9—Graduate Associates

Introduction I.9.1

I.9.1.1 Contribution and Compensation. Ohio State's graduate associates are a valuable resource. They make a vital contribution to the teaching, research, and administrative missions of the university. At the same time, the financial compensation and the tuition and fee authorization that GAs receive in exchange for their services enable large numbers of students to pursue master's and doctoral degrees.

I.9.1.2 Student and Employee Roles. Graduate associates are both graduate students and members of the university who receive compensation for fulfilling specified responsibilities. The two roles sometimes conflict. The challenge in administering GA programs is to minimize the conflicts inherent in such a system, so that GAs reach the goal of a graduate degree and the university receives the service for which it pays. Section II.8 of the *Graduate School Handbook* sets forth the rules and policies related to Graduate Associate appointments. The controlling mindset behind the policies is that a GA's chief business is to complete a graduate degree at Ohio State. This means that the duties and obligations of the GA may not unduly interfere with degree progress. It also means that GAs are responsible for pursuing a graduate degree single-mindedly without allowing undue distractions to delay progress. The rules, then, do double duty: they protect the GA from exploitation, but they also place considerable responsibility on the GA.

Responsibility for Graduate Associates I.9.2

I.9.2.1 Decentralization of Responsibilities for GA Program. Responsibility for Graduate Associates in each program is decentralized. As many as 300 units on campus appoint GAs, and many of them are not academic departments or graduate programs (e.g., the Athletic Department). The Graduate School is responsible for the general policies that regulate GA appointments and employment, but it does not directly appoint the vast majority of GAs. The Graduate School is also ultimately responsible for GA fee authorizations. The Office of Human Resources is responsible for the personnel and employment policies related to GAs and for their remuneration. The university Registrar and the Office of Fees and Deposits handle various aspects of GA registration and fee authorizations.

The Graduate Studies Committee Chair is involved with GA issues at the local level. This is true even in large graduate programs where GA appointments are handled by the Department Chairperson or that person's designee. It is also true even though many GAs, especially GRAs, are not directly employed by the graduate program in which they are pursuing a graduate degree. Many GAs work directly for individual faculty on grants, and many others work outside their local graduate program.

Because GAs are first and foremost graduate students, the Graduate Studies Committee Chair of the student's home graduate program is at minimum responsible for ensuring that all GAs in the program are making reasonable degree progress (*Graduate School Handbook*, Section II.4.7) unimpeded by GA duties. The Graduate Studies Committee Chair will also want to be sure that the graduate program's own GAs are attended to, even if someone else is directly responsible for appointing and assigning GA duties.

Responsibilities of the Graduate Studies Committee Chair for GAs I.9.3

The Graduate Studies Committee Chair should become familiar with the Graduate School's policies on GA eligibility, the terms of appointment, reappointment, or termination, and the appointing unit's responsibilities (*Graduate School Handbook*, Section II.8). Most Graduate Studies Committee Chairs will have to answer questions about these matters, even if they do not handle them directly. The Graduate School is available to assist with inquiries and problems.

Programs appointing graduate associates must address the following:

I.9.3.1 Notice of GA Appointment. From the very beginning of the appointment, the terms on which a GA is appointed must be made clear (ref. II.8.2). Each GA should get a completed Graduate Associate Appointment form from a person authorized to extend offers. Some units will also issue formal, written offer letters. Offer letters sent without a completed appointment document must include the following:

- Appointment title (or possible titles, if specific one is unknown at time of offer)
- Period of appointment (i.e., Autumn, Winter, and Spring quarters)

- Service dates (i.e., for Autumn Quarter 9/15-12/15)
- Appointment FTE
- Expected monthly stipend (which may be expressed in terms of a minimum based on the current year's figures)
- Description of expected appointment duties (which may be expressed broadly if precise assignments are not yet finalized)
- Initial contact person
- Reporting date for appointment
- Information about mandatory orientation or training session(s)
- Special appointment requirements (such as English proficiency requirements for GTA appointments)
- Deadline for responding in writing to accept offer
- Date by which additional information about appointment will be sent

The GA should be required to accept the offer of appointment in writing and be given a deadline for doing so.

I.9.3.2 Local GA Policies. Obviously the letter of offer cannot address all policies affecting GA appointments. Graduate programs must also have a local graduate program handbook. A portion of the handbook should be devoted to local GA appointment policies. The appointing unit should have policies on GA leave, absence, reappointment and termination, teaching assignments, and a host of program-specific situations.

I.9.3.3 Grounds for Termination of GA Appointment. Most appointing units make it clear that continued appointment as a GA and reappointment depend upon the GA's performance of the GA duties. Some, however, fail to make clear the GA's responsibility to make reasonable *progress toward a graduate degree and to maintain good academic standing* (*Graduate School Handbook*, Section II.4). GAs who do not meet either or both obligations are subject to early termination of the GA appointment.

I.9.3.4 Minimum Hours of Enrollment. Active pursuit of a graduate degree is defined in terms of specific hours of enrollment each quarter. (See *Graduate School Handbook* Section II.8.1.5.) A GA who does not meet minimum enrollment requirements is not eligible to hold an appointment. The Graduate School's quarterly audit of appointments will detect such problems, and the appointment may be terminated. The Graduate Studies Committee Chairperson must therefore make GAs aware of their responsibilities.

I.9.3.5 GA Workload Restrictions. Because the Graduate School regards the GA appointment as a form of financial aid rather than primarily as employment, it places very clear restrictions on GA workload. Most GA appointments are for 50 percent of full time, requiring an average load of 20 hours per week. Appointments may be for no more than 75 percent of full time, requiring an average load of 30 hours per week (*Graduate School Handbook*, II.8.2.4). Although the actual time a GA spends on GA-related work will vary with the duties assigned, these are guidelines that should be carefully observed.

I.9.3.6 Range of Stipends. The actual stipend that a GA receives in exchange for service depends on, but are not limited to, the department budget, market forces, competition for good graduate students, and the GA's experience and seniority. The university sets a minimum stipend for GAs on 50 percent appointment, to be prorated for students appointed at other percentages. The minimum stipend is currently \$1,000 per month. No program may pay less than that amount, and the university places no upper limit. Most programs will pay what they are able to or what they need to in order to attract high-quality graduate students. The graduate program handbook should give GAs some idea of how stipends are determined.

I.9.3.7 English Language Qualifications for International TAs. If English is not their first language, international graduate students may be assigned duties as Graduate Teaching Associates only after they have certified their proficiency in spoken English. Further information on these requirements and procedures is available from the Graduate School and the Spoken English program (*Graduate School Handbook*, Sections II.8.1.5, II.1.8).

General Graduate Associate Issues I.9.4

In order to function effectively, the Graduate Studies Committee Chair needs to be familiar with general Graduate Associate policies and issues, including:

I.9.4.1 Fee Authorizations. Every Graduate Associate (GTA, GRA, and GAA) appointed for at least 50 percent of full time receives a full tuition and fee authorization (*Graduate School Handbook*, Section II.8.5.1). The fee authorization covers both resident and non-resident tuition and fees. Graduate associates 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. 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 who is not on appointment may receive a fee authorization (except for various fellows, trainees, and those receiving a fourth-quarter fee authorization).

I.9.4.2 Fourth-Quarter Fee Authorizations. Graduate students on a 50 percent or greater appointment as a GA for three consecutive quarters are entitled to a full fee authorization in the immediately following fourth quarter without being on appointment. For a detailed explanation of this rule, consult Section II.8.5.3 of the *Graduate School Handbook*.

I.9.4.3 Twenty-five Percent GA Appointments. Most GA appointments are for 50 percent of full time, requiring an average of 20 hours of work per week and providing a full fee authorization. Under certain circumstances, GAs may be appointed for 25 percent of full time, for which they receive a fee authorization in the amount of one half of the assessed fees. Twenty five percent GA appointments should not be used as a means of reducing GA stipends or employing more GAs at a cheaper rate, nor should GAs on 50 percent appointment be involuntarily reduced to 25 percent. The 25 percent appointment is useful only when a GA's circumstances or obligations do not allow an average commitment of 20 hours per week but do allow 10 (ref. II.8.2.4).

The Graduate School and the university are greatly concerned about the possibility of exploiting 25 percent GAs. The Graduate School, therefore, reviews each appointment at the 25 percent level, looking for assurances that the GA is expected to do no more than one half of a 50 percent workload.

I.9.4.4 Other Benefits. Elsewhere in this publication benefits associated with GA appointments are described in Section II.8.5 of the *Graduate School Handbook*. Graduate Studies Committees Chairs should especially be familiar with provisions related to health insurance and leaves.

Role of the Graduate School Regarding GA Appointments I.9.5

Most GA appointments are made at the local appointing unit level according to policies of the Graduate School. Except for 25 percent GA appointments and some problem appointments, the Graduate School does not review GA appointments. However, the Graduate School does have a role in monitoring appointments after the fact.

I.9.5.1 Quarterly GA audit. On a quarterly basis, the Graduate School performs an automated audit of all current GA appointments. The purpose of the audit is to determine that the appointment meets university criteria. It also checks the student's eligibility to hold a GA appointment. When discrepancies are found, these are brought to the attention of the student, the appointing unit, and the graduate program. If the problems go unresolved, the Graduate School has the authority to cancel the appointment and revoke the fee authorization.

I.9.5.2 Resolution of GA Grievances. The number of grievances by graduate associates are reduced when GAs understand fully what is expected of them. However, even in the best-regulated programs disagreements can sometimes arise. These are best resolved locally, where everyone understands the customs of the local discipline. A clinical setting, for example, differs greatly from a classroom or office setting, but all use GAs. Every effort should be made to find a resolution to problems that satisfies all parties. When this is impossible, the Graduate School has provisions for hearing Graduate Associate grievances (*Graduate School Handbook*, Section II.8.4). The Grievance Committee of the Council on Research and Graduate Studies can act as a hearing committee to listen to testimony and reach an impartial decision. Recourse to this procedure should be regarded as a last resort. The Graduate School has guidelines for use in a GA grievance. These are printed in Appendix C of the *Graduate School Handbook*.

Section I.10 Graduate Fellowships

Introduction I.10.1

I.10.1.1 Explanation of Fellowships. In addition to Graduate Associate appointments, the graduate fellowship is the other major form of graduate student financial award. Fellowships are outright grants of money made directly to a student in recognition of demonstrated academic merit. Graduate students at Ohio State may be awarded two different kinds of fellowships, those funded through the Graduate School and those from other sources, many of them external to the university.

I.10.1.2 Graduate School and Other Fellowships. Graduate School Fellowship students represent the best that Ohio State is able to attract to its master's and doctoral programs. Their credentials indicate that they would have been offered admission and financial support by any graduate school to which they applied. The Graduate School Fellowship Program is a central university-wide competition that makes both first-year and dissertation-year awards to Ohio State graduate students. Because the Graduate School administers some aspects of other fellowships as well, however, those will be briefly described below.

Graduate School Fellowship Program I.10.2

I.10.2.1 First-Year and Dissertation Fellowships. Section II.9 of the *Graduate School Handbook* summarizes the rules and eligibility criteria related to Graduate School Fellowships. In general, the Graduate School offers two distinct types of fellowship: First-Year Fellowships designed to attract the most outstanding graduate students to Ohio State and the Presidential Fellowship, which is designed to provide support to outstanding doctoral students during the year that they write the dissertation and to students completing their terminal projects in their third year of a terminal degree program such as an M.F.A.

I.10.2.2 Central Competition. The prestige and integrity of both kinds of fellowship are maintained through a central competition system coordinated by the Graduate School. All fellowship awards are made by a faculty selection committee appointed by the Dean of the Graduate School. First-Year Fellows currently receive a stipend of \$1220 per month and Presidential Fellows receive a stipend of \$1400 per month. All fellows receive a full tuition and fee authorization for each quarter they are on appointment as graduate fellows. Note: Graduate School fellowships do not include the fourth-quarter fee authorization benefit. Appointments are normally made for up to four consecutive quarters, with the exception of a small number of multiple-year awards.

Role of the Graduate School I.10.3

I.10.3.1 Funding. Ongoing efforts must be made to secure and to preserve funding for fellowships. The Graduate School currently awards about 250 First-Year Fellowships and about 30 Presidential Fellowships each year, representing a budget of some \$3 million. Most of this support comes from central university sources. However, the Graduate School has also engaged in its own development efforts to support additional fellowships from endowed sources.

I.10.3.2 Fellowship Policies. Policies governing the Graduate School Fellowship Program originate with the Council on Research and Graduate Studies. The Graduate Associate and Fellowship Committee is a standing committee of Council with responsibility for reviewing fellowship policy and recommending changes. The individual selection committees implement the general eligibility criteria of the Council.

I.10.3.3 Announcement of Competitions. Before each competition, the Graduate School publishes an announcement. This publication describes the kinds of fellowships available, gives competition and award deadlines, and outlines procedures. General information about fellowship competitions is also included in the *Graduate School Handbook*, Section II.9.

I.10.3.4 Conduct of Competitions. The Dean of the Graduate School appoints faculty to serve on the various fellowship selection committees, convenes the meetings, and provides general staff support to the committees. The Graduate School handles all correspondence and communication with applicants and graduate programs related to the fellowship competitions.

I.10.3.5 Administration of Fellowship Student Services. The Fellowship Office of the Graduate School provides many services related to Graduate School fellows. This office monitors fellowship eligibility, arranges for monthly stipend payments, and handles problems and special requests.

Role of the Graduate Studies Committee I.10.4

The Graduate Studies Committee is central to the Graduate School fellowship process. Graduate students may not apply directly for a fellowship. They must be nominated for the award by the Graduate Studies Committee. The Graduate Studies Committee reviews applicants and nominates those it believes to be competitive. The Graduate Studies Committee Chair thus has several responsibilities, including:

I.10.4.1 Fellowships and Recruitment. A nomination for the First-Year Fellowship competition is a form of recruitment. The top cut of new graduate students, those whose credentials would win them admission to any graduate school in the country, generally will not attend without financial support. Many programs attract these students by promising a graduate associateship as back-up and committing to nominate them for a fellowship. The role of the faculty, especially the Graduate Studies Committee Chair, is to identify these students, tell them about the fellowship program, and encourage them to apply for admission to Ohio State.

I.10.4.2 Fellowship Nomination. The Graduate School Fellowship process involves a highly rigorous university-wide competition that winnows some 1,000 nominations to make about 600 initial awards, from which 250 graduate students decide to enroll at Ohio State.

In such an intense competition, the nomination must be prepared with great care. Nominees are in competition with nominees from all other disciplines, not just their own. So the job of the nominating Graduate Studies Committee is to present, say, a Mechanical Engineering nomination in such a way that it can be compared to one in English. All nominees have high grades and Graduate Record Examination (GRE) scores. The challenge is to show how the nominee is outstanding in other ways. The Graduate School's guidelines for each competition should be followed closely so that a nominee will show to best advantage in the competition.

I.10.4.3 Recruiting Successful Candidates. After the award letters have been sent out to successful nominees, approximately one month elapses before the nominees have to accept or decline the offer. During this time, many are weighing offers from other universities, and some will inevitably attend elsewhere. Personal attention from the Graduate Studies Committee Chair, or another faculty member, can do wonders to attract these students to Ohio State. Many programs write or call at this point; some invite prospective students to campus.

I.10.4.4 Overseeing Fellowship Students. The Graduate School does some minimal monitoring of registrations and performance of Graduate School Fellows. Primary responsibility for seeing that fellowship students are challenged and served rests with the local graduate program. Some programs, however, sometimes overlook the fact that the socialization process for fellows is sometimes more difficult than for TAs or RAs since there are fewer of them and they do not experience the camaraderie that forms among first-year TAs or RAs. Graduate programs should pay special attention to fellows' needs, perhaps through special advising or inclusion in social functions.

I.10.4.5 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. (*Graduate School Handbook*, Section II.8.5.5 and Appendix E).

I.10.4.6 Activating the Dissertation Year of a Multi-Year Fellowship. A request for the activation of the Dissertation Year of a Multi-Year Fellowship is made with the strong expectation that the fellow will complete all degree requirements and graduate within the dissertation year. Should the fellow not graduate (or meet the end-of-quarter deadline) by the completion of the dissertation year, the fellow's department is obligated to provide support (much like support provided in intervening fellowship years) until the time of graduation. This assures that the dissertation year is not activated prematurely and that fellows are provided support throughout the entirety of their graduate study.

Requests to activate the dissertation year must be made by the fellow's Graduate Studies Committee Chair. The chair must provide assurance that the fellow 1) has met the minimum cumulative grade point average of 3.6 for DDU and DUF fellows or a cumulative grade point average of 3.3 for DGE fellows; 2) has successfully completed the candidacy examination and is within the five-year time period, 3) has completed all doctoral coursework and will enroll for 999 (dissertation research) hours only, and 4) has received continuous departmental support during the intervening years between fellowship periods.

Non-Graduate School Fellowships/Traineeships I.10.5

The great variety of fellowships/traineeships not funded through the Graduate School makes generalization difficult. A non-Graduate School fellow or trainee should consult the funding source to identify the benefits and

regulations of the award. Any student appointed as a graduate fellow or graduate trainee, regardless of the funding source, must meet the same university conditions as outlined for Graduate School Fellows. In general, the role of the Graduate School is limited to identifying financial aid resources, administering selected federal fellowships, and monitoring fellowship enrollment. The Graduate School also maintains current information about many external fellowship opportunities. Graduate students interested in learning about these are invited to contact the Graduate School's Fellowship Office.

Conclusion I.10.6

The Graduate School recognizes that the responsibilities of the Graduate Studies Committee Chair are enormous. Yet there is no substitute for strong leadership at the local level. Planning is crucial if the local program is to realize its full potential. The Graduate School appreciates the fact that most faculty and graduate students will be primarily concerned with the quality of the program's teaching and research and will not be much interested in administrative matters. However, their interests will not be well served if administrative functions are neglected. Inevitably, responsibility for seeing that the program is well run will fall to the Graduate Studies Committee Chair.