

Graduate Studies Handbook

Revised February, 2006

Introduction

Welcome to the School of Teaching and Learning and to The Ohio State University. This handbook is designed to be a guide to the information that graduate students will need in order to navigate through their degree programs and that graduate faculty can use as they assist graduate students. The School of Teaching and Learning hopes that this handbook will not only provide needed information, but that the student will be able to tap into some of the many interesting resources available in the College of Education and the University overall. The official policy for all graduate students is the *Graduate School Handbook*.

In the interest of reducing redundancy, this handbook will refer to information available elsewhere (for example, the *Graduate School Handbook*) without repeating it. In most cases, students can call to have information or forms sent to them or they can pick them up in the appropriate office. The Office of Academic Services (227 Arps Hall) houses many of the forms and printed information students will need. The Graduate Studies Committee wrote this handbook with feedback from the faculty, staff, and graduate students of the School of Teaching and Learning. Thus, the handbook reflects the practices of the School of Teaching and Learning, but also has a strong graduate student perspective.

Throughout this document, the terms “Graduate Studies Committee” and “Graduate School” are used extensively. The Graduate Studies Committee is the committee elected by the faculty of the School of Teaching and Learning responsible for the oversight and implementation of policy and procedures at the School level. The Graduate School is the college of record for all graduate students and was established as the University's representative body to oversee graduate education.

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

Mission Statement

“The mission of the School of Teaching and Learning, through its scholarly activities, teaching, program development and public service, seeks to provide exemplary leadership to its constituencies both within and beyond traditional school settings. The School supports scholarship, professional practice, and professional development of its faculty members as they engage in these endeavors.” (From the Pattern of Administration, School of Teaching and Learning).

UNIVERSITY STRUCTURES

There are three levels within the University that impact graduate students, their programs, and the completion of their programs—the Graduate School, College of Education, and School Structures.

Graduate School

www.gradsch.ohio-state.edu

The Graduate School (614-292-6031) is the college within the University to which all graduate students are admitted. They are then accepted by a department for a specific program, but the Graduate School oversees aspects of admissions, registration, theses and dissertations, and graduation. The policies and procedures of the Graduate School are set forth in the *Graduate School Handbook*, available from the Graduate School, 247 University Hall, or the Office of Academic Services, 227 Arps Hall. Students will find the Handbook an invaluable resource for answering many of their questions about graduate work at OSU.

College of Education

www.coe.ohio-state.edu/

The College of Education has the largest number of graduate students of any college in the University. Again, graduate students are not admitted to the College of Education; rather, they are admitted to the Graduate School and accepted into a program of study within the College of Education. The College of Education consists of three schools: the School of Policy and Leadership (P&L), the School of Physical Activity and Educational Services (PAES), and the School of Teaching and Learning (T&L).

School of Teaching and Learning

www.coe.ohio-state.edu/edt/

The School of Teaching and Learning (hereinafter “the School”) is an administrative and programmatic unit within the College of Education at The Ohio State University. At the School level, the Graduate Studies Committee is concerned with assuring that the degree programs offered in the School of Teaching and Learning are of highest quality, recommending faculty for Graduate Faculty status M and P, and developing and implementing school policy as it relates to graduate programs. The graduate faculty of the School develop and conduct graduate programs according to the Pattern of Administration and Bylaws adopted by the School and according to the rules of the Graduate School. The School is composed of the following three sections and their specialty areas:

- Integrated Teaching and Learning (including Early and Middle Childhood Education and Sensory and Physical Disabilities)
- Language, Literacy, and Culture (including English Education; Foreign and Second Language Education; Drama, Language Arts, Literature and Reading Education; and Social Studies and Global Education)

- Mathematics, Science, and Technology Education (including Mathematics Education, Science Education and Technology Education)

In addition to graduate programs in all three sections offered on the Columbus Campus, graduate programs in Integrated Teaching and Learning (ITL) are also offered on Regional Campuses.

Graduate Programs in the School of Teaching & Learning

The Master of Education (M.Ed.), Master of Arts (M.A.), and Doctor of Philosophy (Ph.D.) are offered in all three sections of the School of Teaching and Learning. Descriptions and admission requirements for all programs are found in the Graduate School Bulletin and the College of Education Bulletin. More detailed information about the programs and the faculty is available from the office of each section, the individual Web sites listed below, or the Office of Academic Services in 227 Arps Hall (www.coe.ohio-state.edu/edtl/acserv.htm).

Integrated Teaching and Learning (ITL) - 210 Arps Hall

www.coe.ohio-state.edu/edtl/ITL.htm

This section prepares professionals interested in multidisciplinary approaches to education, bringing such approaches to bear on problems of teaching and learning for diverse populations of students—particularly those in elementary and middle school settings. Additionally, this section prepares professionals interested in working with students who have significant sensory limitations (visual or hearing impairments).

Language, Literacy, and Culture (LLC) - 200 Ramseyer Hall

www.coe.ohio-state.edu/edtl/LLC.htm

This section prepares professionals for local, national, and international leadership in areas of education concerned with drama, language arts, literature, and reading education; English education; foreign and second language education; and social and global education. It utilizes interdisciplinary research; professional development; and analysis of social, institutional and international factors that influence the theories and practices of educators in all aspects of language, literacy, and cultural education.

Mathematics, Science, and Technology Education (MSAT) - 249 Arps Hall

www.coe.ohio-state.edu/edtl/MSAT.htm

This section prepares individuals to assume leadership positions at the local, national, and international levels in mathematics education, science education, technology education, or the integration of these disciplines.

Graduate Student Inquiries and Files

www.coe.ohio-state.edu/edtl/acserv.htm

Located in room 227 Arps Hall, 1945 N. High Street, the Office of Academic Services (OAS) is the place for the day-to-day management of the graduate programs in the School and houses the official files for graduate students in the School. This office ensures that appropriate procedures have been followed relative to the policies outlined in the Graduate Handbooks of the School and the Graduate School.

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

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

Graduate Studies Committee

The Graduate Studies Committee is responsible for the oversight and administration of the School's graduate programs. The committee formulates rules and procedures relevant to the School's graduate programs within the policies established by the Council on Research and Graduate Studies of the Graduate School and the graduate faculty of the School of Teaching and Learning. The Committee is responsible for monitoring the progress of graduate students, assisting in recruitment, reviewing graduate course proposals, monitoring alternative M.A. examinations, and monitoring the graduate programs as a whole. Other responsibilities of the Graduate Studies Committee are identified in Part V of the *Graduate School Handbook*.

The Chairperson(s) of the Graduate Studies Committee is (are) responsible for chairing the Committee and graduate faculty meetings, overseeing the maintenance of graduate student files, handling or responding to graduate student inquiries and petitions, and acting as the liaison between the Graduate Studies Committee and other College committees (See the chart of responsibilities at the end of this Handbook).

Graduate Faculty Membership

The Graduate Studies Committee of the School appoints faculty from the Columbus and Regional Campuses to graduate faculty Category M status and notifies the Graduate School of these actions. Faculty with Category M status may serve as advisers and second readers for master's degree students. Category M faculty may be approved by the Graduate Studies Committee for membership on doctoral committees on a case-by-case basis.

The Graduate Studies Committee submits nominations for Category P status to the Graduate School in accordance with the School of Teaching and Learning guidelines. Faculty from the Regional and Columbus campuses with Category P status in the School of Teaching and Learning may serve as advisers or committee members for masters and doctoral students (See the *Graduate School Handbook, IV.3*). Information regarding individual graduate faculty members—including campus contact information and research specialties—can be found on the Web at www.coe.ohio-state.edu/edtl/faculty.htm.

ENTERING THE PROGRAM

Applications and Admissions Process

www-afa.adm.ohio-state.edu/apps/grad-dom/intro-gd.html

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

Transferring from One Graduate Program to Another Graduate Program at OSU

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

Dual Degree

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

Advisers

Faculty Advisers help students develop degree programs and serve as mentors throughout the graduate experience. Students are assigned advisers upon admission to a program. Most Master's students work with the same adviser for the duration of their programs. Some doctoral students may prefer to change advisers, particularly at the dissertation stage, in order to work with a faculty member whose interests/expertise more closely match their own.

Change of Advisers

To change advisers, the student should contact the faculty member with whom he or she wants to work to find out if that person is available and willing to take on another advisee. Once the student has received the consent of the new adviser, the student must fill out a “Change of Adviser” form (available from the Office of Academic Services in 227 Arps Hall), have the new adviser and the Section Head or Specialty Area Coordinator sign it, and submit the completed form to the Office of Academic Services. The Section Office will notify the former adviser that the student has changed advisers. If the student's adviser leaves the University, the student should contact the Section Head or Specialty Area Coordinator for assistance in finding another adviser.

Financial Aid and Scholarships

www.adm.ohio-state.edu/apps/grad-dom/cost.html

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

The University has an Office of Student Financial Aid (614-292-0300, www-afa.adm.ohio-state.edu/apps/grad-dom/cost.html) that can provide the student with information about funding opportunities at the graduate level. Financial aid counselors are available to assist students in finding ways to fund their education. As with many extremely busy offices on campus, the Financial Aid office has a computerized telephone answering system. Use a touch-tone phone, if possible, when calling this office.

In addition, the College of Education has scholarships designated for College of Education students only. Students should contact the Office of Student Services, 110 Arps Hall (614-292-2581), for information about the scholarship application process and to obtain applications. The applications are available in January and are due back by March 1. During that time period, students may also access the application form via the Web at www.coe.ohio-state.edu.

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

Finally, the Office of Diversity and Outreach (163 Arps, 614-292-1936) may have information regarding additional sources of funding for students of color.

GRA, GTA, and GAA Positions

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

A GA position provides an opportunity for the student to work closely in a professional setting with University faculty. Particularly at the doctoral level, this experience is extremely valuable. If the student wants to be considered for a Graduate Associate position, the student must note interest on the "Application for Admission" form and submit an application or a letter of interest

to the Director of the School and the Section Head of the student's specialty area specifying areas of expertise and interest by April 1 (letters of interest may be accepted later than April 1 at the discretion of the School administrators). Nomination for Graduate Associate appointments are made to the Director of the School by the specialty area faculty based upon availability, vacancies, budget, and capabilities of the applicant. Upon the recommendation of the Section Head, the Director of the School will send letters to selected students offering Graduate Associate appointments and indicating the length of the appointment (typically three quarters, assuming satisfactory performance), the responsibilities associated with the appointment, and the supervisor for the appointment.

The number of available Graduate Associate positions varies and is dependent upon program needs, the number of graduating Graduate Associates, and the budget. A Graduate Associate appointment in any particular quarter or academic year does not guarantee appointments for any subsequent academic quarter or year. Although Master's students typically may receive support as a Graduate Associate for two years and doctoral students typically receive support as a Graduate Associate for three years, reappointment is contingent upon satisfactory performance, available funding, and recommendation by the specialty area faculty and the supervisor. For returning graduate students, a "T&L Graduate Associate Application Form" is sent to all GA's and must be returned by April 1 (or later at the discretion of School administrators). Appointments and offers for reappointment are made as early as possible, typically between April 1 and May 15.

Notices about other GA positions available across campus often are posted on the bulletin board in the Graduate School and on the bulletin board outside the Office of Academic Services (227 Arps Hall). In addition, they are posted to the School's graduate student listserv. The student should provide the School's human resource manager in 329 Arps Hall with an e-mail address for inclusion on the listserv.

Graduate School policies on GA positions are included in the *Graduate School Handbook*. GAs and supervisors should read these policies.

GAs who teach courses required for certification in the College of Education must have three years of teaching experience in order to comply with the Ohio Teacher Education and Certification Advisory Commission standards. Anyone who does not have this experience must file a plan to obtain it with the Director's office and get approval within the **first** quarter of teaching. GAs who supervise interns in their field placements must participate in professional development experiences focusing on field supervision.

Policy for evaluation, reappointment and termination of Graduate Associates in the School of Teaching and Learning

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

Criteria and procedures for evaluating and reporting Graduate Associate performance

Evaluation of GAs is primarily the responsibility of the adviser or supervisor, although participation by the School Director, Academic Affairs Coordinator, or GSC may be appropriate.

Grievance procedures related to GA appointments are described below and in Section 11-8 of the Graduate School Handbook.

A Graduate Associate is expected to perform his/her given duties accurately, efficiently, and with initiative. The degree of success in achieving these goals will be assessed by the faculty supervisor or adviser and reported once per appointment period and when necessary to the Graduate Associate and School Director.

Procedure for evaluation of Graduate Associates by supervisors includes completion of a standard GA Evaluation Form at least once per appointment period.

Criteria and Procedures for Reappointment

Continued employment as a GA and reappointment depend on the GA's performance of duties, maintaining reasonable progress toward a graduate degree, and maintaining good academic standing. Except in the most compelling circumstances, and by petition to the Graduate Studies Committee, GAs must maintain a GPA of 3.0 (as is in Sec. II.4.1 of Graduate School Handbook) and satisfactory performance in courses that are graded satisfactory/unsatisfactory for the first 18 months.

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

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

Criteria and Procedures for Terminating GA appointments

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

- The GA is no longer enrolled in the Graduate School.
- The GA is not registered for the required number of graduate credit hours, as per the Graduate School Handbook (II.8.5).
- The GA graduates. When a student completes the Masters degree at the end of Autumn or Winter quarter, the GA's appointment is assumed to end at that time. If a student wishes to continue studying and pursuing a Ph.D. degree, he/she must apply for a continued appointment during that academic year. The appointment will depend upon the student's record.
- The department funds or the principal investigator's research funds are insufficient.
- The GA does not make reasonable progress toward a graduate degree or maintain good academic standing. GAs must meet both of these obligations, as stated in the Graduate School Handbook (p. 143: Reasonable Progress and Good Standing).

- The GA demonstrates unsatisfactory performance. Performance will be assessed via the standard GA Evaluation Form by the supervisor and/or appropriate evaluator.

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

Grievance Procedures

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

Registration

OSU has a computerized course registration system affectionately known as "BRUTUS", an acronym for "Better Registration Using Touch-tone Phones for University Students." Instructions for using BRUTUS are printed in the quarterly *Master Schedule of Classes* (www.ureg.ohio-state.edu/courses/) that is sent to the student's home address. In addition, students can register via the Internet on the Registrar's On-line Services Page under the link titled "Web Registration for Courses" www.ureg.ohio-state.edu/ourweb/online.html.

After the first quarter of enrollment, the student's Personal Access Code (PAC) and registration "window" (the dates between which the student is allowed to register) are sent to the student's OSU e-mail address. Any student without an activated OSU e-mail account may request the PAC number by presenting an ID at the front desk in the Office of Academic Services in 227 Arps. To activate their OSU e-mail accounts, students should contact the Office of Information Technology Help Desk at 688-HELP or visit the Web site at www.oit.ohio-state.edu/userpass.html. Students who prefer to use a different e-mail carrier may request to have all of their OSU e-mail messages forwarded to their personal accounts.

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

Transferring Graduate Non-degree Credit

A **maximum** of ten quarter hours of courses taken under graduate non-degree status at The Ohio State University may be transferred into a degree program provided it is appropriate to the current program at the time of admission and is approved by the faculty adviser. To transfer graduate

credit from non-degree to regular status, the student should pick up the “Graduate Non-Degree Credit” form from the Office of Academic Services, have the faculty adviser sign it, and return the completed form to 227 Arps Hall.

Transferring Graduate Credit From Another Institution

Graduate credit from another institution may be transferred to the student's OSU record. If it is not transferred at the time of admission, the student should pick up a “Request for Transfer of Graduate Credit” form from the Office of Academic Services (227 Arps Hall) no later than the end of the second quarter of enrollment in the Graduate School, obtain the faculty adviser's approval, and return the completed form to 227 Arps Hall. The transfer credit must have been earned as a graduate student at an accredited university. The adviser may decide which courses to accept; however, the student must have a grade of B or higher in all classes to be transferred. The student cannot transfer a “Satisfactory” unless the student can prove (via letter from the student's former college or university) that the grade is the equivalent of a B or higher. Once the faculty adviser has approved the form, it should be submitted with an official transcript from the previous university to 227 Arps where it will be processed and forwarded to the Graduate School. The student may file a written request in 227 Arps Hall to see if her or his official transcripts are on file, and if so, these may be used. The Graduate School reviews everything and then sends it to the Admissions Office for final approval. Typically, if the Graduate School approves the transfer credit, it will be accepted by Admissions.

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

No paperwork is required to transfer up to 45 credit hours from an OSU Master's program to a doctoral program; however, if the student wishes to transfer more than 45 credit hours, the student must submit an “Excess Master's Hours” form approved by the student's faculty adviser to the Office of Academic Services (227 Arps Hall).

Transferring Graduate Credit From Another OSU Department

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

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

Reactivation

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

MASTER OF EDUCATION (M.Ed)

M.Ed. students follow a set program of study each year. New students are provided with a program sheet outlining all of the requirements and a copy is filed in the Office of Academic Services (227 Arps Hall). Additional information is available on the Web at www.coe.ohio-state.edu/edtl.

Field Experience and Internship

M.Ed. students engage in a number of classroom experiences throughout the year, including part-time field experiences and a full-time internship. Each student must submit a “Master of Education Internship Application” prior to the first field experience. This application is distributed to students during orientation or in the beginning of the first quarter of enrollment and is due in Arps 110 by the end of the quarter.

The internship is the culminating field experience in the M.Ed. teacher preparation program involving 10 weeks of full-time student teaching. Students will be evaluated carefully for readiness for the internship. Enrollment is open only to those students who meet the eligibility standards prescribed by the School and the specialty area. To be eligible for the internship, students must have successfully completed all of the courses in the M.Ed. prior to the internship and have an overall GPA of 3.0; however, some specialty areas may have more specific criteria. In addition, each of the following specialty areas requires the completion of specific content courses prior to student teaching:

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

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

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

Graduation Requirements

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

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

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

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

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

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

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

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

The approved alternative exam options for each section are listed on the Master’s Exam Checklist available in the Office of Academic Services (227 Arps) or on the Web at www.coe.ohio-state.edu/edtl/acserv.htm. The student should contact the faculty adviser for additional information about the alternative options.

Teacher Licensure Applications submitted two years or more beyond graduation

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

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

Students who apply for licensure after five calendar years will be required to complete a minimum of fourteen (14) quarter hours in their discipline approved by faculty in the program area.

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

MASTER OF ARTS (M.A.)

M.A. students take an integrated core of courses in the section as well as required courses in a specialty area. The remainder of the program is composed of electives that the student selects in consultation with the faculty adviser. In addition, there are general M.A. requirements. Program information for each specialty area and a description of the specific program requirements for each specialty area are available from the Office of Academic Services (227 Arps Hall) or on the Web at www.coe.ohio-state.edu/edtl/acserv.htm.

Here is a general list of things the student will do in the process of completing the degree. An asterisk (*) indicates there is more information available in this Handbook regarding the particular process. Check the Table of Contents for location of information.

Complete admission process*

Meet with assigned adviser*

Develop and follow a program of coursework*

Take classes

Complete the Master's Comprehensive Examination* or Master's Project/Thesis*

Graduate*

Master of Arts Program Sheet

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

Residency Requirement and Time Limit

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

Graduation Requirements

The application to graduate should be completed by Master's students by the second Friday of the quarter **before the quarter** in which the student plans to graduate. This application must be signed by the faculty adviser and then submitted to the Office of Academic Services (227 Arps Hall). Along with the "Application to Graduate", the student also must file the "Master's Degree Graduation Checklist" signed by the second reader of the student's examination. The Office of Academic Services audits the student's file to determine if the student has met all requirements for

graduation. In addition, they will sign off for the Graduate Studies Chair and forward the student's application to graduate to the Graduate School for final approval. By the start of the student's final quarter, he or she will receive a letter confirming clearance for graduation or notifying the student of any problems. During the quarter of graduation, the student must enroll for a minimum of three graduate credit hours and complete the thesis, Master's examination and/or project or approved alternative.

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

Master's Examination

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

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

If the student wants to take the exam on an alternative date, the student will need to make arrangements with the faculty adviser, then complete the "Alternative Examination Application" and submit it to the Office of Academic Services (227 Arps Hall) with the application to graduate. If the student would like to take an alternative format examination, the student should check with the adviser to find out what alternative formats are available in the student's program, then submit an "Alternative Format" application to the Office of Academic Services along with the application to graduate. The scope of the alternative format will be comparable to the standard examination. Examples of alternative formats might include case studies, a structured portfolio, or a research paper that covers the student's areas of expertise. Rules for results and reporting are the same for alternative formats as for the standard format.

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

Master's Project/Thesis

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

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

DOCTOR OF PHILOSOPHY (Ph.D.)

In a Ph.D. program, the student will take a comprehensive program of study, including coursework in the student's specialty area, at least one other area, research methods, and the student's own dissertation research.

Following is a general list of things the student will do in the process of completing a Ph.D. degree. An asterisk (*) indicates there is more information available in this Handbook regarding this particular aspect of the process. Check the Table of Contents for the location of the information.

- Complete the admission process*
- Meet with the student's assigned adviser*
- Develop a program of coursework*
- Choose a Doctoral Advisory Committee* to approve the student's program and set the student's Candidacy Examination
- Complete residency
- Take the Candidacy Examination*
- Choose a dissertation adviser and dissertation committee
- Develop a proposal for the dissertation
- Research/write the dissertation*
- Defend the dissertation (Final Oral Examination)
- Graduate*

The student's assigned adviser will help the student plan a program of coursework. Later, the adviser will assist with the development of the dissertation (see "Doctoral Committees" below). The student might begin with one adviser for coursework and change advisers for the dissertation research project. In fact, the student should not assume that the adviser for the Candidacy Examination would be the dissertation adviser. It is important that the dissertation adviser's research interests are compatible with those of the student. As students progress through the doctoral program, they may find that their interests are changing.

Developing a Program of Coursework

In the list above, it is implied that the student develops coursework plans before beginning to take courses. Actually, the student will typically begin to take courses and develop plans as he or she learns more about the professors with whom she or he wants to study and their areas of interest. The student should check the course requirements on the Ph.D. program guide (available in 227Arps) for his or her specialty area. Contact the specialty area or section for course requirements. There may be classes and seminars outside the School of Teaching and Learning or the College of Education that the student might want to take. Students are encouraged to talk with other students and faculty who may be able to recommend exceptional teachers and courses.

Evaluation of Satisfactory Progress

The Graduate Studies Committee sets the standards for reasonable progress. The following provides a framework for faculty and students when considering whether a graduate student is making satisfactory progress toward the completion of his or her degree.

Academic progress is first reviewed by the adviser. An adviser who feels that a student is not making satisfactory progress toward a degree should inform the Graduate Studies Committee of lack of progress and request a formal review by the Graduate Studies Committee. In addition, the Graduate Studies Committee will contact a student's adviser upon receipt of a Warning Letter from the Graduate School. If in consultation with the adviser the Graduate Studies Committee deems such a meeting is necessary, a formal review of the student's progress will be held. The student will be informed in a letter from the Graduate Studies Committee that a review is being conducted. This is the first step toward dismissal, therefore the committee, in cooperation with the student's adviser, will meet to conduct a review that will include:

- Evaluation of the student's rate of progress toward achieving a graduate degree;
- Assessment of the student's strengths and weaknesses in terms of possible successful completion of the program; and
- The determination of the student's status in the program as satisfactory or unsatisfactory.

Following this review:

- If progress is considered satisfactory, the student will be informed of this decision in a letter from the Graduate Studies Committee.
- If progress is considered unsatisfactory, the student will be informed of this decision in a letter from the Graduate Studies Committee, and the adviser and student will develop a written plan of action to govern the student's continuation in the program. This written plan will be signed by the student, his or her adviser, and the Graduate Studies Chair.

Following two quarters of enrollment, a second review of progress will be held by the Graduate Studies Committee and the student's adviser.

- If progress is considered satisfactory, the student will be informed of the satisfactory review in a letter from the Graduate Studies Committee.
- If progress is considered unsatisfactory, the student will be referred to the Graduate School for dismissal by the Graduate Studies Committee. The student will be informed of this decision in a letter from the Graduate Studies Committee.

Master of Arts programs typically take one to two years of full-time study. Doctoral programs typically take between three and six years of full-time study.

A doctoral student may demonstrate progress toward degree completion in a number of ways, including:

- Calling an Advisory Committee meeting following completion of between 45 and 60 hours of graduate credit;

- Completing Candidacy Examinations; and
- Developing an accepted proposal within two quarters of completing the Candidacy Examination.

A doctoral student may demonstrate lack of progress toward degree completion in a number of ways, including:

- Excessive, repeated (i.e., a total of three in three successive quarters), or overdue (i.e., more than one year without completion) incompletes;
- Failure to maintain a minimum 3.0 Grade Point Average;
- Failure to complete all degree requirements within the five-year time limit following completion of the Candidacy Examination;
- Unsatisfactory completion of the Candidacy Examination; or
- Unsatisfactory dissertation progress, for post-candidacy students, as evaluated by the adviser and committee members (e.g., five-year rule).

Doctoral Committees

Each doctoral student will have two doctoral committees: an Advisory Committee and a Dissertation Committee. These committees may consist of significantly different membership. The Advisory Committee represents the primary and secondary areas of expertise the doctoral student is developing and conducts the Candidacy Examination. The Dissertation Committee assists the student with a specific research project for the dissertation.

During the first two quarters of enrollment in a doctoral program, the student should consult with the adviser about which areas of expertise the student wants to develop. The student should take a class or two from other faculty members in each of these areas. After taking some classes and talking with other faculty members, the student can begin to put together the Advisory Committee by asking individual faculty members if they are willing to serve.

Doctoral students must have four faculty members on their Advisory Committee. The student's adviser must hold the Graduate Faculty Category P status, as must the other faculty members on the doctoral committee (unless they hold Category M status and receive the approval of the Graduate Studies Committee to serve on the student's committee). Additionally, if the student's adviser holds a joint appointment with the primary source of support outside the School of Teaching and Learning, the student must request permission from the Graduate Studies Committee for this person to serve as adviser. A faculty member who holds Category M status may serve as the student's co-adviser with a faculty adviser who holds Category P status.

The student, in consultation with the Doctoral Committee, will develop a program of study that reflects the student's research and career interests. Usually within the first year of the student's study, the members of the student's Advisory Committee should approve a coursework plan. The student will consult with the members of the Advisory Committee individually during the process of developing the program plan; however, the plan is finalized in a meeting of the entire committee and the student. During this meeting, the student presents a vita (professional experience) and discusses educational goals and career plans with the Committee. At this

meeting, the “Specifications for the Ph.D. Program” form is completed by the student and signed by each of the Committee members. The finalized list of courses is attached to the form and filed with the Office of Academic Services (227 Arps Hall), with copies to all the Committee members. At the conclusion of the coursework, the student will take the Candidacy Examination.

Residency Requirement

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

Candidacy Examination

The Candidacy Examination marks the passage of a doctoral student to doctoral candidacy. There are two parts to the exam: a written portion and an oral portion. This exam covers the areas of expertise the student has developed during the coursework, and it also can include the opportunity to begin development of the student's dissertation proposal. Each member of the Advisory Committee contributes a question or questions. The time for each question depends on whether the area is a primary one or a secondary one. The student can negotiate with the adviser as to which questions will occur on which days. The two-hour oral portion follows the written portion and often focuses on clarifying the student's ideas from the written portion.

In order to take the exam, the student must file the “Doctoral Notification of Candidacy Examination” form with the Office of Academic Services (227 Arps Hall) and the Graduate School at least 2 weeks prior to the exam. Any student who plans to pick up each day’s questions in 227 Arps also must submit a “Doctoral Candidacy Exam Schedule.” The student must be enrolled for at least three credit hours during the quarter in which the student takes the (oral) candidacy examination. For further information on the Candidacy Examination, please see the *Graduate School Handbook*. Each portion of the completed written examination should be filed with the Office of Academic Services immediately after it is written.

The Written Examination

The format of the written examination may be specified by the section or specialty area or developed in conjunction with the student's Advisory Committee. Some typical formats for the written portion are (a) three (or four) hours of writing on each of four (or three) days on questions developed by the Advisory Committee; (b) a take-home examination for a specified period of time; or (c) a series of three or four research papers on the student's areas of expertise (one of which may be a forerunner of a dissertation proposal). The papers may or may not include interim reactions by committee members prior to formal submission as a part of the examination. Various combinations of the above formats are also typical.

Several months before the Candidacy Examination, the student should talk with each member of the Advisory Committee to agree on the areas that will be covered on the examination and with the Advisory Committee as a whole to agree on the format of the examination. A student

may consider taking an independent study with one or more committee members for directed reading and preparation for the examination.

Taking Exams on a Computer

If the student wants to take the written portion of the general examination on a computer, the student should arrange with the adviser how, when, and where it is to be done. The student's adviser is responsible for initializing the disk and arranging for a computer to ensure access to appropriate information and prevention of academic misconduct.

Oral Examination

While the specialty area and the student's committee have considerable flexibility in written examination formats, the Graduate School has strict rules for the Oral Examination (see the *Graduate School Handbook*). It is the student's responsibility in conjunction with the adviser to arrange a time and a room for the oral examination. The student is responsible for delivering a copy of the written examination questions and answers to the Graduate Faculty Representative at least seven days prior to the oral examination. All committee members, with the Graduate Faculty Representative voting, must vote favorably on the Candidacy Examination in order for it to be considered a "pass."

Receiving a Master of Arts Degree Based on Successful Completion of the Candidacy Exam

Doctoral students who did not complete a master's degree prior to admission to the Ph.D. program may receive a Master of Arts degree upon successful completion of the candidacy examination if the faculty adviser approves it.

Doctoral students who did complete a master's degree prior to admission to the Ph.D. program may receive a second master's degree upon successful completion of the candidacy examination if they meet the following criteria:

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

Dissertation Committee and Proposal

After passing the Candidacy Examination, a doctoral student is admitted to doctoral candidacy and has five years to complete the dissertation. At this point the student, in consultation with the faculty adviser, establishes a Dissertation Committee, which consists of three faculty members from the Columbus or regional campuses, all of whom should hold category P status. Faculty with Category M status may serve on the Committee with the approval of the Graduate Studies Committee. The members of this committee may or may not have served on the student's Advisory Committee. For example, students may choose committee members with complementary expertise to ensure that the research project is well constructed and implemented.

The student may wish to change advisers as well, in order to work with the person who can best assist with the dissertation research project (See “Advisers” above).

Doctoral Dissertation

A dissertation involves, among other things, an extensive review of the literature in a particular area (so the student knows how his/her work fits into the existing research), a research proposal which is developed with the assistance of the adviser and dissertation committee, usually a process of data collection, and an extensive analysis of data, all typed into a document that meets the layout standards of the Graduate School.

The dissertation process involves several phases. It begins with the development of a proposal, which will help the student to conceptualize and plan the research project. The student should seek direction for structuring a proposal from his/her adviser. Some students develop their proposal as a part of the Candidacy Examination, but this may not be the best way for everyone. Once the student has developed the proposal, it will be reviewed by the dissertation committee in a formal session. When the proposal has been approved, the student should submit a signed “Title of Research Proposal” form and a copy of the proposal to the Office of Academic Services (227 Arps Hall).

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

As the student writes the dissertation, it is important to become familiar with the layout required by the Graduate School (or hire a typist who knows these standards well). The Guidelines for Preparing and Submitting Theses, Dissertations, and DMA Documents is included as a section in the student's *Graduate School Handbook*, which is available in the Graduate School or in the Office of Academic Services (227 Arps Hall).

The dissertation is a major commitment of time and energy and may take multiple years to develop and write. The members of the student's committee and even other graduate students can provide support and recommendations for strategies to break the dissertation process into manageable phases. In addition, there is a counseling group at the OSU Counseling and Consultation Services (4th floor, Ohio Union, 614-292-5766) for students who are “ABD” (“all but dissertation”). If a student is having trouble working on the dissertation, this group might help.

Final Oral Examination

It is the student's responsibility in conjunction with the faculty adviser to arrange a time and a room for the oral examination. Three or four weeks before the final oral examination, the student should give a complete copy of the dissertation to each committee member for approval. Two weeks before the Final Oral Examination, the candidate must submit a “Doctoral Draft Approval/Notification of Final Oral Examination” form and the draft of the dissertation to the

Graduate School for format check. At least one week before the final oral, the candidate must deliver a draft of the dissertation to the Graduate Faculty Representative. The Graduate School staff will check the formatting and make a list of the things to be changed in order to meet formatting requirements. When the final manuscript is submitted, they will check that all the changes on the list have been made. Checking on the format **before** the required two-week deadline may save many headaches during the student's last days at OSU.

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

Graduation Requirements

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

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

1. Pass the Candidacy Examination.
2. Complete a minimum of 135 graduate credit hours (including credit for dissertation research) beyond the baccalaureate degree or 90 graduate credit hours beyond the master's degree.
3. Complete the following residence requirements after the master's degree or the first 45 hours of graduate credit have been earned:
 - a. a minimum of 45 graduate credit hours taken at OSU
 - b. a minimum of three out of four consecutive quarters with a minimum of 10 graduate credit hours per quarter at OSU
 - c. a minimum of twenty (20) graduate credit hours over a period of at least two quarters after admission to candidacy.
4. Submit a dissertation prospectus approved by the advisory committee in formal session to the Office of Academic Services (227 Arps Hall) no later than the second quarter after admission to candidacy.
5. Register for at least three credit hours during the quarters in which the Candidacy and the Final Oral Examinations are taken and during the quarter of graduation.
6. Submit a dissertation draft approved by the Dissertation Committee and the Draft Approval form to the Graduate School at least two weeks before the date of the Final Oral Examination.

7. Pass a Final Oral Examination on the dissertation and on the immediate field of investigation.
8. Submit the approved dissertation, abstract, and Final Approval form to the Graduate School no later than one week prior to commencement.
9. Complete all degree requirements within five (5) years after being admitted to candidacy.
10. Maintain a graduate GPA of 3.0.

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

GENERAL INFORMATION

Multicultural and Foundations Course Requirements

Students should consult a description of their program to determine the Multicultural and Foundations course requirements and discuss options with their faculty advisers. Complete lists of courses meeting the multicultural and foundations requirements are available in the Office of Academic Services (227 Arps Hall) or on the Web at www.coe.ohio-state.edu/edtl.

End-of-Quarter Graduation

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

Petitions

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

Appeals

The School of Teaching and Learning has an appeals process to help students resolve difficult problems. Appeals are appropriate, for example, for admission decisions, perceived mistreatment, grading practices or internship problems. Students should attempt to settle their problems through discussions with persons closely connected to the problem before seeking appeal. A student should first contact the instructor or adviser involved. If the problem is not resolved, the student should contact the Head of the Section in which the problem occurred. If the problem remains, the student may contact the Director of the School. Finally, the School of Teaching and Learning has an Appeals Committee to assist in a formal appeal where the appeal does not fall under the jurisdiction of other committees. Appeals must be submitted to the Director of the School in writing, presenting the student's case and the steps taken to resolve the issue. The decision of the Appeals Committee is final.

STUDENT LIFE AT THE OHIO STATE UNIVERSITY

This section of the Graduate Studies Handbook is provided as helpful information and advice for graduate students and is written by and for graduate students. Faculty or students who have suggestions for changes or additions are encouraged to submit them to the Graduate Studies Chair in writing or by e-mail.

Participating in Campus and Community Life

Make the most of your graduate program at OSU. You have to assume major responsibility for the type of educational experience you will receive from this institution. You can take classes, turn in papers, pass the exams, do the minimum, and graduate. Or, you can significantly enhance your experience by participating in various student activities and organizations. Student information and resources can be found on the Web at www.osu.edu/student/camplife.html

Student Government

The Student Leadership Council (SLC) is a great avenue for students to network with other graduate students pursuing degrees in the three Schools within the College of Education, while at the same time gaining leadership experience. This coalition of student organizations is a forum where graduate and undergraduate students discuss issues relevant to the College and to the University at large with each other and with College and university administration. Students provide important feedback to the faculty and administration and initiate, organize, and promote activities and events that enrich the experiences of all students in the College. Meetings are held once a month. For further information contact the SLC in 110 Arps Hall, (614-688-5644) or slc@osu.edu.

Are you interested in working with other graduate students? The Council of Graduate Students may be a place for you. Call the Council at 614-292-4380 or contact the Graduate Studies Committee Chair in T&L or the SLC to find out how to be a part of this University-wide organization.

Broadening Your Horizons

Participate in our international community. Have you always been interested in another country? The Office of International Education (OIE), 614-292-6101 or www.oie.ohio-state.edu can connect you with a student from your country of interest. Spend some time with this person, and you can have as close to a firsthand experience with another culture as is possible without traveling. Also, the Council of Graduate Students (CGS) International Students Concerns Committee has the goal of helping to forge a more accepting and diverse community at The Ohio State University; contact them at 614-292-4380 for more information.

Check your degree program for latitude with regard to coursework. A Women's Studies or Black Studies course might be substituted for some of your requirements. Are you interested in writing children's literature? The Creative Writing program in the English Department offers a one-hour course on creative writing. Remember, once you've paid for 10 hours in a quarter you can take

extra hours without adding to your tuition bill. Get outside your department once in a while to see what else is going on at OSU.

Recreation

www.osu.edu/student/camplife.html

There are many special events at OSU, and many events are inexpensive or free. The School of Teaching and Learning occasionally has visiting scholars who lecture, as do most of the departments on campus. Sometimes there are special conferences offered by departments. The theater department produces many plays. Check out the music department for information about student recitals or OSU orchestra performances and the Dance Department (one of the best in the country) for information on student dance performances. The Wexner Center and Mershon Auditorium have brought in some of the most interesting performers around, and you can generally get student tickets at a reduced rate. There are art galleries at Wexner Center and at Hopkins Hall. The English department offers readings of poetry and fiction, and its annual Medieval and Renaissance Festival is great fun.

Do you play chess? Scrabble? Are you passionately political? Want to save the environment? There are clubs for each of these interests. Contact the Ohio Union (614-292-7924) to see what clubs and groups are available.

Can't afford the fitness club? Check out Larkins Hall, OSU's state-of-the-art recreational and fitness facilities. General access to Larkins offerings is included in student tuition, so take advantage of the number of recreational and credit courses designed to enhance your physical and mental health. More information regarding sports and recreation can be found on the Web at www.ohiostaterecsports.org (general recreation) and www.osu.edu/student/sports/recfac.html (sport-specific information).

There are also programs available for children. Call the Art Department for their summer program and the Dance Department for weekend dance classes. Check out Larkins Hall for swimming lessons. The Frank W. Hale Black Cultural Center (614-292-0074) also offers summer programs for children. If you get the chance to step off campus, you can enjoy some of the embracing programming from the Department of African-American and African Studies extension center located at 905 Mount Vernon Avenue (614-253-4620). Also, do not forget the Martin Luther King Arts Complex, close to the extension center at 867 Mount Vernon Avenue, 614-645-5464.

Is there something you've always wanted to try, but haven't? As a graduate student, you can take undergraduate courses even though they won't apply to your degree or affect your graduate Grade Point Average. Perhaps try a basic fencing course or beginning ballet. Read the OSU Course Catalog, available from the Graduate School, 247 University Hall, or the Office of Academic Services, 227 Arps Hall, for the many possibilities.

Conferences

As an extension of your academic experiences, you can participate in the numerous campus-wide or college-wide, student-led conferences. Prominent among the campus-wide conferences is the Student Research Forum sponsored by the Council of Graduate Students. This conference is normally held during Spring quarter. For further information, contact the Council of Graduate Students at 614-292-4380. Mathematics, Science, and Technology Educators and Researchers (MSaTERs) also hosts a student-led conference every spring quarter. This conference provides an avenue for students and faculty to present their work in a comfortable, friendly environment. Contact the coordinator of the MSAT program about the current organizer of this conference. The Graduate Student Symposium and Diversity Conference sponsored by the Office of Diversity and Outreach and the School of Teaching and Learning is held annually during the Spring quarter. For further information contact the Office of Diversity and Outreach at 614-292-1936. You can get more information on other student-led conferences by contacting the various Schools and departments in the College and University.

The Program in Drama, Language Arts, Literature, and Reading sponsors The Children's Literature Conference annually. This conference features prominent authors and illustrators of children's books. Usually held in late January or early February, the conference also offers concurrent sessions focused on children's literature in the classroom, as well as programs of interest to librarians and researchers. Doctoral students whose dissertation research or program of study is relevant to the conference focus are invited to make presentations or to participate in the conference in other ways. Other full-time students enrolled during Winter Quarter can take advantage of the low student registration fee. Students may volunteer to help with registration or other work during the Conference in return for registration fee waiver. For further information, call 614-292-0711.

The Ohio Drama Education Exchange conference provides teachers with opportunities to exchange ideas about the uses of drama in the classroom with teaching colleagues, university faculty, and graduate students. This is a regional conference, usually held in June. The conference is held at Ohio State every third year with other conferences held in Michigan and Pennsylvania and hosted by the Michigan Drama Education Exchange and the Pennsylvania Drama Education Exchange. The conference features prominent experts in the field of drama education and offers practical workshops for teachers. There are opportunities for graduate students to present and assist in the running of the conference.

Transportation

www.osu.edu/student/getar.html

Remember you paid for Central Ohio Transit Authority (COTA); make use of it. Do not limit yourself to OSU - explore! All you need to do is show your BUCK ID and you can ride COTA all over Columbus. No coins. No fares. No hassles. For information, contact COTA at 614-224-2682 or online at www.cota.com.

Housing

www.osuhousing.com/otherhome/gradhouse.html

Several different types of housing are available on-campus for graduate and professional students, including Jones Graduate Tower, Non-Traditional Apartment Housing, and Buckeye Village Student Family Housing. Jones Tower and the non-traditional apartments are available for single graduate students. The apartments at Buckeye Village are reserved for married students, or students with families. For further information regarding Jones Tower and Non-Traditional Housing, contact the Office of Housing Assignments at 614-292-8266. For information on Buckeye Village, contact the Buckeye Village Office at 614-292-6561.

Off-campus housing or housing that is not controlled by the University is also a possibility. Off-Campus and Commuter Student Services, (614-292-0100), at 104 E. 15th Avenue, provides lists of apartments, rooms, and houses available. This office also maintains the “landlord library,” a rating of landlords/rental agencies based on survey responses from student tenants. The survey, conducted by the Undergraduate Student Government, addresses issues such as cleanliness, promptness with repairs, emergency services, and general upkeep. The OSU student newspaper, *The Lantern*, also offers classified listings of apartments. Keep in mind that the apartments near campus are in high demand and rent very quickly.

Several large property management companies also publish listings of many apartments around campus, often in the high-occupancy areas of the campus (east of campus, for example). These companies often promise far more than they actually give especially when it comes to service such as maintenance. Some are notorious for keeping students' deposits at the end of the year. On the other hand, these companies own many properties, and sometimes you can find a relatively inexpensive place to live through them.

One of the best hunting strategies is to walk around in the neighborhood where you would like to live and look for “For Rent” signs in windows and on lawns. If the sign is still up, the chances are that the place has not yet been rented. Just north of campus is one place to look. As you move north from Lane Ave on High Street, Neil Avenue, and Indianola, the neighborhoods become more of a mix of permanent families and students instead of all students. Off Olentangy River Road, near Buckeye Village, there is a large complex of apartments.

Finally, consult other students in your program. They will be able to advise you as to which parts of the city are safe, convenient, and affordable, and they may even know someone who is either looking for a roommate or going to be moving soon. You could get some leads on a great place well in advance of its advertisement. For information about housing on a regional campus, contact the admissions office on that campus.

International Students

www.oie.ohio-state.edu

There is an excellent handbook for international students available in the Office of International Education, 614-292-6101 (Oxley Hall, 1712 Neil Avenue). The Office of International Education offers information and advising to international students in a number of areas: immigration regulations and concerns; nationality clubs; taxes; career development; international families; consulates; and health information; and academic resources.

Transportation & Parking Services

www.tp.ohio-state.edu

160 Bevis Hall, 1080 Carmack Road, Columbus, Ohio 43210
614-292-9341; 1-877-OSU-PARK (Toll Free)

With a campus this size, parking is always a problem. The division of Transportation and Parking Services (614-292-9341) has a helpful pamphlet on all the parking rules and regulations and the types of parking permits available. Unless there is a performance at Weigel Hall or Mershon Auditorium, there is usually parking available on a pay-to-park basis in the Ohio Union Parking Garage. Be careful about parking on some of the streets near campus because these often require permits, which restrict on-street parking to those who live there. Avoid the urge to park illegally, either in private parking lots or on the street, no matter how rushed you are. The University area is patrolled frequently by police officers and tow trucks. In general, parking requires that you plan ahead. Anticipate that even if you have a permit, it may take you a while to find a space and you may have to walk some distance to class. Allow yourself time.

Vehicles parked on The Ohio State University Columbus Campus must purchase and display a parking permit annually, unless the vehicle is parked in a pay facility (i.e. garage pay lot, or metered parking space.) The parking permit indicates that the required fees have been paid for use of the facilities. Applications to purchase a parking permit may be obtained from either Bevis Hall or T&P Express, from our web site, or by mail.

Transportation & Parking Services also runs the Campus Area Bus Service (CABS). CABS operates 24 hours a day, seven days a week, but service is reduced during Summer Quarter, Quarter Breaks, and University Holidays. No pass or I.D. is required to ride. Look for CABS schedules in 160 Bevis Hall, T&P Express, on CABS buses, in all dorms, and at the Ohio and Drake Unions.

For more information about parking permits, campus buses, or additional services that we provide, please contact us by phone at 292-9341 or visit our website at: www.tp.ohio-state.edu.

Office of Research Risks Protection (ORRP) Research Involving Human Subjects

The Ohio State University has established Institutional Review Boards (IRBs) to review research activities involving living individuals about whom an investigator (whether professional or student) obtains (a) data through intervention or interaction with the individual and/or (b) identifiable private information (e.g. from private records or tissue specimens). Research cannot begin until IRB approval has been granted or the Office of Research Risks Protection has determined that an activity is exempt from IRB review.

An education module, Responsible Conduct of Research: Protecting Human Subjects Involved in Research at OSU, is available at www.orrp.ohio-state.edu/educ_intro.html. Application forms are available on the Internet at www.orrp.ohio-state.edu. Information about the review process may be obtained from Jane Kelsey, Office of Research Risks Protection, at 292-6950 or kelsey.18@osu.edu.

Travel Funds

If you are presenting at a conference, you may be eligible for travel funds, although these funds are limited and may not be available every quarter. Contact the Head of the section in which you are enrolled or the Administrative Associate of the School for information.

The Council of Graduate Students administers a Professional Development Fund Program in an effort to encourage and enable graduate students across the University to participate in professional conferences in their respective fields and in the broader academic community. The CGS Professional Development Fund (PDF) will reimburse or partially reimburse the expenses incurred by graduate students during travel to conferences and meetings to present original research. Contact the Council of Graduate Students Professional Development Fund Committee (208 Ohio Union, 1739 N. High Street, 614-292-4380) for more information.

Violations of Students' Rights

You have a number of different resources if you feel someone has violated your rights. In the case of violent crime on campus, contact the OSU police. There are also some victims' services in Columbus that can serve as your advocate as you deal with the aftermath of a violent crime (e.g., sexual assault, mugging, abuse, and accidents). Call First Link (614-221-2255) to get referrals for victim services, treatment, or counseling. If you do not feel able to make this phone call, ask a friend, relative, fellow student, teacher, counselor, minister, or rabbi to help you so you can get the support you need.

All students should be aware of OSU policies on discrimination and sexual harassment. If you feel you have been a victim of sexual harassment or discrimination, consult www.osu.edu/units/ir/sgss/policies.htm for information and help.

If you feel you have been treated unfairly by someone in the University and you don't feel comfortable discussing the situation with your advisor, the Graduate Studies Committee Chair,

Section Head, or the Director of the School, contact the OSU Student Advocacy Center in 205 Ohio Union, at 614-292-1111, or www.osu.edu/units/stuaff/stuad. This office assists students in answering difficult questions, solving problems, and finding solutions to complicated situations. They can give you information about University policies, procedures and guidelines, and refer you to other appropriate offices and services for assistance.

The Office of Student Judicial Affairs, 2050 Drake Union, 614-292-0748, is the campus body charged with adjudication of all non-academic offenses. The Office of Student Judicial Affairs works as an advocate for students to promote university community standards through fair and reasonable application of the Code of Student Conduct. The office serves as an information source on student discipline, judicial hearings, appeals, grievance procedures, and academic misconduct concerns. The Office also holds a series of educational workshops throughout the year on topics such as Anger and Aggression Management, Responsible Decision Making, and Valuing and Appreciating Diversity.

Troubleshooting

This section lists the places to begin in solving problems. “GSC” is the Graduate Studies Committee of the School of Teaching and Learning and “OAS” is the Office of Academic Services (227 Arps Hall).

Problem

Where to Begin

- | | |
|---|---|
| <ul style="list-style-type: none"> • Alternative Exams | <p>Submit application to OAS with “Application to Graduate”</p> |
| <ul style="list-style-type: none"> • Change advisers | <p>Contact new adviser, then fill out “Change of Adviser” forms (OAS)</p> |
| <ul style="list-style-type: none"> • Apply graduate non-degree hours to degree | <p>Contact OAS</p> |
| <ul style="list-style-type: none"> • Change Graduate School requirement | <p>Contact adviser, GSC, and the Graduate School</p> |
| <ul style="list-style-type: none"> • Change departmental requirement | <p>Contact adviser and GSC</p> |
| <ul style="list-style-type: none"> • Count courses in Master’s program after 6 years | <p>Contact adviser and write letter of request to GSC</p> |
| <ul style="list-style-type: none"> • Drop/add class after deadline | <p>Fill out form (OAS) and submit to Graduate School</p> |

Troubleshooting, continued

- Drop/add class on time Faculty/Academic Adviser (OAS)
- Harassment Contact Student Advocacy Center, Section Head, Director of Teaching and Learning Appeals Committee
- Mistake in your record Start with OAS
- Permission to enroll in class Contact Instructor (permission slip available in OAS)
- Program information Contact program area or OAS
- Take classes after 2-year absence Contact OAS
- Take exams on word processor Adviser notifies OAS
- Transfer hours from other School Contact OAS
- Transfer from another degree program Contact OAS

RESOURCES

This section will alert you to the existence of services; however, since these services are covered in other sources (see “Information about the University” below), the services are discussed only briefly here.

Ethics and Graduate Studies

The Ohio State University has a Code of Student Conduct that students are responsible for knowing and following. This document includes important information on student conduct including information on plagiarism. A *Synopsis of the Code of Student Conduct* can be found in the *Master Schedule of Classes*, which is published quarterly and is available on the OSU website. In addition, students can find information in the OSU Student Directory, which is available at the OSU Bookstore. The Code of Student Conduct is published yearly in the *OSU Student Handbook*.

Campus Resources

- African American Student Services 614-292-6584
(www.osu.edu/units/stuaff/african.htm)
- Asian American Student Services 614-292-0625
(www.osu.edu/units/stuaff/asian.htm)
- Campus Ministry Association 614-294-6333
- Counseling and Consultation Service 614-292-5760
(www.ccs.ohio-state.edu)
- Disability Services 614-292-3307
(www.ods.ohio-state.edu)
- Gay, Lesbian, and Bisexual Student Services 614-292-6200
(www.osu.edu/units/Ofglbs/)
- Hispanic Student Services 614-292-2917
- Native American Student Services 614-292-7521
- Office of International Education (OIE) 614-292-6101
(www.oie.ohio-state.edu)
- Off-Campus & Commuter Student Services 614-292-0100
- Rape Education and Prevention Program 614-292-0479
(www.osu.edu/units/ir/sgss/repppage.htm)
- Sexual Harassment Policy (Office of Human Resources) 614-292-2800
- Student Advocacy Center 614-292-1111
(www.osu.edu/units/stuaff/stuadv)
- Student Health Center 614-292-2112
(www.shc.ohio-state.edu/)
- Student Resources Guide On-Line (www.osu.edu/student/resources/index.html)
- Women' s Student Services 614-292-8473
(www.osu.edu/units/ir/sgss/wsspage.htm)

Career and Placement Services

www.coe.ohio-state.edu/placement/default.html

For career information, contact the College of Education's Career & Placement Services, 110 Arps Hall, 614-292-2741. They provide information on job openings, career counseling, workshops, and a place to register your credentials. Most Colleges at OSU have their own career services office. For general career counseling services, you may also contact *Career Connection* at 614-688-3898, Younkin Success Center, Second Floor, 1640 Neil Avenue.

Child Care

www.ohr.ohio-state.edu/child/childcar.htm

- Action for Children (614-224-0222) is a Columbus referral service for childcare that will refer you to Columbus resources, including people who care for children in their own homes.
- OSU Child Care Center—On the Columbus Campus the center is located at 725 Ackerman Road, Columbus, OH 43202 (614-292-4453).
- The Sophie Rogers Laboratory for Child & Family Studies is operated by the Department of Human Development and Family Science located at Campbell Hall, Columbus Campus (614-292-1187).

Computer Access

www.oit.ohio-state.edu/scs.html

Check the OSU phone book or the Office of Information Technology's website for the locations, phone numbers, hours, and available software of the public computing sites located on campus. You must have a current OSU ID to use the sites. One of these sites is conveniently located in 210 Ramseyer Hall.

- The Office of Information Technology provides centralized computing on an enterprise server that is partitioned to serve the needs of the learning and research environments, as well as OSU administrative computing. Faculty and graduate students can arrange for an account by visiting OIT Customer Services in 512 Baker Systems.
- To activate your e-mail account, go to OIT Customer Services in 512 Baker Systems or call 614-688-4357.
- Computer labs for College of Education students and faculty are available in various locations in Ramseyer Hall. For information about these sites, contact the Office of Technology Services in 020 Ramseyer Hall at 614-292-5183 (eduhelp@osu.edu).

Council of Graduate Students

The Council of Graduate Students, a body of the University that draws representatives from as many departments as possible, is the place to take graduate students' concerns and issues. They also offer a "Quick Reference Guide to The Ohio State University", available by calling 614-292-4380. You also might inquire about procedures for representing the School on the Council.

Counseling

www.ccs.ohio-state.edu/

OSU's Counseling and Consultation Service offers individual and group counseling; among the services provided for free to OSU students is a group for doctoral students who are "ABD" (all but dissertation) and suicide prevention services (614-221-5445; also see the Ohio Coalition for Suicide Prevention at www.ocsp.org). They offer services to support OSU parents, services to students of color, career counseling, group workshops, psychotherapy and psychiatric services. They are located on floor of the Younkin Success Center, 1640 Neil Avenue at 614-292-5766.

Eisenhower National Clearinghouse for Mathematics and Science Education (ENC)

ENC has a rich collection of math and science curriculum resources for teachers in K-12 classrooms as well as for students, researchers, curriculum developers, and graduate students. You can visit ENC in person at 1929 Kenny Road or via the Web site at www.enc.org. For more information call 614-292-7784.

ERIC Clearinghouse for Science, Mathematics, and Environmental Education (ERIC/CSMEE)

The ERIC Clearinghouse for Science, Mathematics, and Environmental Education is part of a federally funded information network of 16 clearinghouses. Its focus is on teaching, learning, research, and scholarship in science, mathematics, and environmental education. ERIC/CSMEE is located at 1929 Kenny Road on West Campus. Stop by, and check the Web site (www.ericse.org) or call 614-292-6717 for more information. A great resource for integrating teaching and learning!

Information about the University

www.osu.edu

Information regarding general University procedures, deadlines, events and more can be located in a number of different places and publications. See the Graduate Student Handbook, the Course Offerings Bulletin, and the OSU Student Phone book to get started. Call the Office of Academic Services (227 Arps Hall, 614-292-2332), or the Graduate School (614-292-6031) for additional resources.

Libraries

www.lib.ohio-state.edu

The Education, Human Ecology, Psychology and Social Work Library (EHS Library) is located in Sullivant Hall, 614-292-2075. The Main Library is located at 1858 Neil Avenue on the west end of the Oval; the information number is 614-292-6154. The Reference Desk is available at 614-292-6175.

OSU Libraries use a computer system called OSCAR instead of card catalogues. This system connects the Main Library and all branches, in addition to the State Library downtown. Through OSCAR, you can instantly tell if a book has been checked out, saving you a trip into the stacks. You can also use OSCAR to renew books, to check out books, and to have them sent to a campus address. There are pamphlets that explain how to use the computer system scattered around the Library computer terminals, and the library staff is also very helpful. Contact the Main Library for information about OSCAR workshops and other workshops on databases and search strategies.

Martha L. King Language and Literacy Center

The MLK Language and Literacy Center, located in 200 Ramseyer (614-292-0711), offers a variety of opportunities and services for graduate students in the College of Education:

- **Brown Bag Luncheons.** These are presented once a month. They offer faculty and students a chance to present and to hear current research.
- **Educational Reports.** This refereed occasional paper series is published by the MLK Center and presents the ongoing research of faculty and graduate students. The publication also provides a mentoring experience for doctoral students in writing and publishing research and introduces them to the refereeing process. Members of the College of Education graduate faculty nominate graduate students to serve on the 10-15 member review board. The review board chairpersons are the two research assistants on the Center staff. The review board follows the same policies and procedures for submitting and reviewing articles that have been established by traditional refereed journals.
- **Literacy Connections.** This is a professional organization for Central Ohio educators. It holds meetings twice a year but also creates displays in the MLK Center that reflect ongoing inquiry into literacy.
- **Drama Matters.** This referred journal is published with the support of the School of Teaching and Learning and the Ohio Drama Education Exchange. The journal is usually published at the time of the annual O.D.E.E. conference. The journal's intent is to provide a forum for discussion of the theory and practice of Drama and Theatre in Education. The journal's readership includes students, teachers, Drama/Theatre practitioners, and academics from a variety of fields. Submissions by graduate students and teachers are invited.

Mathematics Materials Collection

The Mathematics, Science and Technology Education (MSaT) Program in the School of Teaching and Learning holds an extensive collection of resource materials for teaching mathematics in grades K-12. Included in the collection are school textbooks and other print materials, graphing calculators, videotapes, and manipulatives of all sorts. Many of these materials are kept in Room 269A and may be available to students and faculty for use in classes, fieldwork, or in-service workshops. For assistance in obtaining a particular item, contact Pat Magee, the MSaT Laboratory Manager who has responsibility for these materials, at 614-688-3954 or magee.2@osu.edu.

Photocopying

Instead of paying ten cents per copy in the library, you may want to purchase a Cop-Ez card at any of the Cop-Ez locations on campus, the first floor of the EHS Library in Sullivant Hall, in the Main Library. This card allows you to use the machines in the libraries at a discount. You are responsible for staying within copyright laws.

Office of Information Technology

Statistical Consultation

www.oit.ohio-state.edu/

OIT provides Academic Statistical Consultation that includes the OS/390 operating system, TSO and WYLBUR interfaces, full-screen editors, Top Secret security, and numerical and statistical processing and programming using SAS, SPSS, and FORTRAN. For assistance, visit 512 Baker Systems Engineering Building from 9 am to 5 pm Monday through Friday or send e-mail to shelp@osu.edu or call 688-HELP. For information on all OIT services related to using technologies on campus, visit OIT's Web site and/or pick up the printed quarterly OIT Guide to Services, available in all Student Computer Centers and OIT customer service areas.

Science Center

Numerous materials (e.g., sample lab experiments, equipment, videos) and abundant information on mathematics and science education (text books, informational books, pamphlets, etc.) may be available through the Mathematics, Science and Technology Education (MSaT) Laboratory as well as the MSaT Resource Center or Library, all located on the second floor west wing of Arps Hall. Contact Pat Magee, the MSaT Laboratory Manager, 278 Arps Hall (614-688-3954) or magee.2@osu.edu for information on library hours and sign-out procedures. (Additional material may be available through the Edgar Dale Center in Ramseyer Hall.)

Center for the Study & Teaching of Writing

www.cstw.ohio-state.edu

The Center for the Study and Teaching of Writing (CSTW) is an academic support center within the College of Humanities. CSTW is prepared to help students, staff, faculty, business, industry and the public at large with any writing issues. The three teams that make up CSTW are the

General Education/Writing Across the Curriculum, focusing on incorporating writing into the GEC courses as well as any course university wide; The Outreach Team, providing support for writing needs in the community and schools across Ohio; and The OSU Writing Center, providing tutoring for OSU students at the undergraduate and graduate level as well as to the public as requested. Call 614-688-5888 for further information (appointments taken at 688-4291), or visit them at 485 Mendenhall Lab, 125 South Oval Mall.

Younkin Success Center

www.osu.edu/undergraduate/academics/younkin_index.html

A short walk away from your classes, the Younkin Success Center is the newest partner that brings together campus offices geared toward facilitating and achieving success for all Ohio State students. Housed within the Center are an Academic Learning Lab, Career Connection staff, and a Counseling and Consultation Service; visit them at 1640 Neil Avenue, Columbus, OH 43210. Though equipped primarily to serve undergraduate students, the Center welcomes graduate students. Just a few of the services designed to assist in students' academic success include:

- * Free tutoring
- * Career planning tailored to the needs of each student
- * Counseling services
- * Convenient location near south residence halls
- * 80-station computer lab
- * Time management and test-taking assistance

SURVIVAL TIPS

The Ohio State University is a school of 50,000 students (44,000 on the Columbus campus), over 4,000 faculty, and more than 13,000 staff. With a university of this size, there is an impressive bureaucracy in place to get students in, through, and out of the 200 different undergraduate majors and 121 graduate fields of study offered. The advantage to a university of this size is that almost everything you could think of is available to you. OSU is a microcosmic international community—a multicultural gathering of people in a relatively small area. You will find others who share practically any professional interest or hobby you have.

With that in mind, here are some hints for getting things done:

1. Expect to get the “run around”—that is, to be referred to several offices. If you expect it, it won't be quite so stressful when it happens.
2. Call first to find out what you need to do. You may be able to get things started by explaining what you need on the phone, rather than making a special trip somewhere around campus.
3. Try to do things during non-peak hours. It's a lot easier to pay your fees by mail, but if you can't, try to pay them a couple of weeks before the quarter begins in order to avoid the lines at Lincoln Tower during the first week of classes. The same applies for parking permits.
4. Plan ahead. Parking, for example, is hopeless on football Saturdays in Autumn quarter. Don't even think about going on campus on football Saturdays unless you can walk. Get a football schedule, even if you are not a fan. Also, be aware of weeknight basketball games and possible traffic jams along Lane Avenue.
5. Save copies of letters (both those you send and those you receive), especially those pertaining to petitions you have filed. The Office of Academic Services (227 Arps Hall) has thousands of graduate student records to maintain. Ninety-nine percent of the time, papers will be filed correctly; however, once in a while, a paper will get mislaid. It will save you a lot of hassle when you get ready to graduate if you have copies of things.
6. Don't assume *anything*. It's worth checking. Does your record include the hours you transferred from another institution? Were they transferred as quarter hours? Did your non-degree hours become part of your degree? Did you get 45 relevant hours from your master's degree credited toward doctoral course requirements? Did that course substitution go through? Was the mistake in your GPA corrected? Find out while it is fresh in your memory. Get it fixed so that two years down the road, when you are ready to graduate, you won't have to reconstruct sequences that are hazy in your memory.
7. Find out people's names and positions when you are getting information about processes. Remember the names of folks who are particularly helpful and call them again when you need information. This is how you develop your network. And, most importantly, let the helpful people know how much they are appreciated.

8. Talk to other students and to your teachers. They may let you know about resources.
9. Talk with secretaries and other OSU staff. If you can't reach the person you need, staff people can often give you valuable information, such as the exact times when you can catch the person in the office. They may have enough information that you won't have to wait around or try to call back. Thank them profusely for their assistance, because working here is hard and helpful people deserve acknowledgment of their work. Keep their names in mind.
10. It may seem as though the University is a collection of 50,000-plus people who don't care about you. That's not really true, but it is easy to feel that way. Seek the support you need. Get to know the other students in your classes. Talk to your professors during their office hours. Check the "Resources" section of this handbook for offices that might provide you with support.

The purpose of the Graduate Studies Handbook is to enhance the nature of your experience at The Ohio State University. We hope that this Handbook has proven a useful resource for you, and that your experience at OSU is most satisfying. Best of success!

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

All Programs

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

M.Ed.

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

M.A.

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

Ph.D.

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