2018–19
Graduate Student Guide

The Ohio State University
Graduate School
Welcome to Ohio State!

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

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

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

Alicia L. Bertone, DVM, PhD
Vice Provost for Graduate Studies and Dean of the Graduate School
Professor, Veterinary Clinical Sciences
# Table of Contents

- New Student To-Do List ................................................................. 1
- Course Registration ................................................................. 1
- Final Semester Checklist, Doctoral ........................................... 2
- Final Semester Checklist, Master’s ........................................... 3
- GA & Fellow Appointments ......................................................... 4
- Funding .......................................................................................... 6
- Research Resources ................................................................. 8
- Career Development ................................................................. 10
- Social, Wellness, and Student Life .......................................... 12
- Contact ........................................................................................... 14
- About the Graduate School ....................................................... 16
New Student To-Do List

For more information, go.osu.edu/new

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

Course Registration

For more information, go.osu.edu/course-registration

1. Student Center (buckeyelink.osu.edu/)  
   ACADEMICS → ADD A CLASS.

2. Search
   Click SEARCH THE MASTER SCHEDULE or enter a class number

3. Add to Shopping Cart
   Click PROCEED TO STEP 2 OF 3.

4. Finish Enrolling
   Click FINISH ENROLLING

5. Errors
   If you receive an error, see instructions at go.osu.edu/course-registration
<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Defense Date</td>
<td></td>
</tr>
<tr>
<td>Candidacy Examination Completed</td>
<td>Due: At least one term before defense and graduation</td>
</tr>
<tr>
<td>Enrollment for Term of Graduation (minimum 3 graduate hours)</td>
<td>Due: See Academic Calendar</td>
</tr>
<tr>
<td>Application to Graduate</td>
<td>Due: Third Friday of the term</td>
</tr>
<tr>
<td>Confirm Completion of Credit Hour Requirements</td>
<td></td>
</tr>
<tr>
<td>Application for Final Examination</td>
<td>Due: Two weeks before the Final Examination</td>
</tr>
<tr>
<td>Dissertation Draft Review</td>
<td>Due: Two weeks before the Final Examination</td>
</tr>
<tr>
<td>Final Examination &amp; Report on Final Examination Submitted*</td>
<td>Due: See Academic Calendar</td>
</tr>
<tr>
<td>Dissertation &amp; Report on Final Document Submitted*</td>
<td>Due: See Academic Calendar</td>
</tr>
<tr>
<td>Microfilming Fee</td>
<td></td>
</tr>
<tr>
<td>Survey of Earned Doctorates</td>
<td></td>
</tr>
<tr>
<td>Doctoral Exit Survey</td>
<td></td>
</tr>
<tr>
<td>Confirm All Grades Posted</td>
<td>Due: See Academic Calendar</td>
</tr>
</tbody>
</table>

* Student should verify via GRADFORMS that committee has approved and submitted reports.
Final Semester Checklist, Master’s

FOR MORE INFORMATION, GO.OSU.EDU/FINAL-MASTERS

☐ Enrollment for Term of Graduation (minimum 3 graduate hours)  
Due: See Academic Calendar

☐ Application to Graduate  
Due: Third Friday of the term

☐ Confirm Completion of Credit Hour Requirements

☐ Format Review (thesis only)  
Due: Two weeks before the Final Examination

☐ Master’s Examination & Report of Final Examination  
Due: See Academic Calendar

☐ Thesis & Report on Final Document Submitted (thesis only)*  
Due: See Academic Calendar

☐ Confirm All Grades Posted  
Due: See Academic Calendar

* Student should verify via GRADFORMS that committee has approved and submitted reports.
GA & Fellow Appointments

FOR MORE INFORMATION, go.osu.edu/ga-gf

Enrollment Requirements

<table>
<thead>
<tr>
<th></th>
<th>8</th>
<th>18</th>
<th>4</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Associate, 50%</td>
<td>8</td>
<td>18</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Graduate Associate, 25%</td>
<td>4</td>
<td>18</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Graduate Fellow</td>
<td>12</td>
<td>18</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Post-Candidacy Student</td>
<td>3</td>
<td>18*</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Full-time for Financial Aid and Fees†</td>
<td>8</td>
<td>18</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Student Health Insurance eligibility‡</td>
<td>4</td>
<td>--</td>
<td>4</td>
<td>--</td>
</tr>
</tbody>
</table>

* Post-candidacy students typically enroll in three hours. Post-candidacy students who wish to take more than three hours should speak with their graduate program.
† Students may be eligible for financial aid at half time. Please contact Buckeye Link for detailed information about financial aid.
‡ Distance learning hours do not count for Student Health Insurance eligibility. See shi.osu.edu.

Appointment Dates

**AUTUMN**

MID-AUGUST*
through DECEMBER 31

**SPRING**

JANUARY 1
through MID-MAY*

**SUMMER**

MID-MAY*
through MID-AUGUST*

* Appointment dates are approximate. For specific dates, see GO.OSU.EDU/EDU/GA-GF

Paycheck Calendar

Graduate associates and fellows appointed for autumn semester will receive their first paycheck at the end of August. GAs on a nine-month appointment will receive one-half of a month’s paycheck in August and one-half in May.
First Four-Week Summer Session
A typical graduate associate appointment is for autumn and spring semesters. However, work patterns are determined locally, and they may vary due to the first four-week summer session.

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

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

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

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

A graduate student who elects not to enroll during the summer term immediately following his or her autumn and spring semesters GA appointment may not defer the use of the summer fee authorization.
Primary financial support for Ohio State graduate students is awarded in the form of associateships, fellowships, or traineeships. About 55 percent of graduate students (primarily doctoral students) receive some form of funding. Graduate students are not limited to funding from their program.

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

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

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

Alumni Grants for Graduate Research and Scholarship
Small grants to support graduate students conducting dissertation research or terminal master’s theses research.

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

Patrick S. Osmer SROP Graduate School Fellowship
A collaborative funding effort by the admitting program and the Graduate School. This multi-year award is only open to students who successfully completed the Ohio State Summer Research Opportunities Program (SROP).
Student Job Board
Student job listings including jobs for graduate and professional students.

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

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

Fulbright-Hays Doctoral Dissertation Research Abroad Program
Grants supporting travel for research, study opportunities, or dissertation research that must be conducted in another country. Administered by the Office of International Affairs.

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

National Science Foundation: Graduate Research Fellowship Program
The GRFP supports outstanding graduate students who are pursuing master’s and doctoral degrees in fields within NSF’s mission. Students apply online via the NSF.
There are many resources available at Ohio State to support you and your research. Take advantage of what is offered by your local graduate program and college. The following are open to all graduate students.

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

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

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

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

**Copyright Resources Center**
Provides education and guidance to graduate students, faculty, and staff regarding copyright law and identifying, using, and creating copyrighted content.
Graduate Student Code of Research and Scholarly Conduct
Graduate students are responsible for learning about appropriate standards for ethical research and scholarly conduct and for following all university policies related to ethical research and scholarly conduct.

Seven Tips for Academic Success

1. Read the syllabus
   The syllabus is your roadmap for the course.

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

3. Cite, cite, cite
   Learn the rules of citation for your discipline.

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

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

6. Plan ahead
   Everything takes longer than you think it does.

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

FOR MORE INFORMATION, GO.OSU.EDU/ACADEMIC-SUCCESS
Start thinking early about your career development goals and needs. Have regular conversations with your advisor, explore available resources, and develop a plan and timeline.

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

**Bill and Susan Lhota Office of Alumni Career Management**
Virtual and face-to-face career counseling, networking, and career events for all Ohio State alumni.

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

**Buckeye Careers**
Online resource for jobs and internships.

**Career Counseling and Support Services**
In-person consultations and online information about job and internship searches, CV/resume writing, interviewing, and more.

**Council of Graduate Students**
Graduate student government, travel and career development grants, and the Hayes Graduate Research Forum.
Office of International Affairs
Information and immigration advising for international students and travel grants for graduate students undertaking international research.

Ohio Union Activities Board
Graduate/Professional Committee
Workshops and events on career development and social and family-friendly programs.

Preparing Future Faculty Program
Mentorships with faculty at partner liberal arts colleges by the Graduate School.

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

University Center for the Advancement of Teaching
Support and resources for graduate students and faculty involved in or interested in university teaching.

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

FOR MORE INFORMATION, GO.OSU.EDU/SOCIAL-WELLNESS-LIFE

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

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

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

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

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

Suicide Prevention
Get help now. Someone is here for you.

Counseling and Consultation Service
Counseling professionals who understand the concerns of graduate students.

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

Safe Ride
Safe Ride provides safe transportation across campus. Any university student, faculty, or staff member may request a Safe Ride.
Fitness and Recreational Sports
Ohio State has some of the best recreational and fitness facilities and services available in the nation.

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

Ohio Union Activities Board
Programming and activities developed by the Graduate and Professional Student Committee and supported by student fees.

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

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

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

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

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

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

614-292-6031
614-292-3656 (Fax)

Service Areas
Fellowship Services
614-247-7293
grad-schoolfellowships@osu.edu

Diversity Initiatives
614-247-6377
gradrecruit@osu.edu

Graduation Services
614-292-6031
grad-schoolgraduationservices@osu.edu

Registration Services
614-292-6031
grad-schoolregistrationservices@osu.edu

Deans
Alicia L. Bertone, DVM, PhD
Vice Provost for Graduate Studies
Dean of the Graduate School
614-247-7413
bertone.1@osu.edu

Susan Reeser
Executive Assistant to the Dean
614-247-7413
reeser.1@osu.edu

Shari Speer
Associate Dean
614-292-9490
speer.21@osu.edu

Jill Toft
Administrative Associate
614-292-9490
toft.20@osu.edu

Matt Page
Assistant Dean
614-247-7268
page.324@osu.edu

Other Ways to Find Us
There are a lot of ways to find us. As a graduate student, you should already be receiving a graduate student edition of onCampus Weekly each Sunday. That newsletter includes a weekly column by Dean Bertone and other useful information for graduate students and the graduate community. To keep you informed about pertinent news for graduate students, keep an eye out for The Graduate Student News, a newsletter put out by the Graduate School for graduate students. If you aren’t already, follow us on Twitter (@OSUGradSchool).
Fellowship Services
Theresa Hazelwood
Director
614-247-7293
hazelwood.19@osu.edu

Graduation Services
Tim Watson
Director
614-247-7292
watson.11@osu.edu
Wilma Barnfather
Assistant Director
614-292-7706
barnfather1@osu.edu
Sandra Krulikoski-Walden
Office Administrative Associate
614-247-7284
krulikoski-waldn1@osu.edu
Sarah Wendel
Office Administrative Associate
614-292-0791
wendel.13@osu.edu

Registration Services
Samuel Jordan
Director
614-247-7257
jordan.194@osu.edu

Graduate Student Recruitment and Diversity Initiatives
Carolyn Morales
Director
614-292-6998
morales.259@osu.edu
Dominiece Hoelyfield
Diversity Initiatives Coordinator
614-688-2307
hoelyfield.1@osu.edu

Judith Dunham
Student Services Manager
614-292-6031
dunham-borst1@osu.edu
Jacklyn Heikes
Information Associate
614-292-6031
heikes.6@osu.edu

Communications
Ben Reder
Communications and Marketing Coordinator
614-247-7300
reder18@osu.edu

Business Office
HR/Finance Manager
614-247-7290
Rosemarie Thornton
Fiscal Officer
614-247-7269
thornton.2@osu.edu
About the Graduate School

FOR MORE INFORMATION, GO.OSU.EDU/GS-ABOUT

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

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

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

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

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

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

We don’t expect you to know where everything is. You are here to get your degree, and we’re here to help you find the resources you need to get the job done.
Graduate School
250 University Hall
230 N. Oval Mall
Columbus, OH 43210

614-292-6031

gradsch.osu.edu