



# Horticulture & Crop Science

THE OHIO STATE UNIVERSITY

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## Graduate Studies Handbook

Approved October, 2012

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Boxed text is specific to the Department of Horticulture and Crop Science. All other text is taken from the University's Graduate School Handbook available at

<http://www.gradsch.osu.edu/graduate-school-handbook1.html>

or

[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

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### **About the Horticulture & Crop Science Graduate Studies Handbook**

This Handbook contains the rules, policies, and guidelines applicable to the graduate community in the Department of Horticulture and Crop Science (HCS). These rules, policies, and guidelines are consistent with those in the University's [Graduate School Handbook](#).

For convenience, this HCS Handbook follows the outline and format of the University's Graduate School Handbook, and borrows language without citation. The HCS Graduate Studies Handbook will be updated as needed by the HCS Graduate Studies Committee, and all significant changes are approved by the faculty of the Department of Horticulture and Crop Science.

Text in shaded boxes pertains specifically to the Department of Horticulture and Crop Science; all other text is taken directly from the University's Graduate Studies Handbook.

All deadlines provided in this Handbook are given in reference to the autumn and spring semesters calendar. For corresponding deadlines for May session, summer session, and seven-week sessions please refer to Appendix A, Academic Deadlines and to the website of the University Registrar.

## **Section I—Administration of Graduate Education in the Department of Horticulture & Crop Science**

As stated in the OSU Graduate School Handbook (OSU-GSH), “Graduate education and its governance are shared responsibilities....” involving “the intellectual interaction of faculty and students involved in learning and devoted to advancing knowledge in their fields....Faculty, students, and administrators working together, dedicated to the ideals of scholarship and high standards that characterize graduate education, share the responsibility for ensuring the quality of graduate programs and research.”

### **Graduate School I.1**

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

### **Vice Provost for Graduate Studies and Dean of the Graduate School I.2**

The chief officer of the Graduate School is the dean, who has responsibility for leadership in the activities of the Graduate School.

### **Graduate Faculty I.3**

Section XV of the OSU-GSH provides specific information about Graduate Faculty eligibility, responsibilities, and nomination procedures.

### **Graduate Council I.4**

The Graduate Council is the principal advisory body of the Graduate School.

### **Graduate Studies Committee I.5**

The HCS Graduate Studies Committee (GSC) is charged with the responsibility for conducting specific graduate programs within the context of the policies and rules established by the Graduate School. The Graduate School’s rules and policies are the minimum standards within which the HCS Graduate Studies Committee formulates and enforce the graduate program policies, rules, and procedures described in this Handbook.

The GSC is the primary liaison between the HCS Graduate Faculty and the Graduate School. Section XIV of the [Graduate School Handbook](#) summarizes the responsibilities of the Graduate Studies Committee and Graduate Studies Committee chair.

## **Section II—Admission**

### **General Information II.1**

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

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

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

**GRE.** The Graduate Record Examination (GRE) is scheduled on a continual basis during the year throughout the United States and overseas. Pre-registration is required, and a fee is charged. Additional information may be obtained from the websites of the Office of Graduate and Professional Admissions or Educational Testing Service.

**Application Deadlines.** Applicants are encouraged to submit documents up to one year in advance of the desired term of admission. It is suggested applicants allow a minimum of 3 months prior to the desired term of admission for domestic students and 5 months for international students. To be considered for a university fellowship, international applications must be complete by the end of November, and domestic applications must be complete by December 15.

The Department of Horticulture and Crop Science will admit students every semester.

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

## **Admission Criteria II. 2**

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

1. an earned baccalaureate or professional degree from an accredited college or university by the expected date of entry.

Most HCS graduate students will have a M.S. degree before entering the Ph.D. program; however, under special circumstances, and with permission of the GSC, students with only a bachelor's degree can be admitted to the Ph.D. program. The completion of three degrees (B.S., M.S., Ph.D.) at Ohio State is discouraged.

2. a minimum of a 3.0 cumulative point-hour ratio (on the 4.0 scale used at this university) in all previous undergraduate and graduate work

3. prerequisite training that will enable the student to pursue graduate study in Horticulture and Crop Science. Such training constitutes adequate preparation in life sciences, physical sciences, and mathematics. It is highly recommended that students with undergraduate degrees in non-scientific fields contact the GSC Chair prior to submitting an application.

4. a minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL), 79 on the internet-based TOEFL, 82 on the Michigan English Language Assessment Battery (MELAB), or 7.0 on the International English Language Testing System (IELTS). This requirement applies only to an applicant from a country where the first language is not English, unless a bachelor's degree or higher was earned in an English-speaking country

5. additional criteria published by the Graduate Studies Committee of the local program.

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

## **Admission Materials II.3**

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

1. completed application online at <http://www.gradapply.osu.edu/>

2. non-refundable application fee

3. an official transcript from each college or university attended, listing all courses taken, grades and degrees earned, and dates of graduation (Ohio State students need not submit transcripts from this university; these will be supplied by internal procedures.)

4. three (3) letters of recommendation from persons acquainted with the applicant's academic program, scholastic ability, or professional performance.

Please request the submission of these letters in a timely fashion. Typically, faculty members or others knowledgeable about the student's academic and/or research performance should be invited to serve as references. It is recommended that applicants choose reference writers carefully. Letters from high level administrators are not necessarily helpful. The best letters are from instructors or mentors who know the applicant well enough to speak to the student's preparation and aptitude for graduate study.

5. a brief autobiographical statement describing the applicant's educational and professional goals and objectives.

The Personal Statement must be written by the applicant alone. The Statement should explain why the disciplinary program of choice is a good fit for the applicant, what his/her future plans are, what he/she will do with this graduate degree. The Statement should demonstrate that the applicant is aware of specific research opportunities in the department, and potential advisor(s). The Personal Statement should explain clearly the student's background and academic/research interests and objectives and highlight previous relevant experiences.

6. Graduate Record Exam (GRE) scores for the General Test (Verbal, Quantitative, and Analytical) are required for all applicants. A minimum overall mean percentile rank at or above the 50th percentile is preferred. Applicants with mean rank at or above the 75th percentile for Verbal and Quantitative GRE sections, and an Analytical Writing score at or above 4.0 are eligible to be nominated for Fellowships. (See below for more information concerning fellowships.)

7. a curriculum vitae (CV). A detailed CV should provide contact information, previous educational, professional, and research experiences. Please list presentations, posters, and published papers. Include examples of leadership activities, community service, extracurricular activities, or study-abroad experiences as appropriate. The CV is typically no more than two pages long.

8. English proficiency requirement (international students)

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

#### **Admission Classifications II.4**

Applicants are admitted to the Graduate School in one of three classifications:

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

**Graduate Non-Degree.** U.S. applicants who do not intend to pursue a graduate degree at this university may register in the graduate non-degree classification.

See [http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

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

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

This classification is assigned for one or more of the following reasons. The applicant has

1. a baccalaureate or professional degree from an unaccredited college or university
2. less than the 3.0 Graduate School minimum undergraduate or graduate point-hour ratio
3. subject matter deficiencies as specified by the Graduate Studies Committee

**Provisional.** Students admitted as regular or conditional may also be held in provisional status for transcripts and/or degree statement(s) that were pending at the time of admission. Provisional documents are listed in the Admission Notice and are to be submitted by the student by the first

day of the first semester or session of enrollment. If the provision has not been satisfied by the second Friday of the first semester or session of enrollment, a provisional warning email is sent to the student. A hold will be placed on the student's record during the sixth week of the semester or session that will inhibit further registration if the provision is still not satisfied by that time.

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

**Change in Admission Classification.** The regular and conditional classifications may be changed by the GSC by notifying the Graduate School. The provisional restriction is removed by the Admissions Office (<http://www.gradadmissions.osu.edu/index.asp>) on receipt of the material outstanding.

**Conditional to Regular.** The GSC and the Graduate School will monitor the progress of students in the conditional classification. Each semester, the Graduate School notifies the Graduate Studies Committee of students listed as conditional. On completion of the conditions of admission set by the GSC, the GSC chair asks the Graduate School to change the student's classification to regular. For more information see:

[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

## **Admission Decision Procedures II.5**

**Application Worksheet Form.** When the application materials are complete, the HCS program office requests a GPA calculation from the Office of Graduate and Professional Admissions. The GPA calculation is reflected on the Application Worksheet form. The application is then reviewed by the Graduate Studies Committee for an admission recommendation.

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

**Admission decision procedure for HCS applicants.** Several criteria must be met in order for a student to begin graduate studies in HCS. **All of the following criteria must be met** for an applicant to enroll as a student in the Department.

- 1) The applicant must be deemed academically eligible.
- 2) Funding must be identified for the prospective student's stipend, fees, and program support.
- 3) A **faculty advisor must be identified** and the applicant must agree to work with that advisor.

Here are some details:

1. Academic eligibility is determined as indicated above on the basis of the applicant's GPA, GRE, and TOEFL scores. The HCS Graduate Studies Committee (GSC) evaluates all aspects of the application, including the scores, type of courses taken, letters of reference, personal statement, and other input. The GSC does not have rigid criteria for what the scores must be; this is why they evaluate all aspects of the application. However, the GSC would like to see GRE score percentiles >50%, a range of course work that indicates sufficient background in basic science, and a Personal Statement that demonstrates clear focus and interest in graduate study in this department. If a student is deemed academically eligible by both the Graduate School and the Department's GSC, his/her application is considered 'provisionally accepted' and the application is made available to faculty in the Department.

2. Funding for the applicant's stipend, fees, and program support (e.g., consumable supplies) must be identified. A student cannot begin graduate studies until funding is identified. There are several options:

- a. The Department welcomes self-funded students (personal funds or funding from one's government, etc.).
- b. The most highly qualified students (GRE in 75 percentile; GPA of 3.6 or above) are often eligible for *consideration* for fellowships (a fellowship is funding provided by the University or the College). Most fellowships are for one or two years, but highly qualified students can be considered for more than one fellowship. The process for nominating students for fellowships is initiated by the GSC.
- c. Other well qualified students are eligible for *consideration* to receive some form of financial assistance, such as an Assistantship (an assistantship is funding provided by the Department). Assistantship funds come in part from individual faculty advisors and in part from departmental funds. Students on assistantships are required to provide assistance with research, teaching, or administration.

3. A faculty advisor must be identified. When the list of provisionally accepted students is made available to the faculty, it is up to individual faculty members to evaluate prospective students and identify those they wish to advise. The decision to advise a student is generally contingent on the availability of funding for the student. Some advisors may only select students whose funding is assured through self-funding or fellowships. More commonly, the advisor is seeking a student to work on a project for which grant funds are available to support that student. In many cases, the student-advisor relationship begins to form at the student's earliest stages of application, when they aim to identify faculty members with whom they share professional

interests. Ideally, the student will have communicated with a prospective advisor before completing the application, and the advisor will be mentioned in the application, perhaps in the personal statement. Moreover, faculty advisors provide financial support for students from grant funds; this means that students will be expected to perform work to earn such support.

The finding that an applicant is eligible by the Graduate School and the GSC does not guarantee that an advisor will be available to provide funding for an assistantship. More students are deemed 'admittable' than are finally provided funding. This is why applicants are encouraged to communicate with prospective advisors and to be sure their interests are focused and compatible with existing programs within the Department.

If, after satisfying the criteria above, the HCS GSC recommends admission as a regular student and if the applicant meets minimum Graduate School admission criteria, the Admissions Office (Office of Graduate and Professional Admissions <http://www.gradadmissions.osu.edu/index.asp>) notifies the applicant of admission by letter. This is the only official letter of admission sent to the applicant.

**Conditional.** If the GSC recommends the conditional admission of a student whose record does not meet published Graduate School admission criteria, the application is referred to the Graduate School for consideration and action. The candidate is ineligible to hold an appointment as a graduate associate unless the Graduate School approves a petition from the GSC. The Admissions Office notifies the applicant of the final admission decision by letter.

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

**Admission Notice.** Graduate School admission is valid only for the semester or session and year indicated in the letter from the Admissions Office. An admitted student wishing to defer enrollment should contact the GSC Chair. All application material becomes the property of The Ohio State University and will not be returned to the applicant or forwarded to another institution.

### **English as a Second Language (ESL) Requirement II.6**

Upon arrival, an international student from a country where the first language is not English is required to sit for an ESL Composition Placement Essay. Based on the essay result, students needing English writing instruction will be placed in EDU T&L 5901/5901.05 or 5902. The student is expected to complete EDU T&L 5902 within one calendar year after beginning graduate school. The HCS GSC may request an extension of the time limit. Such requests must

be sent to the Graduate School for review. The Graduate School will monitor the student's progress toward completing the ESL course sequence.

### **Spoken English Requirement II.7**

New international graduate students for whom English is not the first language must certify their proficiency in spoken English before assuming Graduate Teaching Associate (GTA) duties involving direct student contact. They may become certified by scoring acceptably on the Test of Spoken English (TSE) or the SPEAK test, or by passing the mock-teaching test.

### **Intra-University Transfer II.8**

To transfer from the Graduate School to another academic unit, a student must obtain approval from the other unit as described in

[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

### **Transfer of Graduate Program II.9**

Students may transfer from one graduate program to another by completing the Request for Transfer of Graduate Program form following approval from both academic units.

More information is available at

[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

### **University Faculty and Administrators II.10**

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

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

## **Section III—Registration and Scheduling**

### **Course Load III.1**

Recommended Course Load for HCS Graduate Students on GA Appointment (see table below):

Time	Session	Appointment	Course load (credit hours) per session
Fulltime	Fall, Spring		8 minimum, 18 max
Fulltime	Summer		4 minimum, 8 max
Fulltime post-candidacy			3 hr
	Fall, Spring	GA 25% appointment	4 hr minimum
	Summer	GA 25% appointment	2 hr minimum
Fulltime for Fellows	Fall, Spring	Fellowship	12 hr minimum
Fellows	Summer	Fellowship	6 hr minimum
	May	All	4 hr maximum
Fulltime for veterans	Fall, Spring		6 hr minimum
Fulltime for veterans	Summer		4 hr minimum
MS Degree minimum required			30 hr
Ph.D. Degree minimum required			80 hr

**Summer:** Allowable minimum is 4 Credit Hours; allowable maximum is 8. We recommend a full 8 Cr Hr. These can all be 8999. For Post-candidacy students: 3 Cr Hr. If on a fellowship, the required minimum is 6 credits.

**Autumn:** Allowable minimum is 8 Credit Hours; allowable maximum is 18. We recommend a full 18 Cr Hr, unless the student is taking only 8999, in which only 12 of these can be 8999. For Post- candidacy students: 3 Cr Hr. If on a fellowship, the required minimum is 12 credit hours.

For students not on a GA appointment: please consult with your advisor and the graduate program associate about the appropriate number of hours to schedule.

The number of credit hours attempted each semester or each summer session is mutually determined by the student and the advisor. Course loads for full-time students can vary. A student may not enroll for more than 18 credit hours per semester or 8 credit hours in summer session or 4 credit hours in May session, including audited courses, without advisor and Graduate School approval.

**Post-candidacy doctoral students.** Full-time status for all post-candidacy doctoral students is 3 credit hours per semester or summer session.

**Continuous Enrollment.** All students who successfully complete the doctoral candidacy examination are required to be enrolled in every semester (summer session is excluded) until graduation. These students must be enrolled for at least 3 credits per semester.

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

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

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

**Monitoring of Registration.** Under certain circumstances non-graduate credit course work may count toward the minimum requirements for GA and fellowship eligibility, but only graduate credit course work counts toward graduate degree requirements. Monitoring of the appropriateness of non-graduate credit course work will be the responsibility of the Graduate Studies Committee chair. Petitions to register for fewer than the published number of credit hours will be considered by the Dean of the Graduate School on the recommendation of the Graduate Studies Committee chair. Examples of grounds for exemption include but are not limited to:

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

**Veterans' Benefits Loans.** See the Graduate School Handbook:

[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

## **Procedures III.2**

**Registration Process.** Once registration information is received, students must consult their advisor about course selection. Students may use their Ohio State e-mail account information during the appointed window of time to use the online registration system and to view their approved schedule and Statement of Account on the Registrar's website.

**New Students.** Registration information is available from the Registrar's website. Students admitted immediately before the semester or summer session begins can obtain registration information at the Graduate School.

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

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

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

**Continuing Students. Early Autumn Registration. Course Enrollment Permission. Late Registration Penalty. Fee Payment. Late Fee Payment Penalty.** See the Graduate School Handbook: [http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

## **Health Insurance III.3**

Information about health insurance is available in the Graduate Student Handbook: [http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

## **Changes in Schedule III.4**

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

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

The accelerated nature of May session courses requires that after the first day of classes additions to approved schedules have the permission of the instructor and the approval of the student's advisor. After the first Friday of May session, course additions are made by petition to the Graduate School.

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

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

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

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

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

The petition form is available on the Graduate School website. Petitions must be approved by the instructor, advisor, and department chair. Petitions are reviewed in the Graduate School. If the Graduate School approves the petition, a copy is filed with the Registrar, who is then authorized to enter the mark "W" on the student's official permanent record, and the instructor(s) of the

course(s) is/are so notified. If the petition is denied by the Graduate School, the student continues to be enrolled in the course(s), and a final grade(s) must be reported by the instructor(s).

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

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

### **Official Permanent Record III.5**

This record is located in the University Registrar’s Office.

## **Section IV—Course Credit, Marks, and Point-Hour Ratio**

### **Course Credit IV.1**

Information on the following topics can be found at  
[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

**Graduate Credit.**

**Graduate Credit Only.**

**Senior Petition.**

**Non-Graduate Credit.**

### **Marks (Grades) IV.2**

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

**Audit.** See the Graduate School Handbook:

[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

**Credit by Examination.** See the Graduate School Handbook.

**Transfer Credit.** Graduate credit earned at another university may be transferred to this university. The Graduate School places no limit on the graduate credit hours that may be

transferred.

In addition to criteria explained in the Graduate School Handbook, the HCS GSC must approve the transfer of credits.

For any transfer credit to count toward a master's degree, the courses transferred must have been taken within the past 5 years as established by the GSC. On receipt and evaluation of a transcript listing courses completed, the Graduate Studies Committee chair initiates the request for transfer of graduate credit.

**Grade Grievance Procedure.** See the Graduate School Handbook:

[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

### **Point-Hour Ratio (PHR) IV.3**

Information on the following topics can be found at

[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

**Credit Points.**

**Earned Hours.**

**Cumulative Hours.**

**Cumulative Point-Hour Ratio (CPHR).**

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

**Fresh Start.** Any student who reenrolls in the Graduate School after an absence of 5 or more years may petition the Graduate Studies Committee for previous graduate credit to be eliminated from the total earned hours and graduate CPHR. If the Graduate Studies Committee approves the student's petition, the Chair may recommend approval to the Graduate School. No previous credit hours count in the student's total earned hours, and no previous grades are computed in the student's graduate CPHR. All previous courses taken and grades earned in the Graduate School remain on the student's official permanent record. If the "fresh start" option is exercised, it applies to all course work taken prior to the absence. It may not be used selectively on individual courses or if the course work in question was used to receive a graduate degree.

## **Section V—Academic and Professional Standards**

The Graduate School and the Department of Horticulture & Crop Science share responsibility for monitoring graduate student academic performance and degree completion. The minimum academic and professional standards of the Graduate School and of HCS are described below:

### **Good Standing V.1**

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

### **Poor Performance V.2**

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

### **Probation V.3**

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

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

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

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

### **Reasonable Progress V.4**

**Annual Progress Report:** All graduate students in HCS – in consultation with their advisor – are **required** to submit an annual “Graduate Student Progress Report” to evaluate progress toward degree. This report must be signed by the student and advisor(s) and submitted by the deadline set by the GSC Chair. An evaluation of “satisfactory” is required for a student to maintain an assistantship.

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

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

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

#### **Denial of Further Registration in the Graduate Program V.5**

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

#### **Notification V.6**

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

#### **Dismissal from University V.7**

A student who is on probation and who does not raise the graduate CPHR to 3.0 or better at the end of the next semester or summer session of enrollment in the Graduate School may be dismissed from the university at the discretion of the Graduate School following consultation with the student's Graduate Studies Committee chair. At the end of two consecutive semesters or sessions (including the May session if enrolled) on probation, the student is automatically dismissed from the university unless good standing is achieved. If there are extenuating

circumstances, the Graduate Studies Committee may petition the Graduate School for an exception to this policy.

**Doctoral Students.** A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination or professional doctoral examination is automatically dismissed from the Graduate School. (See Section VII.7 for additional information.)

### **Reinstatement V.8**

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

### **Professional Standards V.9**

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

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

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

**Academic Misconduct.** The university's Committee on Academic Misconduct is responsible for reviewing charges of academic misconduct against students, including graduate students. The Code of Student Conduct defines the expectations of students in the area of academic honesty. A copy of the code is available on the website of the university's Office of Student Life.

**Use of facilities.** Many facilities in the Department are shared and it is assumed that students will follow guidelines for their use as specified by the responsible person. Personal use of office facilities and supplies is not permitted.

## **Section VI—Master’s Degree Programs**

The HCS Master’s degree program gives students the opportunity to gain additional knowledge and necessary skills in a field in order to engage in research and other scholarly activities, to teach, and to become practitioners.

The master’s degree program consists of a coherent pattern of courses and other educational experiences, a master’s examination, and a thesis (Thesis, Plan A) or report (Non-Thesis, Plan B). The non-thesis M.S. degree is permitted only by petition to the Graduate Studies Committee. The student is responsible for knowing all the graduation requirements of both the Graduate School and the Department.

### **General Information VI.1**

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

**The HCS Graduate Course Program.** All graduate students are required to file a Graduate Course Program in Horticulture and Crop Science with the GSC before the end of the second semester of enrollment. The course program is a detailed overview of the courses to be taken during each semester the student is enrolled in the graduate program. Careful consultation between student, advisor, and Student Advisory Committee (SAC) is essential before this filing. The student must meet with the SAC to review and receive signature approval of the proposed Course Program. Once filed, the course program is considered a part of the degree requirements and may be changed only with the consent of the SAC. Students cannot graduate until their Course Program is completed and the course checklist has been approved by the Chair of GSC.

### **The M.S. Student Advisory Committee (SAC).**

The student and advisor must select additional graduate faculty to constitute the Student Advisory Committee (SAC). The selection of the SAC should be completed by the end of the first semester of enrollment. Selection of a SAC is an important task that will have a major influence on the direction of the student's course work and research program. Careful consultation with the advisor is required before the SAC is assembled so that both student and advisor are satisfied with the committee composition. The student should notify the GSC of the

final composition of the SAC, and the GSC should be advised in writing of any appointments, resignations, etc. from the SAC.

The Master of Science SAC consists of at least three (3) members holding Category M or P status on the graduate faculty (see XV.4). One member is suggested to be from outside the department.

The SAC provides guidance and advice in the development of a course program, approves a course program, provides input and review of the research proposal and thesis, and meets to resolve matters concerning the student's graduate program whenever necessary.

The student is required to keep the SAC informed as to the progress of research and coursework.

It is recommended that the student meet twice each year with their advisory committee, but there are **times when the student is required to meet with the SAC:**

1. To prepare the Graduate Course Program (prior to the beginning of the second semester)
2. To present the research proposal (may be combined with #1)
3. For the final oral exam and thesis approval

The SAC is expected to continue as the M.S. Final Examination Committee, but the membership of these committees can be altered by notifying the GSC. Students receiving the M.S. and continuing study for the Ph.D. degree may have an entirely different SAC for the second degree.

**NOTE:** The student is ultimately responsible for scheduling SAC meetings, oral and written exams, distributing manuscripts to the reading committee, for obtaining appropriate forms from the Graduate School and for returning them.

### **Course requirements for the M.S. degree in Horticulture & Crop Science**

All graduate students in HCS are required to complete a curriculum of four courses that encompass crop physiology, ecology, plant breeding and biotechnology, and experimental design. Graduate students may be required to take additional specialized courses as directed by their SAC. Students should discuss their prior course work to be certain they have sufficient training to succeed in these courses, and should make up any deficiencies in their preparation prior to enrollment. The curriculum requirement represents fundamental courses required by all graduates of HCS as directed by consensus of the faculty of the Department. The GSC Chair will not entertain deviations to this program except in rare and extreme circumstances.

The following table outlines the course requirements for the M.S. Degree in Horticulture & Crop Science.

**Course Requirements for the M.S. Degree in Horticulture & Crop Science**

	<b>Course</b>	<b>Course Title and information</b>	<b>Credits</b>
1	HCS 5621 OR	Physiology of Cultivated Plants (Au)	3
	HCS 7821	Environmental Physiology of Managed Plant Systems (Sp)	3
2	HCS 7625 OR	Plant Breeding and Biotechnology (Au)	3
	HCS 8825	Advanced Plant Breeding (Sp)	3
3	HCS 5602	Ecology of Agriculture (Au)	3
4	HCS 8887	Techniques of Experimental Design (Sp)	4
5	HCS 7001	Graduate Student Professional Development (Au/Sp) Take this the first semester of enrollment.	1
6	HCS 7890	Seminar on HCS Topics (Colloquium within first 2 semesters)	1
	HCS 7890	Seminar on HCS Topics (register at least one more time)	1
7	HCS 7806	Research Methods in HCS	1-2
8	HCS 8830	Current Topics	2
	HCS 8830	Current Topics	2
9	HCS 8999	Research (1-12 cr/term)	Var.
12	HCS or other	Other coursework required by SAC	Var.

Professional Development Graduate Student Professional Development (HCS 7001 1 cr) is to be taken the first semester for all students beginning autumn 2012 and thereafter.

Colloquium and Seminar requirement (HCS 7890 1 cr repeatable). Students will enroll in HCS 7890 a minimum of two times: The first of these should occur by the second semester of enrollment, during which the student will present a Colloquium describing his or her research proposal. The second and subsequent enrollments can be any semester thereafter. Students enrolling in HCS 7890 for credit must attend all departmental seminars.

The Departmental Seminar Series is an essential aspect of intellectual discourse in a top tier academic institution, and an excellent resource for faculty and students of the Department. All graduate students should attend all departmental seminars to take advantage of this unique resource. Those signed up for HCS 7890 for credit are required to attend.

Methods in Horticulture and Crop Science (HCS 7806 1-2 cr, repeatable). M.S. students are required to take at least one 7806 course. Students are encouraged to suggest topics of interest, such as methods in statistics, biochemistry, genetics, proposal writing etc.

Current Topics in Horticulture and Crop Science (HCS 8830 1 cr, repeatable). M.S. students must register for a minimum of 2 times. These courses generally have a 'journal club' format in which students and faculty discuss current papers in the field. Similarly structured classes, outside of HCS, may substitute for this requirement (up to 4 credits), with approval of the GSC. Students are encouraged to work with faculty to suggest topics of interest.

Research requirement (HCS 8999 1-12 cr, repeatable). Students undertake innovative, timely research projects as a major component of the total graduate program. Enrollment in HCS 8999 (Research) provides credit for the research experience.

Research Proposals are considered HCS 8999 activity and they should be submitted to the GSC by the end of the second semester of enrollment for M.S. students

Exit Seminar requirement: All students will present an Exit Seminar on the day of their final defense, just prior to the actual defense. This is a culminating event in the academic career of a student and their association with this Department. The student will be responsible for scheduling and notifying the department, SAC members, and associated units, of the time and place of their exit seminar presentation. Exit seminars will be video-linked between campuses. The exit seminar will be 50 minutes in duration to provide presentations that are thorough, with ample time for discussion; however, the exit seminar is **not** part of the final exam and should not take time from the examination (see VI.2).

The Exit Seminar is a requirement for graduation. The GSC Chair will not sign off on graduation forms without evidence that a student has completed this requirement.

**Area of Specialization.** The Department does not currently specify areas of specialization to be entered on the permanent record.

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

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

The maximum time for receiving departmental financial support while completing the Master's degree is 2 years plus one term. Students are permitted more time to complete their degree, but will not be funded from Departmental sources for more than seven (7) terms.

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

**Change of Program or Advisor.** A student wishing to change to a different program or advisor should notify his/her advisor and the GSC Chair. A plan for transfer, funding, and formulation of a new SAC should be made within the semester.

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

**M.S. Thesis Option (Plan A) in HCS:** The student must submit a complete, typed, thesis draft to the SAC for approval prior to the Master's exam. Format is important; students must follow the Graduate School Guidelines for Preparing and Submitting Theses. If the thesis is acceptable and the student performs satisfactorily on the Master's exam, the SAC will indicate approval by signing a Thesis Approval form. The approval form and the final thesis must be submitted to the Graduate school no later than one week before commencement. A bound copy of the thesis must be submitted to the Horticulture and Crop Science main office in Columbus.

**M.S. Non-Thesis Option (Plan B) in HCS:** Students who wish to enroll in a non-thesis M.S. degree program (Plan B) are required to declare in writing to the GSC with copy to the advisor their intention not later than the first semester of enrollment. **Departmental support for assistantships will not be provided for students choosing the non-thesis option.** Requests to change to the Plan B option after the first semester must be made by the advisor not later than the semester prior to the intended semester of graduation. The request should be forwarded only after a meeting of the SAC has taken place and it should describe in full the rationale for the request. The request must be signed by all members of the SAC. The request will be reviewed by the GSC and permission of the GSC will be required. The Plan B option is considered to be a terminal degree.

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

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

### **Master's Examination VI.2**

The master's examination is a test of the student's knowledge of the field. It is the final validation of performance for that degree. The master's examination is taken after submitting the Application to Graduate form and during the semester or summer session in which the student plans to graduate. A student must be registered for at least three graduate credit hours during the semester or summer session this examination is taken.

**Responsibility for Master's Exam.** The master's examination is administered under the auspices of the Graduate Studies Committee. The responsibility for the examination rests with the Student Advisory Committee (SAC).

### **Master's Student Advisory Committee (SAC).**

The master's student SAC is composed of at least three Graduate Faculty members, including the student's advisor. It is suggested that one member be from outside the Department.

The SAC is finally responsible for the conduct and evaluation of the entire examination. The advisor of a master's student must hold membership at the category M level or higher in the student's graduate program. Non-Graduate Faculty members may be appointed to the master's examination committee by approval of the GSC and by petition to the Graduate School. Non-Graduate Faculty members are in addition to the required two current Ohio State Graduate Faculty members.

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

**M.S. Exam Video Conferencing.** With the prior approval of the Graduate School, one remote examination site may be linked through video conferencing. All master's examinations involving

video conferencing must adhere to the Graduate School's guidelines for video conferencing (see Appendix A).

### **Master's Thesis Defense.**

The master's examination for a student pursuing the thesis option in HCS must include an oral portion.

The master's examination need not be confined to the thesis topic. The oral portion of the master's examination must take place during announced university business hours, Monday through Friday.

**Non-Thesis Exam.** The master's examination for a student pursuing the non-thesis option must include a minimum four-hour written portion and may include an oral portion. The oral portion must take place during announced university business hours, Monday through Friday.

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

### **Result of the Master's Examination VI.3**

**Decision.** Only the master's examination committee members are to be present for discussion of the student's performance and the decision about the outcome. Each examiner indicates judgment by signing the Master's Examination Report form that must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation. The advisor notifies the student and the GSC of the master's examination committee's decision.

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

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

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

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

#### **Master's Thesis VI.4**

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

**Approval.** If the student satisfactorily completes the master's examination and if the student presents an acceptable thesis, the master's examination committee members indicate approval of the thesis by signing the Thesis Approval form. The Thesis Approval form must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation.

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

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

#### **Graduation, Master's Students VI.5**

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

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

1. must have earned a cumulative point-hour ratio of at least 3.0 for all graduate credit hours taken at this university

2. must have fulfilled all requirements published by the HCS GSC as indicated above, i.e:  
HCS core course, Graduate Student Professional Development (HCS 7001), Colloquium and Seminar requirement (HCS 7890), Methods in Horticulture and Crop Science (HCS

7806), Current Topics in Horticulture and Crop Science (HCS 8830), Research (HCS 8999), and an Exit Seminar on the day of their final defense.

3. must have final grades for all courses received in the University Registrar's Office by the published deadline
4. must have fulfilled all other requirements by the deadlines established by the Graduate School

**Application to Graduate.** A student must submit an Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected. The application is valid for that semester or summer session only.

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

**End of Semester or Summer Session.** A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following semester or summer session may graduate the following semester or summer session without registering or paying fees.

### **Summary of Master's Degree Graduation Requirements VI.6**

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

Procedures pertaining to the M.S. candidate's last semester of enrollment are described at this site: <http://www.gradsch.osu.edu/Depo/PDF/MasterStudentProceduresFinalSemester.pdf>

The Master's degree graduation checklist is available at <http://www.gradsch.osu.edu/Depo/PDF/MastersChecklist.pdf>

### **Dual Master's Degree Programs VI.7**

Rules for a Dual Master's Degree Program are described in the Graduate School Handbook, section VI.7 [http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

## **Section VII—Doctoral Degree Programs**

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

### **General Information VII.I**

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

**The HCS Graduate Course Program.** Students must file a Graduate Course Program in Horticulture and Crop Science with the GSC before the end of the 2<sup>nd</sup> semester of enrollment. The course program lists courses to be taken each semester. The student must meet with the SAC to review and receive signature approval of the Course Program. The Course Program is considered a part of the degree requirements and may be changed only with the consent of the SAC. Students cannot graduate until their Course Program is completed and the course checklist has been approved by the Chair of GSC.

### **The Ph.D. Student Advisory Committee (SAC).**

The student and advisor must select graduate faculty to constitute the SAC. The selection of the SAC should be completed during the second semester of enrollment. Both student and advisor must be satisfied with the committee composition. Students should notify the GSC of the final

composition of the SAC, and the GSC should be advised in writing of any appointments, resignations, etc. from the SAC.

Specific guidelines for Ph.D. SAC selection and approval:

1. The Chair of this committee (i.e. the Advisor) must have Category P status (see XV.4).
2. The SAC consists of four (4) or more faculty members having Category P status.
3. At least one member must be from outside the Department (within OSU).
4. Additional members from outside of OSU require permission of the Graduate School.
5. The SAC should be identified by the end of the second semester.

The SAC provides guidance in the development of a course program, approves a course program, provides input and reviews the research proposal and dissertation, and resolves matters concerning the student's graduate program. The student must keep the SAC informed on his/her progress in research and coursework. The Final Oral Exam Committee must include a faculty representative appointed by the Graduate School. The Graduate Faculty Representative may be recommended to the Graduate School by the advisor, but cannot be a member of the Department of Horticulture and Crop Science or of the SAC.

It is recommended that the student meet a minimum of twice each year with their SAC, but there are times when the student is required to meet with the SAC:

1. To prepare the Graduate Course Program (by the end of the second semester)
2. To present the research proposal (may be combined with #1)
3. For the Candidacy Exam
4. For the Final Oral Exam and dissertation approval

The SAC generally continues as the Ph.D. Candidacy exam Committee and the Final Examination Committee, but the membership can be altered by notifying the GSC.

**NOTE:** The student is ultimately responsible for scheduling SAC meetings, oral and written exams, distributing manuscripts to the reading committee, and for obtaining appropriate forms from the Graduate School and for returning them.

### **Course requirements for the Ph.D. degree in Horticulture & Crop Science**

All Ph.D. students in HCS must complete a curriculum of courses that encompass crop physiology, ecology, plant breeding and biotechnology, and experimental design. Graduate students may be required to take additional courses as directed by their SAC. Students should discuss prior course work to be certain they have sufficient training to succeed in these courses, and should make up any deficiencies in their preparation prior to enrollment. The curriculum requirement represents fundamental courses required by all graduates of HCS as directed by consensus of the faculty of the Department. The GSC Chair will not entertain deviations to this program except in rare and extreme circumstances.

### Course Requirements for the Ph.D. Degree in Horticulture & Crop Science

	Course	Course Title and information	Credits
1	HCS 5621 OR	Physiology of Cultivated Plants (Au)	3
	HCS 7821	Environmental Physiology of Managed Plant Systems (Sp)	3
2	HCS 7625 OR	Plant Breeding and Biotechnology (Au)	3
	HCS 8825	Advanced Plant Breeding (Sp)	3
3	HCS 5602	Ecology of Agriculture (Au)	3
4	HCS 8887	Techniques of Experimental Design (Sp)	4
5	HCS 7001	Graduate Student Professional Development (Au/Sp) Take this the first semester of enrollment.	1
6	HCS 7890	Seminar on HCS Topics (Colloquium within first 2 semesters)	1
	HCS 7890	Seminar on HCS Topics (register at least one more time)	1
7	HCS 7806	Research Methods in HCS	1-2
	HCS 7806	Research Methods in HCS	1-2
8	HCS 8830	Current Topics	2
	HCS 8830	Current Topics	2
	HCS 8830	Current Topics	2
	HCS 8830	Current Topics	2
9	HCS 8999	Research (1-12 cr/term)	Var.
10	HCS or other	Electives (12 additional hrs.) HCS or other courses at the 5000 level or above (does not include courses that fulfill above requirements, i.e. HCS 8999, 8830, 7806, 7890)	12+
11	HCS or other	Advanced course requirement: 2 courses listed above in 1, 2 or 9 must be at the 7000 or 8000 level.	
12		Other coursework required by SAC	

Colloquium and Seminar requirement (HCS 7890 1 cr repeatable). Students will enroll in HCS 7890 a minimum of two times: The first of these should occur by the second semester of enrollment, during which the student will present a Colloquium describing his or her research proposal. The second and subsequent enrollments can be any semester thereafter. Students enrolling in HCS 7890 for credit must attend all departmental seminars.

The Departmental Seminar Series is an essential aspect of intellectual discourse in a top tier academic institution, and an excellent resource for faculty and students of the Department. Research presented by investigators inside and outside of Ohio State should represent state of the art or frontier level topics. All graduate students should attend all departmental seminars to take advantage of this unique resource. Those signed up for HCS 7890 for credit are required to attend.

Methods in Horticulture and Crop Science (HCS 7806 1-2 cr, repeatable). Doctoral students are required to take at least two 7806 courses. Students are encouraged to suggest topics of interest, such as methods in statistics, biochemistry, genetics, proposal writing etc.

Current Topics in Horticulture and Crop Science (HCS 8830 2 cr, repeatable). Doctoral students must register for a minimum of 4 times. These courses generally have a 'journal club' format in which students and faculty discuss current papers in the field. Similarly structured classes, outside of HCS, may substitute for this requirement (up to 4 credits), with approval of the GSC. Students are encouraged to work with faculty to suggest topics of interest.

Research requirement (HCS 8999 1-12 cr, repeatable). Students undertake innovative, timely research projects as a major component of the total graduate program. Enrollment in HCS 8999 (Research) provides credit for the research experience. Research Proposals are considered HCS 8999 activity and they should be submitted to the GSC by the end of the third semester of enrollment for Ph.D. students.

Exit Seminar requirement: All students will present an Exit Seminar on the day of their final defense, just prior to the actual defense. This is a culminating event in the academic career of a student and their association with this Department. The student will be responsible for scheduling and notifying the department, SAC members, and associated units, of the time and place of their exit seminar presentation. Exit seminars will be video-linked between campuses. The exit seminar will be 50 minutes in duration to provide presentations that are thorough, with ample time for discussion; however, the exit seminar is **not** part of the final exam and should not take time from the examination.

The Exit Seminar is a requirement for graduation. The GSC Chair will not sign off on graduation forms without evidence that a student has completed this requirement.

**Doctoral Area of Specialization.** The Department does not currently specify areas of specialization to be entered on the permanent record.

**Foreign Language Requirement.** The Graduate School and Department have no foreign language requirement for doctoral degrees.

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

**Transfer from M.S to Ph.D. Degree Program in HCS.** Eligible students in HCS can transfer from M.S. to Ph.D. programs without completion of the M.S. degree. The request for transfer will be made jointly by the student and advisor with endorsement of the SAC. The transfer will normally be made after 1 year of M.S. study, when the student's academic and research potential has been clearly established. The limitation of four years of departmental funding support, from the initial admission to the M.S. program, will apply. This transfer will be subject to approval of the GSC, and will be based on four criteria:

1. High scholastic performance (e.g. graduate GPA typically >3.5).
2. High aptitude for research (initiative, independence, originality etc) that might be demonstrated by completion of a high quality research proposal or publication of prior research.
3. Scope in the research for expansion to a Ph.D. quality project (which should be explained in the request for transfer).
4. Student is up to date on required components for M.S. at the time of request (i.e. identified advisor and SAC, completed M.S. proposal, approved course of study).

**Criteria for Transfer from Ph.D. to M.S. Program in HCS.** A written request must be submitted by the advisor and signed by the SAC with an explanation of the rationale for the change. The letter must specify whether the change is to an M.S. plan A (thesis) or plan B (non-thesis) degree. The intended graduation date must be indicated.

## **Credit Hours and Residency Requirements for Doctoral Students VII.2**

**Minimum Hours.** A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a doctoral degree. If a student has earned a master's degree, then a minimum of 50 graduate credit hours beyond the master's degree is required. If the master's degree was

earned at another university, it must be transferred to Ohio State. A student must be registered for at least three graduate credit hours during the semester(s) or session(s) of the candidacy examination, the semester or session of the final oral examination, and the semester or session of expected graduation.

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

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

**Residency for Ph. D students.** The residency requirement gives students the opportunity to engage in intensive, concentrated study over an extended period of time in association with faculty members and other students in an atmosphere conducive to a high level of intellectual and scholarly activity.

The following requirements must be fulfilled after the master's degree has been earned or after the first 30 hours of graduate credit have been completed:

1. a minimum of 24 graduate credit hours required for the Ph.D. must be completed at this university
2. a minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full time enrollment must be completed while in residence at this university
3. a minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session must be completed after admission to candidacy

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

**Change of Program or Advisor.** A student wishing to change to a different program or advisor should notify his/her advisor and the GSC Chair. A plan for transfer, funding, and formulation of a new SAC should be made within the semester.

### **Preliminary Examinations VII.3**

The Department does not require students to take a preliminary or qualifying examination prior to taking the candidacy examination.

### **Candidacy Examination VII.4**

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

The candidacy examination is a test of the student's comprehension of the field, allied areas of study, his or her capacity to undertake independent research, and his or her ability to think and express ideas clearly. Each Graduate Studies Committee must ensure that a rigorous examination is given and that the student's performance is evaluated at the time of the exam.

**Timing.** The candidacy examination may be taken or begun at any time thought appropriate by the student's SAC and GSC, but **must be completed no later than two semesters or one semester and a summer session before graduation.** The student must be in good standing in the Graduate School and registered for at least three credit hours each semester or session in which any part of the candidacy examination is taken. Students who plan to take the candidacy examination during the summer session are responsible for making certain that committee members are on duty in the summer.

### **Candidacy Examination Committee.**

In HCS, the candidacy examination committee is composed of the student's SAC, and is comprised of at least four authorized Graduate Faculty members, including the student's advisor. At least one member of the SAC must be from outside of HCS.

The advisor of a doctoral student must hold membership at the Category P level in the graduate program of the student. A Graduate Faculty Representative may be assigned to an initial candidacy exam at the request of the student and advisor.

The advisor serves as the chair of the candidacy examination committee and serves a member of the committee. The advisor, as chair of the candidacy examination committee, is responsible for coordinating the preparation and conduct of both the written and oral portions of the candidacy examination.

The responsibility for the written and oral portion of the candidacy examination and responsibility for evaluating the entire candidacy examination rest with the SAC. Under special circumstances and with the approval of the GSC, other Graduate Faculty members may participate in generating, administering or scoring parts of the written portion of the candidacy examination. Non-Graduate Faculty members may be appointed to the candidacy examination committee by approval of the GSC and by petition to the Graduate School. Non-Graduate Faculty are in addition to the required four, current Ohio State Graduate Faculty members.

### **Written Portion of the Candidacy Examination VII.5**

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

#### **Guidelines for the written portion of the Ph.D. Candidacy:**

1. Student, advisor, and SAC determine the time and date of the written and oral portions of the exam. The format of this exam and the timing of its administration are determined by the student and SAC. In lieu of standard questions from each SAC member, students, in consultation with their Advisor and SAC, can elect to take the written portion using the “Proposal” option (see below).
2. The student must file a Doctoral Notification of Candidacy Exam form with the Graduate School and a copy to the HCS Graduate Program Office **at least two weeks prior to the oral portion** of this exam.
3. The written portion of the Candidacy Examination for the Ph.D. degree consists of written questions from the SAC. The student can consult with SAC members prior to the exam to determine the scope and nature of questions. The order, timing, and format of the questions are determined by the individual SAC members in consultation with the advisor and student.
4. At the end of each written exam, the exam documents are given to each member of the SAC.
5. Within one week of receiving the exam documents, each SAC member must give the student written approval/disapproval, with a copy to the advisor. This is equivalent to passing the written part of the general exam. If a student does not pass the written part of the candidacy exam, the SAC will determine what additional study or other requirements must be met to reschedule the written portion (See Waiver information below)
6. Upon SAC approval of the written portion, the oral exam will proceed according to the notice provided to the Graduate School. The Graduate School requires notice of at least two weeks.
7. The oral examination must occur within one month of the student distributing the finished written exam to the SAC. The oral exam consists of a two-hour oral examination on topics

from the written examination as well as any general knowledge pertaining to the student's program.

**Waiver.** If, based on evaluating the written portion, the advisor or another member of the SAC see no possibility for a satisfactory overall performance on the candidacy examination, the student may be advised to waive the right to take the oral portion. The SAC may not, however, deny a student the opportunity to take the oral portion.

**Guidelines for the “Proposal” option for Ph.D. Candidacy:**

1. Student, advisor, and SAC choose a proposal topic unrelated to the students' dissertation. Students are encouraged to prepare an Abstract to send to the SAC. This Abstract would include an overview of the proposed topic, the hypothesis intended on investigating, and the justification or appropriateness of the topic as a grant proposal.
2. Within one week of sending the SAC the proposal Abstract each member must approve/disapprove of the proposal topic in writing.
3. Once all SAC members approve of the proposal topic, the one-month written portion of the candidacy exam begins. Preparation of the written proposal must follow the most current proposal format requirements of NSF or USDA-NIFA. The student and SAC will determine which of the two guidelines are most appropriate before the student begins the preparation of the written proposal.
4. At the end of the one-month written exam period the proposal is given to each member of the SAC.
5. Within one week of receiving the proposal, each SAC member must give the student written approval/disapproval. This is equivalent to passing the written part of the general exam.
6. Upon SAC approval of the written proposal the student must register for the oral exam with the Graduate School. The Graduate School requires notice of at least two weeks.
7. Prior to one week before the oral exam, each SAC member must provide substantive feedback about the proposal to the student (in person or via email).
8. The oral examination must occur within one month of the student distributing the finished proposal to the SAC. The oral exam consists of a two-hour oral defense of the prepared proposal as well as any general knowledge pertaining to the proposal.

**Waiver.** If, based on evaluating the proposal, the advisor or another member of the SAC see no possibility for a satisfactory overall performance on the candidacy examination, the student may be advised to waive the right to take the oral portion. The SAC may not, however, deny a student the opportunity to take the oral portion.

If the student decides to waive the right to take the oral portion, a written statement requesting the waiver must be presented to the SAC. In such a case, the SAC records an “unsatisfactory” on

the Candidacy Examination Report form and returns it with a copy of the student's waiver request to the Graduate School.

### **Oral Portion of the Candidacy Examination VII.6**

**Scheduling.** The oral portion of the candidacy examination lasts approximately two hours and is held after completion of the written portion. The oral portion normally must be completed within one month of the written portion. The Graduate School must be notified at least two weeks in advance of the oral's proposed time and place by the submission of a Notification of Doctoral Candidacy Exam form. The candidacy examination must take place during announced university business hours, Monday through Friday.

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

**Attendance and Format.** Attendance at the exam is limited to the student and members of the candidacy examination committee (SAC). Except when video conferencing is involved, all members of the candidacy examination committee must be present during the entire oral examination. The oral portion of the candidacy examination lasts approximately two hours. Questioning of the student should occupy the entire period of the examination. All committee members are expected to participate fully in the questioning during the course of the examination and in the discussion of and decision on the result of the candidacy examination.

**Video Conferencing.** With the prior approval of the Graduate School, one remote examination site may be linked through video conferencing. All doctoral candidacy oral examinations involving video conferencing must adhere to the Graduate School's guidelines for video conferencing, available from the Graduate School (see Appendix B).

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

**Postponement.** The oral portion of the candidacy examination is expected to be held as scheduled; however, circumstances (other than failure to pass the written portion) may prompt

the advisor to postpone it. Before taking this action, the candidacy examination committee chair must consult the student and other members of the candidacy examination committee, which does not include the Graduate Faculty Representative. Prior to the oral examination, the candidacy examination committee chair must notify the Dean of the Graduate School of the postponement. See Section VII.5 regarding the student's waiver of the oral portion when the candidacy examination committee judges the written portion to be unsatisfactory.

### **Result of the Candidacy Examination VII.7**

**Decision.** The decision about the outcome of the candidacy examination is reached in the absence of the student. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by signing the Candidacy Examination Report form that must be submitted to the Graduate School.

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

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

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

**Failure.** A student who fails the candidacy examination twice is not allowed an additional examination. After two unsatisfactory attempts at the candidacy examination (including the supplemental candidacy examination), a student is not permitted to be a doctoral candidate in the

same or in any other graduate program at this university. A doctoral student in this situation is automatically dismissed from the Graduate School and is not eligible to use the transfer-of-graduate-program procedure.

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

### **Candidacy VII.8**

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

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

Doctoral students who have achieved candidacy are deemed to have:

1. acquired the necessary advanced knowledge of the subject (normally by meeting all of the course requirements for the particular Ph.D. program)
2. developed the needed technical skills (e.g., laboratory, computational, etc.) for work in the subject
3. demonstrated the ability to do the research or scholarship necessary to begin work on a dissertation

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

A student is normally expected to enroll primarily in 8999 or in program-approved courses after satisfactorily completing the candidacy examination. Post-candidacy doctoral students must enroll for at least three credit hours (full time). Post-candidacy doctoral students must also fulfill the post-candidacy residency requirement of a minimum of six graduate credit hours over a period of at least two semesters or one semester and summer session after admission to

candidacy. Candidacy status established in one doctoral program is not transferable to another doctoral program.

**Continuous Enrollment.** This policy is effective for all students who were admitted to the Graduate School Autumn Semester 2008 and after.

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

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

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

**Leave of Absence.** Post-candidacy students who cannot continue in their doctoral program due to extenuating circumstances can request a Leave of Absence from their doctoral studies on a semester by semester basis for up to a maximum overall leave period of one year. While there are many situations upon which a leave can be requested, such as the birth or adoption of a child or a serious medical condition, a leave will not be granted with the sole reason of financial hardship. The initial request for a leave should be submitted by the student to the Graduate Studies Committee in the student's home program. If the leave is approved at the program level, the Graduate Studies Chair will formally request the leave in writing to the Dean of the Graduate School. A request for a leave needs to be submitted before the actual leave period begins. Verification of circumstances should be included as part of the leave request. If a leave is granted, the student's candidacy period will be paused until the student returns to continuous enrollment status.

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

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

**Supplemental Candidacy Examination.** The nature of the supplemental candidacy examination and the membership of the candidacy examination committee are determined by the student's advisor and these rules of the GSC:

The student and advisor will attempt to reconstruct the SAC with which the student worked. If necessary, alternative committee members may be named and must be approved by the GSC.

The examination committee (SAC) will be comprised of the advisor and at least three other authorized Graduate Faculty members. The supplemental candidacy examination must include a written and an oral portion that last approximately two hours. A Graduate Faculty Representative is appointed if a prior unsatisfactory examination result is on record. All other rules pertaining to candidacy examinations must be followed.

## **Dissertation VII.9**

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

**Dissertation Committee.** The dissertation committee in HCS is the student's SAC. It is composed of the advisor, who must be a Category P Graduate Faculty member in HCS, and at least two other authorized Graduate Faculty members. Additional Graduate Faculty members also may serve on the SAC. The advisor serves as chair of the dissertation committee. Selection of the committee members is the responsibility of the advisor and is subject to approval by the GSC. Non-Graduate Faculty members may be appointed to the dissertation committee by

approval of the GSC and by petition to the Graduate School. Non-Graduate Faculty members are in addition to the required three, current Ohio State Graduate Faculty members.

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

**Format Review.** The student must submit the complete, word-processed dissertation draft to the Graduate School for format review at the time the Draft Approval form is submitted. The dissertation must conform to Graduate School format requirements as described in the “Guidelines for Formatting Theses, Dissertations, and D.M.A. Documents” available on the Graduate School website.

### **Final Doctoral Oral Examination VII.10**

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

**Final Doctoral Oral Examination Committee.** The final oral examination committee is composed of the student’s dissertation committee (SAC), plus the Graduate Faculty Representative. Other Graduate Faculty members may be added to the committee, subject to approval of the GSC. The advisor serves as chair of the final oral examination committee (SAC). The advisor of a doctoral student must be a Category P member of HCS. Responsibility for conducting and evaluating the final oral examination rests with the student’s SAC

**Dissertation Draft Approval.** The student must submit a complete, word-processed dissertation draft to the dissertation committee for review and approval or disapproval. Approving the dissertation draft means that the SAC members judge it to be of sufficient merit to warrant holding the final oral examination. Each SAC member indicates approval of the dissertation draft by signing the Draft Approval/Notification of Final Oral Examination form that must be submitted to the Graduate School no later than two weeks before the date of the final oral examination. After the final oral examination committee (SAC) has been approved by the Dean of the Graduate School, the Final Oral Examination Report form is sent to the student’s advisor. The final oral examination must take place during announced university business hours, Monday through Friday.

**Graduate Faculty Representative.** Once the final oral examination is scheduled, the Dean of the Graduate School appoints the Graduate Faculty Representative. The Graduate Faculty Representative is a Category P Graduate Faculty member who is neither a Graduate Faculty member in the student's graduate program nor a member of the SAC. No less than one week before the final oral examination, a complete, word-processed dissertation draft must be presented to the Graduate Faculty Representative. The Graduate Faculty Representative is a full voting member of the final oral examination committee. The Graduate Faculty Representative reports a judgment of the quality of the examination, of the dissertation, and of the student's performance to the Graduate School. If the examination is reviewed, the Graduate Faculty Representative also reports to the Graduate School on the fairness of the conduct of the examination and its conformity to Graduate School rules.

**Negative Judgment of Dissertation Draft, Graduate Faculty Representative.** If the Graduate Faculty Representative judges the dissertation unsatisfactory, the student's advisor and the Dean of the Graduate School are to be informed no later than one day prior to the final oral examination. After consulting the student and the SAC, the advisor may elect to hold the examination as scheduled or postpone it until the situation is resolved.

**Attendance and Format.**

An Exit Seminar, based on the dissertation research by the student, will precede the exam and is open to all, but is not part of the final defense.

Except when video conferencing is approved by the Graduate School, all members of the SAC and Graduate Faculty Representative must be present during the entire examination. All members are expected to participate fully in questioning during the course of the examination and in the discussion of and decision on the result. Other faculty members and graduate students may attend the examination, subject to approval by the GSC. The final oral examination lasts approximately two hours. Questioning of the student and discussion of the research should occupy the entire period of the examination.

**Video Conferencing.** With the prior approval of the Graduate School, one remote examination site may be linked through video conferencing. All doctoral final oral examinations involving video conferencing must adhere to the Graduate School's guidelines for video conferencing (see Appendix B).

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

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

### **Result of the Final Oral Doctoral Examination VII.11**

**Decision.** Only the SAC members and Graduate Faculty Representative are to be present for discussion of the student's performance and the decision about the outcome. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by signing the Final Oral Examination Report form that must be submitted to the Graduate School by the posted deadline for the semester or summer session of graduation.

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

**Unsatisfactory.** If the examination is judged unsatisfactory, the SAC members and Graduate Faculty Representative must decide whether the student will be permitted to take a second final oral examination and must record that decision on the Final Oral Examination Report form. Should the Graduate Faculty Representative cast the only negative vote or find that the examination does not meet required standards, the examination should be halted and the matter referred to the Graduate School for review. The examination may then be rescheduled without prejudice to the student once the issues raised by the GFR have been satisfactorily resolved.

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

**Failure.** A student who fails the final oral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the final oral examination, a student is not permitted to be a doctoral candidate in the same or in any other graduate program at this university. A doctoral student in this situation is automatically dismissed from the Graduate School and is not eligible to use the transfer-of-graduate-program procedure.

**Review.** Upon written appeal by the student or a member of the final oral examination committee, the Graduate School Grievance Committee reviews that student's final oral

examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Graduate Council has established review procedures (Appendix D).

### **Dissertation—Final Copy VII.12**

**Final Approval.** Final approval of the student's dissertation cannot occur until the final oral examination has been completed satisfactorily. Each SAC member indicates approval by signing the Final Approval form that must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation.

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

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

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

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

### **Graduation Requirements VII.13**

**Application to Graduate.** A student must complete and submit the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected. The application is valid for that semester or session only. Submitting this application indicates that the student expects to complete all degree requirements by the end of that semester or session. It must be signed by the student, the advisor, and the GSC Chair. The names of the dissertation committee (SAC) members must be listed on the form. In addition to the doctoral degree requirements described in Section VII, the student:

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

**End of Semester or Summer Session.** A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following semester or summer session may graduate the following semester or summer session without registering or paying fees.

### **Summary of Ph.D. Degree Graduation Requirements VII.14**

1. satisfactory completion of the candidacy examination and submission of the Candidacy Examination Report form to the Graduate School
2. registration for at least three graduate credit hours during the semester or summer session when the candidacy and final oral examinations are taken and during the semester or summer session in which graduation is expected
3. submission of the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected
4. completion of a minimum of 80 graduate credit hours, at least 50 of which must be completed beyond the master's degree
5. completion of the following residency requirements after the master's degree has been earned or after the first 30 hours of graduate credit have been completed:
  - minimum of 24 graduate credit hours must be completed at this university
  - minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full time enrollment
  - a minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session after admission to candidacy
6. graduate cumulative point-hour ratio of at least 3.0
7. approval of dissertation draft by the dissertation committee members and submission of the Draft Approval form and the dissertation draft to the Graduate School at least two weeks before the date of the final oral examination
8. satisfactory completion of the final oral examination and submission of the Final Oral Examination Report form to the Graduate School by the published deadline for the semester or summer session of graduation
9. electronic submission of the approved dissertation and a separate 500-word or less abstract by the published deadline for the semester or summer session of graduation
10. submission of Final Approval form and Survey of Earned Doctorates after electronic submission and acceptance of dissertation by the published deadline for the semester or summer session of graduation
11. completion of Ph.D. degree requirements within five years after being admitted to candidacy
12. receipt of final grades in the University Registrar's Office by the published deadline
13. completion of Ph.D. degree requirements described above as established by the HCS GSC
14. payment of the doctoral hood and microfilm processing fees by the published deadline for the semester or summer session of graduation.

## **Section VIII—Special Graduate Programs**

### **Combined Programs VIII.1**

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

Several undergraduate colleges offer combined programs with the Graduate School, including the College of Food, Agriculture, and Environmental Science. Rules for admission and conduct of such a program are described in the Graduate School Handbook  
[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

### **Graduate Certificate Programs VIII.2**

Certificate programs provide students an opportunity to demonstrate competence in a coherent curriculum or area of specialization at the master's or post-master's degree level to supplement work for advanced degrees or to further professional preparation. Additional information is available in the Graduate School Handbook  
[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

### **One-of-a-Kind Doctoral Programs VIII.3**

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

### **Graduate Minors and Graduate Interdisciplinary Specializations VIII.4**

The Graduate Minor and the Graduate Interdisciplinary Specialization are two options that facilitate the access of graduate students to interdisciplinary study and provide formal recognition of such study on the student's transcript. **They have not been utilized in HCS.** Detailed information, including criteria, procedures for development, and operating procedures for Graduate Minors and Graduate Interdisciplinary Specializations are available from the graduate programs involved or the Graduate School. The current list of Graduate Minors and Interdisciplinary Specializations can be found on the Graduate School website.

## **Section IX—Graduate Associates**

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

## **General Information IX.1**

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

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

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

1. must be pursuing a graduate degree at this university
2. must meet minimum Graduate School registration requirements:
  - eight credit hours during each semester a 50 percent or greater GA appointment is held, except during the summer session, when the minimum is four
  - four credit hours during each semester a 25 percent appointment is held, except during the summer session, when the minimum is two
  - for doctoral students who have passed the candidacy examination, three credit hours each semester or session a 50 percent GA appointment is held. Students who were admitted to the Graduate School Autumn Semester 2008 and after are required to be continuously enrolled after passing the candidacy examination (Section VII. 8). Audited courses do not count toward these requirements.
3. must be in good standing in the Graduate School when the appointment or reappointment becomes effective
4. must maintain reasonable progress toward a graduate degree as indicated by a satisfactory annual progress report as indicated above.
5. must certify proficiency in spoken English before assuming GTA duties involving direct student contact (applies only to international non-English speaking graduate students)
6. must satisfy other requirements published by the Graduate Studies Committee or appointing unit
7. must, if enrolled in a bachelor's/master's combined program, hold only a GA appointment that does not involve teaching of other students

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

GRAs funded through the HCS Department will carry responsibilities in addition to a student's own thesis or dissertation research. GRAs are expected to contribute departmental service, such as serving on committees, service to professional societies, assistance in a course (not curriculum

delivery), contribution to non-thesis research, or other service. This service will not be a requirement for graduation, but may be considered when students make requests to the Department, e.g. for funding extension requests, admission to Ph.D. following completion of M.S., or other requests.

GTA's funded through HCS will be assigned responsibilities that include but are not limited to: weekly recitation classes, delivering course lectures, preparation of exam and mid-term questions, and grading of exams and midterms. GTA's will be responsible for delivering about 10% of the class curriculum. A GTA position will be a 50% appointment (duties should be limited to approximately 20 hours per week), thus a GTA can register for classes and continue research once their teaching duties have been fulfilled.

**Evaluation.** All students holding a GRA, GTA, or GAA will be evaluated annually using the Graduate Student Progress Report. This annual report allows the GSC to follow each student's progress and identify potential problems. It is the joint responsibility of the student and advisor or supervisor to be sure the Graduate Student Progress Report is submitted on time as requested by the GSC. **Students will not be reappointed to GA positions without a satisfactory progress report, submitted on time.** In some instances, participation in the evaluation by the Department Chair, Academic Affairs Chair, or GSC Chair may be warranted. Faculty advisors should complete a peer evaluation of GTA teaching (using the current departmental "Peer Review of Teaching" form). GTA's should be encouraged to provide feedback to faculty concerning the course. GTA's can also receive SEI from students. The University Center for Academic Teaching (UCAT) offers training seminars for incoming GTAs. An outstanding GTA award (<http://www.gradsch.ohio-state.edu/Depo/PDF/GATAGuidelines.pdf>) is available (GTAs can nominate themselves), as are informational sessions about constructing a professional teaching portfolio.

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

### **Terms of Appointment, Reappointment or Termination IX.2**

**Selection of Graduate Associates.** Selection of GAs for positions funded in any amount by the Department is the joint responsibility of the Department Chair and the GSC.

Criteria for selection of GRAs include academic record, research experience, publications, letters of recommendation, the statement of purpose, and GRE and TOEFL scores. Qualified individuals with interest in financial support from the department or faculty for graduate studies should inform the GSC Chairperson. Students may also apply to individual faculty or faculty working groups for funding from grants. Associateships can be held by M.S. Plan A and Ph.D. students. The GSC will evaluate applicants for appointment as GRAs and will recommend students for departmental support to the Department Chair. The following will be considered in the evaluation process:

- Overall academic and research potential as reflected by performance

- Background experience, motivation, and commitment to the area of interest
- Potential to excel in a specific area of interest
- Recommendations from faculty members
- Specific needs of the Department

Recommendations for GRA appointments must be made in writing to the GSC by prospective advisors. If approved, the GSC makes recommendations to the Department Chair regarding the assignment of GRAs. The GSC will accept letters of request for departmental funding from prospective advisors at any time. The GSC will review these requests, and consider recommending their approval to the Department Chair, keeping in mind the needs of the whole Department. The GSC will approving funding for the best qualified students.

Letters of Request for GRA Funding Should Include the Following:

1. Specific information regarding the proposed funding arrangement. Advisors are encouraged to provide full soft money support for students if funds are available. Other funding options may be approved based on standard programs available in the Department and at the approval of the GSC and the Chair. Letters should indicate what portion of funding will be supplied from grant dollars, and the specific funding account numbers.
2. Information on how the student fits the intended program and degree sought.
3. A plan for addressing any deficiencies in the student's academic background.
4. A statement that the student and advisor will participate fully in the department's graduate program. For example, demonstrable evidence that the student and advisor participate in 8830 and 7806 courses, plans for participation in the Graduate Research Retreat, participation in seminar and colloquium, and a record of timely and thorough annual evaluation of grad students. The GSC will most likely recommend funding for programs that have a strong record including regular meetings with students, students as author and co-author on peer reviewed publications, timely graduation of students, or other indicators of excellence of the program in which the student is being recruited.

**Graduate Teaching Associateships (GTAs).** GTAs are critical to delivery of the HCS undergraduate curriculum. HCS graduate students may choose to develop their teaching skills and improve their employment options after graduation. Teaching experience is also relevant to careers in extension (adult learning) and private industry (instruction of subordinates, promulgation of company information). Voluntary submission of a request for TA assignment will be solicited each Spring by the GSC and Academic Affairs Committee (AAC) of HCS.

**Applying for a GTA position in HCS.** Students on GRA appointments who are interested in gaining experience with undergraduate teaching can apply for GTA positions. Course syllabi will contain a description of the teaching duties and opportunities and students should review them at the HCS intranet web (<http://hcsintranet.osu.edu/>) before applying for a position. Applications from current and incoming admitted students will be received during spring semester. At the end of spring semester, GTA positions will start being filled and appointments will continue (during the year) until all positions are filled. This will be a competitive application process, and the best applicant will be appointed to each position by the HCS Chair (or designee), at the recommendation of GSC and AAC Chairs. Successful GTA applicants will

have demonstrated teaching skills and abilities. These skills may be acquired through a combination of experience and prior or concurrent enrollment in one or more courses in pedagogy. Changes to GTA positions may be made during the year as necessary. A GTA position in extension education may be offered depending on funding availability.

**Duration of GTA appointments.** Each appointment is for one semester. Typically students may elect to be a GTA for 1 semester per year. Requests for more than two GTA appointments during a student's graduate program will require GSC approval. A GTA will normally participate in instruction of 1 class per semester.

**GTA Duties.** These may include but are not limited to: weekly recitation classes, lecturing core lectures, preparation of exam and mid-term questions, and grading of exams and midterms. GTA's will be responsible for delivering about 10% of the class curriculum. A GTA position will be a 50% appointment (duties should be limited to approximately 20 hours per week), thus a GTA can register for classes and continue research once their teaching duties have been fulfilled.

**GTA Evaluation.** Faculty should complete a peer evaluation of GTA teaching (using the current departmental "Peer Review of Teaching" form or its equivalent). GTA's should be encouraged to provide feedback to faculty concerning the course. GTA's can also receive SEI from students.

#### **Information Common to all GA Appointments:**

**Offer of Appointment.** Any student accepting a GA appointment must be provided with a Graduate Associate Appointment form stating the terms of the appointment. This form is signed by the student and the Chair of HCS or his/her designee(s).

The Department Chair, using a standard letter of offer, makes all GA appointments, regardless of funding source. All offers of GAs will be in writing, with copies provided to the GSC Chair. The OSU Graduate School Handbook covers deadlines for receiving acceptances or refusals of offers.

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

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

The Department may offer initial appointments after April 15, but endeavors to make offers as early as possible during the spring semester and summer session.

**Period of Appointment.**

In HCS, appointments will normally be made for one year, but through mutual agreement between the student and the Chair of the Department, short-term appointments may be made (though not less than one semester).

**Availability of summer appointments.** The standard appointment will include summer terms. Separate summer appointments may be available on application to the Chair of the Department.

**Duration of appointment.** The maximum time for receiving departmental financial support on a GRA or combined GRA/GTA (i.e. departmental matching funds) while completing a degree is as follows:

M.S. degree - 2 years and one term

Ph.D. without M.S. – 4 years

Ph.D. degree with prior M.S. - 4 years

Graduate students are permitted a longer time to complete their degree, but will require funding sources other than from the Department.

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

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

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

**Work load.** GAs funded are expected to contribute an average of 20 hours of service per week to the department. Research performed as part of the thesis or dissertation is not considered service to the department. Examples of service to the department include teaching and work done for the advisor's research project. Advisors should assign student work experiences that further the student's education and help prepare the student for a career. It is expected that departmental service will not interfere with a student's reasonable progress toward completion of the degree.

**Stipend.** This university establishes a minimum stipend for GAs. Appointing units determine stipend levels above the minimum within university stipend policies. Levels of responsibility, years of experience, progress toward a graduate degree, and performance as a GA are the most common factors used by appointing units to determine stipend levels.

**Reappointing GAs.** Reappointment shall take place annually and is contingent on satisfactory progress (as indicated in the Annual Progress Report) and availability of funds. Appointments may be terminated for due cause as described in the Graduate Student Handbook.

In order to be reappointed, a student must be: (i) in good standing with the Graduate School (GPA > 3.0, and other criteria); (ii) maintaining satisfactory progress in research and (iii) performing required duties adequately. A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including those regarding professional standards and misconduct, may be denied further registration in that program by the Graduate School on the recommendation of the GSC Chair. If a student is not to be reappointed, he or she will be notified in writing by the Chair of the Department as soon as possible. Reasons for non-reappointment must be stated in writing. For two weeks after the date of the non-reappointment notice, a GA has the right to initiate an appeal to the head of the Department.

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

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

Ordinarily, termination of an appointment for unsatisfactory performance will not occur without a probationary period, during which the student will be given the opportunity to demonstrate improved performance. The Graduate Studies Committee reserves the right, however, to terminate an appointment without such a probationary period if such an action is needed in order to protect the integrity of the Department. The Graduate School will disallow reappointment of GAs who are no longer in good academic standing.

**Volunteer GAs.** Under no circumstances should graduate students serve as “volunteer” GAs as described in the Graduate School Handbook.

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

**Outside Employment.** For students funded on grants, employment outside of the Department is discouraged. A GA who is considering additional employment outside the university should consult his/her graduate advisor. A careful evaluation of the impact of additional commitments on the student’s academic progress and on his or her GA responsibilities should be made.

Students funded by Departmental funds and/or through grant funding must adhere to the requirements of the Department and the grant funding source. Approval of the GSC Chair must be obtained. For more information see:

<http://www.gradsch.osu.edu/DEPO/PDF/StudentEmploymentPolicy.1.1.2012.pdf>

### **Appointing Unit Responsibilities IX.3**

This HCS Graduate Studies Handbook describes the GA rules, processes, and procedures used in the Department of Horticulture and Crop Science. In addition, all GAs can seek guidance and advice about their GA responsibilities from their advisor, members of the GSC, the GSC Chair, and the GSC Graduate Coordinator.

### **Grievance Procedures IX.4**

It is generally preferable for problems related to GA appointments to be settled at the department level. Regular, clear communication between graduate associates and their advisors and supervisors is key to establishing and maintaining an effective work environment. However, if talking to an advisor or immediate supervisor does not resolve a problem or potential grievance, GAs are encouraged to consult program handbooks and other materials provided by the HCS GSC to ascertain grievance guidelines that may be in place. The GSC chair, chair-elect, and department chair can also provide information about such guidelines. The staff of the Graduate School is also available to provide consultation with graduate students about problems or potential grievances. There may be instances in which recourse to these persons does not provide resolution. The Graduate Council has established grievance procedures (see Appendix D).

### **Benefits Information IX.5**

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

**Summer Session Fee Authorization.** Graduate students holding a 50 percent or greater GA appointment for two consecutive semesters are entitled to a full fee authorization during the immediately following summer session without being on appointment. Students holding a 25

percent or less GA appointment for two consecutive semesters are entitled to a summer session fee authorization at half the full fee authorization rate. Students using the summer fee authorization must be registered for at least four hours of credit. Post-candidacy doctoral students must register for at least three hours of credit. A graduate student who elects not to enroll during the summer session may not defer the use of the summer fee authorization.

Students on a summer fee authorization may hold a 25 percent or less GA appointment. They may also be appointed to various other appointment titles, including student associate, student assistant, lecturer, fellow, and clinical instructor with no FTE limitations.

**Time Off.** GAs do not accrue vacation or sick leave. GAs are not required to work on legal holidays noted on the university calendar. When university offices are required to maintain services on certain holidays and GAs are scheduled to work on a holiday, they must be given an alternate day off.

Provision for time off for personal leave of less than two weeks duration, including breaks between academic terms, should be determined in consultation with the faculty advisor or direct supervisor. Absences for more than two weeks may interfere with students' responsibilities or assigned duties. It is understood that there are many reasons for such absences. The Graduate Studies Chair shall be informed of, and play a role in the approval/disapproval of long periods of absence (defined as more than two weeks). Guidelines for short-term absences and leaves of absence are given in the Graduate School Handbook.

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

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

Additional information on Leaves of Absence, Military Leave, Parking Permits, Change in Status, Health Insurance, Worker's Compensation, Retirement, and Unemployment Compensation, are available at

[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

**Travel Support Grants for HCS Students.** Travel support grants to aid graduate students in presenting their research at professional meetings are available on an annual basis by request to the GSC Chair. The amount of the award is subject to the availability of funding. Each student is eligible to receive one travel grant per degree. The grant is intended to support the presentation of an oral or poster presentation, usually during the student's final year of their program, or to attend a required interview for a prestigious fellowship award. Written requests should state the

rationale for the travel and provide an estimate of total expenses. When appropriate, an abstract should be attached to the letter upon submission. The request should be submitted to the GSC Chair and copied to the academic program associate at least two weeks prior to the intended date of departure. Requests will be reviewed and ranked and funds will be disbursed accordingly.

## **Section X—Graduate Fellowships**

### **Graduate School Fellowships X.1**

A Graduate School fellowship is a financial award made by the university directly to a graduate student to provide support during a portion of the graduate degree program. Fellows are selected on the basis of academic merit through a university-wide competition without respect to financial need. Graduate fellows cannot be required to perform a service in return for receiving a stipend. Two distinct kinds of Graduate School fellowships are awarded on a competitive basis: 1) first-year fellowships (University and Graduate Enrichment) for students applying to begin a graduate program at Ohio State and 2) Presidential Fellowships, which provide support to students completing their dissertation.

**Eligibility.** Eligibility criteria for a Graduate School fellowship vary by kind of fellowship and are set by the Graduate School. More information on fellowships is available at:  
[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

**Nomination.** Candidates for the first-year and Presidential Fellowships are nominated by the Graduate Studies Committee. Students interested in being considered for the Presidential Fellowship should state their interest to their advisor or Graduate Studies Committee chair.

## **Section XI—CIC Traveling Scholar Program**

The Committee on Institutional Cooperation (CIC), the consortium of the Big Ten universities and the University of Chicago, established the Traveling Scholar Program to increase the cooperative use of its member institutions' resources. The program enables doctoral students at any CIC university to take advantage of educational opportunities at any other CIC university. For more information see  
[http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

## **Section XII—Petitions: Graduate School Rules and Graduate Associate Policies**

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

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

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

### **Section XIII—Graduate Council**

The Rules of the University Faculty starting with 3335-5-32 regarding the Graduate Council are available at [http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

### **Section XIV—Graduate Studies Committee**

The Graduate Studies Committee oversees and administers graduate degree programs in HCS and is the liaison between the Graduate School and the Graduate Faculty members in the department.

**Membership.** Only Graduate Faculty members and graduate students in the graduate program are eligible to serve on the GSC. Members of the GSC are appointed by the Department Chair. The GSC is composed of nine (9) members, including:

- The GSC Chair (2 year term)
- The GSC Chair-elect (determined each 2 years by election of the faculty)
- At least five (5) Department of Horticulture and Crop Science graduate faculty
- One (1) staff member, and
- One (1) graduate student representative (the student representative is also invited to Faculty meetings)
- HCS Chair and Associate-Chair (ex-officio)

**Selection.** Committee members are appointed by the HCS Chair following consultation with GSC Chair to represent a cross-section of Department programs. The staff member serves as secretary to the committee. The term of service on the GSC for faculty members is two years (half the committee is replaced annually). The GSC Chair-elect is elected each two years by the faculty. The incumbent Chair-elect becomes the Chair after a 2-year term as Chair-elect. The

incumbent Chair exits the GSC after 2 years as Chair. The graduate student representative is appointed annually by the Chair of HCS upon recommendation by the GSC. Committee members will represent the junior faculty and senior faculty, from the Columbus and Wooster campuses.

### **General Responsibilities XIV.1**

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

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

The Horticulture and Crop Science GSC:

- Appoints faculty members to the graduate faculty.
- Facilitates graduate student recruitment.
- Reviews and evaluates applications for graduate study.
- Processes admissions.
- Coordinates assignment of students to advisors.
- Monitors course programs of graduate students.
- Recommends to the graduate faculty any changes in requirements or policy.
- Coordinates operations of the Horticulture and Crop Science graduate program with College and University faculty and administrators and with the Graduate School.

**Rules.** The GSC formulates rules and procedures relevant to graduate programs within the policies established by the Graduate Council and the Graduate Faculty members in the graduate program.

- publishes and makes available to students and faculty in the graduate program a graduate program handbook containing the policies, rules, and procedures relevant to its own graduate programs
- establishes procedures for assigning and changing advisors
- considers and acts on student petitions that pertain to its rules. Considers and recommends action to the Graduate Council on student petitions that pertain to the policies and rules of the Graduate Council or the university faculty
- establishes rules respecting thesis and non-thesis master's degree programs

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

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

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

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

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

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

- considers and acts on requests from students to transfer into its graduate program
- establishes rules for reentry of students
- considers petitions to reenroll from students who have been denied further registration or dismissed or whose enrollment eligibility has been deactivated
- approves courses taken under Senior Petition to be counted toward the graduate degree
- determines achievement level required and number of graduate credits that may be earned through credit by examination ("EM" credit)
- recommends approval of graduate courses to be transferred from another university
- determines if the fresh start rule applies to former graduate students

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

- determines policies on time limits for completing degree requirements consistent with Graduate School rules. Such policies are then published in the graduate program handbook
- reviews students' academic performance
- determines reasonable progress and recommends action

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

- may recommend awarding a master's degree on the basis of passing the doctoral candidacy examination
- establishes rules and procedures for the conduct of the master's examination
- reviews student records to ensure that master's degree requirements are met

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

- approves credit hours in excess of the master's degree to be counted toward the doctoral degree
- petitions the Dean of the Graduate School to waive the 80 minimum graduate credit-hour requirement
- establishes rules and procedures for the conduct of preliminary examinations
- establishes rules and procedures for the conduct of the candidacy examination
- determines whether students may take the supplemental candidacy examination
- establishes rules and procedures for selecting the dissertation committee
- establishes rules and procedures for selecting the final oral examination committee
- determines if other faculty members and graduate students may attend the final oral examination
- decides whether the advisor or another member of the Graduate Faculty serves as chair of the candidacy examination committee and whether the advisor is a member of this committee and reports this decision to the Graduate School.

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

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

## **Section XV—Graduate Faculty Membership**

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

### **Eligibility XV.1**

**Regular Faculty.** Regular (appointments at 50 percent time or more) tenure-track faculty and regular research track faculty are eligible for appointment at Category M and P Graduate Faculty.

**Emeritus Faculty.** Emeritus members of the regular faculty holding Graduate Faculty membership at the Category M or P level at the time of retirement may continue to act as advisors for their advisees in progress at the time of retirement with the approval of the Graduate Studies Committee and notification to the Graduate School. For these faculty emeriti to engage in graduate teaching or advising activities not in progress at the time of retirement, approval of both their Graduate Studies Committee and the Dean of the Graduate School is required.

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

### **Functions XV.2**

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

1. serve as advisor for master’s degree students
2. direct master’s theses
3. serve as advisor for doctoral degree students
4. direct doctoral dissertations
5. serve as Graduate Faculty Representative on candidacy examination and final oral examination committees
6. participate in the governance of graduate education at all levels within the university

**Preclusion.** A faculty member whose highest degree was awarded by this university and who is approved for Graduate Faculty membership at any category may not serve as an advisor for or serve on the master’s examination, candidacy examination committee, or final oral examination committee of former fellow students.

**Graduate Faculty Representative.** Rules regarding the Graduate Faculty Representative are available at: [http://gradsch.osu.edu/DEPO/PDF/GS\\_HANDBOOK\\_SEMESTERS.pdf](http://gradsch.osu.edu/DEPO/PDF/GS_HANDBOOK_SEMESTERS.pdf)

### **Category Level XV.3**

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

**Nominations, Appointment, and Notification.** The Graduate Studies Committee appoints Category M Graduate Faculty members and notifies the Graduate School of its actions. The Graduate Studies Committee submits nominations for Category P membership on the Graduate Faculty to the Graduate School and certifies by appropriate documentation that those nominated meet published university-wide criteria.

Potential graduate faculty members must have both an active program of research and a sincere commitment to student advising. New faculty are encouraged to request appointment as soon as they meet the criteria for appointment of graduate faculty with Category M or P status.

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

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

#### **Qualifications and Special Rights and Responsibilities XV.4**

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

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

1. holds appointment as a regular, tenure-track, faculty member
2. holds an earned Ph.D., D.M.A., Ed.D., or equivalent
3. is engaged in an active program of research, scholarship, or creative activity, or demonstrates significant promise of establishing such a program

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

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

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

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

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

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

#### **Committee Service and Advising by Non-Members of the Graduate Faculty XV.5**

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

Studies Committee, outlining the special qualifications and expected contributions of the proposed committee member.

**Advising.** Under extraordinary circumstances, individuals who are not Graduate Faculty members at The Ohio State University may serve as advisors for master's and doctoral students. They must be employed by the university or one of its affiliated units, must have credentials that qualify them for such service, and must be recommended by the Graduate Studies Committee and endorsed by a vote of its full Graduate Faculty. The final decision on eligibility will be made by the Graduate School. Approval to serve as master's or doctoral advisor does not bring with it the right to participate in the governance of graduate education.

### **Review XV.6**

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

**Criteria for category reduction** or loss of active category status, or removal from the graduate faculty may include poor performance as advisor or mentor, poor quality of graduate students' research proposals, poor record of publication of graduate students' research, or poor performance in teaching graduate classes.

Reduction of category level or removal from the graduate faculty may not take place without a probationary period of at least two years, during which time the faculty member will be given the opportunity to demonstrate significant improvement. The GSC may set limits on the number of advisees or advisory committees of a probationary faculty member.

Reducing the category level of a graduate faculty member or removing the faculty member from the graduate faculty will require the approval of a majority of the faculty members of the GSC. Both placement on probation and final action against a probationary faculty member will require a majority vote. Voting will be by secret ballot. Graduate student and staff members of the GSC may participate in discussion of these issues but may not vote.

Prior to voting, the GSC will allow opportunity for input from administrators, faculty, and graduate students. Input may include the following: publication records, student progress reports, reports of exit interviews with graduate students, and any other relevant information. The issue will be discussed at a meeting of the faculty; if possible, this meeting will coincide with a faculty meeting at which promotion and tenure of faculty members is to be considered. The Graduate

Studies Committee will inform the faculty member of the action being considered and will give the faculty member an opportunity to meet with the Committee prior to any vote.

## APPENDIX A—ACADEMIC DEADLINES

<http://www.gradsch.osu.edu/appendix-a.html>

### **Last day to register “P/NP” Deadline**

Au/Sp Semester	4th Friday
Au/Sp/Su Semester Session	2nd Friday
May Session	1st Friday

### **Last day to register “R (audit)”**

Au/Sp Semester	4th Friday
Au/Sp/Su Semester Session	2nd Friday
May Session	1st Friday

### **Last day to drop without a “W”**

Au/Sp Semester	4th Friday
Au/Sp/Su Semester Session	2nd Friday
May Session	1st Friday

### **Last day to drop without petitioning**

Au/Sp Semester	10th Friday
Au/Sp/Su Semester Session	5th Friday
May Session	3rd Friday

### **Additions to Approved Schedules**

Au/Sp Semester	
“Open” Registration	1st Friday
With instructor permission	2nd Friday
By petition only After	2nd Friday

Au/Sp/Su Semester Session	
“Open” Registration	1st Friday
With instructor permission	2nd Friday
By petition only After	2nd Friday

May Session	
“Open” Registration	1st Day
With instructor permission	1st Friday
By petition only After	1st Friday

**APPENDIX B—[GUIDELINES FOR VIDEO CONFERENCING](#) RELATING TO MASTER’S AND DOCTORAL EXAMINATIONS**

**APPENDIX C— [RESEARCH STANDARDS AND MISCONDUCT](#)**

**I.[GRADUATE STUDENT CODE OF RESEARCH AND SCHOLARLY CONDUCT](#)**

**II.[GRADUATE SCHOOL POLICY ON THE INVESTIGATION OF ALLEGATIONS OF RESEARCH MISCONDUCT BY A GRADUATE STUDENT](#)**

**APPENDIX D—[GRADUATE STUDENT GRIEVANCE REVIEW GUIDELINES](#)**

**APPENDIX E—[GUIDELINES FOR SHORT-TERM ABSENCES](#) AND LEAVES OF ABSENCE FOR GRADUATE STUDENTS APPOINTED AS GRADUATE ASSOCIATES, FELLOWS AND TRAINEES**

**APPENDIX F – [GRADUATE ADVISING BEST PRACTICES](#)**

LINKS:

[FORMS, GUIDELINES, AND POLICIES](#)

[FREQUENTLY USED FORMS](#) LISTED ALPHABETICALLY

[FORMS, GUIDELINES, AND PUBLICATIONS](#)

[REGISTRATION FEES AND DEADLINES](#)

[EXAMINATION AND GRADUATION DEADLINES](#)