

EEOB GRADUATE PROGRAM HANDBOOK



THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES



DEPARTMENT OF

eeob.osu.edu

**EVOLUTION, ECOLOGY,
AND ORGANISMAL BIOLOGY**

This version of the EEOB Graduate Handbook was approved by the EEOB Graduate Faculty in February, 2016 (updated April 2017, May 2018 by the EEOB Graduate Studies Committee).

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NOTE: When program requirements for graduate students periodically are updated by the EEOB Graduate Studies Committee, any major changes are noted in this handbook and students follow the requirements in effect when they joined the program. Questions about updated requirements should be directed to the Graduate Studies Chair.

Rules, Policies, and Procedures Established by:

The Evolution, Ecology, & Organismal Biology Graduate Studies Committee and The Faculty of the Graduate Program in Evolution, Ecology, & Organismal Biology

INTRODUCTION

The Evolution, Ecology, & Organismal Biology (EEOB) Department's Graduate Studies Committee (GSC) aims to maintain and improve the quality of the EEOB Graduate Program by application of policies and requirements described in this handbook. In addition, the University Graduate School Handbook (<http://www.gradsch.osu.edu/graduate-school-handbook1.html>) contains university-wide rules for admissions, composition of exam committees, examination procedures, academic probation, the appointment of graduate associates, and many other topics.

The Graduate School authorizes the GSC to establish and publish additional rules and policies that apply in the EEOB Graduate Program, subject to approval by the EEOB Graduate Faculty. Thus, this handbook serves as a supplement to the University Graduate School Handbook. Every graduate student and faculty member should be familiar with both of these resources and should consult them when questions arise about rules or policies pertaining to the EEOB Graduate Program. Revisions of both handbooks will appear in periodic updates as needed.

GRADUATE STUDIES COMMITTEE (GSC)

The Graduate Studies Committee (GSC) is composed of four members of the EEOB faculty who are also members of the Graduate Faculty, and two graduate students. The Chair and faculty membership of the GSC are selected by the Chair of the Department in consultation with the EEOB Advisory Committee. The graduate student representatives are elected annually by the EEOB Graduate Student Organization (GEES). The term of the Chair is three years, and that of the other members is one year.

The duties of the GSC include:

- Enforcement of the rules and regulations set forth in the Graduate School Handbook;
- Development, periodic revision, and enforcement of the rules and regulations set forth in the Department's Graduate Student Handbook;
- Monitoring progress of students in the EEOB graduate program;
- Assignment, in consultation with the Department Chair, of Graduate Teaching Associates to courses;
- Monitoring assessments of teaching performance of Graduate Teaching Associates each semester;
- Convening the EEOB Graduate Faculty for discussions and presentation of motions for approval. Typically the Graduate Faculty meetings will be held in concert with the Department Faculty meetings; however, Graduate Faculty meetings may be called at any time;
- Coordinating the EEOB 8894 seminar each Autumn Semester, during which each member of the EEOB Graduate Faculty makes a presentation to new graduate students;
- Serving as a conduit of information from the Graduate School to EEOB graduate students

- and Graduate Faculty;
- Nomination of graduate students for University-sponsored fellowships;
- Requesting appointment of new tenure-track EEOB faculty to the OSU Graduate Faculty (as Category M or P);
- Coordinating appointments and periodic reviews of any non-EEOB faculty who wish to join the EEOB Graduate Faculty;

GRADUATE ADMISSIONS COMMITTEE (GAC)

The GAC is composed of five EEOB faculty members who are members of the EEOB Graduate Faculty and one graduate student. The Chair and faculty members are selected by the Chair of the Department in consultation with the EEOB Advisory Committee. The Chair of the GSC serves as one of the five regular members of the GAC, but not as Chair. The graduate student representative is elected annually by the Evolution, Ecology, and Organismal Biology Graduate Student Organization (GEES). The term of the GAC Chair is three years, and that of the remaining faculty members is one year.

The duties of the GAC include:

- Preparation and dissemination of materials to prospective students regarding the EEOB Graduate Program and admission to the Program;
- Leadership in recruitment activities, including visits by admitted students;
- Coordination of the admission process, including, but not limited to, screening applicants' files, nomination of applicants for fellowships, and notification of admission.

EEOB GRADUATE FACULTY

Only Graduate Faculty in EEOB, including regional campus faculty and those with partial appointments in other departments, may serve as the primary advisor for EEOB graduate students.

All Regular tenure-track EEOB Faculty are eligible for membership on the EEOB Graduate Faculty, including those on regional campuses (Category M or P). These faculty have the rank of Assistant Professor, Associate Professor, or Professor, and are salaried in EEOB at 20% or greater. A list of current EEOB Graduate Faculty is maintained by the Graduate School and is available at <https://access.gradsch.ohio-state.edu/portal/>. Newly hired faculty in EEOB obtain Category M or P status after the GSC requests this appointment from the Graduate School, usually within the first semester of residence.

Regular, tenure-track OSU Faculty from units other than EEOB may be appointed to the EEOB Graduate Faculty upon approval by the EEOB Graduate Studies Committee when their appointment will enhance the EEOB Graduate Program through their teaching and service on graduate student committees. To remain on the EEOB Graduate Faculty, these individuals from other units must have taught or co-taught a graduate student seminar or EEOB course within the last three years. Non-EEOB appointments to the EEOB Graduate Faculty will be subject to annual review for renewal. Non-EEOB Graduate Faculty are eligible to serve on students' committees without joining the EEOB Graduate Faculty.

Individuals other than regular, tenure-track OSU faculty (e.g., Adjunct and other Auxiliary OSU Faculty and non-OSU scientists) may not be appointed as EEOB Graduate Faculty, nor do they substitute for the required number of Graduate Faculty on student committees. However, they may serve as voting members on graduate student committees upon approval of the GSC and the Graduate School.

Graduate Faculty who retire or resign from the university may continue to serve on graduate committees with certain restrictions, depending on the type of status change and the desire of the faculty member. A Graduate Faculty member who retires from the university, receives Emeritus status, and remains active in research and scholarship, may request continuation of regular Graduate Faculty status. This request must be approved by the EEOB Graduate Studies Committee, the EEOB Chair, and the college dean. The request must specify a fixed term of continued service that cannot exceed five years, although further reappointment via subsequent request is possible. This continued service carries with it the expectation of all normal Graduate Faculty duties, including serving as an outside member on dissertation exams and giving an annual presentation in the EEOB 8894 seminar for new students.

Alternatively, a Graduate Faculty member who retires or resigns from the university may remain as a regular member of a committee of a student who is in candidacy status or is a Master's student at the time of the Graduate Faculty member's retirement/departure and for a period up to the expiration of the student's initial five-year candidacy status (if a Ph.D. student). This requires approval of the EEOB Graduate Studies Committee and the Graduate School, and only one such member of any dissertation/master's committee can be identified as counting toward the required number of OSU Graduate Faculty members. Such an individual may continue as the student's advisor, but a current OSU Graduate Faculty member with contractual obligation to the university must be named to serve as the student's co-advisor. Such faculty may not become the advisor of new students. The request for such continuing service is initiated by the graduate student using the Committee and Examination Petition form on gradforms.osu.edu.

ADMISSIONS

Admissions Process and Criteria

Applicants are not admitted to the EEOB Graduate Program without prior designation of a faculty advisor who is a member of the EEOB Graduate Faculty. The number of students who can be admitted each year also reflects the availability of funding for GTA, GRA, and fellowship appointments. All admitted and current graduate students are offered GTA support for Autumn and Spring Semesters, as needed, pending satisfactory progress.

The deadline for receipt of applications to the EEOB Graduate Program is December 1st of each year. International students must apply by November 1st, if they wish to be considered for financial aid beginning in Autumn Semester of the following year. Only those applicants reviewed and ranked during Spring Semester of each year shall be offered admission for the following Autumn Semester. Graduate faculty may petition the GAC for waiver of this rule based on unexpected or unusual circumstances in which recruitment and admission of a graduate student is essential for meeting the objectives of a funded project in a timely manner.

In addition to the Graduate School requirements, applicants to EEOB must have 32 semester (40 quarter) hours of courses in the biological sciences, 8 semester (10 quarter) hours of mathematics, including at least one course in calculus, and 12 semester (15 quarter) hours of chemistry including organic or biochemistry. Eight semester hours of physics are recommended. Graduate Record Examination scores from the general tests (verbal, quantitative, and written) are required. The Advanced Biology GRE test is not required for admission. Beyond these basic criteria, competitive applicants must have strong letters of recommendation, excellent communication skills, and, ideally, research experience resulting in a thesis, publication, or poster presentation.

Transfer from Master's to Ph.D. Program

In some cases, students who enter the EEOB Master's degree program become interested in switching directly to the Ph.D. program. This option can be considered, if 1) the student's advisor approves, and 2) evidence exists to suggest that the student has made sufficient progress in the Master's program. Such evidence might include having a proposal approved by the student's committee by the second semester of enrollment and by having started a research project. If the student has started his or her third year of the EEOB Master's program, some form of publishable product based on a student's research is required. Examples could include a poster or oral presentation at a meeting, or a manuscript being prepared or submitted for publication. Requests will not be considered after December 1st of the third year.

To remain eligible for GTA/GRA appointments, the time limit for completion of the Ph.D. cannot exceed six years including time as a Master's student in EEOB. In addition, the student's Candidacy Exam must be completed by Spring Semester of the third year, similar to other Ph.D. students.

Transfers to the Ph.D. program can be considered at any time of year by submitting the following items to the EEOB Graduate Admissions Committee (GAC) Chair:

- Letter from the student
- Letter from the advisor sent directly to the GAC Chair
- Master's thesis proposal (approved by the student's Thesis Committee)
- Evidence of research progress (depends on duration of enrollment)
- Current CV, Advising Report, and original application materials for the Master's program in EEOB

The student's letter to the Chair of the GAC should explain what s/he has accomplished, how his/her research project has now expanded, and a timeline for completion of the Ph.D. dissertation. The student's advisor must write a letter of support directly to the GAC Chair outlining his/her enthusiasm for the student's transfer and expectations for how s/he will be funded, starting with the first term for which the student is requesting admission to the Ph.D. program.

The Chair of the GAC will distribute the letter of request and all related documents to the GAC and the GSC Chair. The GSC Chair will participate in the GAC meeting and will be involved in the voting process. If the decision is favorable, the GAC Chair will forward a recommendation to the Chair of EEOB, who makes the final decision based on available funding. The number of Ph.D. students admitted is based on funds available from fellowships, teaching associateships,

and research grants. These funds are normally committed by mid-Spring Semester each year. Thus, if students apply for admission by transfer outside of the normal (spring-autumn) admission process, they might be approved for admission but not admitted until funds are available. After the transfer is approved, the student must complete a form entitled “Request for Transfer of Graduate Program,” available from and submitted to the Graduate School.

Occasionally, a student enrolled in another OSU Master’s Degree program will seek to transfer to the EEOB Ph.D. program. When this is the case, the student should apply to the EEOB Ph.D. program and be considered by the Admissions Committee like all other potential graduate students in EEOB. As above, after a transfer has been approved by the Admissions Committee, the student must complete a form entitled “Request for Transfer of Graduate Program,” available from and submitted to the Graduate School.

Admissions and GTA Support for Non-EEOB Graduate Students

Occasionally, EEOB provides GTA positions to graduate students who are admitted to other OSU graduate programs (e.g., the Environmental Sciences Graduate Program) if their primary advisor is an EEOB faculty member. In these situations, applicants to other programs also must be evaluated informally by the EEOB GAC so they can be ranked along with other applicants to our graduate program. To initiate this process, the potential faculty advisor in EEOB will request application materials from the appropriate Graduate Coordinator and will send them to the EEOB GAC for evaluation. Applicants who are deemed to be competitive within the pool of accepted applicants in EEOB will be eligible for future GTA positions in the same manner as EEOB students without having to enroll in the EEOB graduate program. The total numbers of EEOB and non-EEOB students who can be accepted each year is determined after consultation between the EEOB Department Chair and the Chair of the GAC.

COMMON REQUIREMENTS FOR MASTER’S AND PH.D. PROGRAMS

Advisor and Procedure for Change of Advisor

EEOB graduate students are admitted with a designated advisor, who must be a member of the EEOB Graduate Faculty. The advisor provides supervision and research support that are critical to the student’s success, and a mutual understanding of advisor-advisee responsibilities is essential. Best practices for maintaining a productive advisor-advisee relationship are described in the University Graduate Student Handbook.

If necessary, the student or the advisor may terminate the advisor-advisee relationship at any time by notifying the GSC Chair in writing (letter sent via e-mail). The student will then have two weeks in which to meet with the GSC Chair in order to devise a plan for finding a new permanent advisor. Either a temporary advisor will be appointed or the GSC Chair will become the student’s temporary advisor until the permanent advisor is found. Students who are not able to obtain a new permanent advisor during the following semester (or Summer Term) cannot continue in the EEOB graduate program.

Teaching and Teaching Orientation

Teaching is not a graduate degree requirement of EEOB; however, students are encouraged to teach in an introductory course for at least one semester, as well as an advanced course in their specialty for at least one semester, when possible. Such teaching experience is often helpful in finding a teaching/research position after graduation. Extensive training in effective teaching is available through programs sponsored by the Center for Life Sciences Education (CLSE) and the University Center for the Advancement of Teaching (UCAT).

Regardless of their source(s) of support, all incoming EEOB graduate students are required to enroll in the Center for Life Sciences Education (CLSE) teaching orientation. This class is offered over 2-3 days prior to Autumn Semester and is coordinated with the University Center for the Advancement of Teaching (UCAT). Students will be notified about this program prior to the start of classes and need only enroll once, in the first year.

EEOB Graduate Seminar Requirements

Incoming graduate students are required to enroll in EEOB 8894, a 1.5 semester orientation seminar that includes core concepts in evolution, ecology, and organismal biology. Likewise, incoming graduate students must enroll in the Department's three-day "computational bootcamp" seminar (EEOB 7210; Essential Tools for Computational Biology).

Small, in-depth seminar courses are another required component of the EEOB graduate curriculum. These courses are usually numbered 8896, but other courses that involve intensive small-group discussion of the recent primary literature are acceptable, pending approval of the GSC Chair. Graduate students who enrolled before Autumn Semester 2017 are required to enroll in minimum average of at least one 8896 seminar course each calendar year (not including 8894). All others are required to complete a total of at least two or three 8896 seminar courses for MS or PhD students, respectively, prior to graduation. There is no limit on the number of hours that may be earned from different EEOB 8896 seminars.

All graduate students also are expected to attend weekly department-sponsored seminars whenever possible.

Graduate-Level Credits

According to the Graduate School, graduate students do not earn graduate credit for the following:

1. Courses at the 3999-level or below.
2. Courses at the 4000-4999 level in the student's own academic unit.
3. One of the following foreign language courses: German 6101 or 6102, Russian 6171 or 6172, French 6571 or 6572. (Note: there is no foreign language requirement in EEOB.)

The Graduate School also mandates the numbers of credit hours required per semester for GTAs, GRAs, and fellows (see section under Graduate Associates, below). All students must enroll for at least 3 graduate credit hours during their final semester or summer term when graduation is expected.

Required Courses in EEOB

Starting with the incoming cohort of students in Autumn 2017, each student is required to enroll in:

1. One full-semester course, or two half-semester courses, in scientific writing offered by EEOB faculty.
2. At least one graduate-level course in evolution and one graduate-level course in ecology (minimum of 3 credits each). Students should consult with their advisor to determine which courses are most appropriate, including at least one course that extends beyond the student's specialized area of research.

Animal Care and Laboratory Safety Training

During the first semester in residence, all graduate students are required to complete the required safety training specified by their advisor and research area. Compliance with all required OSU safety training for the research to be carried out is compulsory and is overseen by the student's advisor.

MASTER'S DEGREE PROGRAM

Thesis and Non-thesis Plans

All Master's students are admitted under Plan A (thesis). Students wishing to change to Plan B (non-thesis) must inform the GSC Chair, as should the student's advisor. Students who switch to Plan B are expected to complete all course requirements as promptly as possible, with minimal or no support as a graduate teaching assistant (GTA).

Time Limit - The Master's Program must be completed within three years.

Credit hour and Residence Requirement

The Master of Science (MS or Master's) Programs (Plans A and B) include at least 30 graduate credit hours, at least 24 of which must be taken at OSU over a period of at least two semesters.

For students who enrolled prior to Autumn 2017: The Plan A (thesis) Master's Program must include 16 credit hours of formal graduate level course work, excluding EEOB 6193, 8894, and 6999. EEOB 8896 counts as graded coursework even though it is pass/fail.

The Plan B Master's Program (non-thesis) must include 30 hours of formal graduate level course work. A maximum of 7 hours of 6193 or 6999 can be included in a Plan B Program. EEOB 8896 also counts as graded coursework. In addition, Plan B requires at least 12 credits from graded graduate courses in EEOB (typically four courses; not including 8896 seminars), as part of the total of 30 hours.

For students who enrolled in Autumn 2017 or later: The Plan A (thesis) Master's Program must include 18 credit hours of formal graduate level course work, excluding EEOB 6193 and 6999. EEOB 8896 counts as graded coursework even though it is pass/fail.

The Plan B Master's Program (non-thesis) must include 30 hours of formal graduate level course work. A maximum of 7 hours of 6193 or 6999 can be included in a Plan B Program. EEOB 8896 also counts as graded coursework. In addition, Plan B requires at least 12 credits from graded graduate courses in EEOB (typically four courses; not including 8896 seminars), as part of the total of 30 hours.

Master's Thesis Committee

The Master's Thesis Committee, includes the advisor and two other Graduate Faculty. At least one of these three committee members must be a faculty member in EEOB. This committee should be established by the end of the student's second semester. Note that the requirement of three Examination Committee members is one more than the minimum set by the Graduate School.

Research Proposal

Plan A Master's students must submit a proposal outlining their thesis research to the Thesis Committee by the end of the second semester. The research proposal ensures that the student has given careful thought to the research project, and helps involve the Thesis Committee with the student's project. Approval of the proposal by the Thesis Committee indicates their belief that the project is likely to succeed. The length and content should be decided on in discussion with the student's advisor and Thesis Committee, and would normally include an explanation of the problem being addressed, a literature review, a methods section, preliminary data if available, a discussion of appropriate data analyses, and a description of possible results and their interpretation. A timetable also should be included.

Following review of the proposal, the student's Thesis Committee will either (a) approve the proposal as written, (b) approve the proposal with modifications, or (c) require the student to submit a revised proposal for further Committee review. Final approval of the submitted research proposal must be obtained no later than the end of the third semester (here, Summer Term is counted as a semester).

Upon approval of the research proposal, the student must submit an EEOB Department Research Proposal Approval Form to the GSC Chair. This form is available on the EEOB website. The GSC Chair will not approve the Application to Graduate Form until a Proposal Approval Form has been completed, even if all research has been completed and the student is otherwise ready for the Final Examination. As students proceed with their research, minor modifications of the research plan may be implemented without full Committee approval, but major changes require full Committee approval.

Master's Examination Committee

The Examination Committee is usually the same as the Thesis Committee, but this is not a requirement. This committee includes the advisor and two other Graduate Faculty. At least one of these three committee members must be a faculty member in EEOB. Note that the requirement of 3 Examination Committee members in EEOB is one more than the minimum set by the Graduate School.

Thesis Draft

All members of the Examination Committee must be given the thesis draft at least seven days before the Examination is held. The student should consult the Graduate School's requirements for formatting the thesis.

Thesis Abstract

An abstract of no fewer than 500 words and no more than three double-spaced pages is required for Master's theses in EEOB. The abstract shall immediately follow the title page of the thesis. It shall include objectives, justification for the study; when, where and how (methods) the study was done; results, with key numerical values and measures of significance, and their interpretation; and implications of the findings. The student's advisor shall not approve the Thesis until this requirement has been met.

Master's Examination

Prior to the Plan A (thesis) Master's Examination, students are required to present a Department research seminar lasting ~45 minutes. This presentation typically occurs on the same day as the examination but may also occur earlier, and is not included in the two hour limit for the oral exam. The seminar should be scheduled and announced at least two weeks in advance.

The Plan A (thesis) Master's Examination includes evaluation of the thesis and must include an oral portion of no more than two hours. The Plan B (non-thesis) Master's Examination may include an oral portion (optional) of no more than two hours and must include a written portion of at least four hours.

It is recommended that an anonymous preliminary vote on the outcome of the Examination be taken immediately after the student leaves the room and before any discussion of his or her performance. 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.

The advisor may decide to allow graduate students and non-committee faculty members to attend the Master's Examination. The advisor will make this decision after consulting with the candidate and the Examination Committee. Guests may participate in the examination according to the guidelines set by the advisor, but they must not be present for discussion of the candidate's performance, nor for the decision process on whether the student passes the examination.

Final Submission of the Thesis

The final version of the thesis must be submitted to the Graduate School by the published deadline for the semester of graduation.

TIMETABLE FOR MASTER'S PLAN A (Thesis)

First Semester

- Enroll in EEOB 8894 (offered each Autumn Semester)
- Begin course work to remove any conditions of acceptance
- Begin graduate level course work
- Register for 8 credit hours (12 if a Graduate Fellow)
- Select research topic and begin work on research proposal
- Begin planning for salary support in following summer (e.g., GRA or GTA request)

Second Semester

- Continue courses to remove any conditions of acceptance
- Continue graduate level course work
- Establish Thesis Committee and submit a Research Proposal to Thesis Committee
- Submit form documenting approval of the Research Proposal to Chair of GSC (form is available on the EEOB website)
- Conduct research
- Finalize plans for salary support in summer (e.g., GRA or GTA request)

Summer Term

- Revise Thesis Proposal if not previously approved, as requested by the Thesis Committee
- Register for 4 credit hours if a GTA or GRA, 6 credit hours if a Graduate Fellow
- Continue research

Succeeding Semesters

- Continue research
- 30 graduate credit hours are required for graduation, including specific requirements for EEOB.

Final Semester

- Obtain Master's Degree Procedures/Requirements Checklists from the Graduate School website and EEOB Graduation Requirement Form from the EEOB website; follow the instructions for graduation. See <http://www.gradsch.osu.edu/graduate-school-handbook1.html>
- Give a research seminar within EEOB
- Submit final version of thesis to the Graduate School

TIMETABLE FOR MASTER'S PLAN B (Non-Thesis)

First Semester

- If Autumn Semester, enroll in EEOB 8894
- Begin course work to remove any conditions of acceptance
- Begin graduate level course work
- Begin planning for salary support in following summer (e.g., GRA or GTA request)

Succeeding Semesters

- 30 graduate credit hours are required for graduation, including specific requirements for the Plan B Masters in EEOB

Final Semester

- Obtain Master's Procedures/Requirements Checklist from the Graduate School and the EEOB Graduation Requirement Form from the EEOB website; follow the instructions for graduation. See <http://www.gradsch.osu.edu/graduate-school-handbook1.html>

DOCTORAL DEGREE PROGRAM

Time Limit - The Ph.D. Program must be completed within six years.

Credit Hour Requirements

A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a doctoral degree. If the student has a Master's degree, 30 hours of Master's degree course work can be transferred into a student's doctoral program, thereby reducing the number of graduate credits earned at OSU from 80 hours to 50 hours. See the Graduate School Handbook for additional details.

The required credit hours include a minimum of 18 credit hours of graded graduate-level coursework, excluding EEOB 6193, 8999, and courses taken during a Master's Program. EEOB 8894 and 8896 count towards the 18 credit hours of graded coursework. (Note: Students who enrolled prior to Autumn 2017 are only required to take 16 credit hours of graded graduate-level coursework, but may not include EEOB 8894 among these.)

Each student must be registered for at least three graduate credit hours during the semester(s) or summer term(s) of the candidacy examination, the semester or summer term of the final oral examination, and the semester or summer term of expected graduation.

Ph.D. Graduate Committees – Definitions and Relationships

Each Ph.D. student selects a faculty committee that may evolve during the course of the student's degree program. For brevity, we often refer to the student's "Committee," given that two formal committees are involved (see below). The student's Committee provides advice on initial coursework, research plans, future career opportunities, and other professional activities.

The Graduate School defines two faculty committees for Ph.D. programs, the **Candidacy Examination Committee** and the **Dissertation Committee**. These committees are often identical in membership. The only necessary common member of these committees is the student's advisor, who serves as the Chair of each. Details about requirements for these committees are provided in the University Graduate Student Handbook and below. Individuals other than regular, tenure-track OSU Graduate faculty (e.g., Adjunct and other Auxiliary OSU Faculty and non-OSU scientists) may serve as additional voting members on EEOB graduate student committees upon approval of the GSC and the Graduate School, but they do not substitute for the required number of Graduate Faculty.

The primary responsibility of the Candidacy Examination Committee is administering the Candidacy Exam. This committee must comprise **at least 4 Graduate Faculty members**, including the advisor and at least one other EEOB faculty member.

The Dissertation Committee's primary responsibility is overseeing and evaluating the actual research and research products after the Candidacy Exam has been completed. This committee must comprise **at least 3 Graduate Faculty members**, including the Advisor and at least one other EEOB faculty member.

Approval of Dissertation Topic

Students are advised to convene their Committee as early in their program as feasible. The signatures of a student's Committee members on the "Approval of Dissertation Topic" form will record this approval (obtain form from EEOB website). This form must be submitted to the GSC Chair by the end of the student's second semester.

CANDIDACY EXAM

Definition

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 Examination Committee and the Graduate School.

Purpose

For Ph.D. students, the Candidacy Examination is not only a test of the student's comprehension of the field, but also of allied areas of study, the capacity to undertake independent research, and the ability to think and express ideas clearly. Developing a research proposal that includes a critical review of the literature, a description of the research goals, hypotheses to be tested, methods to be used, a projected analysis of results, and a timetable for completion of the study is an important step in planning a successful research program as a graduate student.

Timetable

All students must have successfully completed the Candidacy Exam within three years (i.e., no later than the third Summer Term for those admitted in Autumn Semester). Failure to meet this deadline will represent a lack of satisfactory progress by a student and withdrawal of financial support by the department. Students who are making excellent progress are expected to complete this exam within two years.

Examination Committee

As noted above, the primary responsibility of the Candidacy Examination Committee is administering the Candidacy Exam. This committee must comprise **at least 4 Graduate Faculty members**, including the advisor and **at least one other EEOB faculty member**.

Written Portion - Research Proposal

Writing a research proposal is a scholarly, strategic, and creative process that is essential in our discipline. Therefore, the written portion of the Candidacy Exam is a research proposal describing the student's dissertation research. As expected of a Ph.D. project, the research outlined in the proposal should represent a significant and original contribution by the student in addressing an important research question or problem. In consultation with their advisor and

Examination Committee, students are encouraged to begin working on their research proposal as soon as possible, usually by the end of their first year in the program, so as to make good academic progress and meet required deadlines. The research proposal may describe the entire plan for the dissertation, or it may focus on a subset of questions in the dissertation if deemed appropriate by the advisor and Examination Committee.

Because the dissertation project represents the most important part of the course of study in the Ph.D. program, students are encouraged to undertake whatever activities are necessary to make the proposal intellectually rigorous. These may include discussing their project in detail with their supervisor, committee members, and/or others, and receiving feedback on early drafts of the proposal. However, it is very important to emphasize that the final version of a student's proposal must represent his/her own original writing. Questions during the oral portion of the Candidacy Exam may be used to establish that this is the case.

If the student's Ph.D. research overlaps with a project that has been initiated and/or funded by others, such as the student's advisor, the research proposal for the Candidacy Exam must reflect a new scope of original study designed by the student. This may include research questions that differ from those in the student's final dissertation. As above, the proposal may be discussed in consultation with the student's advisor, committee, and others as needed prior to the exam, but the proposal must represent the student's original work.

For the Candidacy Exam, the proposal should be written in a format similar to that of a research proposal to the National Science Foundation or National Institutes of Health. The core must be no more than 15 pages in length, single spaced (11 or 12 point font; 1 inch margins), including figures and tables. A one-page Project Summary and a References and Acknowledgements section also must be included, but are in addition to the 15 page core limit. The Acknowledgements should list the names of those who provided feedback and suggestions on the proposal. Proposals that exceed the core page limit or have extra materials such as appendices are not permitted.

The format of the proposal should include:

- Project summary (one page)
- Background and Objectives – explanation of the objectives/problem being addressed, including literature review and significance
- Methods - description of methods, including data analysis
- Anticipated Results - description of possible results and their interpretation
- Preliminary data, if available
- Timetable for completing the project
- References
- Acknowledgements

Note that as students proceed with their research after the Candidacy Exam, minor modifications of the research plan may be implemented without full Committee approval, while major changes require full Committee approval. In some cases, the Dissertation Committee may request a revised proposal to facilitate the discussion of major proposed changes that are in alignment with the final dissertation. Ideally, the student's proposal can be developed further for submission to other funding opportunities at a later date.

Procedures for Written Portion of the Examination

Upon completion of the proposal, the student sends copies to his/her Candidacy Examination Committee. The student's advisor is responsible for coordinating the evaluation of the proposal by the Committee in a timely fashion. Each member of the Committee then evaluates the proposal and notifies the student's advisor of their decision within one week of receiving it. By consensus, the Committee will either a) approve the proposal as satisfactory for proceeding to the oral portion of the exam, or b) decide that the proposal is unsatisfactory. If the proposal is approved, the oral part of the examination must be held in no less than two weeks and no more than one month. The student submits an Application for Candidacy on Gradforms with an oral date at least two weeks out.

If the proposal is deemed unsatisfactory, the student is allowed another attempt to produce a satisfactory proposal. If, based on evaluating the written portion, the advisor or another member of the candidacy examination committee see no possibility for a satisfactory overall performance on the candidacy examination at that time, the student may be advised to waive the right to take the oral portion. The candidacy examination committee 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 Candidacy Examination Committee. In such a case, the candidacy examination committee records an "unsatisfactory" on the Report on Candidacy Examination form and submits a copy of the student's waiver request to the Graduate School. In other words, "unsatisfactory" must be recorded with the Graduate School when the written portion is not acceptable and the oral exam is cancelled ("waived").

Procedures for Oral Portion of the Examination

The Candidacy Examination Committee conducts the Oral Portion of the Candidacy Examination, which must be scheduled with the Graduate School no later than two weeks prior to the exam, by filing the appropriate online form in Gradforms.

The Oral Examination begins with the student presenting the core ideas and approach of their research proposal to the Candidacy Examination Committee. This presentation should last no longer than ~10 minutes not including questions from the Committee. The entire Oral Examination must not last longer than two hours. The Committee questions the student on the content of the proposal and on any subject directly and indirectly related to it, including techniques, and current literature. More general topics that committee members feel are relevant to evaluating a student's background in evolution, ecology and organismal biology also can be discussed.

Decision

An anonymous vote on the outcome of the examination is taken immediately after the oral portion, after the student leaves the room, and before any discussion of his or her performance.

Satisfactory - The student is considered to have completed the Candidacy Examination successfully only when the decision of the Candidacy Examination Committee is unanimously affirmative. The oral portion and proposal are considered one exam.

Unsatisfactory - If the student fails the exam, the Committee must decide whether (a) the student will be permitted to take a second Candidacy Examination, or (b) the student is judged as not qualified and is required to leave the program. If the student has already failed the written portion of the exam once, and then fails the oral portion following a satisfactory written portion, a second oral exam is not permitted

At the end of the Candidacy Examination, the student will be informed of the results, which will also be recorded by the Graduate School.

PH.D. DISSERTATION

University-wide requirements for the Dissertation and Final Exam are described in the University Graduate School Handbook, which should be reviewed in detail to ensure that all requirements, procedures, and deadlines are met.

Dissertation Expectations in EEOB

A Ph.D. dissertation in EEOB consists of several chapters, each of which represents the equivalent of a peer-reviewed publication. Students are encouraged to publish papers based on their dissertation chapters as early as possible, in consultation with their advisor and committee. Multi-authored papers written by the student as the lead author may be used as dissertation chapters, with information about the relative contributions of coauthors. Chapters and components of chapters that are not likely to be submitted for publication also may be included, and are expected to meet the standards of peer-reviewed papers. Other materials may be included in Appendices, as needed, pending approval by the student's advisor and committee.

In addition to an Abstract and empirical research chapters, the Dissertation must include a short Synthesis chapter providing an overview of the research questions and a summary and synthesis of the results. The student's advisor shall not approve the dissertation until this requirement is met.

Publication Requirement Before Graduation

At the time of graduation and prior to the student's defense date, at least one first-authored paper must have been submitted to a peer-reviewed journal for publication. The EEOB Graduate Studies Chair will not approve the student's graduation if this requirement is not met. In most cases, it is expected that Ph.D. candidates will submit more than one paper for publication prior to graduation.

Dissertation Committee

As noted above, the Dissertation Committee's primary responsibility is overseeing and evaluating the student's research activities and products after the Candidacy Exam. This

committee must comprise **at least 3 Graduate Faculty members** (including the advisor and at least one other EEOB faculty member).

Dissertation Draft Approval

According to the Graduate School Handbook, “The student must submit a complete typed dissertation draft to the Dissertation Committee for review.” Each Dissertation Committee member indicates approval of the dissertation draft by signing the Draft Approval/Notification of Final Oral Examination Form that will be solicited by the Graduate School.” The student should consult the Graduate School publication: *Guidelines for Preparing and Submitting Theses, Dissertations, and D.M.A. Documents* for information on format and style.

Seminar Requirement

Ph.D. candidates must present the results of their dissertation research in a formal Departmental seminar. This seminar is excellent practice for job seminars, keeps the Department informed of what research its graduate students are doing, and keeps faculty informed as to which students are looking for jobs and their specific expertise. The Graduate Faculty representative on the Final Oral Examination Committee is welcome to attend the seminar, but cannot be compelled to attend. The Chair of the GSC will not approve the Application to Graduate Form unless the student’s Dissertation Seminar has been given or at least scheduled. The seminar should be publicized within EEOB at least two weeks in advance.

FINAL ORAL EXAMINATION

The final Oral Examination, which is a defense of the Dissertation, lasts no more than two hours, and does not include the departmental seminar. In consultation with the examination committee, the student may give a brief overview, lasting no more than 15 minutes, of the research. The advisor (Chair of the Final Oral Examination Committee) may allow graduate students and non-committee faculty members to attend the Examination. The advisor will make this decision after consulting with the candidates and the Committee. Guests may participate in the examination according to the guidelines set by the advisor. However, guests must not be present for discussion of the candidate’s performance, nor for any decision making on whether the student passed the examination.

Final Oral Examination Committee

The Final Oral Examination Committee comprises the student’s Dissertation Committee plus an outside graduate faculty member appointed by and representing the Graduate School.

Decision on the Final Oral Examination

It is recommended that an anonymous vote on the outcome of the Examination be taken immediately after the student leaves the room and before any discussion of his or her performance.

Satisfactory - The student passes the Final Oral Examination only when the vote is unanimously affirmative.

Unsatisfactory - If the examination is judged unsatisfactory, the Committee must decide whether the student will be permitted to take a second Final Oral Examination. This must be recorded on the Final Oral Examination Report form.

PRESIDENTIAL FELLOWSHIPS

Senior Ph.D. students are encouraged to apply for university-wide Presidential Fellowships. As described by the Graduate School “The Presidential Fellowships recognize outstanding scholarly accomplishments and potential of graduate students entering the final phase of their dissertation research. These fellowships provide financial support so that the fellow may devote one year of full-time study to the completion of the dissertation or degree project unimpeded by other duties. Recipients of this award embody the highest standards of scholarship in Ohio State graduate programs.”

Each semester, the GSC typically nominates one or two candidates for this award (see the Graduate School website for details and deadlines). EEOB has a pre-screening program for senior Ph.D. students who wish to apply for these awards. Before the Graduate School deadlines, the EEOB GSC asks all potential applicants for each competition submit a copy of their research statement, list of letter writers, and CV. These will then be evaluated by GSC faculty members, and students who are successful will be asked to submit final applications by a date set by the GSC. The GSC will use the same criteria employed by the Graduate School to evaluate these pre-applications, based on the experiences of EEOB faculty who have served on this committee at the University level, including:

- Broad impact of the project; originality and significance to the discipline
- Clarity of the proposal
- Ability of student to communicate to scholars outside the student’s discipline
- Student’s publication record
- Student’s presentations at meetings
- Other strengths of student’s CV
- Strength of letters of recommendation and reputations of recommenders

TIMETABLE FOR DOCTORAL STUDENTS

FIRST YEAR

First Semester

- Enroll in EEOB 8894 (offered Autumn Semester only)
- Begin course work to remove any conditions of acceptance
- Begin graduate level course work
- Register for 8 credit hours each semester (4 in summer); Graduate Fellows register for 12 credits per semester and 6 in summer
- Choose a research topic
- Begin plans for salary support in following summer (e.g., GRA or GTA request)

Second Semester

- Continue graduate level course work
- Continue research
- Choose and meet with Committee
- Have dissertation topic approved by Committee; submit form to GSC Chair
- Finalize plans for salary support in the following summer (e.g., GRA or GTA request)

Summer Term

- Continue research
- Register for 4 semester units if a GTA or GRA, 6 semester units if a Graduate Fellow

SECOND YEAR

- Continue research
- Work on research proposal
- Choose Candidacy Examination Committee if different from Dissertation Committee
- Take Candidacy Exam in Spring Semester if possible - Schedule with the Graduate School
- Continue graduate level course work
- Continue plans for salary support in summer (e.g., GRA or GTA request)

SUCCESSIVE YEARS

- If not completed, take Candidacy Exam no later than third year including Summer Term - Schedule with the Graduate School
- Register for 3 credits post-candidacy; this includes graduate Fellows
- Continue taking required EEOB 8896 seminars (see text for details)
- 80 credit hours required for graduation, including a minimum of 18 credit hours of graded graduate level course work (or 16 if enrolled prior to Autumn 2017)
- Present results at appropriate professional meetings and submit completed work for publication in peer-reviewed journals.
- Continue plans for salary support each summer (e.g., GRA or GTA request)

FINAL SEMESTER

- Review Doctoral Degree Final Semester Procedures of the Graduate School

- Complete the Application to Graduate, and Notification of Final Exam forms from the Graduate School and the EEOB Graduation Requirements Form from the EEOB website
- At least one paper must be submitted for publication
- Schedule and present Departmental Seminar; announce at least two weeks in advance
- Register for 3 credit hours
- No later than 3rd Friday of the semester submit Application to Graduate to the Graduate School
- At least two weeks prior to defense and four weeks before commencement, circulate final thesis draft to Dissertation Committee members who approve Doctoral Draft Approval Form, which must be submitted to the Graduate School no later than two weeks prior to the oral exam
- Submit final approved dissertation to the Graduate School in accordance with the published deadline

REASONABLE ACADEMIC PROGRESS AND KEY DEADLINES

This section explains the criteria for achieving satisfactory progress, also referred to as “reasonable academic progress” here and in the University Graduate School Handbook. Other program requirements, such as required courses, are listed elsewhere in this handbook. Students who enter the EEOB Graduate Program prior to any revisions of this handbook are expected to comply with newly revised procedures.

Conditions for reasonable academic progress:

- Students must maintain a graduate cumulative point-hour ratio (CPHR) of at least a 3.0. Courses for which students do not earn graduate credit are not used in calculating in the graduate CPHR.
- Students must have established a Master’s Committee or Ph.D. Committee by the end of the second semester.
- Master’s students must submit a Master’s research proposal, approved by their committee, by the end of the second semester (approval form available on the EEOB website).
- Doctoral students must submit a dissertation topic form, approved by their committee, by end of the second semester (form available on the EEOB website).
- Doctoral students must pass the Candidacy Exam no later than Summer Term of Year 3. (Completion of this exam in the second year is strongly preferred.)
- Time limits for support as a GTA or GRA are 3 years for a Master’s and 6 years for a Ph.D. (Completion of the Ph.D. within 5 years generally is preferred.)
- Participation in professional activities (publishing papers, presenting at professional meetings, applying for grant support, etc.) also is expected, as appropriate.

The GSC will contact any student who is placed on academic probation (i.e., whose graduate CPHR falls below a 3.0) or who fails to meet the deadlines listed above. Failure to meet all of these requirements will represent a lack of satisfactory progress. Failure to graduate within the designated time limits or to pass the Ph.D. Candidacy Exam when required will result in withdrawal of GTA or GRA financial support. In extreme cases of lack of progress, the GSC may initiate proceedings that will result in the student being denied further registration (see Section V, Graduate School Handbook). Procedures for requesting an exception to the time limits for completing the graduate degree are listed below.

Each student’s progress will be documented in January by means of the Graduate Student Annual Report (GSAR), which includes an updated curriculum vitae (CV) and OSU Advising Report. The purpose of the GSAR is to allow the student, his or her advisor, and the GSC to review the progress of individual students in the EEOB Graduate Program. This report provides information concerning the student’s academic and professional activities relative to program deadlines (e.g., proposal submission), academic performance, teaching, grant applications, publications, presentations, and service, as well as projections of future sources of support. To aid the student in organizing this information, the GSC provides a GSAR form for the previous

calendar year. Completed forms must be returned to the student's advisor one week before the announced due date during Spring Semester. The advisor is also expected to comment on the student's progress before forwarding the form to the GSC.

Each student's progress over the past year is reviewed, with emphasis on how the GSC can help students attain their professional goals. Students not making reasonable progress, as defined above, will be notified and an appropriate remedial plan will be developed, in consultation with their advisor. Through this process of annual review, the GSC works with students and advisors to ensure the prompt and efficient completion of graduate degree programs.

Grievance Procedure

Graduate students with a grievance should first attempt to resolve the problem with their advisor. Frequently, the advice of the student's Dissertation Committee can be helpful in resolving disagreements. If the student feels that the advisor is not able to deal with the grievance, then the Graduate Studies Committee Chair should be consulted.

If the student, or the student and advisor, after consultation with the Graduate Studies Committee Chair, is still not satisfied, then the student, the advisor, and the Graduate Studies Committee Chair should meet with the EEOB Department Chair. The EEOB Department Chair, upon discussing the grievance with the parties involved, will attempt to resolve the grievance. If a satisfactory resolution of the grievance cannot be achieved, the student may invoke the formal Graduate School Grievance Procedure. Details of this Procedure can be obtained from the Chair of the GSC, or from the Graduate School.

GRADUATE ASSOCIATES (GAs)

Appointments and Reappointments

The principal aim of graduate student support is furtherance of the student's pursuit of a graduate degree. Graduate students in EEOB may be supported by Graduate Teaching Associateships (GTA), Graduate Research Associateships (GRA), or Fellowships. Departmental support refers to GTA appointments as well as GRA appointments on grants or other funds held by members of EEOB's Graduate Faculty. Students who are on academic probation may not be appointed as a GTA, GRA, or University Fellow.

Note that the OSU Graduate Handbook states that a GTA/GRA may not hold a regular staff position at the university, nor may a GTA/GRA concurrently hold an hourly student assistant position. The Graduate School also stipulates that domestic students may not hold any appointment over 75% and international students may not hold any appointment over 50%, averaged over the academic year.

All incoming graduate students and current graduate students in academic good standing will be offered financial support (GTA, GRA, or Fellowship) during Autumn and Spring Semesters. Support will consist of a 50% appointment during each semester. Students also may request a GTA appointment during Summer Term, when fewer positions are available, and will be notified about this option by the GSC. Ideally, every graduate student in EEOB will receive some type of

support during Summer Term, depending on annual budgets. For students who are completing the Plan B Masters, summer GTA support and a full three years of GTA support cannot be guaranteed.

Because GTAs are employed by the Department and College in furtherance of the teaching program, these appointments carry additional responsibilities that go beyond pursuit of a graduate degree (by the same token, a GRA need not be restricted to research that a student will use for her or his thesis or dissertation). In a formal sense, GTAs and GRAs are employees with responsibilities and expectations beyond those who are supported by fellowships.

GTA performance is assessed for each semester by the course instructor(s) and is communicated to the student, the student's advisor, and the Chair of the GSC (see Appendix C for a sample evaluation form). Students who receive a poor evaluation from the course instructor(s) should meet with the GSC Chair to discuss whether they can be reappointed as GTAs in courses offered by the Center for Life Science Education and/or EEOB. If the student's GTA performance is deemed unsatisfactory, the student may be eligible for subsequent GTA appointments on a probationary basis if a plan for improvement is implemented and if satisfactory performance is documented in the next semester and beyond.

Continuation of Graduate Associate appointments is recommended by the GSC to the Chair of EEOB prior to each semester. A graduate student who satisfactorily fulfills the responsibilities of her/his appointment as a GTA or GRA and who is making "reasonable progress" toward an advanced degree is eligible for departmental support for the maximum number of years listed below:

- Master's Student (Plan A, thesis): 3 years
- Ph.D. Student: 6 years

Non-EEOB graduate students whose primary advisor is an EEOB faculty member also are eligible for GTA appointments from EEOB if they:

- 1) Are approved by the EEOB GAC at the time of admission (see above).
- 2) Enroll in EEOB 8894, the orientation and core concepts seminar required for all incoming EEOB graduate students.
- 3) Meet all EEOB deadlines that are required for "reasonable progress" as defined in this handbook.
- 4) Complete the annual Graduate Student Activity Report in EEOB.
- 5) Meet all other requirements of their graduate program and the Graduate School.

Outside Employment

Graduate associateships and fellowships provide a stipend that allows students to focus on their degrees (graduate research and coursework) without having an outside job. For students receiving a stipend from a university graduate associateship or fellowship at a 50% or greater appointment, the expectation is that students will not undertake additional regular employment. Exceptions may arise due to unusual circumstances, for example, if the work experience aligns well with the student's professional goals.

Any student considering outside employment is strongly advised to consult his/her graduate Advisor and the GSC Chair early in the process to allow a careful evaluation of the impact of additional commitments on the student's academic progress. If students are not receiving stipends from fellowships or graduate associateship, or are appointed at less than 50%, outside employment may be encouraged (such as in Summer Term when fewer GTA positions are offered). Any proposed changes regarding GTA/GRA support should be discussed with the EEOB Graduate Program Coordinator at least one month in advance when possible to allow time for permissions and processing.

Support Beyond Stated Limits

Support as a GTA or GRA beyond the stated limits may be granted in exceptional cases provided there is tangible evidence of progress on the research intended as the basis for the student's thesis or dissertation. Tangible evidence will consist of edited chapters of the thesis or dissertation and/or edited (and/or published) manuscripts that are identified as chapters in the thesis or dissertation.

Exceptions to this criterion may be granted for the following reasons:

1. Failure of an initial project.
2. Loss or change of advisor.
3. Medical or personal circumstances that interfere with progress.
4. Experimental or logistic problems beyond the student's control.

Slow progress for reasons other than those listed above is not reasonable progress.

Support beyond the stated limits will require a documented petition from the student's advisor. This petition must be presented to the GSC during the Autumn Semester of the student's last year of support. The GSC will review the petition and inform the student whether it recommends to the Department Chair additional semesters of support by the end of the Spring Semester.

Under no circumstances will continued support be granted for more than one year at a time.

Work Load Expectations for GTAs and GRAs

In EEOB, the majority of GTAs and GRAs are appointed at 50 percent time. This equates, by Graduate School policy, to an average work load of 20 hours per week over the duration of the appointment period (see Section IX of the Graduate School Handbook). Appointment periods are normally for 14 weeks. Graduate School policy allows the appointing unit to determine rules regarding time off during semester breaks but also stipulates that GAs are not required to work during legal holidays noted in the university calendar (see Section IX). For appointments at rates different than 50 percent time (e.g., a 75% appointment), work load expectations are adjusted in direct proportion to that appointment.

For GTA appointments, we recognize that different courses may entail differing amounts of preparation time (sometimes beginning before the start of the semester), student contact hours, and time spent outside of class. The effective work load may fall below 20 hours per week but in no case should the work load averaged across a 15-week teaching period exceed 20 hours per week. EEOB policy is that GTAs receive time off during semester breaks, or the equivalent of

one week of vacation per semester. If class preparation requires work during a semester break, this must be factored into the 20 hour per week average noted above.

For GRA appointments, we recognize the differing expectations among project administrators in the case of grant or department supported GRAs, as well as the different nature of teaching versus research work in comparing GTA and GRA workloads. For any GRA, the required work load across one semester should not exceed 300 hours total, or an average of 20 hours per week for 15 weeks. All GRAs should receive the equivalent of one week of vacation per semester. For department supported GRAs, if any, the required work load is 280 hours total. Students are not required to work during legal holidays but this time is factored into the 40 hours of vacation per semester a department GRA receives and does not affect the 280 hour work load expectation. Supervisors of department supported GRAs are free to substitute a specific amount of work for the time requirement (recognizing the maximum of 280 hours in either case) but should establish with the student clearly which it will be at the beginning of the semester.

Both GRAs and GTAs should work with their supervisors to arrive at a mutually agreeable work schedule. Of paramount importance is that a graduate student receives financial support while also being able to maintain satisfactory progress towards their degree. Concerns about work load or scheduling should be directed to the GSC Chair.

Credit Hour Requirement Per Semester for GTAs/GRAs

Note: Credit hour enrollment requirements are different for pre-candidacy Ph.D. students than for post-candidacy Ph.D. students.

M.S. students and Doctoral students who have not yet passed their Candidacy exam.

GAs holding a 50% or greater appointment must register in the Graduate School for at least 8 credit hours during each semester except during summer term when the minimum is 4. University Fellows register for 12 credit hours every semester, except for 6 in summer session.

GAs holding a 25% appointment must register in the Graduate School for at least 4 credit hours during each semester.

Doctoral students who have passed the Candidacy Examination

Post-candidacy GAs holding a 50% or greater appointment and university fellows must register in the Graduate School **for only 3 credit hours** each semester unless there is a good pedagogical reason for registering for more than 3 credits. This will be decided by the student and their committee in consultation with the Chair of EEOB.

Graduate Research Associates will follow the same guidelines for credit hours each semester as other students: e.g. 8 hours for M.S. and pre-candidacy Ph.D. students and 3 hours for post-candidacy students.

Students (including International students holding visas) who follow these guidelines are considered to be full-time students.

Students must sign their registration material, even if they are not purchasing insurance and return it to Fees and Deposits in order to accept their fee waiver.

GTA Evaluations

GTA's are expected to meet their assigned teaching responsibilities and to conduct themselves in a professional and appropriate manner. GTA's will be notified about opportunities to receive outstanding teaching awards from EEOB (via the EEOB Awards Committee), CLSE, and other university offices.

GTA's will be evaluated each semester or session. Each faculty member will provide each GTA with a copy of the teaching responsibilities and duties for her/his course before the start of the course. The faculty member(s) in charge of the course to which the GTA has been assigned will determine the format of the evaluation (e.g. student evaluations, faculty evaluations, or a combination of the two, whichever the responsible faculty member deems appropriate). In addition, the GSC Chair will obtain copies of GTA performance forms used in EEOB (see Appendix C) and CLSE each semester.

Each GTA will receive a copy of his/her evaluations for his/her permanent records. If the evaluation is unsatisfactory, the Department Chair will be notified, and they may contact the student. The GTA may then prepare a response to his/her evaluation, which will be submitted to the Chair (whether or not the evaluation is satisfactory, the GTA may provide the Chair with a response to his/her evaluation). After review of stated duties and responsibilities of GTA's in the course in question, the faculty member's evaluation, and the GTA's response, the Department Chair will inform the GTA and the faculty member of his/her conclusions regarding the GTA's performance.

Many factors may contribute to a GTA receiving a poor evaluation in a given semester, and a single semester of negative evaluations will not be the basis for non-reappointment unless the nature of the behaviors exhibited by the GTA are judged to be very serious breaches of professional ethics or responsibilities. In cases where a GTA's teaching performance and/or completion of assigned duties is judged not to be satisfactory for a second semester, the GTA and Department Chair will work together to develop a one semester program of activities designed to improve the areas of the GTA's teaching that have been judged unsatisfactory. The GTA will continue to be assigned teaching duties during that semester.

Should the GTA's teaching performance again be judged to be unsatisfactory the semester after completing the program, or should the GTA decide not to complete the program, he/she will be subject to non-reappointment. The responsibility for this decision resides with the Department Chair, and appeals to this decision should be taken to the Graduate School.

Termination of GA Appointments

Termination procedures are stated in the Graduate School Handbook. If the GTA wishes to terminate an appointment, a letter should be sent to the Chair of the GSC with a copy to the Department Chair.

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:

- the GA is no longer enrolled in the Graduate School
- 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
- performance as a GA is determined to be unsatisfactory by the employing unit
- the GA graduates
- the appointing unit has insufficient funds
- unsatisfactory academic performance

Short-term Absences and Leaves of Absence

The following sections are excerpts from the Graduate School Handbook (Appendix E), which explains procedures for parental leaves, medical leaves, and related topics in further detail. In general, the local department is expected to work out solutions to assist students with short-term leaves that fall within eligible categories for continued stipends and other benefits. The goal is to allow the student to retain their salary and health care benefits during the specified leave.

Students requiring an absence or leave of absence should also consult the Graduate School policies: <http://www.gradsch.ohio-state.edu/appendix-e.html>

Coverage of Responsibilities - Funded graduate students who are requesting short-term absences or leaves of absence must follow the procedures established by their appointing units to cover responsibilities in cases of absence. Within EEOB, these situations are handled on a case-by-case basis in consultation with the Graduate Studies Chair and the Department Chair. When managing coverage of duties for an absent funded graduate student, appointing units must be sensitive to the load of other graduate students.

Appointing units currently use a variety of practices to manage leaves of absences (i.e. those that extend beyond two weeks). Approaches include temporary assignment of responsibilities to another funded graduate student, accompanied by a temporary increase in that graduate student's appointment percentage (e.g., from 50% to 75%) or a special payment to that graduate student to compensate for additional effort over a period of time.

In some situations, it is not necessary to cover the duties, and the assignments can be held until the student returns from a leave of absence. In some cases, a graduate student who is not funded is placed on a new appointment to cover the duties. Graduate students may not serve as "volunteer GAs" for the duration of a leave of absence; that is, graduate students may not serve without a stipend, at a stipend not commensurate with the expected load, or without appropriate payment of tuition and fees. Circumstances that may warrant an exception must be approved in advance by the Graduate School.

Approval Process - Requests for short-term absences and leaves of absence are handled at the local level. When in need of a short-term absence or a leave of absence, the funded graduate student must make a request as promptly as possible to his/her immediate academic or

administrative supervisor (in EEOB, the supervisor is the student's primary advisor and the faculty GTA supervisor, if relevant). In the case of short-term absences, the supervisor will make the decision. In the case of leaves of absence, the supervisor must consult with the student's advisor and chair of the Graduate Studies Committee in the student's program of study. In some cases it may be necessary for the supervisor and/or student to consult with other entities (such as a funding agency, the Office of International Education, etc.). For students on a Graduate School fellowship appointment, the student's program of study must notify the Office of Fellowship Services of the student's leave of absence.

Appendix A – Selected Resources from Other OSU Offices

Diversity and Inclusion

odi.osu.edu/about/ohio-state-diversity-officers/ohio-state-diversity-resources.html

Sexual Harassment

Title IX Office, titleix.osu.edu/

Student Conduct, studentconduct.osu.edu/

Human Resources, Employee Relations, hr.osu.edu/elr/

Student Code of Conduct

studentconduct.osu.edu

Mental Health

Counseling and Consultation Services, ccc.osu.edu

Student Life Disability Services

ods.ohio-state.edu/register-with-disability-services/

<https://www.ada.gov/>

Note: The Office of Disability Services assists students with finding counseling and setting up accommodations for adequate academic progress. Students with a disability who are employed as GTAs or GRAs also should register with the OSU Office of Human Resources – Integrated Disabilities if they wish to establish accommodations for employment.

Appendix B – Topics Covered in the University Graduate School Handbook

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

The *Graduate School Handbook* contains the rules, policies, and guidelines applicable to the graduate community at The Ohio State University. It is the primary reference guide for graduate students, graduate faculty, and graduate program staff.

Preface

Section I

Administration of Graduate Education at Ohio State

Section II

Admission

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Registration

Section IV

Course credit, marks, and point-hour ratio

Section V

Academic and professional standards

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Master's degree programs

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Special graduate programs

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Graduate associates

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CIC traveling scholar program

Section XII

Petitions: Graduate school rules and graduate associate policies

Section XIII

Graduate Council

Section XIV

Graduate studies committee

Section XV

Graduate Faculty membership

Appendices in the Graduate School Handbook

- Academic Deadlines

- Guidelines for Video Conferencing Relating to Master's and Doctoral Examinations

- Research Standards and Misconduct

- Guidelines for Student Grievances

- Guidelines for Short-Term Absences and Leaves of Absence for Graduate Students

 - Appointed as GAs, Fellows, and Trainees (Appendix E)

- Graduate Advising Best Practices

Appendix C – Example of the GTA performance evaluation form in EEOB

GTA:

INSTRUCTOR(S):

COURSE:

SEMESTER and YEAR:

Did you attend any of the TA's lab or recitation sessions?

How would you rate the TA's performance overall?

____ Exceptional

____ Satisfactory

____ Unsatisfactory

	<i>Excellent</i>	<i>Good</i>	<i>Moderate</i>	<i>Poor</i>	<i>Unacceptable</i>	<i>N/A</i>
Contributions at TA meetings						
Timely responses to emails and assignments						
Absences/notice provided						
Lecture attendance						
Interactions with students at lectures that include active learning						
Other interactions with students						

1. If Unsatisfactory, provide an explanation of the problem(s); you may also comment on satisfactory or exceptional performance:

2. Provide any suggestions for improvement here: