

*The Ohio State University*

# Environmental Science Graduate Program

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2019-2020  
Graduate  
Program  
Handbook



*Please visit our web site for more information*

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*Environmental Science Graduate Program  
The Ohio State University  
3138A Smith Lab  
174 West 18<sup>th</sup> Ave.  
Columbus OH 43210  
<http://esgp.osu.edu>*

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The Environmental Science Graduate Program (ESGP) is an interdisciplinary graduate program at The Ohio State University (OSU) comprised of faculty representing, many colleges and schools. Currently, faculty from the following colleges and schools are represented: Arts and Sciences; Engineering; Food, Agricultural, and Environmental Sciences; Law; Glenn College of Public Affairs; Public Health; and Veterinary Medicine.

The ESGP office is located at 3138A Smith Lab, 174 West 18th Avenue on the Columbus campus.

The purpose of this handbook is to familiarize graduate students with OSU's rules and recommendations in general and those that are specific to ESGP.

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## 1. The Graduate Program in Environmental Science

### 1.1 The Graduate Council and the Graduate Program in Environmental Science

The Graduate Council is the principal advisory board of the Graduate School and participates in the development of rules, policies, and standards pertaining to graduate programs, graduate associates, and graduate fellowships. This handbook is a compilation of the policies, procedures, and requirements of ESGP as determined by the graduate faculty through its Graduate Studies Committee. Nothing in this handbook will replace or supersede regulations set forth by the Graduate Council as published in *The Graduate School Handbook* ([gradsch.osu.edu/handbook](http://gradsch.osu.edu/handbook)).

### 1.2 Program Goals

The Ohio State University's Environmental Science Graduate Program is an interdisciplinary program with participating faculty from colleges throughout The Ohio State University. It is designed to provide sound and effective graduate education and research on important environmental issues. The program emphasizes basic research on environmental processes and effects, and applied research and teaching that will contribute to solving the world's pressing environmental problems. Students graduating from our program will be able to:

1. Demonstrate an understanding of major global environmental problems and the role which the biological, physical, social, and applied sciences serve in developing solutions.
2. Demonstrate expertise within a chosen field of environmental science, including the ability to analyze, synthesize, and apply research towards understanding of the complexity of environmental problems and their solutions.
3. Conduct original, environmental science research that may involve modeling, laboratory research, field-based experiments/ research.
4. Collaborate effectively as an environmental scientist in interdisciplinary project planning and research efforts that engage multiple stakeholders.
5. Communicate environmental science theories, research and findings effectively in publications and oral presentations.

## 2. Admissions

### 2.1 Responsibility for Admission Decisions

The admission of students to ESGP is the responsibility of the ESGP Graduate Studies Committee (GSC).

### 2.2 Admissions Requirements for the Environmental Sciences Graduate Program

The following requirements are in addition to those of the Graduate School:

1. An undergraduate or graduate degree in a related field from an accredited college or university. Applications from those in fields outside the scope of environmental science shall be considered when special merit warrants.
2. A minimum undergraduate GPA of 3.0/4.0 is required.
3. A minimum of four semester credit hours of college mathematics and/or statistics; seven semester credit hours in physical sciences; and three semester credit hours in biological sciences are required.
4. All applicants must submit their scores on the verbal, quantitative, and analytical sections of the Graduate Record Exam (GRE). Successful applicants generally have a combined score and a score of > 311 on the verbal and quantitative sections.
5. All applicants must have identified an ESGP affiliated faculty member who has agreed to serve as advisor for their degree program (MS or PhD). For information on ESGP faculty, please visit our website at: [esgp.osu.edu/directory](http://esgp.osu.edu/directory)

**ESGP MS to ESGP PhD (completing MS)** Students enrolled in the ESGP Master of Science Program who wish to apply for admission to the PhD program upon completion of their MS must satisfy the same admission criteria as other applicants. The student's advisor must submit a letter of support to the GSC prior to the student submitting their online application to graduate. However, no admission decision will be made until the applicant has completed his or her master's examination. At that point, the applicant's master's examination committee

will be asked by the chair of the GSC to make a recommendation as to the candidate's acceptability as a doctoral student. Upon receipt of this recommendation, the decision will be made and the student will be notified. Student may be eligible for an additional year of GA support from the ESGP (see section 8 for GA appointments details).

**ESGP MS to ESGP PhD (without completing MS)** Students currently enrolled in the MS program who wish to transfer to the PhD program without completion of the MS must formally request a transfer in writing to the GSC of the ESGP. This request must include a letter of concurrence signed by all of the members of the student's MS committee, as well as justification on why the scope of the students' research has expanded so much to merit a PhD. Upon a favorable decision by the GSC, the student will be admitted into the PhD program with the expectation of receiving the MS upon successful completion of the candidacy examination. Such a transfer will not count as a new degree and will not grant the student new financial support (in the form of GA, or Fay Fellowship) from the ESGP beyond what was originally committed when the student was first admitted to the MS Program.

**Non-ESGP OSU graduate program to ESGP PhD** Students completing MS degrees or wishing to transfer from another OSU PhD program to the ESGP PhD program must initiate an Intra University Transfer form through the Graduate School's online system ([gradforms.osu.edu](http://gradforms.osu.edu)). They must also submit to the chair of the GSC a letter requesting admission, a Statement of Goals defining, in as much detail as possible, their career goals and how they intend to use the PhD program in environmental science to pursue those goals, and a letter of recommendation from their advisor(s) on their MS thesis research. Further, they are advised to fashion their statement in accordance with the mission of the PhD program in ESGP. The same admission criteria is applied to external applicants that used in evaluating internal applicants.

Superior students who have earned only a bachelor's degree may be admitted directly to the PhD program with the expectation that they will earn their MS degree upon successfully completing their candidacy exams, in route to the PhD.

Applicants need to identify an ESGP faculty member willing to serve as their academic advisor prior to admittance to the program. Applicants will be recommended for admission by the GSC, pending identification of and confirmation of a faculty advisor. A list of the current ESGP faculty is available on the ESGP website and should be used when completing the Statement of Purpose required for admission. No student will be admitted to ESGP without a confirmed advisor.

## **2.3 Admission Dates**

Admission to the ESGP is annually for Autumn Semester. Exceptions to this will be reviewed only via petition submitted by the applicant's potential advisor to the GSC. Students admitted for Autumn Semester may begin in the preceding Summer Session if the student's advisor supports the request for such admission.

Successful applicants will receive an official acceptance letter from ESGP and from Graduate Admissions indicating the semester of admission. Admitted students may request that their admission be moved back one semester, e.g. from Autumn semester to Summer semester, or moved forward one semester, e.g. from Autumn semester to Spring semester. Those wishing to make such changes must petition the GSC in writing. Admitted students who cannot begin their studies in the semester of admission, may defer for one year. This is done by letter to the chair of the GSC. Anyone wishing to defer longer than one year must reapply to the program.

## **2.4 Admission Procedures**

After the published application deadlines, the GSC will review applications for admittance the following Autumn semester. Decisions on admission and recommendations for teaching associatehips are normally made by February 1. Applications received after February 1 will be reviewed only at the request of a member of the graduate faculty. No student is admitted to the program unless a faculty member has been identified and confirmed in writing as that student's advisor. It is understood that admitted students may change advisors after they arrive on campus. This is not common, but when such cases occur, they are usually done in consultation with both the new and the original advisors.

Official applications for either the MS or PhD program must be submitted to Graduate Admissions electronically including supplemental materials such as letters of recommendation, statement of purpose, Résumé or Curriculum Vitae, transcripts, and all test scores (GRE and TOEFL). For more information see the Application Instructions page on the ESGP website at [esgp.osu.edu/prospective-students/application-instructions](http://esgp.osu.edu/prospective-students/application-instructions). Admission to the ESGP does not constitute an offer of financial support by the Program.

The GSC will also be responsible for determining, through the application review, nominations for University and OARDC Fellowships.

## **2.5 Inquiries from Potential Students**

The ESGP Graduate Program Coordinator in consultation with the Director will be responsible for responding to inquiries and conducting much of the correspondence with potential applicants. However, faculty members are the most effective agents in graduate student recruitment, and graduate faculty members are encouraged to correspond directly with potential students. Likewise, prospective students are encouraged to reach out to faculty to learn more about their research and to identify potential advisors.

# **3. Student Records**

## **3.1 Application files**

The ESGP office, will maintain application files for all applicants to the program. Access to application files is open to all members of the graduate faculty. The file of any admitted student who does not matriculate for the designated semester of acceptance will be destroyed one year after the beginning of that semester.

## **3.2 Academic files**

The ESGP office will maintain the academic files for all admitted ESGP students; however, The Graduate School maintains the official record of student grades. Academic files for matriculated students are restricted to members of the GSC, the student's advisor, and other faculty with permission of the chair of the GSC. Students may examine any item in their files.

## **4. Plan of Study (MS and PhD)**

### **4.1 MS Plan of Study**

The MS in the ESGP offers considerable flexibility, enabling students, their advisors, and committee members to design a Plan of Study that will satisfy the students' educational objectives. This Plan of Study becomes the official course plan and requirements for the individual student. Therefore, it is important that the Plan of Study for each student be approved early in that student's enrollment. The Plan of Study must be submitted to the Graduate Program Coordinator no later than the fifth week of the second semester of enrollment in the MS program. The advisor and all members of the committee must sign the Plan of Study.

The Plan of Study must form a cohesive body of course work, including but not limited to, specific classes described in the Core Curriculum of the ESGP.

Changes in the Plan of Study must be approved by the student's advisor and committee and reported to the ESGP Graduate Program Coordinator prior to the semester or session in which the course changes are to be implemented. Requests for substitutions for core courses must be submitted in writing to the GSC and the advisor must submit supporting explanations in writing. Alteration of core requirements will be allowed only under extraordinary conditions. Final responsibility for approval of the Plan of Study rests with the student's committee, as long as general program requirements are met.

### **4.2 PhD Plan of Study**

The PhD in the ESGP offers considerable flexibility, enabling students, their advisors, and committee members to design a Plan of Study that will satisfy the students' educational objectives. This Plan of Study becomes the official course plan and requirements for the individual student. Therefore, it is important that the Plan of Study for each student be approved early in that student's enrollment. The Plan of Study must be submitted to the Graduate Program Coordinator no later than the end of the second semester of enrollment in the PhD program. The advisor and all members of the committee must sign the Plan of Study.

While Plans of Study will vary among students with different scholarly interests, all should be designed to prepare the student for the candidacy examination and for the successful pursuit of dissertation research. Further, the Plan of Study must combine the depth and breadth of course work designed to foster research and scholarship in the student's specialty while enabling the student to relate his or her studies to those being done in allied academic areas. The Plan of Study should provide ample opportunity through formal graded course work, directed independent study, or research experience for each doctoral student to demonstrate expertise in the three general core subject areas.

All courses listed on the Plan of Study must be completed before the student may take the candidacy Examination. The Plan of Study must form a cohesive body of course work, including but not limited to, specific classes described in the Core Curriculum of the ESGP.

Changes in the Plan of Study must be approved by the student's advisor and committee and reported to the ESGP Graduate Program Coordinator prior to the semester or session in which the course changes are to be implemented. Requests for substitutions for core courses must be submitted in writing to the GSC and the advisor must submit supporting explanations in writing. Alteration of core requirements will be allowed only under extraordinary conditions. Final responsibility for approval of the Plan of Study rests with the student's committee, as long as general program requirements are met.

## 5. Registration and Scheduling

### 5.1 Course Loads

Normal full-time graduate course load per semester is 8 to 12 hours.

1. Graduate Associates on 50% appointments must register for a minimum of 8 credits except during the Summer session, when the full-time status is 4 credits.
2. Graduate Associates holding 25% appointments must register for a minimum of 4 credits.
3. PhD students who have passed their Candidacy Examination (including those at 50% appointments) must register for at least 3 credits each term any appointment is held, excluding summer semester.
4. Graduate Fellows must register for a minimum of 12 credits each semester and only 6 credits for summer semester.

Research credit reflects time spent by a graduate student pursuing thesis or dissertation research and time invested by faculty members in supervising such research. Therefore, students who in any semester or session are spending time on their thesis or dissertation research must register for appropriate numbers of research credit hours within the academic unit of their advisor.

#### Course Load Requirements

	Autumn and Spring		Summer	
Student	Max	Min	Max <sup>φ</sup>	Min
Graduate Associate, 50%	18	8	12	4
Graduate Associate, 25%	18	4	12	2
Graduate Fellow	18	12	12	6
Post-Candidacy Student	18 <sup>*</sup>	3	12	3
For Financial Aid and Fees <sup>#</sup>	18	8	12	8

<sup>\*</sup>Post-candidacy students usually enroll in three hours. Post-candidacy students who wish to take more than three hours should speak with their graduate program.

<sup>#</sup>Students may be eligible for financial aid at half time. Please contact Buckeye Link for detailed information about financial aid.

<sup>φ</sup>The 8-, 6-, and 4-week summer sessions have individual maximums that are not to be exceeded. See Summer Enrollment for more information.



## **5.2 Procedures for Registration**

Graduate students are expected to register each semester or session through the online buckeyelink system. They are encouraged to discuss their scheduling plans with their advisors, especially if they plan to take courses not on their Plan of Study. Graduate students may take courses not in their Plan of Study but may not graduate until all Plan of Study courses have been completed. Students needing assistance with any aspect of registration and scheduling may seek assistance from the ESGP office.

## **5.3 Core Course Requirements (MS and PhD)**

All MS students are required to complete at least three credit hours in each of the three Core areas. All Ph.D. students are required to complete at least six credit hours in each of the three Core areas.

### **1) CORE COURSES IN BIOLOGICAL SCIENCE -**

Environmental science focuses on the relationships between living organisms and their environment, so a strong understanding of ecology is foundational to the ESGP core. This understanding can be gained through coursework that focuses on a particular taxon or a particular ecosystem but must be broadly applicable to any environment.

### **2) CORE COURSES IN PHYSICAL SCIENCES AND ENGINEERING-**

Physical Science core courses must (1) study fundamental physical, hydrological, chemical, or biogeochemical processes; and (2) study the effects of physical structure and processes on biotic components and their interactions with their ecosystems.

### **3) CORE COURSES IN SOCIAL SCIENCES AND POLICY-**

The social science core uses qualitative and quantitative approaches to understand the relationships between human societies and their surrounding ecosystems. Core social science courses must engage social science in a combined theoretical and applied study of a physical, cultural, regulatory, or economic relationship between humans and physical environments.

A link to the approved core courses in each area is provided in Appendix I. Not all of the courses on the list may be offered every year. The GSC may approve adding or removing courses from the list. Course instructors may petition the GSC to add courses to a Core area. Courses must satisfy the objectives of the core course in the area they are to be added to.

In extraordinary circumstances, students may petition the GSC to accept an alternative course that was completed by the student but is not on the list of core courses in Appendix I, as a core course for their graduation requirements.

## **5.4 Graduate Seminar Requirement (MS and PhD)**

**MS:** Each MS student, whether pursuing the thesis or non-thesis option, is required to enroll to and attend the ESGP seminar (Env Sci 7899) for at least 3 semesters. During two of these semesters students are also expected to make a presentation. There are two types of seminar presentations: entry and exit presentations. The entry presentation should provide the student's tentative research plans, or the background to their work and hypotheses. The exit presentation should provide some results from their research work, which may be preliminary results, results and discussion from their technical paper (in the case of no-thesis students), or final results that are included in the thesis. It is preferable that the entry presentation will take place during the first year of study, and that the exit presentation will take place at some point during the last 3 semesters before

graduation. The exit presentation must be presented at a different and later semester than the entry presentation. The student submitted "Application to Graduate" will not be approved until the exit seminar presentation is scheduled. Failure to present the research seminar will be considered "lack of reasonable progress" and permission to graduate will be rescinded. Under extraordinary circumstances, and pending a formal petition, the GSC may approve substituting an ESGP exit seminar presentation by a presentation made by the student at a different forum than the ESGP seminar.

**PhD:** Each doctoral student is required enroll to and attend the ESGP seminar (Env Sci 7899) for at least 3 semesters. During two of these semesters, students are also expected to make a presentation. There are two types of seminar presentations: entry and exit presentations. The entry presentation should provide the student's tentative research plans, or the background to their work and hypotheses. The exit presentation should provide some results from their research work, which may be preliminary results, results and discussion from a technical paper they published, or final results that are included in the dissertation. It is preferable that the entry presentation will take place during the first year of study, and that the exit presentation will take place at some point during the last 3 semesters before graduation. The exit presentation must be presented at a different and later semester than the entry presentation. The student submitted "Application to Graduate" will not be approved until the exit seminar presentation is scheduled. Failure to present the research seminar will be considered "lack of reasonable progress" and permission to graduate will be rescinded. Under extraordinary circumstances, and pending a formal petition, the GSC may approve substituting an ESGP exit seminar presentation by a presentation made by the student at a different forum than the ESGP seminar.

## **6. The Master of Science (MS) Degree**

The MS in the ESGP is designed to provide students with advanced knowledge and skills in the various fields of environmental science and opportunities to learn how to design and carry out research or other scholarly activities. Students may follow either the thesis (Plan A) or non-thesis (Plan B) option and are guided by their advisors and committees.

### **6.1 Master's Committee**

Each student's MS Committee should be determined by the end of the first semester of full-time enrollment or after 12 credits of part-time graduate course work. The committee will be comprised of at least three members. The advisor is the only member that must be ESGP faculty. The second members may be OSU faculty from outside ESGP while the third member may be OSU faculty from outside ESGP or an ESGP Affiliated Scientist. At least one member must be from outside the student's specialty area but should have expertise appropriate and applicable to the student's thesis research problem. Unless significant changes in program direction occur or personal conflicts arise, the committee should remain unchanged throughout the duration of the student's program. The committee is responsible for approving the student's Plan of Study.

### **6.2 Degree Plans**

#### **a. Thesis Option (30 credits)**

The Thesis Option provides for depth of study with an emphasis on the research process; a thesis is required for completion of the program. No more than 20 credits of research hours may be applied toward the 30- credit minimum requirement for this degree. All ESGP students taking research hours should take them in their advisor's home department. Students intending to pursue doctoral work are advised to pursue the Thesis Option.

### **b. Non-thesis Option (37 credits)**

The Non-thesis option provides an opportunity for students who are not primarily interested in research careers to pursue advanced study in environmental science. Students are required to produce an in-depth research paper that must be approved by the student's advisor and committee.

## **6.3 Thesis Option Requirements**

### **a. Thesis Form, Abstract and Approval**

The thesis must be prepared in accordance with the rules and regulations of the Graduate School. See *The Graduate School Handbook* for specifics. ([gradsch.osu.edu/handbook](http://gradsch.osu.edu/handbook))

### **b. Final Master's Examination**

Each student's committee will serve as the master's examination committee and will conduct a final oral examination that centers on, but does not have to be restricted to, the thesis research. The advisor will chair the examination committee. The examination must be completed no later than sixteen days prior to graduation and must take place during announced university business hours, Monday through Friday. The vote in favor of passing the student must be unanimous.

The student can be allowed to deliver a public presentation as part of the exam. The public presentation should be no longer than half an hour and the entire exam should not exceed 2 hours. Except when video conferencing has been approved by the Graduate School, 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. Others may attend the public presentation part of the examination, subject to the rules of the Graduate Studies Committee.

All committee members, and the chair, will vote. Once formal questioning has begun, the examination must continue to a voting conclusion. Each examiner indicates judgment by posting their decision on the Report on Final Examination by the published deadline for the autumn or spring semester or summer term of graduation. The advisor notifies the student and the Graduate Studies Committee of the master's examination committee's decision.

Upon recommendation by the student's committee, a student who has failed his or her final examination may retake that examination one time. The committee for the second examination will include the same faculty members as the first, unless the Dean of the Graduate School prior to the date of the second examination approves a substitution. If the student fails the second examination, the GSC will inform the Dean of the Graduate School and the student will be denied further enrollment in the ESGP.

## **6.4 Non-thesis Option Requirements**

### **a. Technical Paper Requirement**

Students in the non-thesis option will write an in-depth research paper on a subject agreed upon by the student, advisor, and committee. The paper should be written in a style and format designated by a leading refereed journal in the student's field. The completed paper is to be evaluated by the advisor and committee to insure that it is rigorous and detailed analytical and scholarly work. Further, the student must demonstrate a thorough

knowledge of the literature relevant to the topics. Copies of the completed paper must be submitted to all committee members at least three weeks before the students' exam.

#### **b. Final Master's Examination**

A final master's examination comprising written and oral portions will be conducted after the student has completed all requirements, including the technical paper. The examination must be completed no later than sixteen days prior to graduation and must take place during announced university business hours, Monday through Friday. The vote in favor of passing the student must be unanimous. The written portion of at least four-hour duration will test the student's knowledge pertinent to the areas of research for the technical papers. The committee will formulate questions, and the advisor will administer the written portion. All committee members will evaluate the entire written portion of the examination and report their evaluations in writing to the advisor.

Following the written portion, the student must successfully complete an oral examination, no longer than two hours, also administered by the committee and chaired by the advisor. The oral portion of the examination must take place during announced university business hours, Monday through Friday, and no later than seven days after the written exam. The vote in favor of passing the student must be unanimous.

Attendance at the oral portion of the master's examination is limited to the student and members of the student's committee, all of who must be present during the entire examination. All committee members, and the chair, will vote. After a conclusion has been reached, committee members will indicate that conclusion by completing the online form they each will have received from the Graduate School. Failure to complete the online form will result in immediate removal from the graduation list.

If, after evaluating the written portion of the examination and the technical paper, the committee members see no possibility for a satisfactory overall performance on the master's examination, the student may waive the right to take the oral portion. The committee may not deny a student the opportunity to take the oral portion. If the student decides to waive the right to take the oral portion, s/he must provide the committee with a written request for the waiver. In such cases, the committee records as unsatisfactory on the master's examination form and returns it with a copy of the student's waiver request to the Graduate School with a copy to the ESGP.

Upon recommendation by the examination committee, a student who has failed his or her final examination may retake that examination one time. The examination committee for the second examination will comprise the same faculty members as the first unless the Dean of the Graduate School prior to the date of the second examination approves substitution. If the student fails the second examination, the GSC will inform the Dean of the Graduate School and the student will be denied further enrollment in the ESGP.

### **6.5 Appeal and Review**

If a student, thesis or non-thesis, is judged to have failed either the first or second oral examination, s/he or any member of the Committee may appeal the decision, but only on the grounds that the "fairness and without prejudice" concept was violated. An appeal must be submitted in writing to the GSC for review. The GSC will conduct a hearing and then evaluate the master's examination according to the "fairness and without prejudice" concept. If the GSC cannot resolve the case, it will forward the appeal to the Dean of the Graduate School, who will refer it to the Policy and Standards Committee of the Council on Research and Graduate Studies for resolution. If either the GSC or the Policy and Standards Committee finds that the rules were not followed or that the examination was not "fair or without prejudice", the Dean may direct that a new examination be administered.

## **6.6 Application to Graduate**

Each student must complete and submit an Application to Graduate online at [gradforms.osu.edu](http://gradforms.osu.edu) by the published deadline (see graduate school website for dates) for the semester in which s/he expects to graduate. The application is valid only for that semester or session. By submitting this form, the student indicates that s/he expects to complete all degree requirements by the prescribed deadlines of that semester. The Application to Graduate form must be submitted by the student and approved by the advisor and the chair of the GSC (or Graduate Program Coordinator). Students must monitor their form on gradforms to make sure that it's approved at the department level by the director of graduate studies and by their advisor. If you see that the form has not been approved by the deadline, please notify the graduate program coordinator.

## **6.7 Summary of MS Graduation Requirements**

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 summer term) in which graduation is expected
2. Registration for at least three graduate credit hours during the autumn or spring semester or summer term in which graduation is expected
3. Completion of a minimum of 30 graduate credit hours. Eighty percent of those required credit hours must be completed at this university over a period of at least two semesters
4. Graduate cumulative grade-point (cGPA) average of at least 3.0
5. Satisfactory completion of the master's examination and committee approval of the Report on Final Examination by the published deadline for the autumn or spring semester or summer term of graduation
6. For thesis option students: committee approval of the Report on Final Document and electronic submission of the approved thesis to OhioLINK by the published deadline for the autumn or spring semester or summer term 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 established by the ESGP Graduate Studies Committee

## **7. The Doctor of Philosophy (PhD) Program**

The Doctor of Philosophy (PhD) is a research degree that provides students with opportunities to achieve a high level of scholarly competence and to develop the ability to contribute to the knowledge and theory base in the field of environmental science. The program includes a coherent program of course work, a candidacy examination taken after all required course work is completed, a research dissertation, and a final examination. During the program, the student will be guided and assisted by his or her advisor and committee. Upon completion of the degree, the student will be awarded the PhD.

### **7.1 Credit Hours, Residency Requirements and Time Limits**

A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a PhD. If a master's degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master's degree is required. If a doctoral student has taken a master's degree at this university 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. It is recommended that this notification occur by the end of the first semester beyond completion of a master's degree, but no later than the student's final semester in the PhD or degree program. If the master's degree was earned at another university, then its graduate credit hours must be

transferred to this university. Of the 50 post-master's hours, at least 24 graduate hours must be taken at this university.

If a doctoral candidate fails to submit the final copy of the dissertation document to the Graduate School within five years of being admitted to candidacy, the candidacy is cancelled. In such a case, with the approval of the advisor and the Graduate School, the doctoral candidate may petition for one extra semester after the conclusion of candidacy to complete all outstanding degree requirements. The doctoral candidate may also petition their advisor and their Graduate Studies Committee to 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 document within two years.

## **7.2 Candidacy Examination**

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 candidacy examination committee and the Graduate School

### **a. Purpose**

The purpose of the candidacy examination is to test a student's comprehension of the field, allied areas of study, capacity to undertake independent research, and ability to think and express ideas clearly.

### **b. Candidacy Examination Committee**

Responsibility for administering the candidacy examination rests with the student's candidacy examination committee. Each student's candidacy committee is to be comprised of four members. The student's advisor and one other member must be ESGP faculty. The remaining two members may be OSU faculty from outside ESGP. One committee member must be from outside the student's specialty area. The candidacy committee will likely serve as the student's dissertation committee (see section 7.4a Dissertation Committee).

All members, including the advisor and Graduate Faculty Representative, (if one has been assigned) must be present for the entire oral examination and all must vote. Any changes in committee membership must be reported to the Graduate Program Coordinator before the candidacy examination is scheduled. The advisor will chair all meetings of the candidacy examination committee. Once the candidacy examination has been scheduled, the student must submit the Notification of Candidacy Examination Form to the Graduate School. This must be done no fewer than two weeks prior to the date of the oral examination.

### **c. Schedule and Notification**

The candidacy examination may be taken or begun at any time thought appropriate by the student's candidacy examination committee and Graduate Studies Committee but must be completed at least one semester before a student can defend and graduate. The student must be in good standing in the Graduate School and registered for at least three graduate credit hours each semester or term in which any part of the candidacy examination is taken. Students who plan to take the candidacy examination during the summer term are responsible for making certain that committee members are on duty in the summer.

The oral portion of the candidacy examination is held after completion of the written portion and must be completed within one month of the written portion. To schedule the oral exam, the student must submit an Application for Candidacy on gradforms and have this approved by their program and advisor at least two

weeks before the oral's proposed date. The oral examination must take place during announced university business hours, Monday through Friday and must be on the Ohio State University campus.

**d. Graduate Faculty Representative**

A Graduate Faculty Representative (GFR) will be assigned only if there is an unsuccessful oral examination and a second oral examination is approved. For second examinations, a copy of the written examination, including questions, the student's responses, together with a statement of the program's examination format, policies, and procedures, must be presented to the GFR no less than one week before the oral portion of the exam.

**e. Candidacy Examination Report**

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 posting their decision on the Report on Candidacy Examination through gradforms, usually within 24 hours.

**f. Written Portion**

The candidacy examination committee can choose between a traditional written exam and a grant proposal-based exam.

**i.** A traditional written exam is intended to assess the student's command of ideas, information, and methods related to the student's coursework, general background in science, and thesis research. It is expected that the written questions will test the student's capacity for independent thought and for integration of ideas and information cross disciplines, as appropriate to an interdisciplinary graduate program. Portions of the written exam can be open or closed book questions at the discretion of each candidacy examination committee member. It is expected that the student be able to answer the written questions submitted by each committee member in two days or less.

The written exams are evaluated and marked by the respective candidacy examination committee members, but copies of all written exam papers must be distributed to all committee members. Marked exam papers are returned to the student at least ten days prior to the scheduling of the oral examination. The student should meet with each examination committee member to review his or her performance on the written exam. Students should expect weaknesses in their written exam to be one of the focuses of questioning in the oral exam. The advisor should contact the examination committee members to establish whether the student's performance on the written exam is satisfactory or not.

**ii.** A grant proposal-based exam is intended to test the student's ability to explore and critically examine an area of literature, integrate information from different subject areas, and develop a formal plan of research using modern research tools and techniques. A member other than the student's advisor of the candidacy examination committee is selected to formulate the topic of the research proposal in consultation with other committee members. The research topic should reflect the student's general research area or interests, but it should not be closely related to the student's thesis research. The grant-based exam should not be construed as an opportunity for the student to write his or her thesis research proposal. The student may be invited to suggest research proposal topics. The student has 30 to 40 days to complete the written proposal. The proposal should follow the general format and style adopted by NSF, USDA, or other federal granting agencies. The proposal must be organized in such a way that it contains at least the following sections: abstract, background and significance, hypothesis, research objectives, experimental design and methods, anticipated problems and alternative approaches, and references. If in doubt about the style and organization, the student should consult the committee member who prepared the research topic. The body of the proposal is

limited to 20 pages (double spaced) excluding the references. After completion, the student must give a copy of the proposal to each committee member along with an evaluation form at least ten days prior to the scheduling of the oral examination. The committee members will have one week to evaluate the merits and scientific content of the proposal. Copies of the marked proposal and the evaluation forms are returned to the advisor who will make them available to the student and make the evaluation forms available to each committee member. Using the evaluation forms, the committee members may request revisions or clarifications of the proposal document before the oral portion is scheduled. Such action does not constitute an unsatisfactory written portion of the candidacy examination. When the evaluations are positive, the student can proceed to give the Graduate School the required two-week notice for the oral portion of the candidacy examination.

**iii.** If any candidacy examination committee member rates the written portion of the candidacy examination as unsatisfactory, the advisor should discuss the situation with the student. If the advisor and the student come to a mutual understanding that not taking the oral part of the exam under these circumstances is to the best interest of the student, the student may want to delay the oral exam until he or she re-takes the failed exam and receives a satisfactory mark. However, the student has the right to take the oral portion of the candidacy examination even if the written portion is deemed unsatisfactory.

**iv.** Waiver: If, based on evaluation of the written portion, the candidacy committee members see no possibility for a satisfactory performance on the candidacy examination, the student may waive the right to take the oral portion. The committee may not deny a student the opportunity to take the oral portion. If the student decides to waive the right to take the oral portion, he or she must provide the committee with a written request for the waiver. In such cases, the committee records an "unsatisfactory" on the Candidacy Examination Report and returns it with a copy of the student's waiver request to the Graduate School with a copy to the ESGP.

#### **g. Oral Portion**

The oral portion of the candidacy examination, normally two hours long, must be completed within one month of the conclusion of the written portion.

**i.** Attendance: Attendance is limited to the student and members of the candidacy examination committee. 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 no more than two hours, with at least one hour devoted to questioning of the student. Oral presentation of any proposal or other prepared materials must be made prior to or after the oral examination. 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

**ii.** 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 (if applicable). Prior to the oral examination, the candidacy examination committee chair must notify the Graduate School of the postponement.

#### **h. Candidacy Examination Results**

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 posting their decision on the Report on Candidacy Examination through gradforms, usually within 24 hours.

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

**ii.** 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 Report on Candidacy Examination.

#### **i. 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 Report on Candidacy Examination 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 Graduate School. The second candidacy examination must be completed no later than one autumn or spring semester or summer term before graduation. All other rules pertaining to candidacy exams must be followed.

#### **j. Repeat Examinations**

A student who fails the candidacy examination twice is not allowed an additional examination. After two unsatisfactory attempts at the candidacy examination (including the second candidacy examination), a student is not permitted to be a PhD or DMA candidate in the same or in any other graduate program at this university. A notation of dismissal will be posted to the student's academic record and further registration will not be allowed. Such students can seek admission to a master's degree program at this university by utilizing the transfer of graduate program procedure and securing a support letter from the Graduate Studies Committee Chair of the proposed master's program.

#### **k. Review**

On written appeal by the student or a member of her or his candidacy examination committee, the Graduate School Grievance Committee will review 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.

### **7.3 Candidacy**

Provided that the student is in good standing at the end of the autumn or spring semester or summer term 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 term. A student is normally expected to enroll primarily in 8999 or in program-approved courses after satisfactorily completing the candidacy examination. Doctoral candidates who have successfully completed all conditions for candidacy will be considered at full-time status when enrolling for three credit hours. Candidacy status established in one doctoral program is not transferable to another doctoral program.

#### **a. Time Limit**

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

#### **b. Continuous Enrollment Policy**

All students who successfully complete the doctoral candidacy examination will be required to be enrolled in every autumn and spring semester of their candidacy (summer term excluded) until graduation. Doctoral candidates 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 doctoral candidates, it ultimately will be the responsibility of each doctoral candidate to ensure that they are meeting the enrollment provisions of this policy.

### **7.4 Dissertation**

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

#### **a. Dissertation Committee**

As soon as possible after entering the doctoral program, the student and his or her advisor should select a dissertation committee. No later than the end of the student's first year in residence, s/he will submit the names of committee members to the Graduate Program Coordinator. Changes to the dissertation committee must be formalized no later than the third Friday of the semester or session in which the student expects to graduate.

Each student's dissertation committee is to be comprised of at least four members. The advisor and one other member must be ESGP faculty. The remaining two members may be OSU faculty from outside ESGP. One committee member must be from outside the student's specialty area. Other faculty or an ESGP Affiliated Scientist may only serve as an additional or fifth member of the committee and must petition the ESGP Graduate Studies Committee and The Graduate School to be included. The committee works with the student as s/he prepares the Plan of Study and provides guidance during planning, design, and execution of the dissertation research. The committee is also responsible for conducting and evaluating the final oral examination.

Normally, the dissertation committee will be the same as the candidacy examination committee, although substitutions and additions may occur at the discretion of the advisor. Additional graduate faculty members may include Category M faculty. The advisor chairs the dissertation committee.

#### **b. Draft Approval and Notification of Final Oral Examination**

The student must submit a completed, typed dissertation draft to his or her dissertation committee for review no fewer than three weeks prior to the date of the Final oral examination. Approval of the dissertation draft indicates that the members of the dissertation committee judge it to be of sufficient quality to warrant holding the Final oral examination. Each dissertation committee 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. Processing this form is the

responsibility of the advisor. Once the Dean of the Graduate School approves the final oral examination committee, the Final oral examination Report is sent to the advisor.

### **c. Format Review**

The student must present the complete, typed 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 Preparing and Submitting Theses, Dissertations and D.M.A. Documents available at the Graduate School.

## **7.5 Final Oral Examination**

The Final oral examination tests originality, independence of thought, ability to synthesize and interpret, quality of research presented and contribution to the body of knowledge. The examination includes, but is not restricted to, discussion of the dissertation and will cover principles and historic perspectives as well as data.

The Final oral examination must be completed no fewer than sixteen days before graduation. The examination is administered by the candidacy examination committee, which is chaired by the advisor. It must take place during announced university business hours, Monday through Friday, and should last no more than two hours. The student must be registered for at least three credits during the semester or session in which the Final oral examination is administered and, in the semester or session of graduation.

### **a. Graduate Faculty Representative**

Once the Final oral examination is scheduled, the Dean of the Graduate School appoints a Graduate Faculty Representative. This representative will be a Category P member who holds no faculty status in the ESGP and is not a member of the dissertation committee. No less than one week before the final oral examination, a complete dissertation draft must be presented to the GFR for reference. In addition to being a full voting member of the final oral examination committee, the Graduate Faculty Representative reports his or her judgment on the quality of the examination, the dissertation and the student's performance to the Graduate School.

If the Graduate Faculty Representative judges the dissertation to be unsatisfactory, s/he will notify the student's advisor and the Dean of the Graduate School of that fact no later than one day prior to the final oral examination. After consulting with the student and the members of the dissertation committee, the advisor may elect to hold the final oral examination as scheduled or postpone it until the situation is resolved.

In cases where the Final oral examination is reviewed, the Graduate Faculty Representative reports to the Graduate Council on the fairness of the conduct of the examination and its conformity to Graduate School rules.

### **b. Postponement**

Unless circumstances prompt the advisor to postpone it, the Final oral examination must be held at the time and place scheduled. Before taking such action, the advisor must consult with the student and the members of the dissertation committee, including the Graduate Faculty Representative and inform the GSC and the Dean of the Graduate School.

### **c. Attendance**

All members of the final oral examination committee must be present during the entire examination, unless permission to video conference has been approved by the Graduate School, and are expected to participate fully in questioning and discussion during the course of the examinations and in the decision on results at the end of the examination. Other faculty members and graduate students may attend the examination and ask questions but may not participate in the decision on performance.

#### **d. Results**

Only the final oral examination committee members, including the Graduate Faculty Representative are to be present for discussion of the doctoral candidate'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 posting their decision on the Report on Final Examination in gradforms that must be submitted to the Graduate School no later the posted deadline for the autumn or spring semester or summer term of graduation. The examination is expected to follow all established university policies.

i. Satisfactory: The doctoral candidate is considered to have completed the final oral examination successfully only when the decision of the final oral examination committee (including the GFR) is unanimously affirmative.

ii. Unsatisfactory: If the examination is judged unsatisfactory, the final oral examination committee must decide whether the doctoral candidate will be permitted to take a second final oral examination and must record that decision on the Report on Final Examination. Should the GFR cast the only negative vote at the conclusion of the examination, the matter will be referred to the Graduate School for review.

#### **e. Second Final Oral Examination**

If a second examination is held, the final oral examination committee must be the same as the original one unless a substitution is approved by the Graduate School. All other rules pertaining to final oral examinations must be followed.

#### **f. Repeat Examinations**

No student is permitted to take the Final oral examination more than twice. A student whose performance is recorded as unsatisfactory on two attempts at the Final oral examination is not permitted to be a doctoral candidate in the ESGP or in any other graduate program at The Ohio State University.

#### **g. Review**

Upon written appeal by the doctoral student or a member of the final oral examination committee, the Graduate School Grievance Committee will review that doctoral candidate'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 doctoral candidate. The Graduate Council has established review procedures.

### **7.6 Dissertation - Final**

#### **a. Approval**

Final approval of the dissertation cannot occur until the final oral examination has been completed satisfactorily. Each dissertation committee member indicates approval by posting their decision on the Report

on Final Document in gradforms that must be submitted to the Graduate School by the published deadline for the semester or summer term of graduation.

**b. Restricted Material**

Dissertations must not contain material that may never be allowed to be published. Students whose dissertations contain material that can be published but requires a delay in public disclosure can request to delay public disclosure on OhioLINK (Ohio Library and Information Network). Please contact the Graduate School for additional information.

**c. Electronic Submission**

All doctoral dissertations must be submitted electronically through OhioLINK. All Ohio State dissertations are also archived with ProQuest/UMI.

**d. 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.

**e. Fees**

Appropriate fees must be paid by the published deadline for the autumn or spring semester or summer term of graduation.

**f. Application to Graduate**

Each student must complete and submit an Application to Graduate online at [gradforms.osu.edu](http://gradforms.osu.edu) by the published deadline (see graduate school website for dates) for the semester in which s/he expects to graduate. The application is valid only for that semester or session. By submitting this form, the student indicates that s/he expects to complete all degree requirements by the prescribed deadlines of that semester. The Application to Graduate form must be submitted by the student, and approved by the advisor and the chair of the GSC (or Graduate Program Coordinator). Students must monitor their form on gradforms to make sure that it's approved at the department level by the director of graduate studies and by their advisor. If you see that the form has not been approved by the deadline, please notify the graduate program coordinator.

## **7.7 Summary of PhD Graduation Requirements**

1. Satisfactory completion of the candidacy examination and submission of the approved Report on Candidacy Examination
2. Registration for at least three graduate credit hours during the autumn or spring semester or summer term when the candidacy and final oral examinations are taken and during the autumn or spring semester or summer term in which graduation is expected
3. Submission of the Application to Graduate form to gradforms no later than the third Friday of the autumn or spring semester (or third Friday of summer term) 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. For a master's degree earned at another institution to count toward the 80 hours, it must be officially transferred. Of the 50 post-master's hours, at least 24 graduate hours must be taken at this university.
5. Grade-point average of at least 3.0 in the current graduate program

6. Approval of dissertation draft by the dissertation committee members and submission of the Application for Final Examination and the dissertation draft to the Graduate School at least two weeks before the date of the final oral examination
7. Satisfactory completion of the final oral examination and verification that the Report on Final Examination form has been approved (gradforms) by the published deadline
8. 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
9. Committee approval of the Report on Final Document and completion of Survey of Earned Doctorates after electronic submission and acceptance of dissertation by the published deadline for the autumn or spring semester or summer term of graduation
10. Completion of PhD degree requirements within five years after being admitted to candidacy
11. Receipt of final grades in the University Registrar's Office by the published deadline
12. Completion of PhD degree requirements established by the Graduate Studies Committee

## 8. Financial Assistance

Financial support for graduate students falls under two categories:

1. Fellowships and Traineeships administered through the Graduate School, and
2. Graduate Associateships: Research, Teaching and Administrative Associateships administered by ESGP or other departments on campus.

Each student who applies for admission to ESGP may indicate interest in a Fellowship and/or Graduate Associateship on their admission application. Students are also encouraged to write directly to faculty members for advice and information on the availability of research funds and other assistance.

### 8.1 Fellowships

University Fellowship competitions are highly competitive and are largely restricted to entering graduate students. Successful candidates usually have overall grade-point averages above 3.6 on a 4-point scale and high scores on the Graduate Record Examination (GRE). Fellows pursue a full-time schedule of courses or research (12 hours per semester except summer session which is a 6 hour minimum) and have no work responsibility over the tenure of the award. Furthermore, they must remain in good academic standing and may not work on or off campus during the period of the fellowship. More than one fellowship may not be held simultaneously.

### 8.2 Graduate Associates

A Graduate Associate (GA) is a full-time enrolled graduate student who holds an appointment in one of three categories; Teaching Associates (GTA), Research Associates (GRA), or Administrative Associates (GAA) according to the duties assigned. The advisor determines GA duties. The advisor of the TA duties does not have to be the academic advisor. For GTA positions, the advisor will be instructor of the specific course to which an individual GTA is assigned to. For GAA, the advisor would be the office, center or unit manager the GAA was assigned to, and for GRA it would be the principal investigator of the research study the GRA was assigned to. We prefer that ESGP student supported as GAs by ESGP will be appointed as GTAs. We expect that GTA appointments will be made at the department of the student's advisor in coordination with the ESGP, and in a course that is agreeable by the advisor and is appropriate to the student's background and skills. We expect the ESGP GTAs to carry all the responsibilities and privileges as the other GTAs at the department in which they

are assigned to teach. GTA salary, in exception to the above, is set for all ESGP students following the graduate college standards and may not be equal to that of other department's students. Two GAA positions will be filled annually, one at the ESGP office and one at the Ohio Water Resources Center. Appointment to these will be made by the ESGP in coordination with the student's advisor. ESGP funds may be available for appointments as GRAs and must be approved by the program Director after consultation with the student's advisor.

Standard GA appointments are a 50% appointment with a service expectation of 20 hours per week. Under certain circumstances, appointments ranging from 25% to 75% are possible.

The ESGP aspires to provide the funds for one year of GAA, GTA or GRA appointment for each graduate student during their degree program. In this context, a year of support includes 2 semesters of GA appointment and one summer fee authorization that is applicable only if the 2-semester appointment was done during the Fall and Spring semesters, consecutively, prior to the summer for which the waiver is sought. This support is conditional upon:

- The availability of funds
- Good academic standing of the student
- A signed funding plan by the student's advisor. Funding plans should be finalized before the final admission of the student. In order to qualify for ESGP funding of GA support, the advisor must guarantee support for the student receiving the GA support during 2 years (for Ph.D. students) or 1 year (for M.S. students) additional to the 1-year GA support by the ESGP. ESGP-mediated fellowships (such as Fay, University Fellowships, or OARDC) are additional to and not in lieu of other ESGP GTA/GAA/GRA and advisor commitments. Advisor support may be in the form of Graduate Research Assistantship (GRA) or GTA in the advisor's department.

### **8.3 Graduate Associate Needs**

Faculty members should make known their needs for GTAs no later than during the February proceeding the academic year in which the demand will occur. They are also encouraged to assume advocacy positions with the GSC and the ESGP administration in promoting the appointment of their advisees and other deserving students.

### **8.4 Procedures for Selecting Graduate Associates**

Each year, before March 15, ESGP graduate program coordinator will review the credentials of all applicants and all continuing graduate students wishing GA appointments in the following academic year, and proceed with a recommendation in the form of a ranked list of GA candidates. Under normal conditions, the ESGP Director will make appointments according to the rank recommendations.

### **8.5 Term of Appointment**

Normally, GAs are appointed for two semesters: Autumn, and Spring. The ESGP is unable to give students more than 2 semesters of GA support during their MS or Ph.D. tenure. Students should make an effort to get an RA with their advisor for as much as their tenure as possible.

Students who received 2 semesters of GTA or GAA support during their MS tenure would be eligible for additional 2 semesters if they continued into the doctoral program. This award is not automatic; such students must reapply for GA support once they enter the doctoral program, and must have completed all the M. S. thesis

program requirements. They should reapply in writing to the Director of the ESGP no later than March 1 preceding the August that the appointment would take place. Summer session TA support is not available.

## **8.6 Deadlines**

The Director of the ESGP will make offers of GA positions in writing at the earliest practical date. A student receiving an offer must respond in writing to the Director within two weeks after receiving the offer, indicating his or her decision to accept or decline the offer. If no response is received from the student within this period, it will be assumed that the student has declined the offer.

## **8.7 Appointments and Reappointments**

Once employment offers have been made and accepted, letters of appointment will be provided describing the terms of employment in greater detail. Subsequent reappointments will be based on satisfactory performance of assigned duties, academic good standing and reasonable progress, availability of funds, and will be in conformity with the rules of the Graduate School.

Students may not be appointed or reappointed to GAs if they are on probation at the time the appointment would become effective. A student holding a letter of appointment promising support for more than one semester may continue to hold the GA during the appointment period of that letter even if s/he is on probation after the initial appointment semester. Waiver of minimum eligibility requirements requires approval of the GSC and the Graduate School. Students desiring such waivers must petition the GSC.

The Director of the ESGP will notify the graduate student as soon as possible if a reappointment is not to be made and will indicate the reasons for the non-reappointment. In such cases, the student has two weeks to appeal the decision to the Director.

## **8.8 Stipends**

Stipends offered to GAs will be consistent with policies adopted by the Graduate School and the ESGP. General practice has been to affect any raises on July 1 or when funds are available. An effort will be made to equalize Teaching, Research, and Administrative Associate stipend levels. Graduate faculty who are supporting graduate students as RAs are urged to follow the pay scales used by the ESGP to minimize stipend differentials between ESGP-supported and grant- or contract-supported GAs.

It is the policy of ESGP that GAs are evaluated at the end of each semester of employment.

## **8.9 Fee Authorization**

Every GA appointment of at least 50 percent receives a full tuition and fee authorization covering all instructional and general fees, including nonresident fees, and the technology (learning) fee. This also applies to GAs having multiple appointments that cumulatively equal or exceed 50 percent. Graduate Associates holding a 25 percent FTE will receive one-half of instructional and general fees, including nonresident fees, and technology fee.

Students who have held 50 percent or greater GA appointments for both autumn and spring semesters are entitled to a full fee authorization during the immediately following summer term without being on appointment. A graduate student who elects not to enroll during the immediately following summer term may



not defer the use of the summer fee authorization. Graduate students who have been appointed under the Fellow/Trainee title during any point of the year are not eligible to for the summer fee authorization benefit.

Student must be enrolled at least 4 hours to use fee authorization in the summer with the exception of the post-candidacy student who is only required to be enrolled 3 hours.

### **8.10 Working Days**

GAs appointed for the academic year are expected to be available 20 hours per week beginning one week before classes begin Autumn semester through the end of the day Spring semester grades are due. GAs appointed on a one semester basis will be available one week before the beginning of the semester of appointment and until the end of the day grades are due that semester.

GAs will receive all legal holidays as identified in the university calendar. Other arrangements can be made for special religious days not recognized by the calendar by consulting with their immediate advisor and the Director of ESGP. Additional rescheduling of workload may be accomplished by consulting in a timely manner with their advisor or supervisor.

### **8.11 Termination of Appointment**

The appointment of a GA may be terminated if:

- a. S/he is no longer enrolled as a graduate student or is carrying fewer than eight graduate credits. (or 4 credits in the summer session, or 3 credits post candidacy).
- b. S/he completes the graduate program before his or her appointment expires,
- c. His or her performance is determined to be unsatisfactory, or
- d. There are insufficient funds to fund the position.

Under extraordinary circumstances, a GA appointment may be terminated early (i.e. before the end of the appointment period). Because such terminations can have serious consequences for the GA—loss of income, loss of medical benefits, loss of fee authorization support—the Graduate School wants to ensure that such actions are taken only after careful consideration and appropriate notice. GA appointments may be terminated prior to the end of the appointment period only with the written approval of the Graduate School.

### **8.12 Other Financial Assistance**

The Student Financial Aid Office, administrates student employment, the work-study program, and loans. The Student Financial Aids Office serves only registered students and their spouses. Students in need of financial assistance should contact a counselor at the Student Financial Aid Office, 1st Floor, SAS Bldg., 281 W. Lane Ave. Columbus, OH 43210. Specific programs include:

- a. The College Work-Study Program under the Economic Opportunity Act of 1964 provides financial aid through employment to college students who, without such assistance, would not be able to attain a higher education. Detailed information and applications are available in:

4th Floor, SAS Bldg.  
281 W. Lane Ave.  
Columbus, OH 43210

- b. Veteran's Administration Educational Benefits are available to veterans. Interested students should write to:

Veterans Administration  
Federal Office Building  
1240 East Ninth Street  
Cleveland, OH 44199  
[www.vba.va.gov/ro/central/cleve/index.htm](http://www.vba.va.gov/ro/central/cleve/index.htm)  
[cleveland.query@vba.va.gov](mailto:cleveland.query@vba.va.gov)

Or visit his or her local Veterans Administration office. Veterans should proceed with registration in the university in the same manner as prescribed for all students. Further information may be obtained from:

The Office of Military and Veterans Services  
The Ohio State University  
1st Floor, SAS Bldg.  
281 W. Lane Ave.

Columbus, OH 43210

Veterans wishing assistance with other programs are encouraged to consult with the Office of Military and Veterans Services.

## 9. Academic Standards

*The Graduate School Handbook* describes the academic standards for all graduate students. Students are responsible for being aware of and meeting all university, Graduate School, and ESGP requirements and deadlines. The Graduate School and the ESGP share responsibility for monitoring graduate student academic performance and degree completion.

### 9.1 Good Standing

To be in good academic standing in the Graduate School, a student must maintain a graduate cumulative grade-point average (cGPA) of 3.0 or better in all graduate credit courses at the Ohio State University 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 and will not be afforded another opportunity to complete the examination and will be dismissed from the Graduate School and university. Additionally, students who violate university policy (including, but not limited to, the Code of Student Conduct and Code of Research and Scholarly Misconduct) while enrolled in a graduate program are not in good standing in the Graduate School.

## **9.2 Reasonable Progress**

The Graduate School oversees and requires that students demonstrate reasonable progress in their program. This includes compliance with good academic standing and professional standards. Continued enrollment in a graduate program is contingent upon the completion of course work or other requirements as approved by the Graduate Studies Committee and the graduate program.

A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, may be denied further registration in that program by the Graduate School on the recommendation of the Graduate Studies Committee Chair. The Graduate School will send an official warning letter to the student upon receipt of a letter from the Graduate Studies Committee Chair requesting a warning and stating the student is not maintaining reasonable progress toward the degree. The Graduate School recommends that the student contact their advisor and Graduate Studies Committee Chair for more details of why they were deemed to not be making sufficient progress and to determine what is needed to comply. No student may be denied further registration in a graduate program without first being warned by the Graduate School, in writing, by utilizing the official contact information maintained by the university.

A student who has received a warning of potential denial of further registration, but who then satisfies the specified conditions or other requirements as approved by the Graduate Studies Committee, is placed in good standing by the Graduate School.

## **9.3 Professional Standards**

- a. 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 Misconduct 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.
- b. 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. 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".
- c. Academic Misconduct. The university's Code of Student Conduct defines the expectations of students in the area of academic honesty.

## **9.4 Poor Academic Performance**

A full-time student with fewer than nine earned hours or whose cGPA is below 3.0 after nine graduate credit hours will receive a warning letter from the Graduate School urging consultation with the advisor and graduate studies committee.

## **9.5 Remediation**

A student whose graduate cGPA is below 3.0 after nine graduate credit hours have been attempted will, in close consultation with their advisor, Graduate Studies Committee and the Graduate School, enter into a remediation plan for one autumn or spring semester or summer term. The remediation plan would be aimed at increasing the student's cGPA to a 3.0 or better.

## **9.6 Probation**

Students who do not improve their graduate cGPA after a remediation plan has been attempted will be placed on academic probation for one semester by the Graduate School. A student who is on probation in the Graduate School may not be appointed or reappointed as a graduate associate or a graduate fellow or trainee.

## **9.7 Removal from Probation**

A student who raises the graduate cGPA to 3.0 or better is removed from probation by the Graduate School. Course work used in raising the cGPA must be a part of normal degree requirements and approved by the Graduate Studies Committee.

## **9.8 Warning of Potential Academic Dismissal**

A student on a remediation plan or on academic probation whose record continues to deteriorate will be warned that academic dismissal is likely if the record does not improve. Warnings include performance criteria tailored to the individual student, usually in consultation with the Graduate Studies Committee Chair.  
Registration Denial or Dismissal

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

## **9.9 Letter of Warning**

No student in the ESGP may be denied further registration or dismissed without first being warned by the Graduate School that such action is pending. The chair of the GSC will send copies of any letter of warning to the Director of the ESGP and to the student's advisor.

## **9.10 End of Semester or 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 session without registering or paying fees.

### **9.11 Degree Time Limits**

Full-time students should normally complete all requirements for the master's degree in no more than three years from the date of entry. Full-time doctoral students should normally complete the candidacy examination by the end of their third year in the Ph.D. program and complete and defend their dissertations in no more than an additional three years. Part-time students must complete the master's degree in no more than four years from the date of entry. Both full- and part-time students may take longer only if they can demonstrate to the GSC that they are making "reasonable progress".

Students deemed to be making "reasonable progress" may remain in the master's program for as long as five years and in the pre-candidacy stage of the doctoral program for as long as five years with concurrence of their advisors, their committees, and the GSC.

### **9.12 Course Time Limit Five-Year Rule**

Five years from the date of first enrollment in either the master's or Ph.D. program in environmental science, course work begins to lose its timeliness. For master's students, only courses taken within five years of the date of successful completion of the master's examination may be applied toward the degree. For doctoral students, only courses taken within five years of the date of successful completion of the candidacy examination and ten years prior to the completion of the final oral examination may be applied toward the degree. This policy is applied without regard to the students' full- or part-time status.

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. See *The Graduate School Handbook* ([gradsch.osu.edu/handbook](http://gradsch.osu.edu/handbook)) for more information about the "continuous enrollment policy" for post candidacy students.

Should a student from either degree program depart the campus before completing all requirements for the degree, the five-year clock on coursework continues to run. Early during the second semester in which the student is NOT in continuous enrollment, the chair of the GSC will send a letter to the student informing him or her that "reasonable progress" may be maintained if, and only if, they:

- a. Maintain frequent and effective communication with their advisor,
- b. Demonstrate to the GSC that progress is being made toward his or her degree,
- c. Keep the Graduate School and the ESGP informed of his or her current mailing, address and respond promptly to correspondence,
- d. Comply with all relevant deadlines for completion of the master's examination, candidacy examination, and/or doctoral final oral examination, and
- e. File ESGP Student Annual Review Form with his or her advisor and the GSC.

Failure to satisfy these conditions will, after 4 semesters of non-continuous enrollment, be considered evidence of "failure to maintain reasonable progress". And the GSC may recommend to the Graduate School that the student be denied further registration in the program. If such action is taken, the student may reenter the program only by making formal application to the GSC, which will consider the applications along with all other applications that year. It should be noted that in cases of reentry after being denied registration, the Graduate Admissions Office does become re-involved. The decision to allow or disallow reentry is entirely the

responsibility of the GSC. The Graduate School will automatically deactivate any student's registration after an absence of two full calendar years. To reenroll the student must petition the GSC for permission to be allowed further registration in the program. The GSC may recommend to The Graduate School to reactivate admission if there is just cause for the absence.

## **10. Petitions and Grievance Procedures and Guidelines**

### **10.1 Petitions**

A student may petition for relaxation of or modification to any rules in the handbook by first submitting a written petition to the GSC. Such a petition should contain at least the signature of the advisor; a letter of support from the advisor would strengthen the petition. If the GSC does not approve the petition, the student may make use of the petition procedures of the Graduate School.

### **10.2 Grievance Procedures**

Should any graduate student, advisor, or advisor of a GA have a complaint, a thorough attempt should be made to resolve the problem through informal discussions. Thereafter, the following grievance procedure should be implemented:

- a. If a problem remains after exhausting the informal process between the parties involved, the person having the unresolved complaint may file a grievance with the GSC. This is done by submitting a statement to the chair of the GSC describing the grievance. The GSC will then serve as the Graduate Studies Grievance Committee. The chair of the GSC will chair the Graduate Studies Grievance Committee unless personally involved, in which case the chair will be excluded from all deliberations on the matter, and the committee will select a chair from its remaining faculty members. Similarly, members of the GSC directly involved in the case will be disqualified from sitting on the panel for that specific case. In such circumstances, the Director of the ESGP will designate an alternate, when possible from the same area of expertise as the disqualified member. Student members will continue to serve as voting members of any grievance hearing and vote as prescribed for members of the GSC.

The chair of the Grievance Committee will set a hearing date no longer than two weeks after the grievance statement is received. All parties involved will be notified in writing of both the nature of the grievance and the date of the hearing.

- b. At least 72 hours prior to a hearing, the chair of the Graduate Studies Grievance Committee will provide the following to all parties involved:
  - i. A written statement of the particular grievance,
  - ii. A written notification of the time and place of the hearing, and
  - iii. A copy of documents relevant to the grievance hearing.
- c. Each party will appear in person to present his or her case. Each party is entitled to activate representation by counsel and may call witnesses in his or her behalf.
- d. All parties will be entitled to an expeditious hearing. In emergency situations, as agreed upon after case review by the GSC, hearings will be as immediate as possible.

### **10.3 Graduate Studies Grievance Committee Decisions and Actions**

The final decision of the Grievance Committee will be reported in writing to the parties involved and the Director of the ESGP no later than two weeks after the hearing. This report will detail the grievance and the subsequent findings, including a finding of either:

- a. No Probable Cause:** There having been established no probable cause to credit the grievance, or
- b. Probable Cause:** There having been established probable cause to credit the grievance.

The Director of the ESGP will direct the implementation of the resolution stipulated by the Grievance Committee.

### **10.4 Appeal of Decisions**

Any appeal statement should be filed with the Director of the ESGP, the chair of the Grievance Committee, and the Dean of the Graduate School no later than two weeks following the issuance of the decision of the Grievance Committee. The appeal hearing will then be conducted in accordance with the rules and procedures of the Graduate School.

### **10.5 Scholarly and Research Misconduct by Graduate Students**

- a. Scholarly Misconduct:** Falsification of research, deliberate misuse of facilities and data, plagiarism, and abuse of confidentiality within the context of research are examples of scholarly misconduct. The context is understood to include, but not be limited, to: dissertation research, thesis research, and research pursued as part of a fellowship while employed as a GA or while funded on any grant or contract.

The Graduate School, in coordination with the Graduate Council, has developed rules covering scholarly misconduct by graduate students. Students working as GRAs on projects using state or federal resources should be extremely attentive to the ideals and ethical principles of their disciplines and never put themselves into compromising positions that later might call into question their ethics and potentially result in the ruination of their careers.

Accusations of research misconduct by a graduate student should first be brought to the attention of the Dean of The Graduate School who appoints an Investigation Committee. If the Investigation Committee reports sufficient evidence indicating research misconduct to the Dean of the Graduate School, the Dean will forward their report to the Coordinator of the Committee on Academic Misconduct in the Office of Academic Affairs for a hearing.

Accusations of academic misconduct against students are reviewed by the University's Committee on Academic Misconduct, in the Office of Academic Affairs. The Code of Student Conduct (available on their web site) defines the expectations of students in the area of academic honesty.

- b. Academic Misconduct** includes, but is not limited to, cheating in a course(s) and on examinations, plagiarism in course work, violation of course rules, and the altering of course grades within the context of classroom and course work activities. Academic misconduct may occur in the following contexts: taking classes as a student, employment as a GTA (including teaching classes and grading tests/papers, etc.), and while completing the written section of the final master's examination and candidacy examination.

GA's are obliged to formally report all incidents of academic misconduct accordance with established university procedures. It is against the rules of the university faculty for anyone to issue failing grades for academic misconduct or to impose any other sanction before the full review process as required by Faculty Rules has been followed to completion. No faculty member shall expect or require any other behavior from any GTA. Accusations of academic misconduct by graduate students will be resolved according to the rules of the Committee on Academic Misconduct.

## **10.6 Office for Disability Services**

Students with any disabilities who may require special assistance are encouraged to contact:

The Office for Disability Services  
Room 98 Baker Hall  
113 W. 12th Avenue  
Columbus, OH 43210

This office coordinates physical and academic support services and accommodations for individuals who have special needs as a result of a permanent or temporary disability. Individuals eligible for service include, but are not limited to, those with mobility, hearing, visual, speech, or learning disabilities.

## **10.7 Nondiscrimination Policy**

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

## **10.8 International Students**

International students whose first language is not English are required to take and submit their score for the Test of English as a Foreign Language (TOEFL). Current university standards do not permit admission of applicants with TOEFL scores below 79. Because recent experience is that students with TOEFL scores below 79 are at risk, the ESGP will not admit applicants with scores below that level.

International or permanent resident graduate students for whom English is not the first language must certify their proficiency in spoken English before assuming any Graduate Teaching Associate (GTA) instructional duties. They may become certified by scoring 28 or higher on the spoken portion of the TOEFL iBT, 8.5 on the IELTS, or by scoring at the appropriate level on the Oral Proficiency Assessment (OPA) administered by the ESL Spoken English Program.



## **10.9 International Student Finances**

The U. S. Immigration and Naturalization Service (INS) requires the University Admissions office to certify the following for every international student:

- a. Student costs for educational expenses and year-round maintenance, and
- b. Funds available to the student through bank accounts (statements are required), affidavits of support, or financial awards made by the university

When financial awards are to be made to international students, either as fellowships, traineeships, or associateships, such information is to be communicated via the admissions database as soon as possible in order to allow students time to prove they have sufficient funds to study in the U.S.

Unless the international student applicant can provide documentation of sufficient funds either from personal resources or from the university they will not be formally admitted by The Graduate School.

## **10.10 Conditional Admission**

Because the ESGP is an interdisciplinary program, otherwise well-qualified applicants may have some deficiencies in undergraduate course work. Such applicants may be conditionally admitted. Further non-traditional students occasionally have grade records that are not clear enough to enable the GSC to make a judgment about their likely success in our program. In such cases, applicants may also be admitted conditionally with the stipulation that they must maintain a 3.0 or higher grade-point average during their first 15 credits of graded graduate course work. Students admitted with such a condition may be terminated immediately if they fail to maintain the conditional GPA.

Students on Conditional status may petition the GSC to amend or remove some or all conditions. This must be done in writing to the chair and the reasons for the request must be clearly elaborated. A support letter from the student's advisor is recommended but not required.

All conditions must be satisfied no later than the end of the second semester of the student's enrollment in the program. Failure to do so can result in a recommendation to the Dean of the Graduate School for dismissal based on failure to maintain "reasonable progress." The GSC will review the progress of all students on Conditional status each semester. When a student satisfies all conditions, the chair of the committee will inform the Graduate School and request that the student be removed from Conditional status.

Students admitted conditionally must be transferred to Regular status before they may make Application to Graduate, e.g. the chair of the GSC may not sign an Application to Graduate form for a student still on Conditional status.

In the case of part-time students, this time limit may be extended on a pro rata basis.

It is the student's responsibility to understand and satisfy the conditions of admission within the allotted time. Students wishing for clarification should consult with the chair of the GSC. Students should also be aware that faculty advisors and graduate student committees could neither amend nor waive conditional requirements, including the two-semester time limit.

### **10.11 Graduate Non-degree Status**

Up to 7 hours of semester graduate credit earned while on Graduate Non-degree status may be subsequently approved for transfer to a graduate degree program at the discretion of the GSC upon written request from the graduate student and with approval of the student's advisor. Such requests will not be accepted until the student has been admitted to the graduate program.

Students wishing to apply for admission to Graduate Non-degree status must:

- a.** Provide the chair of the GSC with evidence of successful completion of a baccalaureate or higher degree, and
- b.** Obtain written permission from the chair of the GSC on the appropriate form for submission to the Graduate School.

The chair of the GSC is empowered to grant Graduate Non-degree admission without approval of the committee. Graduate Non-degree students wishing to enter the graduate program to pursue a degree must follow the formal application procedures of the program and the Graduate School.

## Appendix I - Core Courses

This list may grow in size. Any faculty member who would like to request a course be added to the ESGP core course list is asked to submit a current course outline to the ESGP office for consideration by The Graduate Studies Committee. Students may also suggest courses as long as they have informed the instructor of their intention and it meets with the instructor's approval. The student also must submit a course outline to the ESGP office for consideration by The Graduate Studies Committee. Those submitting requests should also state in their request how the course meets the requirements as listed under each core area.

For a complete and updated list of approved core courses, please follow the link below:

[esgp.osu.edu/current-students/courses](https://esgp.osu.edu/current-students/courses)

## Appendix II: ESGP Student Annual Review Form M.S. & Ph.D. – Due April 1<sup>st</sup>

The annual completion of this Graduate Student Annual Review is mandatory for **all graduate students** in ESGP. It is designed to serve as an opportunity for the student, advisor(s), and the Graduate Studies Committee to review the student's progress, establish a set of realistic goals for the following year, and indicate any areas of weakness that need to be addressed. The evaluation is intended to be a consultative and interactive process to assist in shaping each year's program of study to best meet the student's needs and to ensure timely progress through the program. Students and faculty advisors should discuss all issues relevant to student progress, including achieving program milestones, conference and publication activity, developing professional networks in the field, and funding plans for the coming year. While this progress report focuses on activity over the prior year and plans for the coming year, students and faculty should also consider longer- term plans, including funding in future years, completing the program, and moving on to the first job placement. **The information provided in the student report will be used by the Graduate Studies Committee to evaluate the extent to which a student is making reasonable progress and should be recommended for funding, as established in the student handbook, and to create the annual report for the program.**

### INSTRUCTIONS:

- (1) Please complete this Annual Review **electronically** and update your CV.
- (2) Email your completed review, updated CV, advising report, and the Advisor Evaluation form to your advisor(s) at your earliest convenience.
- (3)** Please meet with your advisor(s) to discuss this report and obtain their comments and signature(s) on the advisor evaluation page. **The deadline for all materials is April 1.**
- (4) After your meeting, ask your advisor(s) to send you an electronic version of the completed advisor evaluation.
- (5) At that point you will have 4 documents to submit via email to Kelly Malone at [malone.381@osu.edu](mailto:malone.381@osu.edu). Save these 4 documents using the specific naming conventions below:
  - Annual Review saved as: *lastname\_rev\_2019.pdf*
  - Current CV saved as: *lastname\_CV\_2019.dpdf*
  - Advising Report saved as: *lastname\_advrep\_2019.pdf*
  - Advisor evaluation saved as: *lastname\_advisor\_eval\_20189pdf*

Thank you for your time and participation in this important review process!

STUDENT NAME: \_\_\_\_\_ email (dot number) \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Advisor's Home Department: \_\_\_\_\_

Co-Advisor Name (if applicable): \_\_\_\_\_

Semester & year entered program: \_\_\_\_\_

At which level did you **enter the program**? MS ☐ PhD ☐ What is your GPA? \_\_\_\_\_

(report your cumulative grade point average for all Ohio State graduate course work)

What is your program track (general study vs. specialization)? \_\_\_\_\_

Which semesters were you enrolled in seminar (ENVSCI 7899)? Dates of Seminar Presentations (m/d/yy)

ESGP Seminar 1

Entrance

ESGP Seminar 2

Exit

ESGP Seminar 3

Category	Department & Number / Course Name		Credit	Semester	Year	Grade
Specialization Requirements (if applicable)	1	<input type="text"/>				
	2	<input type="text"/>				
	3	<input type="text"/>				
Biological Science Core Requirements	1	<input type="text"/>				
	2	<input type="text"/>				
Physical Science Core Requirements	1	<input type="text"/>				
	2	<input type="text"/>				
Social Science Core Requirements	1	<input type="text"/>				
	2	<input type="text"/>				

Total Course Credits Taken  Total Research Credit Hours  Combined Total Credits

**Completion Dates:**

If applicable, indicate the semester and year for successful completion of the applicable academic milestones below. If you have not completed them but have them scheduled, please indicate the semester and year. If you do not have them scheduled but have an idea when you will complete them, please indicate the estimated semester and year. Select N/A if not applicable:

(MS only) Thesis proposal	Semester -	Year -	N/A	<input type="text"/>
(MS only) Thesis defense	Semester -	Year -	N/A	<input type="text"/>
(PhD only) Candidacy exams	Semester -	Year -	N/A	<input type="text"/>
(PhD only) Dissertation proposal	Semester -	Year -	N/A	<input type="text"/>
(PhD) Dissertation proposal	Semester -	Year -	N/A	<input type="text"/>
(PhD) Dissertation defense	Semester -	Year -	N/A	<input type="text"/>
Plan of Study Submitted	Semester -	Year -	N/A	<input type="text"/>

**Funding History:**

Please note your funding source, position, and course # (if TA or instructor) for each semester in the program to date (including this semester) in the table below.

<u>Year</u>	<u>Autumn</u>	<u>Spring</u>	<u>Summer</u>
1			
2			
3			
4			
5			
6			
7			

**Professional Activities:**

For the period Summer to Spring, please indicate if you have accomplished any of the categories in the rows below. Please include the total number as well as list the specific items.

<b>Category</b>	<b>Total Number</b>	<b>List Specific Items</b>
<b>Presentations at professional conferences</b>		
<b>Articles under review at peer-reviewed journals (including conditional acceptances)</b>		
<b>Articles published or forthcoming in peer-reviewed journals</b>		
<b>Book chapters under review or published</b>		
<b>Grants or fellowships applied for (specify OSU or outside)</b>		
<b>Grants or fellowships awarded (specify OSU or outside)</b>		
<b>Other (Paper awards, books under contact or published, etc.)</b>		

**Student narrative of progress to date:**

If you are **currently at the MS level**, please describe your progress in each of the following areas:

1. Progress made in forming your thesis committee (indicate committee members):
  
  
  
  
  
  
  
  
  
  
2. Progress in developing a thesis topic (e.g., initial stages, approved by advisor, etc.):
  
  
  
  
  
  
  
  
  
  
3. Progress in writing and defending your thesis:
  
  
  
  
  
  
  
  
  
  
4. Other research/professional activities (i.e. field work, papers) in the past year:

If you are **currently at the Ph.D. level**, please describe your progress in each of the following areas:

1. (Optional) Progress made in preparing your MS thesis for publication:
  
  
  
  
  
  
  
  
  
  
2. Progress on candidacy exams (topics selected, committee formed, reading list approved, etc.)



3. Progress made on your dissertation proposal (e.g., idea discussed with advisor, draft prepared, committee formed, committee-approved proposal, etc.):
  
  
  
  
  
  
  
  
  
  
4. Progress made on your dissertation:
  
  
  
  
  
  
  
  
  
  
5. Progress made on other research papers/publications:

**For all students:**

Please list your academic **goals** for the coming year developed in consultation with your advisor:

Please note here any additional information that should be considered in evaluating your performance and progress (optional):

**Environmental Science Graduate Program: Advisor Evaluation Form**

Name of Student: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

Name of Co-Advisor (if applicable): \_\_\_\_\_

I (we) evaluate this student's 2018-2019 academic year progress in relation to ESGP expectations of reasonable progress (see ESGP handbook) as:

☐ Above expectations

☐ Meeting expectations

☐ Below expectations (Please explain below)

Comments:

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Advisor signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Co-Advisor signature (if applicable)*

\_\_\_\_\_  
*Date*

## Appendix III – Travel Support for Student Presentations at Professional Meetings

Part of becoming a research scientist is learning how to share work with peers.

Presentations at professional meeting are one way for ESGP graduate students to learn how to present their work.

ESGP has budgeted funds to assist students presenting papers or posters at professional meetings. ESGP students are entitled to up to \$500 in travel support per fiscal year (July 1-June 30). The request must be submitted in advance of the meeting. The University requires the on-line travel request for travel to be approved before the trip begins. This is done in the ESGP Office. If another unit is taking responsibility for doing the travel request that information should be noted on the cover letter.

Must submit to the ESGP Graduate Program Coordinator, Kelly Malone at [malone.381@osu.edu](mailto:malone.381@osu.edu):

- Cover letter detailing the trip, other travel funds, current research and presentation information. Letter must list any funds coming from another source of funding. Travel to be approved by ESGP Director.
- Copy of acceptance letter, student must be presenting an abstract, paper, a poster, or be doing an oral presentation. Funds are not available for attending meetings or conferences without participation.
- Official OSU Pre-Trip Worksheet Form copies are available on ESGP website Resources page - please complete and bring to ESGP
- Copy of Conference home page giving basic information and dates, can be web link or photocopy of web home page of conference.
- Citation of conference presentation

After the trip, turn in all original, itemized receipts and the conference program showing your presentation to the ESGP Administrative Associate. These items and your signature on the reimbursement form (which will be routed to you by e-mail) are needed to complete the reimbursement process. Also, if a personal credit card is used to pay for a hotel stay, for example, the balance due on the hotel receipt must be zero. If not, we also must have a copy of the credit card bill showing the expense was paid.

For more information on OSU Travel Policies go to <http://controller.osu.edu/travel/travel-home.shtm>, or contact Kelly Malone at [malone.381@osu.edu](mailto:malone.381@osu.edu).