

DEPARTMENT OF POLITICAL SCIENCE

GRADUATE HANDBOOK



THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

QUICK REFERENCE GUIDE

DEPARTMENT OF POLITICAL SCIENCE CONTACT INFORMATION

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GRADUATE SCHOOL DEADLINES: GRADUATION, CANDIDACY, FINAL EXAMS

1. Applications to Graduate are due by the third Friday of each semester (use [GradForms](#) to apply).
2. Applications for Candidacy Exam MUST be approved by the advisor and DGS at least two weeks before the oral date (use [GradForms](#)).
3. Applications for Doctoral Final Exams (defense) MUST be approved by the advisor, committee members, and DGS at least two weeks before the defense date (use [GradForms](#)). You must submit a complete draft of the dissertation to your full committee and the Graduate School prior to this date; see the [Final Oral Exam](#) in the Graduate School's Graduate Handbook.

DEPARTMENT DEADLINES

1. Program of Study review submitted to graduate program coordinator in spring semester of first and second year
2. Fall semester of third year: identify dissertation advisor
3. Spring semester of third year: pass dissertation prospectus
4. Applications to receive department funding due March every year.

MINIMUM REGISTRATION REQUIREMENTS

	Autumn/Spring Semesters	Summer
<i>Fellowship Pre-candidacy</i>	12 hours	6 hours
<i>GTA Funded Pre-candidacy</i>	8 hours	4 hours
<i>Post-candidacy</i>	3 hours	3 hours

See Course Load in the [Graduate School Handbook](#).

QUICK LINK RESOURCES

[Graduate School Handbook](#) and [Gradforms](#)

[Department Website](#) and [Department Internal Resources](#)

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PROGRAM OVERVIEW

MISSION STATEMENT

The Ohio State University's Department of Political Science provides the opportunity to launch your career at a department that places graduate students at the top institutions in the world and become a part of a community of students, educators and scholars. It has a distinguished and diverse faculty who are strongly committed to working closely with graduate students; bright and dedicated graduate students, who typically receive full financial support to pursue their degrees; and a program that combines five traditional disciplinary focus fields with an array of innovative departmental specializations. In March 2022, *U.S. News & World Report* ranked the department 17th overall, 12th in International Relations, 11th in American Politics, 20th in Comparative Politics and 13th in Political Methodology.

DIVERSITY STATEMENT

Our graduate program is committed to creating and nurturing an environment in which each student can thrive and contribute to the program and to the university. Our goal is to facilitate the excellence in scholarship for which our graduate students are known. Diversity enhances the learning potential in our classrooms, inspires and enriches our research, and improves the social climate of our classes, the department, and the university. Our students, faculty and staff come from a variety of backgrounds, circumstances, and identities, and they have diverse strengths. We recognize and respect differences across these dimensions, realizing that our concept of diversity and our attempts to create an inclusive climate will evolve as we welcome new members to our group. We are committed to adapting practices in our scholarship and our classrooms to increase the participation and hence the contributions of persons who bring diverse perspectives and experiences to the pursuit of knowledge. Our departmental diversity committee has the objective of facilitating our commitment to promoting diversity and fostering a positive climate.

PURPOSE OF THIS HANDBOOK

This handbook is designed to provide graduate students in Political Science guidance for developing and carrying out a program of study and a resource for the policies and procedures that govern the graduate student program. The procedures and requirements outlined in this handbook apply to the incoming class of 2022. Students from other years should check the handbook from their entering year and inquire about any discrepancies.

GRADUATE PROGRAM ADMINISTRATION

Graduate Studies Committee (GSC)

The formal mandate of the Graduate Studies Committee is defined in the Graduate School Handbook, which states: "Each academic unit authorized to offer a graduate degree has a Graduate Studies Committee. The Graduate Studies Committee oversees and administers the graduate programs offered by the academic unit and is the liaison between the Graduate School and the Graduate Faculty members in the academic unit."

The Graduate Studies Committee is appointed by the chair at the beginning of each year and led by the Director of Graduate Studies. The GSC meets at least once a semester and discusses topics and issues pertaining to the graduate program.

Parallel Graduate Studies Committee (PGSC)

The Parallel Graduate Studies Committee is a representative body of graduate students elected by their peers in the summer before the school year begins. Students can be nominated or nominate themselves to run in the election. The body of current graduate students votes and the elected representative is the person with the majority of votes. There is a student elected to represent cohort years 1-3, one representative for the students who are ABD, and two students serving the at-large body. The PGSC is able to propose agenda items for meetings and is consulted regarding changes in the program.

Director of Graduate Studies (DGS)

The DGS oversees the department's graduate program in accordance with departmental and Graduate School expectations. The DGS is responsible for chairing the department's graduate studies committee, managing the admission and recruitment process of new graduate students, and performing various other duties associated with our MA and PhD programs.

Advisor

The student-advisor relationship is at the heart of the graduate experience. Therefore, it is important to achieve a productive mentoring relationship with your advisor. In consultation with the student and the field, an *academic advisor* will be assigned to you upon your arrival to the program. This person should help guide you as you plan your program of study. After you pass your candidacy exams, you will need to choose a *dissertation advisor*. This faculty member will be the person to mentor you through the dissertation process.

Things to consider when choosing a dissertation advisor:

- They must be a regular faculty member of the department
- They do not have to be your originally assigned advisor
- You are free to change dissertation advisors at any time except during the period of time between your application to graduate and your dissertation defense.
- Co-advising is permitted.
- To choose a dissertation advisor or switch dissertation advisors:
 - Consult with the faculty member whom you are interested in choosing to ensure that they are willing to serve in this capacity.
 - If switching dissertation advisors, also consult with your current advisor.
 - Inform the graduate program coordinator of your decision.

Advising Best Practices

You, your advisor, and the department have specific duties when it comes to advising. Familiarizing yourself with the Graduate School's [Best Advising Practices](#) will help lay the foundation for navigating this relationship. You should plan to meet with your advisor at the start of every academic year to review the progress of the previous year and to establish goals and expectations for the coming year. It is recommended that you keep your advisor informed of various elements of your professional life so that they can be an effective advocate for you.

Starting at the beginning of the third year and ending when the prospectus has been successfully defended, students should meet at least once per month with at least one faculty member — the student's presumptive dissertation advisor — for at least one hour to discuss the student's prospectus. As the prospectus develops, additional faculty members should be added to the meetings until the student has formed a full committee. Operationally, at the beginning of the third year students will be asked to schedule a series of monthly meetings with their presumptive dissertation advisors and notify the graduate coordinator of the timing of these meetings, cc'ing the advisor on the email.

Graduate Program Coordinator

The graduate program coordinator is the primary administrative contact for PhD students in the department. The graduate program coordinator also acts as a liaison between graduate students and the Graduate School.

The Graduate School

In carrying out its program, the Department of Political Science operates under the rules, regulations, and policies of the Graduate School and the university. Students are advised to familiarize themselves with the [Graduate School Handbook](#) and university policies, as many university and Graduate School requirements are not repeated here. Among other things, the Graduate School Handbook details registration rules, academic standards, examination and graduation requirements, and leaves of absence. As changes occur, this handbook will be updated.

Grad Forms

[GradForms](#) is the web-based application you will use to file most forms with the graduate school. To login, use your Ohio State credentials and fill out the forms online as needed. You are responsible for checking the status of the form to ensure that it is submitted and approved by the appropriate deadlines.

THE PHD PROGRAM

INTRODUCTION



The PhD program in Political Science is designed to prepare students for a wide variety of careers in college and university teaching, research, and public service. While emphasizing the scientific study of politics, the department recognizes and incorporates a range of contemporary approaches to the acquisition of knowledge about politics. In this spirit, the PhD program attempts to combine a broadly based orientation to the discipline, which enables students to make intelligent choices of those lines of inquiry most suitable to careers and intellectual concerns.

ADMISSION

Admission to the PhD program in Political Science is granted by the Graduate School through the Office of Graduate Admissions. Instructions for application are available from the [Office of Graduate Admissions](#). The admissions function of the Department of Political Science is to review the application materials of the applicant and to make a recommendation to the Graduate School. Requirements for the application can be found on our [website](#).

Applicants to the graduate program are accepted for autumn semester enrollment. The application deadline for domestic students is December 13 of the year before students wish to begin. The deadline for international student applicants is November 30 of the year before they wish to enroll.

PHD PROGRAM REQUIREMENTS AND GENERAL TIMELINE

For most students, arriving at a course of study will involve selection of two focus fields from among the five fields of American Politics, Comparative Politics, International Relations, Political Methodology, and Political Theory and a course-out minor from either one of the above fields, a graduate interdisciplinary specialization, or a graduate minor. In addition, students may choose one or more departmental specializations in the fields of Formal Theory, Political Economy, Political Psychology, or Race, Ethnicity, and Gender. More individualized programs emphasizing either breadth or depth may be developed in consultation with an academic advisor.

Program of Study: Completed Coursework (Years One and Two)

- ☐ Declare two primary focus fields to the graduate program coordinator at the start of the program.
- ☐ Enroll in coursework with the guidance of your academic advisor
- ☐ Submit your Program of Study (POS) to the graduate program coordinator in the spring of your first and second years. The POS will need to be approved by both focus fields in order to ensure fulfillment of field requirements.
- ☐ Maintain a graduate cumulative point-hour ratio of at least 3.0

Pass candidacy exams (Year Three)

- ☐ The PhD Candidacy Examination is a test of the student's knowledge of the field and allied areas of study, of the capacity to undertake independent research, and of the ability to think and express ideas clearly. The examination is typically held in the early fall of the third year and is composed of a written portion and an oral portion.

Prospectus meetings (Year Three)

- ☐ The purposes of the prospectus are (1) to establish the program of research that the candidate proposes to follow in the preparation of the dissertation, (2) to indicate the significance of the planned dissertation research and its relationship to the existing body of knowledge in political science and related areas of inquiry, and (3) to provide the information on points (1) and (2)

above in a clear and sufficiently detailed written form so that the candidate's dissertation committee can bring their judgment to bear in advising the student about the appropriateness and adequacy of their anticipated doctoral research program.

- Starting at the beginning of the third year and ending when the prospectus has been successfully defended, students will meet at least once per month with at least one faculty member — the student's presumptive dissertation advisor — for at least one hour to discuss the student's prospectus. As the prospectus develops, additional faculty members should be added to the meetings until the student has formed a full committee.
- At the beginning of the third year, students will be asked to schedule a series of monthly meetings with their advisors and notify the graduate program coordinator of the timing of these meetings, cc'ing the advisor on the email.

Pass dissertation prospectus (End of Year Three)

- The purposes of the prospectus are (1) to establish the program of research that the candidate proposes to follow in the preparation of the dissertation, (2) to indicate the significance of the planned dissertation research and its relationship to the existing body of knowledge in political science and related areas of inquiry, and (3) to provide the information on points (1) and (2) above in a clear and sufficiently detailed written form so that the candidate's dissertation committee can bring their judgment to bear in advising the student about the appropriateness and adequacy of their anticipated doctoral research program.
- After the dissertation prospectus is approved, the completed and signed prospectus forms must be submitted to the graduate program coordinator.

Complete dissertation (Years Four and Beyond)

- The purpose of the doctoral dissertation in political science is to provide the student with an opportunity (1) to investigate a problem in greater detail than has been possible at any previous point in their graduate career, (2) to demonstrate their ability to perform original research, and (3) to transmit the written findings and conclusions to others. Originality is defined broadly to allow the student considerable scope in the nature of their contribution to scholarship. Dissertation projects may be designed to criticize or reformulate problems that have concerned students of politics for decades, to replicate or extend previous research, to formulate an original theoretical statement, or to conduct an empirical investigation of significant questions.
- The dissertation committee comprises, presumably, of the faculty members who are best able to provide useful feedback on the dissertation. Accordingly, once the prospectus has been approved, students should plan to meet with the full committee at least once per semester to update them on progress and get feedback. Meetings with the dissertation advisor, of course, may be more frequent: Some advisors prefer to meet monthly with advisees, while some others do so more or less often.
- Students must follow all of the rules of the Graduate School for submission. In particular, the two-week deadline for paperwork to be completed prior to the dissertation is a hard and fast rule that the Graduate School enforces strictly.

Graduation

- Completion of a minimum of 80 graduate credit hours, at least 50 of which must be completed beyond the master's degree. The student must have a graduate cumulative point-hour ratio of at least 3.0

- The Graduate School provides a Summary of PhD Degree Graduate Requirements and a checklist of Final Semester Procedures, Doctoral.

ACADEMICS

GOOD STANDING/GOOD PROGRESS

Good progress is reflected in strong academic grades, timely completion of incompletes, passing comprehensive exams in a timely manner, defending a prospectus at or around the end of the third year, and continued progress toward completion of the dissertation.

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. For students whose GPA falls below a 3.0, see the [Graduate School Handbook](#) for information about Remediation, Probation and Academic Dismissal.

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.

A PhD candidate who has received an “unsatisfactory” grade in PS 8999: Dissertation Research from the chair of their dissertation committee shall receive a written warning from the Director of Graduate Studies concerning potential probation and prevention of further enrollment in the program. If in the next semester of enrollment the student receives a second “unsatisfactory” grade, the student will be notified by the DGS that they are being placed on probation. If, according to the student’s dissertation committee chair, satisfactory progress toward completion of the degree is not made in the next semester in which the student is enrolled and a third “unsatisfactory” grade is assigned, the DGS will petition the Graduate School to disallow further enrolment by the student in the program.

To maintain good standing as a TA, students must uphold the department's standards for good teaching, which include completing all work in a timely manner, offering intellectually challenging courses; assessing student performance without regard for sex, gender, sexual orientation, race, political orientation, or disability; and maintaining a non-hostile and productive working environment for students.

REVIEW OF STUDENT PROGRESS

Once annually, students who would like funding from the department will be reviewed by their advisors and then the financial aid committee. Satisfactory progress is assessed each year by the department’s Financial Aid Committee and is based on the following criteria: grades from courses, evaluations of performance as research and teaching associates, recommendations of faculty, progress on POS completion, performance on Candidacy Examinations, completion of dissertation prospectus, and timely progress on the dissertation. Students who fail to perform satisfactorily on the criteria listed above receive consideration for funding only after the commitments outlined below have been honored for all students making satisfactory progress.

COURSE ENROLLMENT

The Director of Graduate Studies will assign a faculty member to serve as the academic advisor to each student from the time they enter the program until the approval of their PhD Candidacy Examination Committee. All PhD students must consult with their advisors and work out approved semester schedules prior to registration deadlines. Students must register prior to these registration deadlines. Failure to do so could result in the cancellation of classes due to low enrollments, or the inability to enroll in a desired course and a substantial university fine for late registration, which must be paid by the student. Students are strongly encouraged to discuss their possible program of study with their assigned faculty advisor, field coordinators and other faculty working in their areas of interest.

The minimum number of credits for which students must register in a given term varies based on whether or not they are funded, what type of funding they receive, and whether or not they are post-candidacy.

	Autumn/Spring Semesters	Summer
<i>Fellowship Pre-candidacy</i>	12 hours	6 hours
<i>GA Funded Pre-candidacy</i>	8 hours	4 hours
<i>Post-candidacy PhD (funded or not)</i>	3 hours	3 hours

The required number of credits pertains to *graduate* credits (i.e., classes at the 5000 level and above). Registering for the minimum number of graduate credit hours may not satisfy program requirements.

All graduate students in the third year are required to enroll in a year-long prospectus and teaching workshop, described below. From the third year and beyond, graduate students are also expected to participate actively and present research in field-specific research workshops within the department.

Students who have held 50% appointments for the previous two consecutive semesters are eligible for tuition and fee remission during summer semester. If they are employed using non-departmental funds during the summer, either they or their employer are responsible for paying tuition and fees for summer semester enrollment.

FIELDS OF STUDY IN POLITICAL SCIENCE

The graduate curriculum is divided into five fields from which the student may choose two focus fields and a course-out minor and an additional four fields from which a student may choose a departmental specialization.

American Politics

Graduate study in the field of American Politics includes courses in a variety of substantive areas, including Judicial Politics, Political Psychology, Political Behavior, Gender and Politics, Interest Groups, Legislative Politics, Political Parties, Public Opinion, Race and Ethnicity, and Intergovernmental Relations. The field emphasizes rigorous theoretical and empirical analysis of American political processes.

Focus Field:

Those choosing a focus field in American Politics are required to take PS 7100 (Foundations of American Politics) and at least two other substantive courses within the American Politics subfield. We encourage students to use those electives to take at least one behavior class and one institutions class. Students who are putting together a program of study in American Politics should consult closely with the field coordinator and other faculty to choose courses that will best provide exposure to the basic core of American Politics, including classes on both political institutions and political behavior, as well as satisfying the student's own academic goals.

Students who select American Politics as a focus field are also required to enroll in the year-long prospectus workshop, PS 7095.01, 7095.02, upon passing the Candidacy Examination.



Finally, students are expected to attain basic competence in statistics, formal theory, and research design, which involves a minimum of five courses (15 credit hours) in Political Methodology. As with their substantive course work, students are encouraged to consult closely with faculty to choose methods courses that will best prepare them to undertake high quality research.

The PhD Candidacy Exam

The PhD Candidacy Exam for all fields will consist of three parts: a research paper (only one), a written exam, and an oral exam. Each field is responsible for determining the content and standards of performance for successful passage of the exam. In American Politics, it is expected that the research paper will demonstrate: (1) the student's understanding of the relevant substantive and theoretical literature; (2) the student's ability to develop a sophisticated research question that contributes to the literature; and (3) the student's ability to design and complete a theoretical or empirical study suitable for investigating that question. The research paper may focus on the student's dissertation topic, although this is not required, and it may be a revised version of a paper submitted for a course. However, the research paper should be more substantial and more rigorous than papers normally submitted for course requirements.

The written and oral exam components will be evaluated by a two-faculty Candidacy Examination Committee. Each committee will consist of the student's advisor and one additional American Politics faculty member appointed by the field director after consultation with the student.

Requirements for completion of the written exam are: (a) by the last day of fall semester of their second year, students must develop, with consultation and input from the faculty, a list of 10-15 exam questions covering the most important current debates in the discipline and submit these questions to the field coordinator; (b) by the last day of the spring semester of their second year, students must submit a bibliography of covering 10-15 of the most important and relevant works related each question chosen by the students; (c) by the first day of August in their second summer (but preferably well in advance), students must secure the signed approval of their Candidacy Examination Committee that their initial or revised questions and reading list are suitable for the purposes of the written exam; (d) in the fall of their third year, students will take their written exam during the department-designated six-hour time period. Questions for the exam will be the same for all students and will be drawn from the lists submitted by students for the current year. Students may consult their notes (e.g., bibliographies, quotations, points to cover, data to be cited), will submit their notes along with their answers, and must take the examination in a previously arranged departmental office.

The oral examination in the fall semester of the third year will be centered on the written examination, but it will be wide-ranging, with students expected to be able to answer the questions they have submitted, to comment on the readings on their reading list, and to discuss the content of their research paper. That is, students will be expected to demonstrate a broad knowledge of the field in the oral portion of the Candidacy Examination.

Course-out Minor

Students who select American Politics as their third, or course-out minor, subfield will be required to take PS 7100 (Foundations of American Politics) and one elective.

Comparative Politics

Focus Field

Three courses — PS 7200 (Basic Theories in the Study of Comparative Politics) and two other substantive courses within the subfield — are required of everyone choosing a focus field in Comparative Politics. Students who are putting together a program of study in Comparative Politics should consult closely with the field coordinator and other faculty to choose courses that will best provide exposure to broad theoretical debates, important methodological issues, and empirical applications in geographic areas of their choice.

Those focusing in Comparative Politics are expected to take a minimum of three methods courses (PS 7551, PS 7552, PS 7553). Students are also encouraged to take PS 7780 (Political Science Research Methods) in the second year and to consult closely with faculty to ensure that their methods training is sufficient given the requirements of their proposed research. Competency in a foreign language or languages is expected of students planning to specialize in countries or regions where English is not the principal language.

For students writing a dissertation in Comparative Politics, enrollment in PS 7095.01 and 7095.02 is required after passing the Candidacy Examination in the third year. Enrollment in 7193.02 in the autumn semester of Candidacy Examinations is not allowed, except with the explicit approval of the Comparative Politics field.

The PhD Candidacy Examination

The PhD Candidacy Exam for all fields will consist of three parts: a research paper (only one), a written exam, and an oral exam. Each field is responsible for determining the content and standards of performance for successful passage of the exam. In Comparative Politics, the PhD Candidacy Examination will cover the field of Comparative Politics and its methodology. The field exam for students who select Comparative Politics as a focus field is a six-hour written exam, scheduled along with all other written focus field exams, at the beginning of the Autumn semester of the third year. Questions on the exam cover all aspects of Comparative Politics. A reading list is provided to help candidates with their preparations for the exam. Like the other focus fields, students who select Comparative Politics must submit a research paper to the graduate studies coordinator at the end of the May term in the second year.

Examination questions and their evaluation will be administered by two members of the Comparative Politics faculty. Those faculty members will be designated by the comparative politics field and will evaluate all parts of the exam. The student will be asked to select one focus field from which the chair of the exam committee will be drawn, according to that subfield's procedures. Students must pass all parts of the candidacy examination — the research paper and the written and oral exams — in order to be admitted to PhD candidacy. If any components of the examination are deemed unsatisfactory, the student may, upon recommendation of the examination committee, be given a second examination at a time to be decided by the examination committee or be given an extension to allow for the revision and resubmission of the research paper.

The rules governing the Comparative Politics coursework and PhD candidacy examination detailed above are subject to change for each incoming class.

Minor

Students who select Comparative Politics as their minor field will be required to take PS 7200 (Basic Theories in the Study of Comparative Politics) and one elective substantive course in Comparative Politics.

International Relations

The International Relations graduate program is designed to give students some flexibility in pursuing their academic goals, while ensuring that all students are exposed to core ideas, debates, and methodological approaches in the field.

Focus Field

Everyone choosing a focus field in International Relations must take PS 7300 (Theories of International Relations) and two electives within International Relations.

Beginning in their first year, students should view the Research in International Politics (RIP) workshop as a useful opportunity to interact with faculty and other graduate students outside the classroom and an essential tool to their professionalization. In addition, third-year students should enroll in PS 7095.01 and 7095.02, a year-long prospectus seminar.

The PhD Candidacy Examination

The PhD Candidacy Exam for all fields will consist of three parts: a research paper (only one), a written exam, and an oral exam. Each field is responsible for determining the content and standards of performance for successful passage of the exam. Along with the exams for all focus fields, the written portion of the PhD Candidacy Examination in International Relations is administered at the beginning of the fall semester of the student's third year. The exam may be taken at a location of the student's choosing, consistent with departmental policy on administering candidacy examinations. The oral portion of the entire candidacy exam will take place after the student has completed all written exams.

The core reading list for the Candidacy Examination will consist of the syllabi for all International Relations courses taught during semesters in which the student was enrolled. The International Relations faculty will select two faculty members to serve on the PhD Candidacy Examination Committee for each student.

Course-Out Minor

Students who select International Relations as their third, or course-out minor, subfield will be required to take PS 7300 (Theories of International Relations) and one elective.

Political Methodology

Political Methodology is a fundamental component of modern Political Science. The Ohio State University's political science field in Political Methodology includes a wide variety of courses and related programs.

The statistical methodology courses that are offered on a yearly basis include Math Workshop for Political Science, Basic Statistics, Linear and Generalized Linear Models via Maximum Likelihood Estimation, and a split course that is half Causal Inference and Half Machine learning. Advanced courses include Research Design, Time Series Analysis, Network Analysis, Network Analysis II: Inferential Network Analysis, Field Research Methods, Survey Methods, Experimental Methods, and Research Design for Advanced Students.

Several excellent statistical methods courses are taught in Ohio State departments such as Statistics, Economics, Sociology, Communication, Psychology and Computer Science and Engineering. Additionally, there are several related programs at Ohio State:

- PRISM: The Program in Statistics and Methodology and the related Political Research Laboratory
- The Graduate Minor in Statistics and Statistical Data Analysis
- The Graduate Interdisciplinary Specializations in Quantitative Research Methods and Survey Research
- ITV: The Interactive Television cooperative program with the Universities of Illinois, Minnesota, and Wisconsin, which provides regular access to a wide variety of advanced statistical courses, as well as qualitative methods instruction.

Outside Ohio State, resources include:

- ICPSR: The Inter-University Consortium for Political and Social Research in Ann Arbor, including its Summer Program
- Summer training at The Institute for Qualitative and Multi-Method Research (IQMR)
- The EITM Summer Institute for modeling the empirical implications of theoretical models
- The Essex Summer School in Social Science Data Analysis
- The Santa Fe Institute's two-week Graduate Workshop in Computational Social Science and four-week Complex Systems Summer School
- Summer course in Qualitative Research Methods at the London School of Economics

Focus Field

All students must take PS 7551 (Methods of Quantitative Analysis: Elementary) and PS 7552 (Methods of Quantitative Analysis: Intermediate) as a departmental requirement. Everyone choosing a focus field in Political Methodology must also take PS 7553 (Maximum Likelihood) and two electives. The remaining hours of the program should be selected in consultation with relevant faculty.

The PhD Candidacy Examination

The PhD Candidacy Exam for all fields will consist of three parts: a research paper (only one), a six-hour written exam, and an oral exam. Each field is responsible for determining the content and standards of performance for successful passage of the exam. As with other focus fields, the written and oral exams will be administered in the fall of the third year. The faculty will provide students with a reading list in advance and students will (as a group each year) propose additional readings that the field will approve or disapprove. The Political Methodology faculty will select two faculty members to serve on the PhD Candidacy Examination Committee for each student. The student will be asked to select one focus field from which the chair of the exam committee will be drawn, according to that subfield's procedures.

Minor

Students who select Political Methodology as their third, or minor, subfield will be required to take PS 7553 (Maximum Likelihood) and one elective.

In the third year, all students are required to enroll in the year-long dissertation prospectus workshop, PS7095.01, 7095.02, and to consult regularly with their faculty advisor.

Political Theory

All social-scientific inquiry appeals to concepts and values that are contestable in principle, and often contested in fact. The intelligent conduct of social science therefore requires sustained reflection about the concepts and values that guide our inquiries. This is the role that political theory serves within the discipline of political science. The political theory field encourages disciplinary and methodological pluralism and is open to a wide range of theoretical approaches, including analytical, critical, historical, and interpretive.

Focus Field

Students selecting Political Theory as a focus field are required to take the core theory course, PS 7400 (Fundamental Concepts in Political Theory), and two electives. Remaining courses should be selected in consultation with the Political Theory faculty. Overall, the program should help the student become familiar with key works in the history of political thought, important contemporary theoretical debates, and substantive problems relevant to the student's chosen research focus.

The PhD Candidacy Examination

The PhD Candidacy Exam for all fields will consist of three parts: a research paper, a six-hour written exam, and an oral exam. Each field is responsible for determining the content and standards of performance for successful passage of the exam. The examination in Political Theory gauges both knowledge of political theory and the capacity to think critically and creatively about important debates and questions in the field.

Both the written and the oral components of the exams are based on a reading list, which is updated by the faculty each year. The written and oral examinations are administered in the beginning of the third year, and the research paper is due for all students at the beginning of June after the second year. The Political Theory faculty appoint two faculty members to serve on the student's Candidacy Examination Committee.

Minor

Students who select Political Theory as their third, or minor, subfield are required to take PS 7400 (Fundamental Concepts in Political Theory) and one elective.

In the third year, all students are required to enroll in the year-long dissertation prospectus workshop, PS7095.01, 7095.02, and to consult regularly with their faculty advisor.

DEPARTMENTAL SPECIALIZATIONS

Approved departmental specializations are as follows. New specializations may be proposed to the Graduate Studies Committee.

Political Economy

The field of political economy explores two overlapping areas of inquiry. First, it examines the interactions between the polity and the economy, seeking to understand how the economy influences political processes as well as the ways in which actors may use the political process to influence market outcomes. Second, political economy uses the tools of economics to explain how political and economic actors affect social and political outcomes.

A departmental specialization in Political Economy involves one required course and two electives, for a total of 9 credit hours. To ensure that students' programs of study are sufficiently broad, the courses selected for the political economy specialization should, to the extent possible, come from fields other than the students' focus fields. The required course is PS7880 (Field of Political Economy). Beyond the required course, students are expected to design their own program in consultation with the field coordinator, which may include electives in other departments (e.g., the Department of Economics).

Political Psychology

Political psychology explores the role of psychological processes in the unfolding of political behavior, and the impact of political events on psychological processes. The political psychology specialization program provides students with an understanding of how psychological theoretical frameworks can inform political scientists' understanding of political events, and with expertise in conducting research to further understanding of the nexus between psychological and political phenomena.

The requirements for a departmental specialization in political psychology are the two core courses and one seminar, for a total of 9 credit hours. Students are also encouraged to take one additional course with either substantive or methodological relevance to their dissertation research in the third year.

The following courses are required for a political psychology specialization:

- PS 7700 (Foundations of Political Psychology)
- PS 7785 (Experimental research)
- Political Psychology Seminars (must take one from below):
 - PS 7720 (Psychological approaches to international relations)
 - PS 7320 (Foreign policy design)
 - PS 7325 (Comparative foreign policy)
 - PS 7725 (Research on cognition in international politics)
 - PS 7160 (Public opinion)
 - Approved course from a cognate discipline, such as Psychology, Communication, or Sociology.

Formal Theory

The field of Formal Theory is concerned with the use of mathematics in constructing theories of political phenomena. The Formal Theory specialization requires at least 3 courses, including approved courses in other departments. Regularly offered courses in the department include PS 7682 (Mathematical Theories of Politics) and PS 7683 (Research in Mathematical Political Science). Of these, PS 7683 may be repeated several times. In addition, students may enroll in relevant courses offered by the departments of Economics and Mathematics, as approved by the field coordinator. Students should consult the field coordinator for guidance, potential exceptions, and specific requirements.

Race, Ethnicity, and Gender

The departmental specialization in Race, Ethnicity, and Gender explores the constructs of race and gender and the way they influence democratic politics, socio-economic processes, and international relations. Topics like immigration, partisanship, international identity, and social policy, among others, would benefit from a solid theoretical grounding of the concepts of race and gender. The specialization aims to provide the theoretical and methodological foundations needed to understand and analyze race, ethnic and gender politics across the sub-fields.

To complete a departmental specialization in Race, Ethnicity and Gender, a student must take two required core courses, and two additional seminars, for a total of 12 credit hours.

- The first required course is PS 7140 (The Politics of Race and Ethnicity)
- The second required course is PS 7170 (Politics and Gender) if this is not offered in the department then this requirement can be fulfilled by taking one of three courses offered regularly at the Women's, Gender, and Sexuality Studies:
 - WGSST 7720 Theorizing Power, Institutions, and Economics,
 - WGSST 7780 Theorizing Global and Transnational Feminisms, or

- WGSST 8860 Topics in Feminist Methodology—Operationalizing Intersectionality

Below is a list of elective courses available within and outside the department that may fit students' particular interests. These courses are included for reference only. Students must consult with the field coordinator and their advisor for guidance in putting together a program of study.

- POLITSC 7499 – Toward a Radical Cosmopolitanism
- POLITSC 7700 – Political Psychology
- POLITSC 7910 – Identity Politics
- AAAS 7753 – Graduate Survey in African American and African Studies
- AAAS 7754 – Methodological Perspectives in African American and African Studies
- AAAS 7756 – Theorizing Race and Ethnicity
- COMPSTD 6425 / SPANISH 6705 – Graduate Introduction to Latina/o Studies
- COMPSTD 7320 – Theorizing Race and Ethnicity
- HISTORY 7080 – Studies in African American History
- HISTORY 7083 – African Americans During the 20th Century
- HISTORY 7086 – The Civil Rights and Black Power Movements
- HISTORY 7600 – Studies in the History of Women and Gender
- HISTORY 8600 – Seminar in Women's/Gender History
- PSYCH 6870 – Principles of Social Psychology
- SOCIOLOG 7735 – Sociology of Gender
- SOCIOLOG 7756 – Sociology of Immigration
- SOCIOLOG 7780 – Racial and Ethnic Differences
- SOCIOLOG 7884.06 – Seminar: Race/Ethnic/Minority Relations
- SOCIOLOG 7884.14 – Seminar: Gender
- WGSST 7710 – Theorizing Race, Sexualities and Social Justice
- WGSST 7720 – Theorizing Power, Institutions, and Economies
- WGSST 7740 – Theorizing Narrative, Culture and Representation
- WGSST 7760 – Feminist Inquiry: Methods
- WGSST 7780 – Theorizing Global and Transnational Feminisms
- WGSST 8820 – Topics in Power Institutions and Economies (upper division version of 7720)
- WGSST 8880 – Topics in Global and Transnational Feminisms (upper division version of 7780)

METHODS REQUIREMENT

In order to ensure that all students achieve a minimum level of competence in the use of methods prevalent in the discipline, all PhD students in political science must complete the Quantitative Political Analysis (7551) and Quantitative Political Analysis 2 (7552) in the methods sequence prior to taking their Candidacy Exams. Students should note that the individual fields have their own requirements, many of which go beyond the department-wide requirement.

PROGRAM OF STUDY

The Program of Study (POS) is the document that lays out an academic plan for coursework during a student's pre-candidacy years. When submitting their program of study form, students must select two focus fields from among the fields of study described above and establish which courses they have taken or plan to take to meet the focus field requirements. Programs of Study can be tailored to individual needs and designed by the student in consultation with appropriate faculty members.

Students must also fulfill a *breadth requirement*. This requirement can be fulfilled with two or more courses in any subfield or the fulfillment of any of the Graduate School's Interdisciplinary Specializations or Graduate Minors (for a full list see gradsch.osu.edu/degree-options), which require between 10 and 20 hours of coursework. Students may also design their own specializations in consultation with their academic advisor and with the approval of the GSC. Regardless of which path is chosen, courses taken for a breadth requirement may not be double-counted for other requirements.

Optionally, students may complete a *departmental specialization* in addition to the above requirements. Departmental specializations are intended both to impart and to signal specialized knowledge within political science. Because they typically involve gaining narrower, more focused knowledge within an existing focus field, they do not satisfy the department's breadth requirement. Rather, it is expected that they will be completed as part of the coursework for one of the student's focus fields. Accordingly, courses for departmental specializations may be double-counted so as to satisfy both specialization requirements and focus field requirements. A student wishing to revise an already-approved POS should consult with their advisor and confirm that they will still be on track to meet all of the program requirements prior to candidacy.

<i>First Focus Field</i>	<i>Second Focus Field</i>	<i>Breadth or specialization requirement</i>
American Politics, Comparative Politics, International Relations, Political Methodology, or Political Theory	Any subfield from column 1	Any subfield from column 1 or any Interdisciplinary Specialization or Graduate Minor
3 required courses	3 required courses	2 courses from a third subfield, or completion of an Interdisciplinary Specialization or Graduate Minor

Year One

- Students must submit a list of specific courses proposed as a Program of Study (POS) along with a copy of their advising report to the graduate program coordinator in spring semester of their first year.
- The POS will be reviewed by faculty in the designated focus fields.
- Students will receive feedback in the summer as to the suitability of their proposed program of study, as well as advice about what other courses and skills may be appropriate.

Year Two

- Students must submit a list of specific courses taken as a Program of Study (POS) along with a copy of their advising report to the graduate program coordinator in spring semester of their second year.
- The field faculty will confirm the student has met all of the field requirements prior to candidacy and if not, they will note a plan for completing the program of study in a timely manner.
- The fields will evaluate the students' overall performance and their capability of satisfactorily completing the PhD program, including the likelihood of success on the PhD Candidacy Examination.

- The field coordinators will then send a letter to students informing them of the assessments of their performance. Students are then encouraged to meet with their faculty advisor to obtain more feedback on their evaluation.

TRANSFER CREDITS

Graduate School Requirements

For students entering with a Master's degree, up to 30 semester hours of transfer credit may be granted toward the PhD degree. The decision to grant bulk transfer credit is made by the Director of Graduate Studies. Acceptance of transfer credit has no necessary implication for development of an acceptable program of study. It is the student's responsibility to initiate the request for transfer credit with the Director of Graduate Studies and submit the appropriate form on Gradforms. See also the Graduate School Handbook, section 4.

Program Requirements

For students entering with a Master's degree, some of their previous coursework may be counted towards the students Program of Study within the department. The decision to grant transfer credit is made by the Graduate Studies Committee on an individual basis. It is the student's responsibility to initiate the request for transfer credit with the Director of Graduate Studies and provide information about the course(s) taken, which field requirement the student expects the course(s) to fulfill, and a syllabus.

SUMMER COURSEWORK

Faculty members in the Department of Political Science work on 9-month contracts. These 9 months do not usually include the summer. This means that any professional activities performed by faculty in the summer are undertaken entirely at their own discretion. Faculty members have no formal responsibilities for participation in the graduate program in their off-semester; the decision to participate in such activities as supervising individual studies, advising in the preparation of dissertations, and so forth is entirely at the discretion of the individual faculty member.

Students who are on fellowships that require summer registration, or who otherwise find it financially possible are encouraged to pursue their professional training in the summer through many available avenues, some of which include:

- Such coursework as may be available in the department.
- Individual study or individual research for 7193 or 8999 credit where relevant faculty members are either under contract or willing to serve.
- The development of language skills through intensive training here or at other institutions.
- The development of special analysis skills through participation in such programs as the ICPSR summer teaching program in Ann Arbor, Michigan, or in courses offered by other departments at Ohio State.
- The development of teaching skills through participation in such activities as the International Studies Education Consortium, through a paid Graduate Teaching Associateship in the department, or participation in sponsored teaching workshops under auspices of the College of Education.
- Coursework in other departments to pursue a cognate Graduate Minor.

- The development of practical experience in the research process through either voluntary or paid participation in faculty research projects.
- Information about participation in the CIC Traveling Scholar Program is available at cic.uiuc.edu/programs/travelingscholars/ (see also the Graduate School Handbook).

INDEPENDENT STUDY POLICY

Except for compelling reasons, faculty will not offer independent study courses (PS 7193) in areas that are served by specific, scheduled courses. In particular, 7193s will not be given in the summer for courses scheduled during the regular school year, nor once a student has passed candidacy exams. This policy does not mean that 7193s will be unavailable to students. There are circumstances under which 7193s are quite appropriate, including the lack of specific courses that meet students' needs and the existence of special scheduling problems relevant to Candidacy Exams. The decision to offer a 7193 rests solely with the faculty member and should reflect their own competence and the programmatic commitment of department.

Independent Study Courses Numbers

The appropriate numbers of independent study courses, by field, are as follows:

<i>7193.01 (Individual Studies: American Politics)</i>	1-3 credit hours
<i>7193.02 (Individual Studies: Comparative Politics)</i>	1-3 credit hours
<i>7193.03 (Individual Studies: International Politics)</i>	1-3 credit hours
<i>7193.04 (Individual Studies: Political Theory)</i>	1-3 credit hours
<i>7193.05 (Individual Studies: Political Methodology)</i>	1-3 credit hours

A student may enroll in a 7193 as a means of taking a 5000-level course for which there is no 6000 level or above course equivalent.

GRADUATE INTERDISCIPLINARY SPECIALIZATION

The Department of Political Science is one of several departments participating in the Graduate Interdisciplinary Specialization (GIS) in Survey Research. Students with an interest in survey research may complete the GIS while obtaining their PhD degree from the department.

The GIS in Survey Research enables students to increase their knowledge of this growing area, to gain practical experiences in survey research, and to make themselves more attractive to potential employers in this field. Successful completion of the GIS is noted on students' transcripts.

The requirements include one course each on regression analysis (such as PS 7552), survey applications (including PS 7160), AND questionnaire design (PS 7702) PLUS the survey research practicum course (PS 7789) and two courses in survey tools (e.g. research design in PS 7780 and sampling in the Department of Statistics). The GIS certification requires that 14 of the credits be taken outside of the student's department. See the GIS in Survey Research website for full details.

THE PHD CANDIDACY EXAMINATION

In the words of the Graduate School Handbook, "The PhD Candidacy Examination is a test of the student's knowledge of the field and allied areas of study, of the capacity to undertake independent research, and of the ability to think and express ideas clearly." Subfields are responsible for clarifying the corpus of readings on which students will be tested by the beginning of the summer semester of the students' first year of study. It is crucial the students familiarize themselves with the rules of the examination and the forms required by the Graduate School for the candidacy examination.

- Rules and exam information can be found [here](#)
- Forms are submitted through [Gradforms](#)

Arranging the PhD Candidacy Examination

The PhD Candidacy Examination is given after the student has completed the coursework set forth in the Program of Study and the Program of Study has been approved by the Field Coordinators. The Program of Study will be reviewed by the Graduate Studies Office before the PhD Candidacy Examination.

The PhD Candidacy Exams consist of consistent procedures across the fields in order to fully implement the two-focus field structure. The five focus fields will retain discretion over the content and expectations for the written exams. Each student must complete the following three elements of the examination:

- One research paper, in the field of their choice, to be submitted to the graduate program coordinator at the end of the May term/beginning of June after the second year.
- Two written exams – one for each focus field - lasting 6 hours each, administered on different days in an open-book format.
- One oral exam, composed of four faculty members from the two main fields. The student may select the field from which the chair of the session is selected. Each field may determine how the two committee members are chosen. The oral portion of the exam may be scheduled as early as one week after the taking of the written portion.

Students should consult with their field coordinators in the spring semester of their second year to discuss the content and guidelines for completing their field exam. The dates for the candidacy exam will be sent out by either the director of graduate studies or the graduate program coordinator by the end of spring semester that same year.

The Written Exam

For specific information about the expectations for the PhD Candidacy Examination, see descriptions of each focus field.

It is solely the student's responsibility to produce a complete set of Candidacy Examination answers within the time allotted for each exam. Students who experience technical problems that might interfere with completion of the exam should notify the graduate program coordinator and the chair of their Examination Committee immediately.

The Oral Exam

The oral component of the Candidacy Examination is conducted by four faculty members from the two main focus fields and scheduled upon completion of the written portion of the exam in the beginning of the third year. Departmental policy does not normally permit other students or faculty to attend. The oral examination lasts approximately two hours and may include both more intensive questioning concerning material covered in the written portion, the research paper, and questions concerning materials not covered during the written portion but on which the student is expected to be knowledgeable. Upon

completion of the oral portion, the student is encouraged to meet privately with the members of the PhD Candidacy Examination Committee to discuss the strengths and weaknesses of their performance.

The Candidacy Examination Committee

A PhD Candidacy Examination Committee consists of four Ohio State graduate faculty members with appropriate graduate faculty status who are willing to serve, drawn from the student's focus fields. Normally, two members from each focus field will make up the committee and the student will designate which focus field the chair will come from. The chair must have graduate faculty category P status in the Department of Political Science. Committee composition is determined by the fields.

Pass with Distinction Policy

When a student has performed exceptionally well on both the written and oral portions of the Candidacy Exam, the PhD Candidacy Examination Committee can, by unanimous vote, decide to confer a score of 'pass with distinction.' Although this accolade is not recognized by the Graduate School, it can be recognized by the department. When awarded, the chair of the committee should place a letter in the student's file stating that they have passed the Candidacy Exam with 'distinction,' so that this may be noted in letters of reference for departmental funding, grant applications, and job placement.

Failure of the PhD Candidacy Examination

A student who fails the PhD Candidacy Examination may, upon recommendation of the PhD Candidacy Examination Committee, be given a second examination at a time to be decided upon by their committee. The nature of the second candidacy examination is determined by the candidacy examination committee. A student who fails the candidacy examination twice is not allowed an additional examination. After two unsatisfactory attempts at the candidacy examination (including the supplemental candidacy examination), a student is not permitted to be a doctoral candidate in the same or in any other graduate program at this university. Additional information can be found in the Graduate School Handbook 7.7.

Candidacy Exam Timeline Extension

In the case of (1) the birth or adoption of a child; (2) serious medical condition; or (3) primary caregiving responsibility for an ill dependent, a graduate student may be granted an extension of the candidacy examination date of up to one year. The extension is subject to the approval of the Director of Graduate Studies. The length of the extension will be decided collectively by the Director of Graduate Studies, the student, and the student's primary advisor(s).

Reexamination after Five Years

If students do not complete their dissertation within five years of taking the PhD Candidacy Examination, they must take a supplemental examination before proceeding with the dissertation defense. The written portion of the supplemental Candidacy Examination shall cover at least the two areas of study most germane to the student's current interests. The format of the exam rests with the student's committee. All requests for supplemental Candidacy Examinations should be submitted to the Graduate Studies Committee for approval.

Disability Accommodations

Students in need of disability accommodations to complete their candidacy examination should consult with the Office of Disability Services, their faculty advisor, and when appropriate, the Director of Graduate Studies, for insight on how the candidacy examination standards may be met in conjuncture with appropriate disability accommodations. Visit the [Office of Disability Services](#) website for additional information.

MASTER'S DEGREE

The Department of Political Science is a PhD granting program. Nonetheless, a student enrolled as a doctoral candidate may obtain an MA either on the way to the doctorate or in the event the student decides to withdraw from graduate study without completing the doctorate. Students who opt for the MA before passing the PhD Candidacy Examination must obtain the approval of the Director of Graduate Studies. Such students may use either the thesis or non-thesis option. Students who have passed the PhD Candidacy Examination may obtain the MA using the PhD Candidacy Examination in place of the examination requirements of the non-thesis option. Students following the latter must submit an Application to Graduate form to the Graduate School at the beginning of the semester during which they take their PhD Candidacy Examination.

THE THIRD YEAR AND POST-CANDIDACY

Coursework and Enrollment Requirements

- Students in their third year are normally expected to register for 8 credit hours in the fall and 3 credit hours in the spring. To satisfy the 8-credit hour requirement in the semester during which the Candidacy Exam is taken, students should register for the cohort-wide dissertation workshop, along with relevant graduate seminars and/or individualized reading courses.
- Once the student has completed their candidacy exam and are considered post-candidacy, or ABD (all but dissertation), they are expected to enroll in 3 credit hours per semester.
- Students are expected to fulfill the 3-credit hour requirement by enrolling in the prospectus workshop (7095) in the spring of the third year, and PS 8999 (dissertation research) from the fourth year onward.
- In exceptional circumstances, and in consultation with their advisor with approval from the DGS, students may take additional courses necessary for their dissertation project. If a student enrolls in an additional course, they should not enroll in PS 8999 that semester.
- Students may not take individual studies after passing the PhD Candidacy Examination.
- Post-candidacy students must adhere to the [continuous enrollment policy](#).

Dissertation Workshop

All students in the third year are required to enroll in year-long, three-credit-hour dissertation workshop. The workshop is designed to facilitate the creation of a dissertation prospectus and progress toward dissertation research and completion. The seminar will have four main components: teaching, prospectus-writing, professionalization, and grant-writing, with the prospectus and teaching as the top two priorities. At the end of the year, students would be expected to produce: 1) a syllabus for a course they plan to teach, and 2) a dissertation prospectus draft. The seminar may be taught in four modules or as two semester-long courses.

THE DOCTORAL DISSERTATION

The purpose of the doctoral dissertation in political science is to provide the student with an opportunity to (1) investigate a problem in greater detail than has been possible at any previous point in their graduate career, (2) demonstrate their ability to perform original research, and (3) transmit the written findings and conclusions to others. Originality is defined broadly to allow the student considerable scope in the nature of their contribution to scholarship. Dissertation projects may be designed to criticize or reformulate problems that have concerned students of politics for decades, to replicate or extend previous research, to formulate an original theoretical statement, or to conduct an empirical investigation of significant questions.

Beginning the Dissertation Prospectus

Starting at the beginning of the third year and ending when the prospectus has been successfully defended, students will meet at least once per month with at least one faculty member — the student's presumptive dissertation advisor — to discuss the student's prospectus. As the prospectus develops, additional faculty members should be added to the meetings until the student has formed a full committee. At the beginning of the third year, students will be asked to schedule a series of monthly meetings with their advisors and notify the graduate coordinator of the timing of these meetings, cc'ing the advisor on the email. In defining normal progress in this way, the exploratory nature of initial dissertation work is emphasized, and students may change topics or alter the membership of their dissertation committees during these early stages. Similarly, the prospectus should be regarded as a working draft subject to alteration on the advice of committee members rather than as a hurdle to be surmounted.

Dissertation Prospectus Requirements

By the end of the third year, the student is expected to have prepared, in ongoing consultation with their Dissertation Committee, a draft dissertation prospectus to be presented and discussed in a meeting with all Dissertation Committee Members present.

The primary purpose of the meeting(s) about the prospectus is to provide an intellectual exchange between the student and their committee. The exact format of the prospectus and its contents should be worked out with the committee. After discussion about the draft prospectus, the committee may conclude that the draft prospectus represents a satisfactory basis upon which research on the dissertation should proceed. If this is the case, then this meeting constitutes the prospectus colloquium and the dissertation colloquium report should be checked accordingly and signed by all committee members. The dissertation prospectus forms must then be turned in at the department level to the graduate program coordinator.

Based upon discussion of the draft prospectus, it is quite appropriate for the student and/or the committee to decide that substantial revision of the prospectus is required. Should this be the case, on the basis of the discussion of the draft prospectus and suggestions for revisions made during this meeting, a revised dissertation prospectus should be presented at a colloquium with all Dissertation Committee members by the end of spring semester of the third year.

Barring exceptional circumstances, failure to secure approval of the prospectus in a timely fashion will be regarded as unsatisfactory progress toward degree and will be taken into consideration when funding decisions are made by the Financial Aid Committee. Because the funding of advanced students is typically through teaching, this means that failure to secure prospectus approval may result in at least a temporary denial of departmental funding.

The Dissertation Committee

- Consists of at least three faculty members whose professional skills and interests can contribute to the student's intended dissertation topic.
- Is composed of the advisor, who must be a category P Graduate Faculty member, and at least two other Graduate Faculty members who must be either category M or P (one of whom must be a member of the Political Science faculty).
- Additional Graduate Faculty also may serve on the Dissertation Committee.
- The advisor serves as chair of the Dissertation Committee.

- The dissertation committee composition is subject to the rules of the Graduate Studies Committee.
- With the approval of the Graduate School, faculty from other universities or persons with special academic or technical expertise may be appointed to the Dissertation Committee.
- External members are in addition to the required three current Ohio State Graduate Faculty members. Former faculty members may be a member of a graduate student's Dissertation Committee under three conditions, and subject to the approval of the GSC.
 - The student has completed a substantial amount of work with the faculty member prior to the faculty member's departure.
 - In the case of a student taking coursework, "a substantial amount" means that the student shall have completed at least half of their course work in the sub-field with the faculty member prior to the faculty member's departure. (If the need for the former faculty member to return is not clear, the decision shall rest with the chairperson of the student's committee.)
 - If the student is at the dissertation stage, "a substantial amount" means that at least one chapter shall have been written and approved prior to the former faculty member's departure.
 - No more than two years shall have elapsed since the faculty member's departure.
 - The former faculty member is willing to take part in the student's examination.

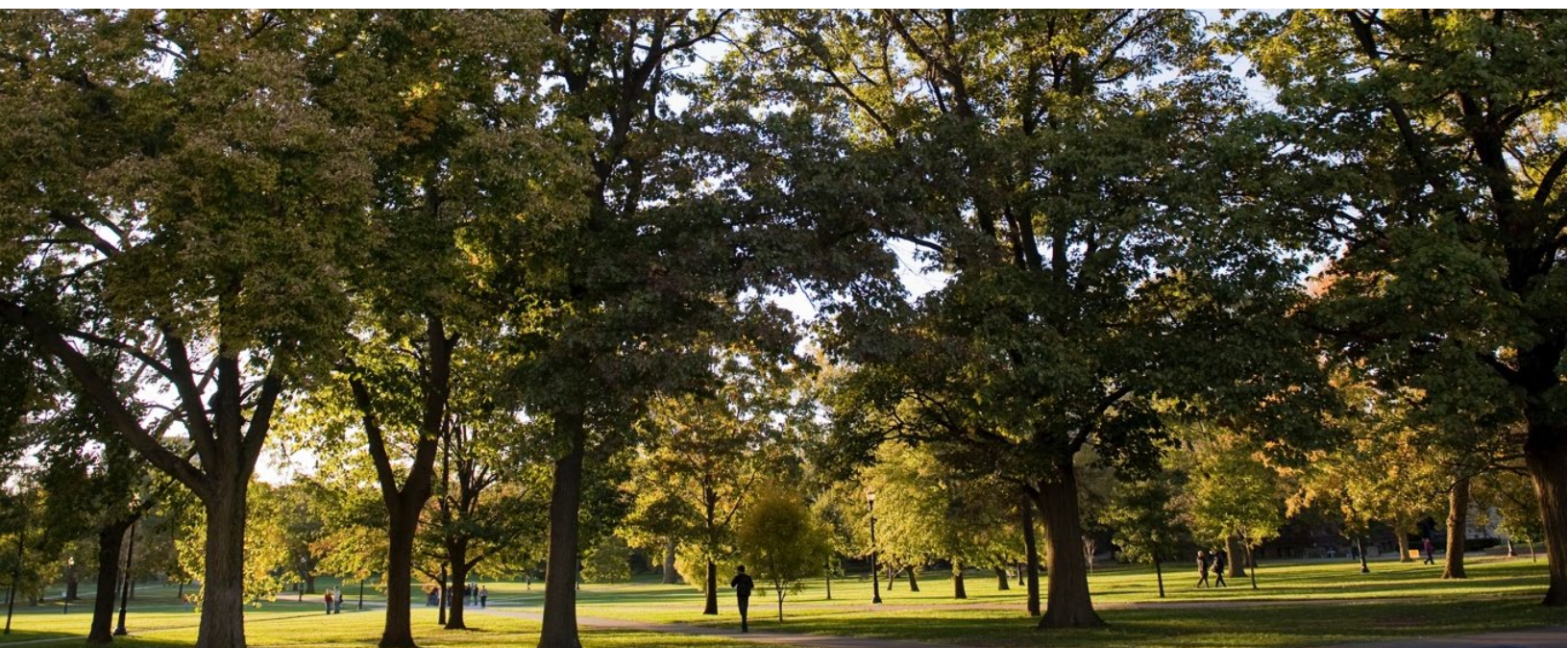
PhD Graduation and the Dissertation Defense

When the student and the student's dissertation committee agree that the student is ready to defend their dissertation, they will be ready to take the steps to graduate from the program with their PhD. A complete list of the PhD requirements can be found on the Graduate School's website [here](#) and a checklist for the students final semester can be found [here](#). It is crucial the student reviews the requirements and adheres to all appropriate deadlines.

The dissertation is defended in an oral examination that will be open to the public and advertised within the department. The oral examination is open to members of the department faculty but only the members of the Final Oral Examination Committee are to be present for the discussion of the student's performance and the decision about the outcome. In preparing for the oral defense of a dissertation, the student is required to furnish a copy of the final draft to the Graduate School representative at least one week before the oral examination. It is the responsibility of the student being examined to obtain from the Graduate School the name of the Graduate School Representative. A unanimously affirmative vote of the Final Examination Committee is required for successful completion.

Videoconferencing the Dissertation Defense

One committee member may attend the defense via videoconference. Students may petition the Graduate School for permission for additional committee members to attend remotely. All final oral examinations involving video conferencing must adhere to the [guidelines](#) specified by the Graduate School.



GRADUATE STUDENT LIFE

MENTAL HEALTH

Graduate school can be emotionally difficult for many reasons: balancing multiple roles and responsibilities, time management, feelings of uncertainty, and so on. This process can be stressful and anxiety-inducing, and many students report that their transition to graduate school is challenging and occasionally overwhelming. Often these anxieties peak during the dark and cold months of January, February and March. Feeling overwhelmed or anxious is not unusual and is not a sign of failure; help is available. If you feel this way, please discuss it with your advisor, who may be able to offer you some concrete suggestions to ease your stress. Your committee members, the GSC chair, and other faculty can also be helpful. [Counseling and Consultation Services](#) provides individual and group mental health services, psychoeducational prevention, and outreach programming to currently enrolled undergraduate, graduate and professional students. Also be aware of the many resources on campus designed to help students with time management and with the management of stress and anxiety, including the [Student Advocacy Center](#) at the Office of Student Life, and the [Younkin Success Center](#), and support through [UCAT](#) and the [Dennis Learning Center](#). [OUAB Grad/Prof](#) also provides support and special events for grad students and their families.

Additionally, the [Student Wellness Center](#) in the Office of Student Life “empowers students to strive for balance and wellness.” The Student Wellness Center offers wellness support and programming to the campus community. These resources are available to you free of charge when you are enrolled as a graduate student. “Wellness” is an active, ongoing process which involves becoming aware of and taking steps toward a healthier, happier, and more successful life. The Student Wellness Office organizes around “[Nine Dimensions of Wellness](#).”

A list of additional Campus and Community Resources that partner with The Student Wellness Office can be found here: <https://swc.osu.edu/for-partners/campus-and-community-resources/>

Lastly, the newly formed [Office of Institutional Equity](#) coordinates Ohio State's response to all complaints of harassment, discrimination, and sexual misconduct. The office also provides coordinated support to anyone impacted to help them access on- and off-campus support resources, including confidential resources.

PROFESSIONAL DEVELOPMENT

Students are expected to participate in departmental and university professional activities, attend and present at professional conferences, apply for research grants, and work on presenting and publishing research. Students who are considering non-academic careers should attend the department's annual Career Day event. They should also feel free to discuss the possibility of working outside of academia with the graduate coordinator and the director of graduate studies, who will offer guidance and resources as appropriate.

Students are encouraged to begin planning their career early in the program. There are multiple resources on campus to help students plan for the next phase of their careers. This section provides an overview of where to find and how to utilize these resources. Contact the graduate program coordinator with questions or for additional assistance with career planning and development.

- [Office of Student Life: Career Counseling and Support Services](#) – Provides career counseling, job/internship postings, advice on the academic job market, research on companies, and relocation resources for graduate and professional students.
- [Office of Alumni Career Management](#) – Provides assistance with career advising, resumes and cover letters, career fairs, interviewing, and offers a job posting board specifically for alumni.
- [Versatile PhD](#) – An online community for PhD students that offers advice and support for careers inside and outside of academia. Ohio State offers a subscription for students to access both the free and premium content on the site.
- [OUAB Graf/Prof](#) – The Ohio Union Actives Board, Graduate and Professional student committee hosts a variety of professional growth programs, such as a job search series, and etiquette dinner, and development workshops, throughout the academic year.
- [Preparing Future Faculty Program](#) – The PFF Program offers Ohio State graduate students the opportunity to experience firsthand the unique challenges and rewards of an academic career at a smaller college or university. Students who are one to two years away from completing their PhD are eligible to apply.
- [University Center for the Advancement of Teaching \(UCAT\)](#) – UCAT offers multiple professional development opportunities and workshops throughout the academic year for those interested in instruction and curriculum development.
- [Chronicle of Higher Education](#) – *The Chronicle* hosts a large job search site named Vitae, which posts careers inside and outside of academia.
- [The Graduate School](#) – Offers information on additional on-campus resources for career development.

GRADUATE STUDENT MENTORS

Incoming students will be assigned a graduate student mentor who is a current student. The goal of this relationship is to provide incoming students a peer point of contact who can help the student navigate their first year in the program.

EMAIL VACATIONS

Toward the end of improving graduate student life and wellbeing, the department encourages graduate students to take email holidays at least four times a year — during Thanksgiving, winter, spring and summer breaks. During these periods, students are not obligated to respond to email and in fact are encouraged not to do so. Best practices for email holidays include notifying one's students at least a week in advance of the period during which emails will not be returned and setting up a vacation message, including dates of absence, to be sent out as an auto-response to incoming email.

LEAVES OF ABSENCE

In accordance with the guidance laid out in section 11.2 of the Graduate School Handbook, students may take paid leave for illness or bereavement (1-3 days), birth or adoption of a child (3-6 weeks), personal leave or vacation (up to 10 days per year), or professional development (up to 5 days per year). Additional paid leave for illness or bereavement or childbirth/adoption may be requested via a petition to the chair and the director of graduate studies, explaining the need for additional leave and specifying proposed dates. Paid leave for childbirth or adoption may not exceed a single academic semester or equivalent except under extraordinary circumstances.

PARENTAL LEAVE

In the case of (1) the birth or adoption of a child; (2) serious medical condition; or (3) primary care-giving responsibility for an ill dependent, a graduate student may be granted an extension of the candidacy examination date of up to one year. The extension is subject to the approval of the director of graduate studies. The length of the extension will be decided collectively by the director of graduate studies, the student and the student's primary advisor(s).

GRADUATE STUDENT EMPLOYMENT

PROCEDURE FOR MAKING FINANCIAL AID AWARDS

Our goal is to recruit excellent students and subsequently offer funding support throughout their graduate career. The department will make financial aid offers based on the following policy:

- All financial awards discussed below are contingent upon budgetary resources.
- Continuation of all awards is premised on "satisfactory progress" toward completion of degree requirements as well as evaluations of past performance as a graduate associate.

FUNDING EXPECTATIONS

- Generally, students are eligible to receive support from the department for a total of five academic years (defined as autumn and spring semester).
- The five years do not include support offered to students in the form of summer semester opportunities.
- All support from Ohio State sources will be included in the calculation of the five years.
- Financial support from sources external to the university will not count toward the department's five years. Examples of forms of support that do not count against the five years include NSF Research and Training Grants, FLAS Fellowships, and external fellowship support such as Ford, Fulbright, and NSF. If a student to whom the department has offered funding receives and

accepts an award that does not count toward the departmental limit, their departmental award can be deferred as long as they continue to make satisfactory progress.

AFTER THE FIFTH YEAR CONTRACT IS FULFILLED

Students will be given department funding after their fifth year on the basis of the following criteria:

- The student continues to demonstrate progress on the dissertation and other professional progress in the form of publications or conference presentations
- The student has sought or obtained outside funding
- The quality of the student's teaching
- Department teaching needs

Appointments after the sixth year are rare and are based on teaching needs; these appointments are ordinarily on a semester-by-semester basis. The Financial Aid Committee convenes during the spring semester to evaluate progress of advanced students.

EMPLOYMENT RESPONSIBILITIES AND EXPECTATIONS

Funding is typically provided for the full academic year (AU & SP semesters), although occasionally it is given on a semester-by-semester basis, especially if the GA has some performance problems to overcome. Failure to perform GA duties, however, can lead to a suspension of funding mid-year or mid-semester, in accordance with the policies of the Graduate School.

The responsibilities of a GA are those appropriate to the job assignment. Although an exhaustive list cannot be presented here, GAs should recognize that the activities of teaching and research take on many forms. For example, GAs used primarily in a teaching related capacity may have responsibility for grading, giving occasional lectures, copying and placing materials on library reserve, managing a course website, locating course materials, conducting discussion sections, helping proctor exams, and the like. These expectations are also outlined in the employment contract the student must sign through DocuSign.

International students must pass the Oral Proficiency Assessment (OPA) prior to working as a GTA. State law and university policy requires that all TAs satisfy an English proficiency requirement. Additional information is available at <https://esl.ehe.osu.edu/home/testing/spoken-english/>. The department will cover the test fee and international students are encouraged to take these tests as soon as possible in their graduate careers.

GAs are expected to hold no other compensated positions either on campus or outside the university without prior approval by the DGS and the Graduate School, and to be available for work throughout each of the semesters of appointment unless a written request for an exception is approved by the faculty to whom they are assigned and the chair. Students who want to teach at another academic institution while being compensated as a GA must get prior approval by the DGS and the Graduate School well in advance of the appointment.

Absences from campus for a limited time can be arranged, but they require a commitment to make up the work and prior approval of the supervising faculty member and the chair. Unexcused absences or failure to perform GA duties can lead to suspension of GA support.

PROCEDURE FOR FUNDING DECISIONS

Incoming Students: The Admissions Committee convenes during spring semester to consider new student applications for appointment and funding. See the Graduate School Bulletin for details on criteria for university-funded fellowships.

Current Students:

The Financial Aid Committee convenes during the end of spring semester to review the financial aid applications of students in their first through fourth years in the program, as well as the progress of students who are past their fourth year in the program. These committees are charged with making final recommendations to the department chairperson, who has the sole responsibility for allocating departmental resources.

ASSIGNMENT OF GRADUATE ASSOCIATES

Assignment of GAs to Support Faculty Teaching and Research

- The majority of GAs are appointed at 50 percent time with an average load of 20 hours per week over the duration of the appointment period. Appointments that routinely require more than 20 hours per week must be made at the appropriate percentage level. (For instance, an appointment regularly requiring 22 hours per week must be made at the 55 percent level and be paid accordingly.)
- A GA may not hold an appointment for more than 75 percent time, whether as a single appointment or combination of appointments.
- GA responsibilities begin on the first day of each semester and end on the day that final grades are due.
- While a maximum of 20 hours per week would represent an ideally uniform distribution of work hours, obviously the workload will not be uniform throughout this period. Hence, faculty should attempt to indicate ahead of time, where possible, when the work demands on the student are likely to be especially heavy. Likewise, students should keep faculty informed about when their academic responsibilities are likely to be particularly heavy.
- Faculty members will discuss job responsibilities with their GAs at the beginning of each semester and are expected to provide regular feedback to the GA on their performance throughout the semester.

Assignment of GAs to Independent Courses

Graduate Associates who have passed the PhD Candidacy Examination are usually assigned to teach independent courses. Several considerations guide the assignments:

- The department attempts to offer every funded student at least one teaching experience.
- It is assumed, except under extraordinary and documented circumstances, that any student who has passed their Candidacy Examination is eligible to teach at least one of the courses in their focus fields.
- Each year field coordinators are asked to recommend students in their fields for independent teaching. The field coordinators consult field faculty in producing their recommendations.
- In making course assignments, the field coordinators' recommendations are then meshed with graduate student requests for the courses they want to teach, which are requested at least annually in making course assignments.
- The Department of Political Science has a responsibility to provide its undergraduate students with high-quality instruction. In assigning TAs to courses after they have taught for the first time, student teaching evaluations and other evidence of teaching ability are taken into account. There

have been cases, although they are infrequent, when a TA's performance has been so unsatisfactory that they are not asked to teach again. TAs experiencing difficulty in the classroom are very strongly encouraged to consult with the Michael V. Drake Center for Teaching and Learning (formerly UCAT)

- TAs are assigned to the courses that are available. It often happens that there are more TAs who can teach a particular course than are needed, so it frequently is the case that student and field preferences cannot be fully satisfied. TAs should generally expect to teach one General Education Curriculum (GEC) course and one major course in their specialty.
- In making assignments, the department tries not to give TAs more than one different preparation in a year and two different preparations over a two-year period — unless they explicitly request it. Sometimes needs dictate exceptions to this norm; in this case, the student always is given the option to decline. Since advanced students (past their fifth year) are hired on the basis of teaching needs, they should expect to be asked to make additional teaching preparations.
- Post-candidacy GAs are expected to teach, except when faculty hire them on non-departmental grants.
- Instructors who receive weak Student Evaluations of Instruction (SEI) are expected to work with the Drake Institute on their teaching skills.

In making assignments to available courses, there is always the possibility, given teaching schedule needs, that TAs may have to be assigned to courses they did not request or for which they were not recommended. The department makes every effort to avoid this situation. Time permitting (sometimes the decision has to be made almost immediately), the field coordinator is consulted about this assignment.

Undergraduate Teaching Support

Students assigned to teach 60 or more undergraduates may request an undergraduate teaching assistant (TA). Such requests must be made to the chair, via email, no later than one month prior to the start of the semester. Requests will be granted at the chair's discretion.

Funding through Graduate Research Associate positions

Faculty frequently hire research associates to assist them with some aspect of their research, from literature reviews to transcription to data analysis. These are positions that should be approached with the same diligence and professionalism required of any position. As with teaching associateships, the best way to ensure a fair and productive research relationship is to lay out expectations in writing at the beginning of the appointment. Any breach or abuse of those expectations by either party should be brought to the attention of the GSC chair or department chair immediately.

Summer Teaching

Summer teaching assignments are made with the following considerations in mind:

- Some graduate students are paid beyond their academic year stipend to teach in the summer.
- Each post-candidacy student who has earned departmental funding throughout the academic year generally is offered at least one opportunity to teach in the summer — unless their teaching has been poor. Because of teaching needs and the courses they can teach, some students will have a second opportunity. *Because of enrollment issues, there is no guarantee of summer teaching.*

FUNDING FOR DIVERSE STUDENTS

The department has a strong commitment to minority students and works through the Diversity Committee, the Admissions Committee, and the Financial Aid Committee to provide opportunities for

them. The Graduate School also provides the department the opportunity to apply for graduate enrichment fellowships to students who contribute to the diversity of the program.

Once admitted to the program, diversity students are able to apply in the department grant competition to use the department's Madison Scott endowment which funds both research and scholarship.

Special fellowships for minority students are provided by the American Political Science Association (1527 New Hampshire Ave. N.W., Washington, D.C. 20036), students should visit their website (apsanet.org/content_3284.cfm) for further information.

COMPENSATION

Stipend levels are established in accordance with university guidelines, previous year's levels, as well as level of stipends offered by comparable institutions.

BENEFITS AND FEES

Students who are on a fellowship or employed by the department receive a fee authorization for each semester or term on appointment. The authorization covers payment of the instructional and general fees and nonresident tuition. Other fees, including parking, student activity, recreation program, and COTA fees, as well as penalties for late registration and late fee payment, must be paid by the student. Notice of the fee authorization appears on the student's Statement of Account. For a complete description of benefits available to graduate associates, see the Office of Human Resources page on Student Employee Benefits.

HEALTH INSURANCE

Students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. All students, including regional campus students, are automatically enrolled in the Student Health Insurance plan (SHI) upon registration, unless the student obtains an exemption. Half-time is defined as four credit hours for graduate and professional students.

All domestic students who have coverage through a non-university health insurance plan and who want to waive SHI coverage can do so by completing the online waiver process as described on the SHI website. Students must submit a waiver by the published deadline of their initial term of enrollment each academic year. Should a student miss a deadline, the student must submit an appeal. The appeal form can be found on the [SHI website](#).

Post-candidacy students are considered full-time students when enrolled for three credit hours and, with such enrollment, are required to carry health insurance as a condition of enrollment and may be eligible for health benefits.

International students

International students are required to purchase SHI upon registration. Only a few exceptions apply: International students who are fully financially sponsored by a government sponsor, or students who are covered as a U.S.-based employee under U.S.-based insurance, or as a dependent of a U.S.-based employee. International students who meet one of these exceptions must complete an International Student Health Insurance Waiver form by the published deadline. The waiver form and more information about exceptions for international students can be found on the Student Health Insurance website.

Dependents and Domestic Partners

Students may enroll dependent children and domestic partners into the student health insurance plans. Further information about sponsored dependent benefits is available on the Office of Human Resources website.

PAYROLL DEDUCTION

Student fees and health insurance premiums are deducted from students' paychecks evenly throughout the term. Students are strongly encouraged to review both their statement of account and their paystub to verify the accuracy of the deductions.

DIRECT DEPOSIT

Students who are paid by the university can access their personal information, including direct deposit and pay stub information, by visiting Workday and logging in with their name.# and password.

Students are encouraged to enroll in direct deposit. You can enroll for direct deposit one business day after your appointment is entered into Workday.

VIEW PAY STUB

The Ohio State University uses a paperless system for all paychecks and pay stub information. All faculty, staff and student employees can now receive their pay stub information online or via touch-tone telephone using an interactive voice response (IVR) system. You may receive your pay stub information by visiting your Workday profile. See also My Paycheck at the Office of the Controller.

REAPPOINTMENT AND CONTRACTS

When a student is admitted to the graduate program, they typically receive a letter of offer. This letter outlines the department's intent with respect to the financial support of that student. By laying out the details of student funding over their anticipated fundable tenure in the program, the department signals that it is prepared to support the student as laid out in the letter. This letter, however, does not represent a contract between the department and the student, and it does not guarantee that the student receives the funds as described. Funding commitments are renewed every year based on evidence (garnered during the spring review process) of the student's good progress through their program. Should the student not make good progress their appointment may not be renewed.

Renewal of an appointment is signaled by the funding letter you will receive from the department in conjunction with the annual contract that you will receive through DocuSign. The DocuSign document is a formal contract in that it is a binding document guaranteeing the student's appointment for the following year.

PROFESSIONAL SUPPORT

Conference Support

To the extent that money is available, the chair will authorize reimbursement to post-candidacy students of up to \$750 of eligible expenses per year for conference travel to present their research. Students are required to get the approval of their faculty advisor or dissertation committee chair on the request for travel or research support. "Professional meetings" are those meetings that are primarily for political scientists or at which political scientists are a major set of participants. Panel chairs and discussants ordinarily should not expect to receive reimbursements.

The annual competition for research funding will continue, and applications for additional travel funding can be made through that process. There will be no ad-hoc allocation of supplemental conference travel funds outside of the annual competition.

Graduate students who are in a strong competitive position in the academic job market may also request department funding to reimburse up to \$1,000 of eligible expenses to attend a professional meeting for placement purposes. There is a limit of one trip of this kind for each student during their career at Ohio State, and such a trip does count against the annual total. "Strong competitive position" means students who are, at minimum, nearing completion of their dissertations.

Travel Approval

Request for travel approval is now submitted as a Spend Authorization in Workday and must be submitted prior to the travel. Instructions to create a Spend Authorization are attached and may also be viewed at [SA - Create a Spend Authorization | Administrative Resource Center \(osu.edu\)](#). If participating in a virtual conference, please note that the Spend Authorization process is not required since there will be no travel expense.

Travel Resources

The OSU Travel website is available at [Travel | Office of Business and Finance \(osu.edu\)](#) and provides training and job aids, information on business travel discounts, and additional travel resources. They have also added four business travel training modules which may be helpful.

Corporate Travel Planners (CTP) is the contracted travel agency and will need to be used to purchase airfare or reserve rental cars. Use the link above to access their website by selecting Book Travel Online. Use the Trip Search tool to find your preferred flight itinerary, view rates, and find flight cost comparisons when applicable. Instructions to complete your profile and book airfare in concur are available on the travel website and also attached. *Please note that the Spend Authorization must be in approved status prior to booking airfare.*

Expense Reimbursements

To request reimbursement of expenses, an Expense Report will need to be submitted. Since expenses must be submitted within 60 days of purchase, this may require several Expense Reports. Instructions are attached and also available at [ER - Create an Expense Report \(Travel\) | Administrative Resource Center \(osu.edu\)](#). The department's administrative associate, Becca Martin, also has access to submit Expense Reports on your behalf.

Expenses must be reimbursed within 60 days of the purchase. This includes personally paid airfare and registration. If expenses are submitted more than 60 days, this will be an exception and the reimbursement may be treated as taxable income.

See the department administrative associate if you need per diem rates for a city or other travel related information. Another good source of information as well as all per diem amounts can be found on the web at: osutrans.osu.edu/resources/

Expense comparisons when there is personal time in conjunction with business, or driving vs flying, are required prior to incurring travel expenses and "must be completed at the time of booking airfare or at

time of the travel request if driving.” The comparison documentation must be attached to the Spend Authorization. Please work with Becca if this applies to ensure we have the appropriate documentation.

Department Grant Competition

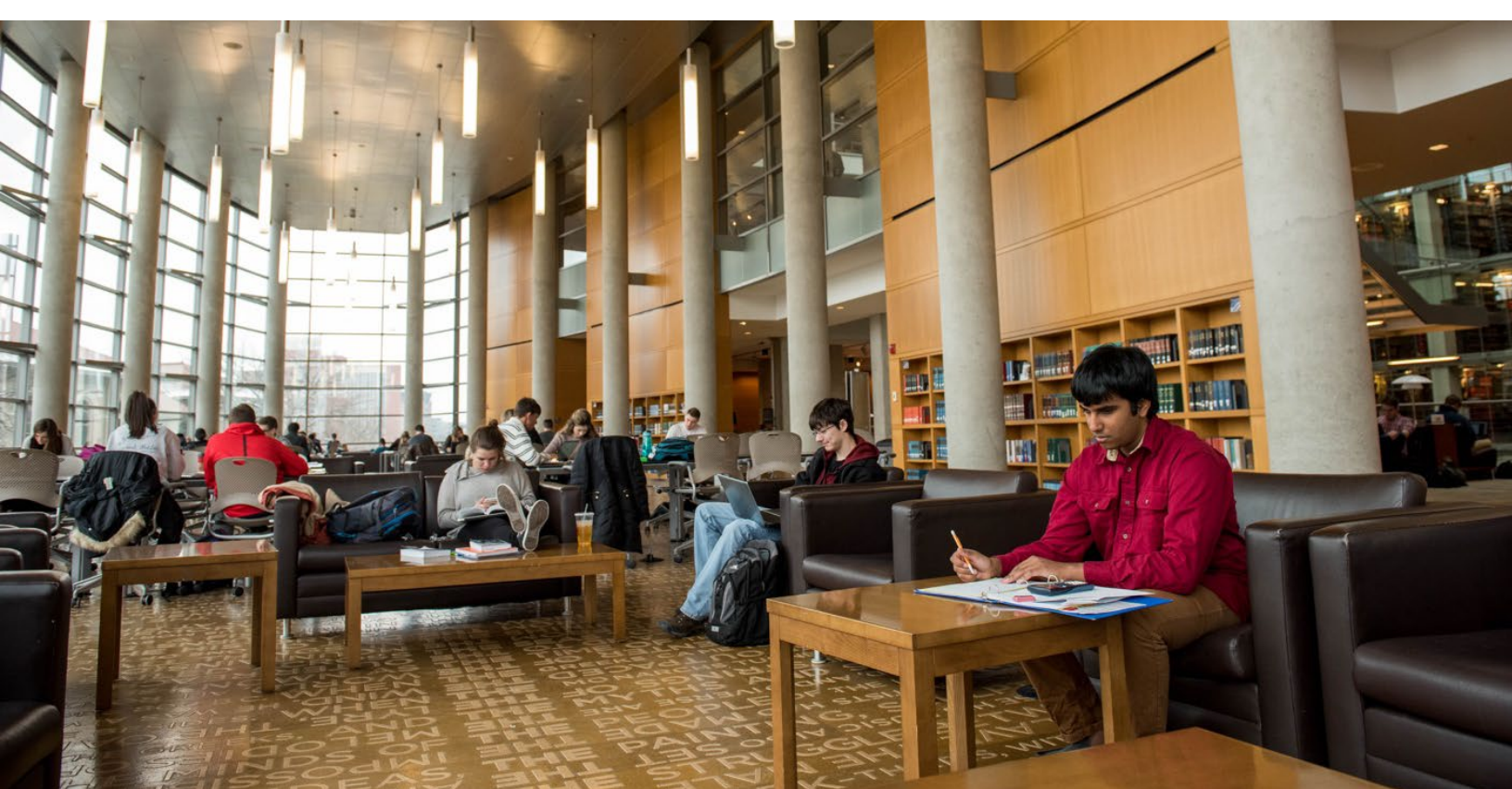
When funds are available, the department chair will put a call out for students to apply for department grant money in the beginning of the spring semester. Grants can be used to pay for research-related expenses such as travel, buying data, purchasing books, or conducting a survey and/or experiment. Grants can also be used to pay for training such as at ICPSR and CQRM. They can also be used to pay for travel to present work if it is accepted at MPSA or APSA or other major conferences.

Job Market Costs

For students on the job market, the department will assist with expenses related to sending letters of recommendation for job applications and pay their Interfolio account fee. Students need to demonstrate they are on the market and communicate they would like to be reimbursed to the graduate program coordinator.

Additional Funding

For additional information about [Ohio State funding opportunities](#) and [external funding opportunities](#), visit our website.



DEPARTMENTAL GRIEVANCE PROCEDURE

Graduate student grievances involving grades, sexual harassment, and scholarly misconduct are handled in accordance with specific existing university policies. Moreover, once the results of PhD Candidacy Examinations and dissertation defenses have been reported, it is the Graduate School that handles any grievances. Students should contact the department's chair or director of graduate studies, as is appropriate, for information on these grievance procedures.

This statement outlines a procedure for handling grievances, in the department, that are not dealt with through existing formalized procedures, such as those related to the structure of classes, Graduate Associate work assignments, and other disputes between faculty and graduate students or between graduate students. The procedure involves the following three steps:

Informal Mediation

- Step one of the grievance process involves the following attempts at informal mediation:
 - The student should first discuss the complaint informally with the individual or individuals who are the basis of the grievance.
 - If this does not result in a satisfactory resolution, the student should take the complaint to the Director of Graduate Studies (DGS), who will try to work out a satisfactory resolution. If the DGS is the target of the grievance, the student should take the complaint to the departmental field coordinator to act as mediator in place of the DGS.
 - If this effort at mediation fails, the student should take the dispute to the department chair, who will make a further attempt to resolve the conflict. If the chair is the target of the grievance, the student should proceed to step two below.

Formal Complaint

If the efforts in step one are unsuccessful, the student should submit a written complaint to the department chair, with copies to the individual or individuals against whom the complaint has been made. If the chair is the target of the complaint, the chair should immediately designate the DGS or the coordinator of a relevant field to handle the formal complaint. The individual or individuals named in the grievance must submit a written response to the chair or designee within thirty working days. The chair or designee will provide the student with a copy of this response and make one final attempt to resolve the situation informally.

Response to Formal Complaint

Following step two, if the grievance has not been resolved informally, the chair or designee will provide the student with a written summary of the efforts taken to resolve the dispute and either a description of the solution reached or a summary of the unresolved issues. In the event no solution is reached, the chair or designee will also explain the procedures for pursuing an appeal, which may involve the College of Arts and Sciences, the Graduate School, the Office of Institutional Equity, or other offices within the university, depending on the specifics of the case.

APPENDIX: UNIVERSITY POLICIES

Sexual Misconduct/Sexual Harassment

Students who are not familiar with the university's sexual misconduct policy should take a few minutes to read the helpful summary at hr.osu.edu/wp-content/uploads/policy115.pdf. The department also urges everyone to take the online Title IX training at titleix.osu.edu/global-navigation/training.html. Different people often have very different understandings of sexual misconduct, and the first step toward minimizing it is for everyone to have common knowledge about the nature of the problem and about relevant policies. Sexual misconduct is defined by the university as "conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating or coercing a person." The most serious form of sexual misconduct is sexual assault, which ranges from unwanted touching to criminal assault. Such behavior is more common than most people realize, and the department is committed to doing everything we can to ensure that people who engage in such behavior face appropriate sanctions. Our policy in this area is simple: Zero tolerance.

Another category of sexual misconduct, sexual harassment, comprises any unwelcome, sex- or gender-based verbal or physical conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Examples might include making sexual jokes about students in class, unwanted flirtation or pressure for sex, or making general statements about the capacity of individuals to carry out research or teaching based on their sex or gender. Even a single incident of this nature can change the trajectory of someone's career. Such behavior is both profoundly disrespectful to the people it targets and antithetical to the goals of an institution of higher learning. Any students who experience or witness behavior that falls into this category should bring it to the attention of the program coordinator, DGS, or chair immediately.

Students should be aware that, as the Title IX training emphasizes, all employees have an obligation to report sexual assault if it comes to their attention. Many employees, including all faculty and most staff members in our department, have an additional obligation to report *any instance* of sexual misconduct if it comes to their attention, including sexual harassment. Students who wish to discuss sexual assault or misconduct without triggering an automatic reporting obligation should speak to a confidential reporter — a category of employee that includes professional counselors, pastoral counselors, employees whose professional license requires confidentiality, or people working for such employees. The Frequently Asked Questions document at hr.osu.edu/wp-content/uploads/policy115-faq-general.pdf contains further details.

A final category prohibited by university policy is sex-based discrimination, defined as "unfairly treating an individual or group of individuals differently than others on the basis of sex or gender." Such behaviors, while subtle, can collectively create a frustrating or even hostile atmosphere that is not conducive to learning and research. Examples include men explaining something to someone, typically a woman, in a condescending or patronizing manner; women having their voices ignored until a man repeats their words; men interrupting women; and so on. Behaviors like these are challenging both because people can be genuinely unaware of their existence and because reasonable people can differ regarding why they occur. Regardless, they can help to create a hostile learning and working environment and should be treated accordingly. Students who observe such behavior should not hesitate to take the instructor or

faculty member in charge aside and bring it to their attention. If doing so does not resolve the issue, students should feel free to discuss the matter with the graduate coordinator, DGS or chair.

Research Standards and Scholarly Misconduct

Graduate students and Graduate Faculty aspire to professional behavior that is consistent with the highest ethical and moral standards. The Graduate School at The Ohio State University expects that graduate students will demonstrate responsibility and integrity in pursuing their creative and scholarly interests. The academic enterprise is dependent upon such behavior. Graduate students are responsible for learning about appropriate standards for ethical research and scholarly conduct and for following all university policies related to ethical research and scholarly conduct.

When graduate students join the Ohio State community, they become members of disciplinary, scholarly, and professional communities that extend beyond the university. Graduate students are expected to learn, respect, and abide by the professional codes of ethics and responsibilities that are commonly accepted in their field of study or area of research. These codes include but are not limited to the following: a responsibility to contribute an original body of work to one's chosen discipline and the recognition that one's work is based on the work of others which must be respected and properly acknowledged. Graduate students also have the responsibility to treat university faculty, staff and other students respectfully and professionally.

Graduate faculty, advisors, and graduate programs should actively encourage their students to participate as members of their chosen disciplinary, scholarly, and professional communities. Graduate students should be encouraged to seek and share knowledge wherever and whenever possible. Academic advisors and other faculty members should educate graduate students through example and discussion, addressing such issues as academic honesty, research, publication, recruitment, and hiring practices, and applicable fellowship and graduate associateship responsibilities. Disciplinary codes of ethics and norms should be discussed among graduate students and faculty. Such communication is a means of setting high standards of behavior in graduate study and beyond.

Investigation of Allegations of Research Misconduct by a Graduate Student

This process is used by the Graduate School when allegations of research misconduct by a graduate student have been forwarded by the Committee of Inquiry as detailed in the document "University Policy and Procedures Concerning Research Misconduct." When a Committee of Inquiry determines that an allegation of research misconduct by a graduate student has substance to warrant further investigation, such investigation will proceed in communication with the Graduate School.

Upon receipt of the final report by the Committee of Inquiry, the Office of Research Investigation (ORI) in consultation with the Graduate School shall appoint an Investigation Committee. The committee shall be composed of at least five members: two members of the Graduate Council (one of whom shall chair the committee), one member of the graduate faculty from the college in which the student is enrolled, one member of the graduate faculty with academic expertise relevant to the field of study of the student alleged to have committed research misconduct, and one graduate student selected in consultation with the president of the Council of Graduate Students. One of these members will be appointed with approval of the Graduate School and will represent the Graduate School. If the Office of Research Investigation or the Graduate School determines that the complexity of the case requires that the committee be larger than five members, additional members may be added at the discretion of the ORI or Graduate School.

The Investigation Committee shall review any documentary evidence submitted by the Committee of Inquiry and shall meet with the graduate student alleged to have committed research misconduct. At its discretion, the committee shall interview individuals having information relevant to the allegation(s). The student shall be given copies of any documentary evidence submitted by the Committee of Inquiry. However, the student shall not have the right to be present when witnesses are interviewed or to question such witnesses. When the student is interviewed, the student may be accompanied by legal counsel or other advisor, but the role of such person in the process shall be limited to advising the student. The student may submit any relevant evidence for consideration by the Investigation Committee and may request that witnesses with information directly relevant to the allegation of research misconduct be interviewed by the committee.

Findings of the committee shall be based on greater weight of the evidence and the decision is reached by simple majority vote of the Investigation Committee. At the conclusion of its investigation, the committee shall report its findings to the Graduate School, including a conclusion concerning the merits of the complaint. The Investigation Committee shall make every effort to conduct its investigation and submit its report to the Graduate School within 45 days. If the Investigation Committee finds that the greater weight of evidence indicates research misconduct, the Graduate School shall forward the committee's report to the coordinator of the Committee on Academic Misconduct. The coordinator shall schedule a hearing of the Committee on Academic Misconduct for the determination of sanctions. This hearing shall be held within a reasonable time, not to exceed 30 days. The rules of the Committee on Academic Misconduct will serve to inform this hearing and any appeal which may be filed.

Plagiarism

Plagiarism is defined under the federal regulations and the university's policy and procedures concerning research misconduct as "the appropriation of the ideas, processes, results, or words of another person, without giving appropriate credit." Plagiarism is a growing concern in both the academic and scientific research realms and needs to be avoided at all costs. There are now tools available to allow you to screen your documents for copied text to ensure that all content is properly cited and to ensure originality of the content. Ohio State licenses one such software, iThenticate, from the company iParadigms, for use by Ohio State faculty, staff and students.

Conflict of Interest

A conflict of interest exists if financial interests or other opportunities for tangible personal benefit *may* exert a substantial and improper influence on an employee's professional judgment in exercising any university duty or responsibility, including designing, conducting or reporting research. "Employees" include faculty, staff, administrators, and others. A conflict of interest is **not** an accusation and does **not** imply that an employee's judgment *has been* compromised.

University policies and procedures for identifying, evaluating and managing situations involving a conflict of interest are designed to meet applicable sections of the Ohio Revised Code (Sections [102.03](#), [2921.42](#), and [2921.43](#)) and as well as [federal regulations](#). Please see [Policy on Faculty Financial Conflict of Interest](#) for more information and the Office of Legal Affairs' [website](#), which provides information on the Ohio Ethics Laws.

Romantic and/or Sexual Relationships

Romantic and/or sexual relationships between individuals in a supervisory, teaching, evaluation, advising, coaching, or counseling relationship constitute a conflict of interest. The individual in the position of higher institutional authority has the responsibility to eliminate the conflict of interest. The conflict of interest must be eliminated in a way which minimizes potential for harming the individual with lower institutional

authority. Faculty, staff, and students who are in the position to influence academic or employment decisions about others with whom they are in a romantic and/or sexual relationship must recuse themselves from such decisions. More information can be found in the [Sexual Misconduct Policy](#).