
Engineering Education Ph.D. Program Handbook

2023-2024 Academic Year

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Purpose of the Graduate Handbook

The Graduate Handbook provides a detailed description of the requirements for the PhD in Engineering Education as well as descriptions of the procedures to be followed in completing the requirements of the program. Additional information concerning Graduate School policies can be found at the [Ohio State Graduate School website](#).

This handbook includes the requirements, policies, and procedures adopted by the Department of Engineering Education (EED) at Ohio State for successful completion of the PhD in Engineering Education program. The Ohio State Graduate School has established further and separate requirements, and EED graduate students must meet the requirements of both the Graduate School and the EED for successful degree completion. While Graduate School requirements may be mentioned occasionally in this document, students should consult the [Graduate School's Graduate Handbook](#) for overarching policies and procedures that apply to graduate students across the university.

If there is any doubt regarding the interpretation of any regulation or requirement in this handbook, or if there are questions about the graduate program involving matters not covered in this handbook, please consult with the student's faculty advisor or the EED's Graduate Program Coordinator first. If questions still exist, please contact the Graduate Studies Chair.

This document is a living document that may change each academic year. Particular sections of the handbook are subject to more frequent changes as an artifact of the department's regular degree program revision processes. All updates are made after extensive evaluation by faculty and staff with the student's learning outcomes in mind. **Students should follow the *current* handbook for milestone information (e.g., Qualifier Exam guidelines). Regarding more static requirements, such as credit hour or core course requirements, students may choose to follow the Handbook of the year their studies initiated, or they may request the Graduate Studies and Research Infrastructure (GSRI) Committee to consider them under a more recent Handbook, if changes made are favorable to the student.** Any changes to the Graduate Handbook will be communicated to the graduate students by the beginning of the academic year. This document will reside in the Teams folder, "EED Graduate Student Resources" as well as on the EED website.

Also, additional resources are linked at the end of this document in the Appendix.

Graduate Student Code of Conduct

The Department of Engineering Education requires all graduate students to uphold its high standards of scholarship and ethics, and adhere to [Ohio State's professional standards](#). Academic integrity is a central tenet of any scholarly pursuit, and, as such, misconduct will not be tolerated. The department will follow the [university's protocol and policies regarding Academic Dishonesty](#).

EED Graduate Students are expected to act professionally. The faculty, staff, and students in the department operate on the basis of mutual trust and respect; student choices and activities should reflect this.

Advising: Students and faculty advisors are encouraged to discuss the nature of their working relationship early and often. This includes frequency and duration of meetings, work expectations, communication styles, expectations, and more.

General communications: Formal requests and communication with GSRI and department leadership should be discussed first with the faculty advisor, then brought to the attention of appropriate department leadership. This is to minimize miscommunication and to clarify the objectives of the messaging. Students are expected to respond to faculty and staff requests in a timely manner. For example, a reply to an email request for information should be expected within 2 business days, unless extenuating circumstances apply and are communicated in advance.

Email etiquette: Students should maintain professional email etiquette with faculty, staff, and other students. Please use the honorific (e.g., Dr.) and gender pronoun (him/his, she/her, they/them, etc.) of the recipient's choice when writing and speaking with members of the department. Ohio State offers [this guide for email etiquette](#). Additionally, [Purdue's Online Writing Lab](#) is a great resource. When in doubt of an honorific or pronoun, please ask. Any questions regarding student conduct should be directed to the student's faculty advisor, EED's Graduate Program Coordinator, or the Graduate Studies Chair.

Expectations: EED graduate students should be actively engaged in departmental events, as we are part of a local, national, and international community of scholars. Service opportunities may arise that students should consider engaging in, as service is required of most future careers. Attending departmental seminars is **strongly** encouraged (regardless of course enrollment), as this provides the students an opportunity to network and develop professionally. Students may also wish to take advantage of other communities on campus (e.g., [College of Engineering graduate student organizations](#)). Learning about how other students manage their responsibilities, interact in their research groups, and conduct research can help students grow professionally.

Admissions Criteria

The Ohio State University Graduate School Application Minimum Requirements

For a complete application to Ohio State, please submit documentation that demonstrates fulfillment of the following:

- **A baccalaureate or professional degree** (or equivalent foreign credential) from an accredited college or university, earned by the expected date of entry into your graduate program.
- **A minimum of a 3.0 cumulative GPA** (on a 4.0 scale) in all prior undergraduate and graduate work. ([How to calculate your GPA.](#))
- **Prerequisite training that will enable you to pursue your program.** Evidence usually comes in the form of transcripts or other credentials documenting that you have completed prerequisite academic work.
- **Proof of English language proficiency**, for international applicants and those who have held the status of U.S. permanent resident for less than one year from the first day of the first term of enrollment. Minimum required scores:
 - TOEFL: 79 on the Internet-based, 550 on the paper-based
 - IELTS: 7.0

Department of Engineering Education Application Requirements

- Three letters of recommendation
- Resume or CV
- Institutional transcript(s): undergraduate and graduate degrees
- Short essay responses
- TOEFL (or other) Test Score, if needed

Department of Engineering Education Degree Requirements

The specific degree requirements for successfully completing a PhD in Engineering Education are outlined in this section. A *minimum* of 80 graduate credit hours beyond the baccalaureate degree, including coursework and a dissertation, are required to obtain a doctoral degree in Engineering Education. If a student has obtained a Master's degree at Ohio State or elsewhere, a *minimum* of 50 graduate credit hours beyond the Master's is required.

Core Courses

There are 17 credits of required core engineering education coursework:

- ENGREDU 6100: Foundations and the Field of Engineering Education (three credits)
- ENGREDU 6200: Learning Theory, Pedagogy, and Assessment (three credits)
- ENGREDU 7189.01: Teaching Preparation and Support (two credits, must be taken in the same term as the start of a significant two-semester teaching experience)
- ENGREDU 7189.02: Professional Development in College Teaching (one credit, must be taken in the same term as the second semester of a significant two-semester teaching experience)
- ENGREDU 7780: Research Design in Engineering Education (three credits)
- ENGREDU 7881: Seminar in Engineering Education (one credit each semester with a requirement of two total to count toward the degree with expectation that students will participate each semester of enrollment unless there are schedule conflicts)
- ENGREDU 7900: Career Exploration and Professional Development in Engineering Education (3 credits)

Elective Courses

There are two categories of elective coursework required for the program. Research methods serve to support student's research, whereas the specialization coursework supports the student's research focus and future career goals.

There are 9 credits of required Research Methods coursework:

- Three credits of quantitative research methods that includes an emphasis on statistics, including but not limited to the following existing Ohio State courses:
 - STAT 5510: Statistical Foundations of Survey Research
 - STAT 6410: Design and Analysis of Experiments
 - ESQREM 6641: Introduction to Educational Statistics
 - ESQREM 6661: Introduction to Educational Measurement
- Three credits of qualitative research methods, including but not limited to the following existing Ohio State courses:
 - ESHESA 7256: Qualitative Research in Higher Educational Settings
 - EDUTL 8001: Discourse Analysis and Educational Research I
 - EDUTL 8002: Discourse Analysis and Educational Research II
 - ESQRE 8280: Qualitative Research in Education: Paradigms, Theories, and Exemplars
 - ANTHRO 5650: Research Design and Ethnographic Methods
- Three credits of advanced research methods, including but not limited to the following existing Ohio State courses:
 - ESQREM 7635: Advanced Research Methods
 - EDUTL 7749 Concept Inventories in STEM Education
 - ESQRE 8290: Qualitative Research in Education: Methods and Analysis
 - EDUTL 8751: Survey and Critical Analysis of Research in STEM Education

There are 12 credits of required focused coursework:

- Three credits minimum within the Department of Engineering Education
- Three credits minimum outside the Department of Engineering Education

- A coherent course of study in the student's chosen area of focus or specialization. Each faculty advisor will work with their students to define the focus for each student's coursework, based on student needs and faculty interests. Further categorization will be developed among the emergent individual focus. It is not intended that any focus will appear on the student transcript unless the student specifically chooses to draw upon existing OSU programs that are already noted on transcripts. Some examples (many of which are transcriptable as minors or formal interdisciplinary specializations) include:
 - Adult education / Business human resource development
 - African American and African studies (OSU graduate minor)
 - Applied developmental science in education (interdisciplinary specialization)
 - Cognitive and brain sciences (interdisciplinary specialization)
 - College and university teaching (graduate certificate)
 - Disability studies (interdisciplinary specialization)
 - Engineering technical communications
 - Humanitarian engineering
 - Interprofessional studies (interdisciplinary specialization)
 - Latino/a studies (specialization)
 - Neuroscience (graduate minor)
 - Nonprofit Management (graduate minor)
 - Public policy and management (graduate minor)
 - Quantitative research methods (interdisciplinary specialization)
 - Sexuality studies (interdisciplinary specialization)
 - Statistics and statistical data analysis (graduate minor)
 - Women's, gender, and sexuality studies (graduate minor)

If there are interests in other focus areas, please discuss with your faculty advisor or contact the Graduate Program Coordinator.

Please note that 50% of credits for the PhD must be unique to the PhD when you are pursuing some degree enhancements. This policy applies to dual degree students, as well as students doing a degree and a certificate. Minors and graduate interdisciplinary specialization programs are not under this policy, and credits used towards these designations can also be used toward a degree. While there is not a limit, students still need to meet the guidelines for completing a minor or graduate interdisciplinary specialization (required hours outside of the home degree program). Additionally, you are not permitted to triple count hours. If a course was used to complete a minor or graduate interdisciplinary specialization as well as counting for the degree, then this course cannot be used to count toward any other degree, certificate, minor, or graduate interdisciplinary specialization program.

Dissertation Credit Hours

At least 30 hours of research toward the dissertation is required for each PhD student. This course is ENGREDU 8999. No instructor permission is needed if the student is enrolling in Dissertation Research hours with their permanent faculty advisor. Contact the Graduate Program Coordinator if you have any issues enrolling. Students should maximize the number of 8999 credit hours taken toward the beginning of their studies; students can enroll in up to 18 credit hours per semester without additional approval and should discuss with their faculty advisors their plan for front-loading to avoid having an excess of 8999 hours required at the end of the degree program.

Disciplinary Requirements

In addition to the core and elective coursework, 12 credits in traditional engineering coursework are required. Traditional engineering coursework must be a 5000 level course or higher.*

**Ph.D. candidates with an undergraduate degree in non-engineering STEM fields (e.g., math, physics or chemistry) are generally required to take two to five undergraduate courses in a selected traditional engineering discipline, including a significant engineering design experience, to adequately prepare them for graduate level engineering courses at the 5000 or higher level. Students must receive approval for these courses from a potential faculty advisor. Not all of this course work can count toward the PhD degree, and this constraint will be made transparent to students who are in this situation.*

Alternatively, students may demonstrate their engineering proficiency, and thus their eligibility to enroll in graduate-level engineering coursework, through successful completion of the Fundamentals of Engineering (FE) examination (NCEES, 2020) and demonstrated completion of a significant engineering design experience. In the United States, engineers are licensed at the state level by professional licensing boards. Professional Engineering (P.E.) licensure candidates must meet a combination of requirements in education, experience, and exams. The first of the two major national exams, usually taken within six months of graduation from an accredited undergraduate engineering program, is the Fundamentals of Engineering (FE) examination (NCEES, 2020). A few states will allow candidates with undergraduate degrees in non- engineering STEM fields to sit for these exams, if they can demonstrate appropriate on-the-job engineering experience.

Department of Engineering Education Milestones

EED milestones and the general timing of each milestone is listed in Table 1. Details about each milestone are listed below.

Milestone	Timeline
Faculty Advisor Selection	End of student's first academic year
Plan of Study	End of student's first academic year
Transfer Credits Approved	End of student's first year
Annual Review	Every year
Qualifier Exam	End of student's first year, or when the student completes these three EED core courses: ENGREDU 6100, 6200, 7780
Candidacy Exam	After completion of coursework
Dissertation Defense (Final Oral Exam)	End of program

Table 1- Milestone Overview

Faculty Advisor Selection

Faculty advisors and students are typically matched at the time of admissions. That said, faculty advisors must be formally determined by the end of the student's first academic year in the Ph.D. program. For example, if a student begins the program in August, a faculty advisor must be selected by the end of Spring semester. The faculty advisor must be a member of the EED Graduate Faculty and should have expertise in the area of research the student intends to pursue. Faculty advisor selection and matching involves conversations with faculty surrounding, but not limited to, the following:

- Both the student's and advisor's work styles
- Faculty advising style and expectations
- Student timeline for graduation
- Student and faculty research interests
- Student career interests
- Faculty funding availability

To allow EED PhD students sufficient time to develop their research interests, the department encourages prospective students to meet with as many of the EED faculty as possible prior to admissions. Once a student is ready to formalize the advising after joining the program, the student will then fill out the Advisor Request Form and submit it to the Graduate Program Coordinator. In the event that a student wishes to switch faculty advisors, the student must complete the Change of Advisor Form and submit it to the Graduate Program Coordinator. In all cases, the faculty member must give his/her consent to serve in the capacity of faculty advisor and any changes in faculty advisor must be mutually agreed upon by the student and the faculty involved. A student may also select two faculty as co-advisors. At least one of the co-advisors must have Category P status at the university; the other may hold M status. For more information on Category P and M faculty, please see [the Graduate School's Graduate Handbook](#), section 12. A co-advising setup must be discussed with all parties and mutually agreed upon.

Interim Advisors

If a student is admitted with no permanent faculty advisor matched/selected, an interim faculty advisor with “P” status (a tenure-track, tenured, or research professor) is assigned randomly to each student upon admission. Interim advisors help students make connections within and outside of the department, assist with fellowship or other applications, and discuss research and career interests. Faculty advisors will remain interim advisors until an official advisor is selected and an Advisor Request Form is completed.

Significant Teaching Experience

All EED PhD students should engage in a significant teaching experience while they are enrolled in the PhD program. The significant teaching experience can include, but is not limited to:

- Being an EED GTA for at least one section
- Being a capstone mentor
- Being an instructor of record
- Teaching in an outreach program
- Teaching an online course

Whichever experience the student chooses, the experience must include at least one classroom instructional experience (1 hour of weekly contact with students – must include at least 10 unique instances of direct interaction with students) occurring at least twice during the Ph.D. program where each occurrence is over a semester. Students should be enrolled in ENGREDU 7189.01 and 7189.02 at the same time as the teaching experience takes place, however, these ENGREDU courses do not have to be taken in sequential order.

Plan of Study

A plan of study outlines the general curriculum, transfer courses, and semester timelines for course and milestone completion. Students must submit their plans of study by the end of their first academic year in the Ph.D. program to GSRI by emailing the plan to the Graduate Program Coordinator. For example, if a student begins the program in August, the plan of study must be complete, submitted, and approved by the end of Spring semester. The Plan of Study Form outlines the student's semester-by- semester plan for completing program and university requirements and lists the courses taken and those the student is planning to take. It also includes courses previously taken at other institutions that the student has transferred in, or wishes to transfer in, for OSU/EED credit. The student and faculty advisor will work together to prepare the plan of study for approval by GSRI. GSRI will review and discuss the plan of study, make suggestions for changes if needed, and vote to approve the plan. If changes are needed after a plan of study has been approved, the student will submit the changes to their faculty advisor for approval, and no further GSRI action is needed.

Transfer Credit

Students may transfer up to 30 credits beyond the bachelor's degree of engineering course work at the 5000 level or higher (graduate credit) earned at another accredited university. The following conditions must be

satisfied in order to transfer graduate credit:

- The graduate credit must be earned as a graduate student at an accredited university
- The student must earn at least a grade of “B” for which credit is to be transferred (grades of satisfactory (“S”) or pass (“P”) may be evaluated but not accepted as transfer credits)
- GSRI must approve the transfer

Additionally, the Graduate School lists other considerations:

- Doctoral students can only transfer in one Master’s degree
- If doctoral students have additional credit hours beyond 30 to transfer, those credit hours must be at the doctoral level and the student must demonstrate that they attended a Ph. D. program at that institution
- Ph.D. students must complete (at least) 24 credit hours at Ohio State

Credits should be transferred within the student’s first year. Transfer credits count in the student’s total earned hours but do not count in the student’s graduate cumulative point-hour ratio. The credit hours and the mark “K” appear on the student’s official permanent record.

If a student wishes to request transfer credit for courses that are not typically counted toward an engineering master’s degree (i.e., these courses do not require the additional paperwork) or for courses taken at the MS level that may count for an EED requirement beyond the technical engineering credits, they may submit a packet for review by the GSRI Committee. The packet should include the following:

- A Course Transfer Request Form for each course
- Syllabi for all courses (courses taken at other institutions as well as the Ohio State course the student is requesting it count toward)
- Justification statements (one paragraph each) explaining why the course should transfer
- Table or Excel spreadsheet summarizing the requests (see the EED Graduate Student Resources Teams Folder)

Once all transfer determinations have been made, the student initiates the request for transfer of graduate credit via OSU GRADFORMS. Once approved by the program, the request will be reviewed by the Graduate School for the final decision, and if approved, the Graduate School will notify the student.

Annual Review

The annual review serves as a formal checkpoint between the faculty advisor, the student, and GSRI. It is to be completed once per year starting at the end of the student’s first academic year. The review meeting allows the faculty advisor and student to discuss strengths, successes, and areas for growth and improvement. It is not intended to be punitive in nature. The annual review form that the faculty advisor and student complete together can be found in the EED Graduate Student Resources Teams Folder.

The timeline for the annual review process is as follows:

On the first Monday in April, the Graduate Program Coordinator will send the annual review form to students and faculty advisors, along with an availability request for a faculty meeting to discuss student progress across the program.

Students have 2 weeks to fill out the form, and by the third Monday in April, students will send the completed form to their faculty advisors and hold one on one meetings. Faculty advisors then meet as a group the first week in May to discuss student progress. Students can expect communication from their faculty advisors and GRSI regarding their progress in the weeks following the faculty review meeting.

Students who are deemed to have made unsatisfactory progress will be provided a rationale in writing and will be required to submit a detailed improvement action plan (details below), which will be approved by

the student's faculty advisor and GSRI. If the action plan is not followed by the required due date, the student will receive an official warning letter from the Graduate School. The Graduate School reserves the right to deny further enrollment to any student who is not making reasonable progress toward their degree.

Annual Review Improvement Action Plan

Unsatisfactory progress in the department as determined in the annual review will require an Improvement Action Plan, due by August 1, to the Graduate Studies Chair, with cc to the Graduate Program Coordinator and the student's faculty advisor. The action plan should be approved by the faculty advisor before the August 1 submission. The action plan will be in narrative form and must address the following:

- Summary of the issues
- How student will address the issues
- How progress will be assessed
- [SMART](#) goals
- Deadlines for deliverables

In addition to the above, the student must schedule a check-in meeting with their faculty advisor, the Graduate Studies Chair, and the Graduate Program Coordinator for December or January to discuss their progress.

Exams

There are three main exams that are administered as part of this program.

Qualifier Exam

Students enrolled in the EED PhD Program are eligible to take the Qualifier Exam after successful completion of the following courses: ENGREDU 6100: Foundations and the Field of Engineering Education, ENGREDU 6200 Learning Theory, Pedagogy, and Assessment, and ENGREDU 7780: Research Design in Engineering Education. This usually occurs after the first year but can be postponed as determined by the student and their faculty advisor.

The EED Qualifier Exam involves individual written analyses of (1) a national call for research proposals, (2) a recently published engineering education research paper, and (3) materials for an undergraduate engineering course. The Qualifier is designed to test knowledge of core course material and provide experience in professionally relevant skills. In this exam, students will be asked to apply methods learned in courses and other activities in their first year as graduate students.

The Qualifier will be offered once a year in late Summer/early Autumn only. Those who did not pass or withdrew their attempt in one year after starting the exam are eligible to take it again the following year. Students are required to retake only the questions/parts for which they were not successful during their first attempt.

Three questions will be emailed to students on the day that the exam is scheduled to start, and students will have 2 weeks to write their answers. **Please note that students are NOT expected to only work on the Qualifier during this time.** They should still participate in their classes, attend meetings, and continue to work on their other responsibilities. The exam and the preparation materials have been designed in such a way to allow for this.

Preparation: Students are expected to prepare for the Qualifier for a period of time deemed appropriate by the student's faculty advisor. This period of time should take into account other research, teaching, or coursework responsibilities, as students are expected to continue their other commitments. Preparation involves more work than simply having completed required coursework. Preparation could include working with peers and faculty to think about how to approach sample responses, practicing writing sample responses, and preparing materials and references prior to the exam. This preparation time can also be used

for the student to get additional feedback on their writing. As soon as the student knows they will be taking the qualifying exam, the student should consult with their faculty advisor to devise a plan for adequate preparation.

Students may use notes, books, or other resources, with the exception of peer collaboration. Any instances of peer collaboration will be considered Academic Dishonesty and will result in university action through Ohio State's Committee on Academic Misconduct (COAM).

Guidelines for Asking Questions: If students have questions during the exam, they should email them to the Graduate Program Coordinator. The de-identified questions will be answered by the faculty, and the Graduate Program Coordinator will send out the response to all students taking the Qualifier.

Guidelines for Submission: Answers will be typed in 11-point Arial font, single-spaced, and submitted to the Graduate Program Coordinator in three separate PDFs (one PDF per question) by the exam's due date. Student names should be included on all pieces of the submission. The Graduate Program Coordinator will upload the questions to a folder where faculty will access the exams for evaluation. APA Citation style is expected throughout the exam. Though there is no minimum or maximum required page length, in the past successful responses were in the range of seven to ten pages (single-spaced) including literature cited for each of the three questions.

A grading rubric will be provided to students before the exam begins. Students will receive their scores via email for all questions, along with comments (but not suggested revisions) for the Qualifier. If a student fails to answer one or more questions satisfactorily, the failed question may be rewritten during a future Qualifier.

Withdrawal Policy: Students who have begun the Qualifier Exam may withdraw their attempt up until the submission deadline. The withdrawal does not count against the student as one of their attempts at the Qualifier, but a student may only employ the withdrawal option once and must wait until the following year to take the exam again.

The first non- or partial pass on the Qualifier counts only internally to EED. The second non- or partial pass counts internally and prompts communication with the Graduate School. This means the Graduate Program Coordinator must notify the Graduate School that a student is not progressing as expected; the Graduate School will send an official warning letter to the student regarding the student's potential dismissal. Dismissal is not formalized until the Graduate School issues two warnings.

Students who wish to continue in the PhD program after their second non- or partial pass are responsible for completing the Individualized Developmental Exam (IDE). Please see the Graduate Program Coordinator or Graduate Studies Chair for details regarding the IDE. If the student chooses not to complete the IDE by the first day in April following their second attempt, the Graduate School will issue the second formal letter and the student will be dismissed from the program.

Any testing accommodations should be brought to the Graduate Program Coordinator's attention as soon as the student decides to take the exam. We will accommodate any student registered with Ohio State Student Life Disability Services appropriately.

Candidacy Exam

The candidacy examination is a requirement of Ohio State's Graduate School which requires a "...single examination consisting of two portions, written and oral, administered under the auspices of the Graduate Studies Committee in conjunction with the student's candidacy examination committee and the Graduate School" (*Graduate School Graduate Handbook, Section 7.3*). The purpose of the candidacy examination is to test a student's knowledge and comprehension of engineering education, capacity to undertake

independent research, and ability to think and express ideas clearly. It is usually taken once the student completes all required and elective coursework so that the student can focus on the dissertation following successful completion of the Candidacy Exam.

The candidacy examination consists of a written and oral portion, the structure of which is at the discretion of the department. Doctoral students achieve candidacy once both portions are successfully completed.

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

“Doctoral students who have achieved candidacy are deemed to have:

- 1. acquired the necessary advanced knowledge of the subject (normally by meeting all of the course requirements for the particular PhD program)*
- 2. developed the needed technical skills (e.g., language, laboratory, computational, etc.) for work in the subject*
- 3. demonstrated the ability to do the research or scholarship necessary to begin work on a dissertation (Graduate School Graduate Handbook, Section 7.7)”*

EED goals for the students taking the Candidacy Exam are:

- To familiarize themselves with the literature in the field
- To practice formulating a research problem
- To practice synthesizing information in clear, cohesive arguments
- To develop a research question and corresponding plan

Members of the Candidacy Exam Committee: Committee members are chosen by the student and the faculty advisor. The committee should be composed of the student’s faculty advisor and at least three other relevant graduate faculty members chosen by the student and the faculty advisor together. The Candidacy Exam Committee must be formed and approved by the GSRI Committee before the research proposal is submitted to the Candidacy committee members. Candidacy Exam committee members must have graduate faculty status at Ohio State, and at least half of the committee members must be EED faculty. The student must not discuss the exam with committee members between the initiation of the exam and the final. If they have questions, they should contact their faculty advisor.

The Candidacy Exam consists of both a written and oral portion. The process for scheduling and taking the Candidacy Exam is as follows:

- 1) Student forms a candidacy exam committee made up of four graduate faculty members, providing ample time for faculty to respond to the request and discuss the student’s research interests with them.
- 2) Student schedules the candidacy timeframe, wherein the research proposal will be developed, submitted, and defended (example: August – November 2020). In addition, at this time, the student should schedule their candidacy exam oral defense with the Graduate School. The Graduate School specifies:

“The oral portion of the candidacy examination lasts no more than two hours, with at least one hour devoted to questioning of the student. Oral presentation of any proposal or other prepared materials must be made prior to or after the oral examination. Questioning of the student should occupy the entire period of the examination. All committee members are expected to participate fully in the questioning during the course of the examination and in the discussion of and decision on the result of the candidacy examination.”
(Graduate School Graduate Handbook, Section 7.5.2)

- 3) Student develops a 15-page NSF-style research proposal in consultation with their faculty advisor and submits it to their committee
 - a. The committee may approve a different yet equivalent style based on the student's career interest; however, the focus must still be a research proposal.
- 4) The committee has 2 weeks to read the proposal and develop questions. Each committee member will write one question based on the proposal that aids the student in the development of their dissertation research.
 - a. If the committee finds the proposal to be inadequate, the committee may decide to restart the process.
 - b. Students must not discuss the exam with committee members during this period.
- 5) After the two-week proposal review period, the student will be given the four questions and will have four weeks to write a response to each question.
 - a. At this time, the student should also schedule their candidacy exam oral defense with the graduate school.
 - b. Please note that once this Graduate School form is submitted, it cannot be withdrawn.
- 6) After the four-week response period, all questions and student's responses will be emailed to the entire committee. The committee has 2 weeks to read all of the materials and prepare for the candidacy exam oral defense.
 - a. If the student feels their written responses should not be sent to the committee (e.g., they did not finish writing all their questions), they reserve the right to waive the oral portion of the exam. If the student decides to waive the right to take the oral portion, a written statement requesting the waiver must be presented to the candidacy examination committee. In such a case, the candidacy examination committee records an 'unsatisfactory' on the Report on Candidacy Examination and submits a copy of the student's waiver request to the Graduate School.
- 7) After the two-week response review period, the committee and the student will meet for a two-hour candidacy exam oral defense that has been previously approved by the Graduate School. The only people in attendance at the oral defense are the student and the Candidacy Exam Committee members.
 - a. During this meeting the student may clarify any of their written items, answer additional questions for the committee, and provide additional insights about their proposal dissertation research.
 - b. This time will also be used to negotiate any ill-defined requirements of the dissertation research so the student and committee are all in agreement about the scope of work needed to complete the research.
- 8) Following the candidacy exam oral defense, if the exam is deemed satisfactory, the committee members will submit the required paperwork to the Graduate School for processing.
- 9) If a student does not pass the first attempt at the Candidacy Exam, the Candidacy Exam committee will decide if the student will be permitted to retake the exam. The decision should be recorded on the Report on Candidacy Examination form and submitted to the Graduate School. If a second Candidacy Exam takes place, the Candidacy Exam committee can determine the nature of the exam and whether the written portion must be retaken as well as the oral portion. In all cases, the oral portion is required. The committee must stay the same from one attempt to another.

Candidacy Expiration: Students should complete all doctoral program requirements within five years of taking the candidacy exam or the exam will expire, resulting in cancellation of the student's candidacy. The student can petition the Graduate Studies and Research Infrastructure Committee to take a supplemental candidacy exam, which will differ from the original exam given. If the student passes this supplemental candidacy examination, the student is readmitted to candidacy and must then complete a dissertation document within two years. Note that EED students are not guaranteed a supplemental exam.

For more Graduate School policies regarding the Candidacy Exam, please visit [the Graduate School's Graduate Handbook](#).

Dissertation Defense (Final Oral Examination)

Dissertation Committee: The student must form a dissertation committee made up of at least three authorized Graduate Faculty members. The Chair of the dissertation committee is the student's faculty advisor who must be a Category "P" status Graduate Faculty member in EED. The dissertation committee is established at a time thought appropriate by the student and the faculty advisor. It is the student's responsibility to make certain that committee members are available in the semester of the defense.

Dissertation Format: Students may choose from two dissertation formats: traditional and manuscript-style. The choice of format is a collegial decision between the student and the faculty advisor. Each format consists of front and back matter, following formatting guidelines as stipulated by the Graduate School, and the body of the dissertation. The structure for the body of the dissertation for each format is as follows:

Traditional format. The traditional format often consists of the following chapters: Introduction, Review of Related Literature, Methods, Results and Discussion, and Conclusion. GSRI recognizes that other formats may better relay the narrative and novel work of the dissertation; therefore, the precise format and order of chapters will be at the discretion of the dissertation committee and faculty advisor.

Manuscript-style format. The manuscript-style format is a compilation of at least three research manuscripts with an overarching theme. The body of the manuscript-style format starts with a chapter that provides an overview of the dissertation and the overarching theme, followed by each manuscript located as a dissertation chapter, and ends with a synthesis/conclusion chapter. Each manuscript is structured as a research article, with its own background/introduction, literature review, methods, results and discussion, implications, and conclusion sections as deemed necessary or appropriate.

Manuscripts may be *unpublished, submitted/under review, or published manuscripts in a venue deemed appropriate by the faculty advisor and/or dissertation committee*. Due to the nature of engineering education research work, the faculty advisor, dissertation committee members, principal investigators, co-principal investigators, and collaborators may be identified as co-authors in the manuscripts, as appropriate. However, the faculty advisor will ensure that the student is the major contributor and primary author of the manuscript.

Co-Authors and Attributions: If a manuscript includes co-authors, the student is responsible for securing a written agreement from co-authors for the inclusion of the manuscript as a dissertation chapter. The student will also add an Attributions section to the front matter of the dissertation acknowledging the contributions of each co-author.

Copyright Release: If a manuscript is a published journal article, the student is primarily responsible for obtaining the required copyright release from the publisher and understanding copyright rules and restrictions put in place by the publisher, with confirmation by the faculty advisor. The student will adhere to the specific acknowledgment requirements for published work, which will appear within the dissertation chapter.

Final Oral Examination: Regarding the dissertation defense, the Ohio State Graduate School Handbook states:

"The final oral examination committee is composed of the student's dissertation committee, plus the Graduate Faculty Representative. Other Graduate Faculty members may be added to the committee, subject to the rules of the Graduate Studies Committee. The advisor serves as chair of the final oral examination committee. The advisor of a doctoral student must be a Category P

member of the student's graduate program. Responsibility for conducting and evaluating the final oral examination rests with the student's final oral examination committee.

Draft Approval. *Before a defense can be held, the student must submit a complete, word-processed dissertation draft to the dissertation committee for review and approval or disapproval. All dissertations submitted for format review and approval must be of a caliber similar to that expected of an article submitted to a journal for review. Draft documents that are missing tables, graphs, citations, chapters or sections, etc., are incomplete. Incomplete drafts cannot be submitted for draft approval or defended.*

Scheduling. *A dissertation committee member's approval of the dissertation draft means that the committee member judges it to be of sufficient merit to warrant holding the final oral examination. To schedule the final exam, the student must submit an Application for Final Examination on GRADFORMS and have this approved by each dissertation committee member at least two weeks before the proposed defense date. After the final oral examination committee has been approved by the Dean of the Graduate School and the Graduate Faculty Representative has been assigned, the Report on Final Examination and Report on Final Document are made available to the examination committee. The final oral examination must take place during announced university business hours, Monday through Friday.*

Graduate Faculty Representative. *Once the final oral examination is scheduled, the Graduate School appoints the Graduate Faculty Representative (GFR). The GFR is a Category P graduate faculty member who is neither a graduate faculty member in the doctoral candidate's graduate program nor a member of the dissertation committee. No less than one week before the final oral examination, a complete dissertation or DMA document draft must be presented to the GFR for reference. The presence of the GFR is required at the oral examination for its entire duration. The GFR is a full voting member of the final oral examination committee and is invited by the advisor to ask questions. The GFR has the right to ask at least one question and renders an opinion by observation of the student's answers to all questions. The purpose of the GFR on the final oral examination committee is to assess:*

- *the rigor of the examination process*
- *the fairness, professionalism and integrity of the examination process*
- *conformity to rules of the Graduate School (e.g., duration of the exam, adequate time for questions by the committee members). The GFR reports a judgment of the above to the Graduate School once the final oral examination is completed through an evaluation form on GRADFORMS, preferably within 48 hours after the examination.*

Attendance and Format. *Except when video conferencing is approved by the Graduate School, all members of the final oral examination committee must be present during the entire examination. All committee members are expected to participate fully in questioning during the course of the examination and in the discussion of and decision on the result. Other faculty members and graduate students may attend the examination, subject to the rules of the Graduate Studies Committee. The final oral examination lasts approximately two hours. A presentation of the dissertation research by the student is allowable. At least one hour of the two-hour examination period, however, must be allotted to discussion of the research and to questions of and answers by the student. Local programs may develop additional local protocols and procedures" (Graduate School Graduate Handbook, Section 7.9).*

In EED, the faculty advisor will set expectations for what constitutes a successful defense with the committee. The final exam will include a 30-minute public presentation of the dissertation research followed by questions from the audience. That portion will be followed by a closed-door session with only

the student and the committee. The Graduate Program Coordinator will help students advertise their public presentations to the department and external parties, as needed.

It should be noted that students should submit their full draft dissertation to their committee **at least one month prior to the planned oral defense date**. This allows the committee two weeks to review and approve the draft through GradForms with the Graduate School which must be approved at least two weeks before the exam date. During the two weeks when the committee is reviewing the draft, the student should have their dissertation's format checked with the graduate school. This must be completed at least two weeks prior to the defense. Once the draft is approved, the student will officially schedule the oral defense with the Graduate School which needs to happen at least two weeks before the planned defense, as stated above. Following approval of the dissertation draft, the Graduate School will assign a graduate faculty representative to attend the defense. The graduate faculty representative ensures that graduate school policies are followed. Students should send their approved drafts to the faculty representative as soon as possible but no later than 24 hours after receiving the notice from the Graduate School about their assigned representative.

As students are preparing for their defense, they should consult the timelines detailed by the Graduate School [here](#). Adhering to these dates is essential for an on-time graduation within a semester. Failure to meet these deadlines will result in a graduation the following semester.

Funding

Funding for graduate students is never guaranteed, unless expressly stated in a contract or admission letter. Students with a one-year contract for funding should not expect that the contract will automatically be renewed. Funding decisions are made at the discretion of the faculty advisor and are based on a variety of factors, including budget constraints, graduate positions available, student standing, progress in the program, and more. As such, students should expect to hold a variety of roles during their time in the EED. Different types of funding opportunities are explained in detail below.

Fellowships & Scholarships

Fellowships are prestigious awards that enhance a student's CV and guarantee one or more years of funding for their graduate work. Students are expected to apply for fellowships for which they are eligible. With the exception of University Fellowships and College of Engineering Fellowships, the onus falls upon the student to complete the application requirements for any fellowship. Examples of fellowships are described below.

University Fellowships are awarded by the Graduate School on an annual basis. To be considered for University Fellowships, students must submit application materials to the EED by December 1 for admission the following Autumn semester. The Graduate Program Coordinator and the Graduate Studies Chair will nominate eligible applicants for University Fellowships. Benefits and requirements for all Graduate School Fellows can be found [here](#). College of Engineering Fellowships are awarded by the College on an annual basis. The Graduate Program Coordinator and the Graduate Studies Chair will nominate eligible applicants for College Fellowships upon receipt of application materials.

GRE scores are not required for any fellowship nominations.

Graduate Research Fellowship Program: NSF awards fellowships annually to eligible graduate students as part of their Graduate Research Fellowship Program (GRFP). All eligible EED graduate students are highly encouraged to apply for the GRFP. Eligibility requirements and more information about the GRFP can be found [here](#). Students will work with faculty advisors or, in the event that a faculty advisor has not yet been selected, a faculty member willing to serve as interim advisor on their applications.

Graduate Teaching Associate (GTA) Positions

One of the requirements of the PhD Program in Engineering Education is to engage in a significant teaching experience over the course of two semesters. While a significant teaching experience may occur any number of ways, many PhD students will serve the EED as Graduate Teaching Associates (GTAs). GTAs in Engineering Education who are assigned a 50% appointment are expected to work 20 hours per week toward the duties outlined in the GTA Handbook. GTAs who are assigned a 25% appointment are expected to work 10 hours per week. These appointment numbers are the same across all departments and Colleges at Ohio State.

International students who serve as GTAs must take the [Oral Proficiency Assessment \(OPA\)](#) through the university's ESL Programs before their first semester of teaching begins. The Department of Engineering Education will cover the cost of the assessment, but it is the student's responsibility to schedule their exam.

Graduate Research Associate (GRA) Positions

Students should also pursue a Graduate Research Associate (GRA) position for funding. If there is a faculty member doing research in a field of interest, you may reach out to them to inquire if they are looking for GRAs. The funding acquired from these positions comes directly from the faculty and may vary depending on the project. Similar to the GTA role, GRAs who are assigned a 50% appointment are expected to work 20 hours per week towards the duties that are assigned to them by the researchers of the

project. GRAs may also be assigned 25% appointments; in this case they are expected to work 10 hours per week. These appointment numbers are the same across all departments and Colleges at Ohio State. It should be noted that both GTAs and GRAs require the same amount of work outside of coursework and dissertation work based on their appointment percentage. Receiving a GRA position does not mean the student will be working fewer hours than if they are assigned as a GTA. The EED values both of these roles equally, and students should expect similar work expectations.

Once faculty Principal Investigators (PIs) submit GRA hiring plans to the Graduate Program Coordinator and Human Resources, the GRA is committed to that position for at least one semester. If a deviation from the hiring plan is necessary, a discussion must be held with the faculty PI and the Graduate Studies Chair.

External Funding

Other funding opportunities exist around the university. Graduate students are encouraged to reach out to departments and centers of interest if no other funding opportunities are evident. Examples of funding opportunities include Graduate Associate positions at the [Center for the Study and Teaching of Writing](#), the [Drake Institute for Teaching and Learning](#), the [Office of Diversity and Inclusion](#), and the [Center for Belonging and Social Change](#). For external funding opportunities, please see the spreadsheet located in the EED PhD Student Resources Teams Folder or contact faculty directly about available research opportunities. For more information about policies that apply to Graduate Associates, visit the Graduate School's [website on Graduate Associates](#).

Outside Employment

Any Graduate Associate who is considering employment outside of the university must get approval from their faculty advisor, their Graduate Associate supervisor, and if necessary, GSRI. Graduate Associates cannot hold a regular staff position at the university, nor can they hold an hourly student associate position concurrently. Fellowship students may not hold outside employment per the Graduate School.

Parental Leave

Per the Graduate School Handbook, graduate students on a 50% (or higher) appointment are granted paid leave for the birth or adoption of a child. Graduate student employees are eligible for three weeks of paid leave at the time of birth or adoption. The parent who has given birth is eligible for an additional three weeks of leave, totaling 6 weeks. There will be no expectation of work pertaining to the graduate appointment or degree progression while a student is on parental leave. In addition, the student on leave is not responsible for email communication until the return date. Parental leave should be discussed and planned with the faculty advisor and communicated to the Graduate Program Coordinator well in advance.

Medical & Other Leave

Any graduate student requiring a medical leave of absence must notify their faculty advisor in writing as soon as possible. For parental, pre-planned medical, professional, and other personal leaves of absence, the faculty advisor must be notified beforehand. GTAs, GRAs, GAAs, and fellows must [login](#) and complete the Pre-Candidacy Leave of Absence from Program form on the Graduate School's Forms page for additional information, please see [Section 11.2 of the Graduate Handbook](#) and attach it to the email to the faculty advisor.

GTAs, GRAs, GAAs, and graduate fellows who need workplace accommodations due to medical condition should contact [Integrated Absence Management and Vocational Services \(IAMVS\)](#).

For more information regarding medical leave, including appointment and stipend protection, and coverage of responsibilities, please contact the Graduate Program Coordinator. Additionally, you may refer to the [Ohio State Graduate Handbook](#).

Important Dates & Academic Calendar

The Graduate School Event and Graduation Calendar

Find dissertation defenses, special events, and graduate school events here:

<https://gradsch.osu.edu/calendar>

Find the graduate calendar here: <https://gradsch.osu.edu/calendar/graduation>

The Ohio State University Academic Calendar

Find important dates including University holidays and finals week here:

<https://registrar.osu.edu/staff/bigcal.asp>

Points of Contact

Graduate Studies Committee

The Graduate Studies and Research Infrastructure (GSRI) Committee leads recruitment and monitors progress of EED graduate students, oversees graduate-level curriculum matters related to the graduate courses offered by the department, and implements Graduate School policies in the EED. The director of the Graduate Program is the chair of the GSRI Committee. The Graduate Program is led by faculty in the department with graduate faculty status in conjunction with the Graduate Program Coordinator.

Graduate Studies Committee Chair

The Graduate Studies Committee Chair oversees the GSRI Committee in its operations and decision-making. The Chair also serves as a liaison between graduate faculty and the Graduate School, nominates faculty for P and M status, and approves processes.

Associate Department Chair for Graduate Studies and Research Infrastructure

The Associate Department Chair for Graduate Studies and Research Infrastructure is a faculty member who devotes a portion of their time to administrative duties concerning graduate students and the research operations of the department (currently Dr. Rachel Kajfez). This faculty member is typically also the Graduate Studies Committee Chair.

Graduate Program Coordinator

The EED's Graduate Program Coordinator assists with the daily administrative responsibilities of the Graduate Program. Other roles include the following:

- Recruits graduate students
- Provides information about the graduate program to prospective and current students, faculty at Ohio State and other institutions, industry partners, and others
- Advises on required and elective coursework, specialization area, program and university policies and procedures
- Develops professional development for graduate students
- Serves as a voting member of the EED Graduate Studies and Research Infrastructure Committee
- Advocates on behalf of graduate students and their interests
- Processes applications and admissions into the department
- Liaises between the graduate students and the following offices and groups:
 - The Graduate School
 - Graduate & Professional Admissions
 - Graduate faculty in the EED

Graduate Student Ombudsperson

The primary mission of the graduate and professional student (GPS) ombudsperson, Dr. Rebeka Campos-Astorkiza (gradombuds@osu.edu) is to support graduate and professional students in addressing issues and challenges they may face in their academic and professional careers at OSU. The GPS ombudsperson is an independent, confidential, neutral, and informal resource for all graduate and professional students for resolving issues and conflicts, and for exploring options and making important decisions. The GPS ombudsperson addresses issues and challenges that students may face with faculty and faculty advisors, within their programs or within the university at large, with the goal of supporting a positive learning and work environment and advancing fairness and equity for graduate and professional students. For more information, see the ombuds website: <https://ombuds.osu.edu/grad-ombuds>

Goals for Graduate Student Learning & Development

The PhD program in Engineering Education has been very consciously and rigorously designed using the Backward Design method. Guided by the experts in curriculum design at Ohio State's University Center for the Advancement of Teaching, the Graduate Studies and Research Infrastructure (GSRI) Committee proposed several learning goals for graduate students who complete the PhD in this department. These goals include:

1. Identify, discuss, and address critical issues facing engineering education in alignment with stakeholder needs.
2. Design, conduct, and critique research in engineering education
3. Create, teach, and assess courses and curricula
4. Identify, demonstrate, and value appropriate personal and professional skills, mindsets, and traits

In addition, the GSRI Committee wrote program outcomes and levels of proficiency which graduate students should attain by their graduation from the program. These can be accessed in the EED Graduate Student Resources Teams Folder.

Appendix: Resources

Academic:

- The Graduate School
 - <https://gradsch.osu.edu/>
- Dennis Learning Center
 - <https://dennislearningcenter.osu.edu/student-resources/resources-for-grad-prof-students/>
- The Writing Center
 - <https://cstw.osu.edu/our-programs/writing-center>
- Drake Institute
 - <https://drakeinstitute.osu.edu/>
- ESL Composition Program
 - <https://esl.ehe.osu.edu/programs/esl-composition-program/>
 - The ESL Composition Program is committed to enhancing the intellectual and cultural lives of its undergraduate and graduate students by offering theoretically grounded instruction in the refinement of critical thinking and effective communication. Writing is approached as a recursive process, involving critical reading and reflection, multiple drafts, feedback from instructor and peers, editing, and revision. Assignments include the creation and responsible use of intellectual property. Courses emphasize the development of information and digital literacy, rhetorical choices, audience awareness, and collaborative learning. The program respects diversity of languages and perspectives and promotes tolerance for all members of the university community. Graduate students often write their M.A. or Ph.D. exams and theses soon after completing the ESL Composition sequence. The ESL Composition Program also offers elective courses, EDUTL 6911, 6912 & 6913 to help graduate students with those tasks.
- Office of Diversity and Inclusion
 - <https://odi.osu.edu/graduateprofessional>
- Office of Responsible Research Practices
 - <https://orrrp.osu.edu/>
- Spoken English Program
 - <https://esl.ehe.osu.edu/programs/spoken-english-program/>
- University Libraries
 - <https://library.osu.edu/>
 - Research Commons: <https://library.osu.edu/researchcommons/>
 - The Research Commons provides a suite of services and a space through which researchers can explore collaborative, interdisciplinary, and emerging research methods and connect with experts for support at any stage of the research process. Browse our focus areas and let us know how we can support your research!
- Office of Distance Education and eLearning (ODEE)
 - <https://odee.osu.edu/>

- Office of Student Financial Aid
 - <https://www.sfa.osu.edu/>
- University Bursar
 - <https://busfin.osu.edu/bursar>
- Student Services Center – Buckeye Link
 - <https://contactbuckeyelink.osu.edu/>
- University Registrar
 - <https://registrar.osu.edu/>
- Office of Disability Services
 - <https://slds.osu.edu/>
 - Student Life Disability Services collaborates with and empowers students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life.
- Office of Institutional Equity
 - <https://equity.osu.edu/>
 - The Office of Institutional Equity exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination and sexual misconduct. This centralized office houses the university’s Americans with Disabilities Act (ADA), Affirmative Action and Equal Employment Opportunity (EEO), Protection of Minors, and Title IX functions. University policies and changes to the Student Code of Conduct were updated effective Aug. 1, 2019, to reflect the Office of Institutional Equity.
- ADA Coordinator’s Office
 - <https://ada.osu.edu/>

Campus Life:

- University Housing
 - <https://housing.osu.edu/>
- Dining Services
 - <https://dining.osu.edu/>
- The Faculty Club
 - <https://www.ohio-statefacultyclub.com/>
- Student Legal Services
 - <https://studentlegal.osu.edu/>
- CampusParc
 - <https://osu.campusparc.com/>
- Campus Area Bus Service – CABS
 - <https://ttm.osu.edu/cabs>
- Central Ohio Transportation Authority – COTA
 - <https://www.cota.com/>
- Bike/Scouter Sharing programs and Chip Your Bike
 - CoGo Bike Share: <https://cogobikeshare.com/how-it-works>

- Lime: <https://www.li.me/en-us/home>
- Bug Your Bike: <https://dps.osu.edu/resources/bug-your-bike>
 - This free program includes bicycle registration and a radio frequency identification device (RFID) for bicycles. Your chances of retrieving a lost or stolen bike are greatly increased if it's registered. Register your bicycle online for more details.
- Lyft Ride Smart at Ohio State
 - <https://ttm.osu.edu/ride-smart>
 - Lyft Ride Smart at Ohio State offers eligible students discounted rides, inside the university-designated service area, from 7 p.m. to 7 a.m. Ohio State contributes \$4.00 toward the cost of the ride. The student will pay the remaining amount. Prices may be impacted by distance, traffic, time of day, special events and prime time surcharges.
- Adaptive Transportation
 - <https://ttm.osu.edu/paratransit>
 - The paratransit service provides curb to curb transportation, both on and off campus. While the majority of rides are scheduled in advance, we accept on-demand rides as the schedule permits. Students can request to be added to the eligibility list by calling the department at 614-292-6202 and submitting a Paratransit Services Request Form that has been signed by a health-care provider.
- OSU Public Safety
 - <https://dps.osu.edu/>
- Buckeye Alert
 - <https://dps.osu.edu/alert-notices>
 - Ohio State's Department of Public Safety uses a variety of methods to communicate with the campus community. These include but are not limited to the Buckeye Alert System, Public Safety Notices and off-campus Neighborhood Safety Notices. These methods are supported by the Department of Public Safety website, social media, traditional media and other communication channels. The Buckeye Alert System is a multi-modal, emergency notification system that includes nearly two dozen communication methods. The Buckeye Alert System integrated new technology in 2016 to enhance the timely sharing of safety information. Buckeye Alerts, often sent via text message, are issued when it is determined that the campus community needs to take immediate action to remain safe.
- Black Graduate and Professional Student Caucus
 - <http://org.osu.edu/bgpsc/>
 - The purpose of the Black Graduate and Professional Student Caucus at The Ohio State University is to promote academic, cultural, service, and social programs for the University community, the Black community, and for Black graduate and professional students in particular. The Caucus also provides a forum in which the Black graduate and professional student body may present, discuss, and act upon

issues relative to its role in the academic and non-academic aspects of the University community.

- SACNAS Chapter at The Ohio State University
 - <https://u.osu.edu/sacnaschapterosu/>
 - The Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS – sacnas.org) is a society of scientists dedicated to fostering the success of Chicano/Hispanic and Native American scientists — from college students to professionals — to attain advanced degrees, careers, and positions of leadership in science.
- Council of Graduate Students - CGS
 - <https://cgs.osu.edu/>
- Inter-Professional Council – IPC
 - <https://ipc.osu.edu/>
- University Interfaith Council
 - <https://u.osu.edu/interfaith/>
- Women's Place
 - <https://womensplace.osu.edu/>
 - The Women's Place serves as a catalyst for institutional change to expand opportunities for women's growth, leadership and power in an inclusive, supportive, and safe university environment consistent with the goals of the Academic and Diversity Plans.
- Multicultural Center – MCC
 - <https://mcc.osu.edu/>
 - The MCC offers several hundred programs a year - cultural and intercultural celebrations, heritage and awareness events, dialogues, workshops, student leadership and cohort meetings, prejudice-reduction training, wellness initiatives and Social Justice Engagement courses.
- Graduate Association of Latin@/Latin American Students (GALA)
 - <https://www.facebook.com/groups/lgpsa>
 - The Graduate Association of Latin@/Latin American Students (GALA) formerly recognized as the Latino/a Graduate and Professional Student Association (LGPSSA) is the oldest Hispanic organization on campus; we have been here for over a decade! GALA was created for you, Latino/a and Latin American graduate and professional students, as a means of promoting personal and professional development, and providing support and assistance in the goal of academic success at OSU. Simultaneously, GALA is committed to promote and facilitate social and cultural awareness and activities according to the needs of its members. This is done by providing coordinating services, program and activities for students and academic community. Our main goal is to provide social activities and gatherings that give students the opportunity to interact with Latino/a and Latin American students. We are also committed to providing students with outreach opportunities both within the university community and beyond.
- International Friendships (IFI)

- <https://ohiostate.ifiusa.org/>
- International students often struggle with culture shock, stress, and loneliness when leaving their homes to study in the US. International Friendships, Inc. (IFI) is a national organization partnering with local churches, universities, and volunteers to provide life-changing hospitality and friendship to international students.
- Student Activities
 - <https://activities.osu.edu/>
 - Student Activities creates transformational involvement and leadership opportunities with over 1,400 student organizations, immersive service trips and initiatives to serve locally. Our major campus events, like Welcome Week and Homecoming, are among the most dynamic and exciting aspects of life outside the classroom at Ohio State.

Social/Entertainment

- OUAB Grad/Prof
 - <https://ouab.osu.edu/grad-prof>
 - The Ohio Union Activities Board (OUAB) strives to provide diverse programs and events that are educational, entertaining, and thought-provoking for students on the Columbus Campus. The Graduate and Professional student committee of OUAB designs and executes over 200 programs that are intentionally created to enhance the graduate and professional student experience. In an effort to provide holistic opportunities, we offer programs in five key areas – Professional Growth, Personal Enrichment, Social, Family-friendly and Special Events
- D-Tix
 - <dtix.osu.edu>
 - With a student budget in mind, Ohio State's Discount Ticket Program (D-Tix) offers tickets to Columbus-area shows, museums, concerts, sporting events, and more at an exclusive rate. D-Tix is funded by the student activity fee and available to current Columbus Campus Ohio State undergraduate, graduate, and professional students. Students can get their D-Tix tickets at the Information Center in the Ohio Union.
- The Schottenstein Center
 - <https://www.schottensteincenter.com/>
- The Wexner Center for the Arts
 - <https://wexarts.org/>
 - The Wexner Center for the Arts is The Ohio State University's multidisciplinary, international laboratory for the exploration and advancement of contemporary art. Through exhibitions, screenings, performances, artist residencies, and education programs, the Wexner Center acts as a forum where established and emerging artists can test ideas and where diverse audiences can participate in cultural experiences that enhance the understanding of the art of our time. In its programs, the Wexner Center balances a commitment to experimentation with a

commitment to traditions of innovation and affirms the university's mission of education, research, and community service.

- College of Music
 - <https://music.osu.edu/>
- Department of Theatre, Film and Media Arts
 - <https://theatreandfilm.osu.edu/>
- Department of Dance
 - <https://dance.osu.edu/>
- The Ohio Union
 - <https://ohiounion.osu.edu/>
- Experience Columbus
 - <https://www.experiencecolumbus.com/>
- The Columbus Association for the Performing Arts – CAPA
 - <https://www.capa.com/>
- Bridgepark
 - [Bridge Park](#)
 - Walkable community in downtown Dublin, OH, featuring local shops and eateries.
- COSI
 - <https://cosi.org/>
 - COSI is a nationally esteemed science center that has delighted Central Ohio with all things science for 55 years, inspiring interest in science, technology, engineering, and math (STEM) topics and delivering our experiential, "hands-on fun" brand of learning. As a trusted educational resource for families, schools, and community partners, COSI is an essential element of our community, engaging more than one million people annually through onsite, offsite, and online experiences. COSI - like science - is for everybody: all ages, backgrounds and abilities.
- Franklin Park Conservatory
 - <https://www.fpconservatory.org/>
 - Franklin Park Conservatory and Botanical Gardens is Central Ohio's premier botanical garden and home to the iconic John F. Wolfe Palm House which dates back to 1895. Situated just east of Franklin Park, the Conservatory is approximately two miles from downtown Columbus. The visitor experience spans about 13-acres and is comprised of the Conservatory building, The Scotts Miracle-Gro Foundation Children's Garden and the Grand Mallway. The experience consists of botanical biomes, lush gardens, special horticulture and art exhibitions, and seasonal offerings. A collection of glass works by artist Dale Chihuly is also on display and included with admission. The Scotts Miracle-Gro Company Community Garden Campus is a sprawling 4-acre garden adjacent to the visitor experience that encompasses an apiary, rose pavilion, berry house and 40 community garden plots as well as, a demonstration kitchen and Live-Fire

Cooking Theater. This area is open to the public at no charge from dawn until dusk.

- Professional Sports Teams
 - Columbus Crew: <https://www.columbuscrew.com/>
 - Columbus Blue Jackets: <https://www.nhl.com/bluejackets>
 - Columbus Clippers: <https://www.milb.com/columbus>
- Columbus Zoo and Aquarium/Zoombezi Bay
 - <https://www.columbuszoo.org/>
 - <https://zoombezibay.columbuszoo.org/home>
- Columbus Symphony
 - <https://columbussymphony.com/>
- Shopping (Easton, Tuttle, Short North, Polaris)
- Nationwide Arena
 - <https://www.nationwidearena.com/>
- Express Live!
 - <https://promowestlive.com/our-venues/express-live>
- Newport
 - <https://promowestlive.com/our-venues/newport-music-hall>
- Lincoln Theatre/King Arts Complex
 - <https://www.lincolntheatrecolumbus.com/>
 - First opened in 1928, the Lincoln Theatre is a landmark in African-American and jazz history. Having undergone a \$13.5 million renovation in 2009, funded by a partnership of public and private support, the Lincoln is a multi-use, state-of-the-art performing arts and education center, providing a bustling hub of activity 365 days a year with performances, rehearsals, and classes, as well as a wide variety of community events such as film festivals, meetings, and receptions.
 - <https://kingartscomplex.com/>
 - Opened in March 1987, after the renovation of the Pythian Theater, The King Arts Complex is located on the near East side of Columbus, Ohio, in one of the oldest areas of African-American life in the city. With an additional renovation, Phase II opened in October 1989 creating a 60,000 square foot facility. Serving as a major anchor for development in the King-Lincoln District, The King Arts Complex is an oasis for cultural and educational activities as well as community facility for special events.
- Columbus Museum of Art
 - <https://www.columbusmuseum.org/>
 - Columbus Museum of Art's mission is to create great experiences with great art for everyone. Whether we are presenting an exhibition, designing an art-making activity, or giving visitors directions, we are guided by a vision to connect people and art. CMA nurtures that connection and removes barriers between our community and our collection.
- Kelton House Museum and Gardens

- <https://keltonhouse.com/>
- Step back in time and immerse yourself in the Victorian Era through the eyes of the Kelton family. Built in 1852, this historic landmark incorporates elements of the Greek Revival and Italianate styles and was part of the Underground Railroad. Rooms are decorated to display the style and materials that were available during this time period; most of the furnishings that visitors see were owned by the Kelton family. The gardens feature statuary, lattice work, hedges and diverse plant specimens that demonstrate a Victorian sensibility. Today, the Kelton House Museum & Garden offers house tours, educational opportunities, or a unique experience for your next event.
- Thurber Center
 - <https://www.thurberhouse.org/>
- Shadowbox Live
 - <https://shadowboxlive.org/>

Health and Wellness:

- Student Wellness Center
 - <https://swc.osu.edu/>
 - The Student Wellness Center at The Ohio State University empowers students to strive for balance and wellness. Wellness is an active, ongoing process which involves becoming aware of and taking steps toward a healthier, happier, more successful life.
- Counseling and Consultation Services
 - <https://ccs.osu.edu/>
 - CCS provides individual and group mental health services, psychoeducational prevention and outreach programming to currently enrolled undergraduate, graduate, and professional students. We also work with spouses/partners of students who are covered by the Student Health Insurance Benefits Plan.
 - The College of Engineering has two embedded counselors available for our students: [College of Engineering : Counseling and Consultation Service \(osu.edu\)](#)
- Student Health Services at Wilce Student Health Center
 - <https://shs.osu.edu/>
 - The Wilce Student Health Center, Student Life Student Health Services (SLSHS), is a Joint Commission accredited outpatient facility providing a variety of health care services to the student population. All students enrolled at the university are eligible to use SLSHS.
- OSUWMC
 - <https://wexnermedical.osu.edu/>
- Optometry
 - SHS Optometry Clinic: <https://shs.osu.edu/services/optometry/>
 - College of Optometry - Optometry Services: <https://greatvision.osu.edu/>
- Dental Services

- SHS Dental Services: <https://shs.osu.edu/services/dental-services>
 - Dental Faculty Practice: <https://smileexperts.osu.edu/>
 - Dental Clinics: <https://dentistry.osu.edu/patients/ohio-state-dental-clinics>
- Rec Sports
 - <https://recsports.osu.edu/>
 - Recreational Sports offers members of The Ohio State University community an extraordinary experience to live active and meaningful lives while on-campus. The unit is enhanced by its award winning indoor and outdoor facilities, including five indoor locations and spacious parks and outdoor space.
- OUAB Grad/Prof
 - <https://ouab.osu.edu/grad-prof/personal-enrichment-programs>
- Suicide Prevention Program
 - <https://suicideprevention.osu.edu/>
 - The Ohio State University Suicide Prevention Program (OSUSPP) works to engage a campus community of nearly 100,000 students, staff and faculty through education, outreach and advocacy. We are committed to creating a systematic, inclusive, diverse, and coordinated effort where suicide prevention is seen as a shared campus responsibility.
- Equitas Health
 - <https://equitashealth.com/>
- Columbus Public Health
 - <https://www.columbus.gov/publichealth/>
- Buckeye Wellness
 - <https://wellness.osu.edu/faculty-and-staff/buckeye-wellness>
 - Buckeye Wellness is part of the university-wide health and wellness initiative striving to make Ohio State the healthiest campus in the world. Under the leadership and direction of Chief Wellness Officer and Vice President of Health Promotion Bernadette Melnyk, Buckeye Wellness provides innovative and evidence-based programs to help individuals optimize their well-being, based on the nine dimensions of wellness. We're working diligently to make healthy choices easier for faculty, staff and students — through awareness and education, programs, activities and events.
- Columbus and Franklin County Metro Parks
 - <https://www.metroparks.net/>
 - The Columbus and Franklin County Metro Parks offers more than 20 parks with over 200 miles of trails for both beginner trailblazers and veteran runners. Terrains vary from flat fields and rocky ravines to breakneck bluffs and rugged ridges. The parks and trails are beautiful any time of year from the changing of leaves in the fall to the blooming of flowers in the spring.
- Columbus Recreation and Parks Department
 - <https://www.columbus.gov/recreationandparks/>
 - The Columbus Recreation and Parks Department offered more than 400 parks on 12,000+ acres, with 29 community centers, five athletic complexes, six golf

courses, 120 miles of trails, five splash pads and interactive fountains, eight pools and an indoor aquatic center, fourteen nature preserves, three reservoirs, five dog parks, a skate park and have a range of programs for toddlers to seniors.

Professional Development:

- OUAB Grad/Prof
 - <https://ouab.osu.edu/grad-prof/professional-growth-programs>
- CCSS/Buckeye Careers
 - [Career Services Offices : Buckeye Careers \(osu.edu\)https://careers.osu.edu/](https://careers.osu.edu/)
- Various college career services offices
 - [College of Engineering Career Services](#)
- Drake Institute
 - <https://drakeinstitute.osu.edu/>
- Council of Graduate Students – Funding Opportunities
 - <https://cgs.osu.edu/funding-opportunities/>
- IPC Funding Opportunities
- Interprofessional Council Versatile PhD
 - go.osu.edu/vphd
- My IDP
 - <https://myidp.sciencecareers.org/>
- KBK Center
 - https://activities.osu.edu/involvement/student_organizations/kbkcenter/
- KBK Buckeye Social Entrepreneurship Program
 - <https://bsep.osu.edu/>
- Buck-i-SERV
 - <https://buckiserv.osu.edu/>

Family:

- OUAB Grad/Prof
 - <https://ouab.osu.edu/grad-prof/family-friendly-programs>
- ACCESS Collaborative
 - <https://odi.osu.edu/access-collaborative>
- OSU Child Care Program
 - <https://hr.osu.edu/child-care-program/>
- Schoenbaum Center
 - <https://earlychildhood.ehe.osu.edu/school>
- Nisonger Center
 - <https://nisonger.osu.edu/clinics-services/child/early-childhood-education-programs/full-day-childcare-program/>
- Rec Sports
 - [Community and Campus Programs : Recreational Sports \(osu.edu\)](#)
- Columbus Zoo and Aquarium/Zoombezi Bay

- <https://www.columbuszoo.org/>
- <https://zoombezibay.columbuszoo.org/home>
- Columbus Museum of Art
 - <https://www.columbusmuseum.org/>
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- Columbus Public Library
 - <https://www.columbuslibrary.org/>
 - Open to all since 1873, the 23 locations in Franklin County offer diverse and expansive materials and programming.
- COSI
 - <https://cosi.org/>
 - COSI is a nationally esteemed science center that has delighted Central Ohio with all things science for 66years, inspiring interest in science, technology, engineering, and math (STEM) topics and delivering our experiential, "hands-on fun" brand of learning. As a trusted educational resource for families, schools, and community partners, COSI is an essential element of our community, engaging more than one million people annually through onsite, offsite, and online experiences. COSI - like science - is for everybody: all ages, backgrounds and abilities.
- Franklin Park Conservatory
 - <https://www.fpconservatory.org/>
 - Franklin Park Conservatory and Botanical Gardens is Central Ohio's premier botanical garden and home to the iconic John F. Wolfe Palm House which dates back to 1895. Situated just east of Franklin Park, the Conservatory is approximately two miles from downtown Columbus. The visitor experience

spans about 13-acres and is comprised of the Conservatory building, The Scotts Miracle-Gro Foundation Children's Garden and the Grand Mallway. The experience consists of botanical biomes, lush gardens, special horticulture and art exhibitions, and seasonal offerings. A collection of glass works by artist Dale Chihuly is also on display and included with admission. The Scotts Miracle-Gro Company Community Garden Campus is a sprawling 4-acre garden adjacent to the visitor experience that encompasses an apiary, rose pavilion, berry house and 40 community garden plots as well as, a demonstration kitchen and Live-Fire Cooking Theater. This area is open to the public at no charge from dawn until dusk.

Misc.:

- OSU Votes
 - <https://activities.osu.edu/involvement/osuvotes/>
- City of Columbus
 - <https://www.columbus.gov/>
- BMV
 - <https://www.bmv.ohio.gov/>
- Willie J. Young, Sr. Off-Campus and Commuter Student Engagement
 - <https://offcampus.osu.edu/>