

# ACEL Graduate Program Handbook

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**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

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## I. Introduction

The Agricultural Communication, Education and Leadership (ACEL) graduate program in the Department of Agricultural Communication, Education, and Leadership (ACEL <http://acel.osu.edu/>) offers graduate programs leading to the Master of Science (M.S.), Master of Education (M.Ed.) and Doctor of Philosophy (Ph.D.) degrees conferred by the Graduate School of The Ohio State University (OSU). ACEL policies about graduate programs, in addition to those prescribed by the university and the OSU Graduate School, are monitored by the ACEL Director of Graduate Studies (DGS) who serves as chair of the ACEL Graduate Studies Committee (GSC).

This handbook describes policies approved by the ACEL graduate faculty that further define and expand upon the policies of the OSU Graduate School. This handbook should be used in conjunction with the OSU *Graduate School Handbook* which can be accessed through the link: <http://gradsch.osu.edu/Depo/PDF/Handbook.pdf>

## II. Philosophy Statement on Graduate Education

The foundation for graduate study in education, communication, and community leadership includes the behavioral and social sciences and the history and philosophy of education, communication, and community leadership. Education and communication, as branches of knowledge and learning, are complementary as both draw from similar philosophical, theoretical, and empirical foundations and each contributes to the study and practice of the other. Students pursuing graduate study in ACEL learn to understand and use knowledge grounded in foundation disciplines for planning, implementing, and evaluating education, communication, and community leadership programs in food, agricultural, and environmental sciences.

The substance and process of graduate study must ensure that graduates:

- pursue knowledge and understanding as scholars;
- acquire theoretical knowledge and practical skills in one or more areas of specialization in education or communication;
- are appreciative of the role of systematic study and inquiry in the formulation and improvement of policy and programs, are discerning consumers of research, and have demonstrated competence in conducting and reporting research;
- exhibit openness and respect for diverse views and opinions; and
- seek new knowledge and experiences in the pursuit of and commitment to lifelong learning.

## III. Graduate Studies Committee (GSC)

Refer to Section 13 of the OSU *Graduate School Handbook* for the Purpose, Membership, Selection, and Responsibilities of the ACEL Graduate Studies Committee.

- A. Responsibilities: Perform the responsibilities described in Section 1 (Role of Graduate Studies Committees) of the *Graduate School Handbook*.
- B. Membership
  - a. Three faculty members holding graduate faculty status and appointed by the ACEL department chair. Each term of membership is for three years on a rotational basis.

- b. The chair of the committee (hereafter referred to as the Director of Graduate Studies, (DGS) is elected for a two-year term by the ACEL chair.
  - c. A representative of the ACEL graduate students will be chosen by the Graduate Student Association to attend meetings. This student will not have voting privileges.
- C. Advisers and Committee
- a. The DGS will appoint each student a temporary adviser at the start of the graduate program. The student, in consultation with the temporary adviser and/or DGS, will propose a permanent adviser and program committee. The DGS will assign the permanent adviser using the [“Adviser Notification Form: Agricultural Communication, Education and Leadership.”](#) Faculty members should be consulted in advance and agree to serve as the permanent adviser.
  - b. A change in adviser may be requested by the adviser or student, in writing, to the DGS on the [“Adviser Notification Form: Agricultural Communication, Education, and Leadership](#) The DGS, in consultation with the parties involved, may appoint a new adviser.
  - c. Changes in membership of the program committee may be made upon approval by the adviser and student. The adviser will notify affected faculty members.

## IV. Graduate Faculty Membership

Refer to Section 12 of the *Graduate School Handbook* for rules pertaining to graduate faculty membership. Guidelines on how to become a member of the Graduate Faculty and for obtaining Category M status are enumerated there.

Guidelines for Determining Qualifications for Category P in the Graduate School:

- A. Nominees for Category P status must be familiar with Sections 1-5 of the *Graduate School Handbook* as well as this *ACEL Graduate Program Handbook* and must accept the responsibilities outlined in those sections if granted Category P status.
- B. All nominees must submit a letter of intent to gain P status along with a current CV, to serve as the application, to the ACEL DGS.
- C. All current Category P faculty members in the ACEL graduate program will be notified when a candidate has submitted an application for Category P status. Category P faculty members shall review the application and provide comments, should they desire, to the ACEL DGS. A simple majority vote of all Category P graduate faculty in ACEL is required for approval.
- D. Nominees must hold a doctoral degree.
- E. Nominees should be contributors to the graduate program in the department by regularly teaching graduate level courses and/or directing independent study and research.
- F. Nominees must have an active, focused research program, constituted through mutual agreement with the department chair and evaluated by the department chair.
- G. Nominees will have advised master's candidates to completion, some of which must have been Master of Science candidates.
- H. Nominees will have, generally, co-advised at least one doctoral student with an experienced Category P faculty member at OSU or advised doctoral students at another institution. Exceptions will be considered where the special technical expertise of the faculty member is necessary to direct the work of students where other faculty members do not have expertise.

- I. Nominees will have demonstrated a sustained record of dissemination of scholarly work through peer-reviewed papers and journal articles.

## V. Admission

Refer to Section 2 of the *Graduate School Handbook* for policies regarding admission to the Graduate School.

- A. Department standards for admission of graduate students (in addition to those of the OSU Graduate School) are:

### **Master's Program**

1. Minimum cumulative undergraduate grade point average of 3.0 on a scale of 4.0.
2. Students with a grade point average lower than 3.0 will be required to submit GRE scores. In this case, applicants should have a minimum GRE score at the 40<sup>th</sup> percentile (Verbal and Quantitative) for domestic and international applicants.
3. Applicants must submit a one-page Statement of Intent which describes a career objective consistent with the department's mission.
4. Applicants interested in a fellowship or assistantship must submit a resume/CV.
5. Three letters of recommendation that attest to the applicant's academic performance and potential ability to complete the graduate degree requirements.

- B. Departmental standards for admission of students to the doctoral degree program, in addition to those of the OSU Graduate School, are:

### **Doctoral Program**

1. Minimum cumulative undergraduate grade point average of 3.0 on a scale of 4.0.
2. Students with a grade point average lower than 3.0 will be required to submit GRE scores. In this case, applicants should have a minimum GRE score at the 50<sup>th</sup> percentile (Verbal and Quantitative) for domestic and international applicants.
3. Applicants must submit a one-page Statement of Intent which describes a career objective consistent with the department's mission.
4. Applicants interested in a fellowship or assistantship must submit a resume/CV no later than December 15 for consideration for a fall appointment.
5. Applicants should have a minimum of two years of professional experience (as defined by the graduate committee) in the area of specialization for their graduate program.
6. Applicants should have successfully completed foundational courses in their area of specialization or be willing to remediate any deficiencies. Remedial courses will not be used to meet minimum degree requirements.
7. If a Master's degree was completed in ACEL at The Ohio State University, or in another department at OSU, applicants should complete the Request to Transfer Graduate Programs" (<http://gradsch.osu.edu/Depo/PDF/TransferGradProgram.pdf>) form (an OSU Graduate School application is not required). Each applicant must submit a Statement of Intent and three letters of recommendation that attest to the applicant's academic performance and potential ability to complete the graduate degree requirements.

- C. A request to transfer to the ACEL graduate program from another OSU graduate program (see *Graduate School Handbook section 2.9*) must be initiated by the applicant, a section completed

by the student's current department, and submitted to the Graduate School. It is then sent to the ACEL Director of Graduate Studies (DGS). In addition, the applicant must submit a Statement of Intent and three current letters of recommendation written specifically for the ACEL graduate program. A copy of the original set of Graduate School application materials will be requested from the original department.

- D. Admission Classifications
- a. Students can be admitted under one of four classifications: regular, graduate non-degree, conditional, or the Graduate Bridge Program. More details on these classifications can be found in section 2.4 of the *Graduate School Handbook*.
  - b. If a student has been admitted as a "**Graduate Non-degree Student**," the student's advisory committee may request up to 7 hours of graduate non-degree credit to be counted for the degree program as permitted by the OSU Graduate School.
  - c. Students admitted on a "**Conditional**" status who seek to move to "Regular" status must certify to the DGS and the OSU Graduate School that they have met the specific conditions enumerated at the time of admission. (Note: conditional students are not eligible for Graduate Associate positions.)
  - d. The Graduate Bridge Program (GBP) allows for admission for up to one full consecutive academic year (SU-AU- SP, in any order) allowing under-prepared students, and others in special circumstances, to have graduate standing before entering a program and a full load of prerequisite and/or degree-applicable coursework. Refer to section G.1 of the *Graduate School Handbook* for more details.
- E. Other factors can impact the admission decision, regarding applicants who meet minimum standards, such as the number of graduate faculty with Category P status and the current advisement load of those qualified to advise graduate students. Thus, due to resource limitations, some qualified applicants may be denied admission to the ACEL graduate program.

## VI. Registration and Scheduling

Refer to Section 3 of the *Graduate School Handbook* for policies regarding registration and scheduling.

- A. **Masters or Predoctoral Candidates.** For full-time status, a student must register for the minimum number of regular credit hours as specified for the categories below. Audited credit hours do not count toward the minimum credit hours required for full-time status. However, audited credit hours can be included within the maximum number of credit hours allowed per autumn or spring semester or summer term.
- B. Full-time status for all graduate students who are not yet doctoral candidates (pre-candidacy) is typically 8 to 18 credit hours per autumn or spring semester and 8 to 12 credit hours per summer term. This credit-hour requirement is applicable for their visa and/or financial aid eligibility.
- C. **Doctoral Candidates.** Full-time status for all doctoral candidates, i.e., students who have achieved doctoral candidacy status is 3 credit hours per autumn, spring semester or summer term.
- D. **International Students.** International students are required to register for a minimum of eight credit hours in autumn and spring semesters. Enrollment in the summer term is optional unless the international student is in the first or last term in their program, is participating in a Curricular Practical Training, or is on an appointment as a graduate associate.

- E. **Graduate Associates.** Graduate associates holding 50 percent or greater appointments must register for at least eight credit hours per autumn or spring semester, and at least four credit hours in summer term. GAs holding a 25 percent appointment must register for at least four credit hours per autumn or spring semester and two credit hours in summer term. Doctoral candidates must register for at least three credit hours each autumn or spring semester or summer term an appointment is held. These registration requirements can include research hours.

## VII. Course Credit, Marks, and Point-Hour Ratios

Refer to Section 4 of the *Graduate School Handbook* for policies regarding course credit, marks, and point-hour ratios.

## VIII. Academic Standards

Refer to Section 5 of the *Graduate School Handbook* for policies regarding academic and professional standards. Students in good standing must maintain a graduate cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate courses and maintain reasonable progress toward graduate program requirements.

The following rules pertain to academic standards for graduate students in the ACEL graduate program:

- A. Academic action: Cumulative point-hour ratio (CPHR)

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

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

Graduate students on academic probation may not register for a subsequent term until grades from the most recently-enrolled/current semester are reported.

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

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

**Academic dismissal.** A student who is on probation and who does not raise the graduate cGPA to 3.0 or better at the end of the probation period may be dismissed from the university at the

discretion of the Graduate School following consultation with the student's Graduate Studies Committee chair. If there are extenuating circumstances, the Graduate Studies Committee may petition the Graduate School for an exception to this policy.

Students who have been denied permission to register, may petition to the ACEL DGS for reinstatement to the ACEL graduate program. The petition must include a letter of recommendation from the student's current faculty adviser.

B. Academic action: Reasonable progress

Students who are not making reasonable progress toward completion of a degree objective in the ACEL graduate program as judged by the academic adviser and advisory committee may be denied further registration in the ACEL graduate program.

## IX. Master's Degree Programs

Refer to Section 6 of the Graduate School Handbook for policies regarding Master's degree programs. The ACEL graduate program offers two Master's degree programs: the Master of Science (M.S.) and the Master of Education (M.Ed.). The M.S. degree is also available as a fully on-line degree program. The general requirements for both degrees are described below, followed by the specific requirements for each program.

A. General Requirements for all Master's degrees

1. Upon admission to the program, the DGS will appoint a temporary faculty adviser. Student interests and faculty members' competencies, availability, and responsibilities will be important factors in adviser assignments. Students also have the option of selecting another faculty member as their permanent adviser if that person is agreeable.
  - a. A change in adviser may be requested by the adviser or student, in writing, to the DGS on the ["Adviser Notification Form: Agricultural Communication, Education, and Leadership"](#). The DGS, in consultation with the parties involved, may appoint a new adviser.
2. The student (in collaboration with their adviser) will identify at least one additional faculty member to serve with the adviser as the committee. For committees with more than two members, the majority of the committee must be from the ACEL graduate program.
3. Candidates must complete a minimum 30 semester hours of graduate credit for the Master of Science (M.S.) degree for thesis option and 35 semester hours for non-thesis option (Note: minimum of 35 hours for the M.Ed. degree). At least 24 semester hours of graduate credit must be completed at OSU over a period of at least two semesters.
4. Master's degree programs are planned by the student, their faculty adviser, and advisory committee and submitted to the DGS before 15 credit hours are completed. The DGS will communicate any concerns about the proposed program to the student's faculty adviser.
5. Master's programs must be completed within six years from the term of the first course counted on the graduate degree program. If the degree program is not completed within six years, then all course work taken more than six years previously must be replaced with new course work (or competence must be documented in the courses by taking an examination or presenting a portfolio demonstrating the student's competence).

6. Prior to applying to graduate, the student must submit: (a) Final Program Plan (as completed), (b) Preliminary Degree Checklist, and (c) Advising Report to the DGS for review before the "Application to Graduate" form will be signed.
7. Attendance during the Master's oral examination is open for the first 30 minutes of the exam. The final hour and a half is limited to the candidate and members of the student's advisory committee.
8. The adviser of the Master's candidate must notify the DGS of the result of the Master's exam. The advisory committee vote must be unanimous in order to pass.
9. A student may earn a master's degree on the basis of satisfactorily completing the doctoral candidacy examination in the same graduate program under the following conditions: it is recommended by the student's advisor and the Graduate Studies Committee; the student does not already hold an equivalent master's degree in the same field; the student submits the Application to Graduate form by the published deadline; graduation deadlines established by the Graduate School are met; and candidacy for the doctorate has not expired.

#### B. Master of Science (M.S. – Thesis and Non-Thesis)

1. The Master of Science degree will focus on one of five areas of specialization: Agricultural Communication, Agricultural Education, Community & Extension Education, International Development, or Leadership. Each M.S. program must have a minimum of 30 semester credit hours for the thesis option or 35 semester hours for the non-thesis option. M.S. programs include a thesis or non-thesis (project or coursework) option that reflects individual scholarship and addresses a topic significant and important to the student's specialization area. The non-thesis option requires a written exam which may be a closed-book examination or an alternative format such as a project or substantial paper as determined by committee.
2. A minimum of 20 semester credit hours must be ACEL courses.
3. Each program includes core courses to ensure that the candidate develops an understanding of:
  - a. historical and philosophical foundations
  - b. research methods
  - c. theoretical foundations in specialization
4. Students who lack course work or experience in the international arena are also encouraged to include a global/international dimension (e.g. course, seminar, or experience) in their program.
5. ACEL Master's degree students are encouraged to complete courses outside of ACEL that are related to the candidate's area of professional interest. The student, adviser, and the advisory committee are responsible for defining the content and scope of all courses included in the program, both inside and outside of ACEL.
6. No more than 7 semester credit hours of Individual Studies in ACEL (8193) may be applied to the Masters degree, and no more than 10 total hours of Individual Studies (from ACEL and other graduate programs combined) can be counted toward the Masters degree.
7. Candidates applying for admission to an ACEL Master's degree program and do not have a bachelor's degree in a related discipline (or have at least two years of related, professional experience) may be required to complete up to 9 hours of foundational course work in

related disciplines (e.g. psychology, sociology, education, youth development, communication, leadership, etc.). The student's advisory committee will identify required foundational and prerequisite courses which build on the student's academic record and professional experience. During this process, the student may be asked to provide documentation of their professional experience.

8. Thesis Option

- a. The purpose of a thesis is to discover new knowledge. Students will work closely with their adviser and graduate advisory committee to identify an appropriate topic and conduct research to discover new knowledge in a systematic manner. A student might wish to examine some of the theses completed by former students.
- b. A thesis proposal, normally consisting of Chapters 1, 2 and 3 of the thesis, should be presented to the advisory committee by the student at a meeting to review and approve the thesis project.
- c. The thesis proposal must be formally approved by the committee. Signatures of all advisory committee members and the student are required on the approval form (see appendix C) prior to initiating data collection for the thesis research project.

9. Non-Thesis Option

- a. The purpose of the project is to transform existing knowledge into a more usable form. A project will be a creative endeavor such as a teaching manual, teaching materials project, journal article, student self-study package, video or documentary, communication campaign, evaluation material, or a needs survey. Graduate faculty advisers and the DGS may have examples of past projects available for current students to examine. Upon passing examination of the project it, along with an abstract explaining it, should also be submitted to the
- b. For those choosing the non-thesis option who chose the closed-book, written exam option, all required "core" course work for the degree and specialization must be completed prior to the start of the examination. A minimum 2 hour written exam is required. The examination is prepared, administered, and evaluated by the student's graduate program advisory committee. The written exam shall be orally defended within a month of completion of writing.
- c. The non-thesis proposal or exam must be formally approved by the committee. Signatures of all advisory committee members and the student are required on the approval form (see appendix C) prior to initiating data collection for the thesis project or completing the exam.
- d. A non-thesis project proposal, normally consisting of first three sections should be presented to the advisory committee by the student at a meeting to review and approve the project.
- e. Those selecting the exam option must have a meeting to determine areas to be covered in the exam by the committee members.

10. Students must successfully complete a two-hour final oral exam. A portion of the exam will consist of questioning regarding the core understandings of the program and a portion devoted to defending the thesis or non-thesis component. A unanimous vote of the M.S. examination committee is required for successful completion of the M.S. oral examination.

11. The final oral examination will be conducted in accordance with current Graduate School policies. For the first 30 minutes of the oral exam anyone can be in attendance for the presentation of the thesis or project. During the last hour and a half, only the student, the committee may be in attendance.

#### C. Master of Education (M.Ed)

1. Each M.Ed. program must have a minimum of 35 semester credit hours.
2. A minimum of 24 semester credit hours must be ACEL courses.
3. ACEL Master's degree students are encouraged to complete courses outside of ACEL that are related to the candidate's area of professional interest. The student, adviser and the advisory committee are responsible for defining the content and scope of all courses included in the program, both inside and outside of ACEL.
4. No more than 6 semester credit hours of Individual Studies in ACEL (8193) may be applied to the Masters degree, and no more than 12 total hours of Individual Studies (from ACEL and other graduate programs combined) can be counted toward the Masters degree.
5. The M.Ed. option requires a written exam which may be a closed-book examination or an alternative format such as a project or substantial paper as determined by committee.
6. Students are required to successfully complete a two-hour oral exam, a portion of which will demonstrate knowledge and skills of practice in the area of specialization. In addition, a portion of the oral exam will focus on the student's Master's project. A unanimous vote of the advisory committee is required for successful completion.

## X. Doctoral Degree Program

Refer to Section 7 of the Graduate School Handbook for policies regarding the doctoral degree program.

#### A. Philosophical Tenets of the Doctoral Program

1. Each Ph.D. degree shall be viewed as an individually tailored program of course work and learning experiences designed to fulfill the needs and interests of each student in developing their academic potential as a scholar in their specialization and research.
2. Each Ph.D. program should provide for depth and breadth of knowledge appropriate for the area of specialization. At least one cognate area should be included in addition to the major specialization in ACEL.
3. A variety of experiences in teaching, research, and service activities should be planned for each student. Appropriate internship and/or field experiences may be incorporated in the program to achieve the student's educational and career goals.
4. Students shall assume leadership in working with the faculty adviser in developing and designing an individual program with the advice and consent of the advisory committee.
5. The graduate student's advisory committee is responsible for assisting in planning a rigorous, balanced program, with depth and breadth of course work and professional experiences.
6. Students should work closely with their faculty adviser to begin planning their dissertation research early in the degree program, prior to the completion of the course work.

## B. Student Planning Procedures

Individuals seeking the Ph.D. degree with a major in ACEL are expected to have the necessary background and experiences to enhance their success in the specialization area. Ph.D. students in ACEL shall also be guided by the following policies and procedures.

1. Upon admission to the program, the DGS will appoint a temporary faculty adviser. Student interests and faculty members' competencies, availability, and responsibilities will be important factors in adviser assignments. Students also have the option of selecting another faculty member as their permanent adviser if that person is agreeable.
  - a. A change in adviser may be requested by the adviser or student, in writing, to the DGS on the ["Adviser Notification Form: Agricultural Communication, Education, and Leadership"](#). The DGS, in consultation with the parties involved, may appoint a new adviser.
2. The student (in collaboration with their adviser) will identify at least three additional faculty members to serve with the adviser as a graduate program advisory (program planning) committee. At least three of the committee members (including the adviser) will be faculty in the ACEL graduate program and at least one from outside the major. Major responsibility for planning the Ph.D. program shall rest with the student in consultation with the adviser and graduate program advisory committee.
3. The Ph.D. program for the student should be developed and approved by the graduate student's program planning committee within the first two semesters after initial program enrollment. A copy of the program will be forwarded to the DGS for review and approval.
4. In completing the minimum requirements of 80 semester credit hours (beyond the baccalaureate degree), students should normally plan to complete approximately 74 hours of graduate course work if they do not possess a master's degree. Students with a master's degree accepted for 30 semester credit hours should normally plan to complete approximately 44 hours of course work. Additionally, Ph.D. students are expected to enroll for a minimum of six hours of ACEL 8999 - Dissertation Research.
5. Residency requirements involve a minimum of 3 graduate credits per semester after candidacy.

## C. Candidacy Examination

1. Ph.D. students must successfully complete a written examination near the completion of their course work. All required "core" course work for the degree and specialization must be completed prior to the start of the candidacy examination. The candidacy examination is prepared, administered, and evaluated by the student's graduate program advisory committee. The exam must include the following four areas: research and statistics, ACEL core history and theory, student's primary specialization, and the student's outside cognate area.
2. Students may take the exam as a closed book examinations typically administered during a four-hour period per section in which the student answers questions using a computer in a proctored environment without access to resource materials. Alternatively, students may choose to take a component of the exam in an open book "take home" format that must be completed within a week. The choice of format must be approved by the committee chair.

3. Students should propose a schedule for the candidacy exam to be approved by the graduate program advisory committee. The faculty advisor should request examination questions from the advisory committee at least one month in advance of the scheduled examination.
4. The Graduate School is to be notified, via the Application for Candidacy using [gradforms.osu.edu](http://gradforms.osu.edu) concerning the examination and the members of the graduate program advisory committee, at least two weeks prior to the start of the written examination.
5. Students are responsible for completing all paperwork, securing all needed signatures, and delivering paperwork to the Graduate School by deadline dates.
6. Written and oral examinations will be conducted in accordance with Graduate School policies. Only the student, the graduate program advisory committee, and the Graduate School representative (if required) will be in attendance during the oral portion of the examination. A unanimous vote of the candidacy examination committee is required for successful completion.
7. All oral exams must take place within one month of completion of the written portion and last no longer than 2 hours and no less than an hour.
8. **Decision.** The decision about the outcome of the candidacy examination is reached in the absence of the student. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by posting their decision on the Report on Candidacy Examination that must be submitted to the Graduate School, usually within 24 hours.
  - a. **Satisfactory.** The student is considered to have completed the candidacy examination successfully only when the decision of the candidacy examination committee is unanimously affirmative.
  - b. **Unsatisfactory.** If the examination is judged unsatisfactory, the candidacy examination committee must decide whether the student will be permitted to take a second candidacy examination and must record that decision on the Report on Candidacy Examination.
  - c. **Second Candidacy Examination.** The nature of the second candidacy examination is determined by the candidacy examination committee. Normally the second exam will include both a written and an oral portion. In cases where the student's performance on the first written exam was of such a high caliber that the exam committee does not request any rewrites, then only the oral portion needs to be repeated. The advisor should indicate on the Report on Candidacy Examination from the first attempt that a new written exam will not be required for the second attempt. If any portion of the first written exam was not satisfactory, the exam committee must administer a second written exam. A second oral exam will always be required. The candidacy examination committee for a second exam must be the same as the committee for the first attempt, unless a substitution is approved by the Graduate School. The second candidacy examination must be completed no later than one autumn or spring semester or summer term before graduation. All other rules pertaining to candidacy exams must be followed.
  - d. **Graduate Faculty Representative.** A Graduate Faculty Representative (GFR) will be assigned to serve on the second oral examination. For second examinations, a typed copy of the written examination, including questions, the student's responses, together with a statement of the program's examination format,

policies, and procedures, must be presented to the GFR no less than one week before the oral portion of the exam.

- e. **Failure.** A student who fails the candidacy examination twice is not allowed an additional examination. After two unsatisfactory attempts a student is not permitted to be a PhD candidate in the same or in any other graduate program at this university. A notation of dismissal will be posted on the academic record and further registration will not be allowed. Students can seek admissions to a master's degree program at the university through a transfer of graduate program procedure.
9. A student may earn a master's degree on the basis of satisfactorily completing the doctoral candidacy examination in the same graduate program under the following conditions: it is recommended by the student's advisor and the Graduate Studies Committee; the student does not already hold an equivalent master's degree in the same field; the student submits the Application to Graduate form by the published deadline; graduation deadlines established by the Graduate School are met; and candidacy for the doctorate has not expired.
10. All doctoral candidates must be enrolled in at least 3 credits per semester of candidacy (excluding summer term) until graduation.
11. If a doctoral candidate fails to submit the final copy of the dissertation within five years of being admitted into candidacy, the candidacy is canceled.

#### D. Dissertation Proposals

1. The student and their faculty adviser are responsible for identifying members of the dissertation committee. This dissertation committee may consist of the same or different members than the student's candidacy examination committee. The committee must be at least two other graduate faculty members beyond the adviser.
2. A dissertation proposal, normally consisting of Chapters 1, 2 and 3 of the dissertation, will be presented by the student to the dissertation committee for review and approval.
3. The proposal can be presented at the candidacy exam but may not be included in the two hours of the exam.
4. The proposal must be formally approved by all members of the dissertation committee (with signatures on the approval form, see appendix C) prior to initiating the dissertation research project.

#### E. Final Oral Examination

1. The Graduate School is to be notified via the Application for Final Examination using [gradforms.osu.edu](http://gradforms.osu.edu) and the members of the dissertation committee must approve the dissertation draft as complete and ready for oral defense at least two weeks prior to the scheduled oral examination. It is professional courtesy to allow two weeks for committee to review the dissertation, which would be a total of four weeks before oral examination.
2. Students are responsible for completing all paperwork, securing all needed signatures, and delivering all documents to the Graduate School and the Graduate School Representative by the deadlines. The dissertation must be presented to the Graduate School Representative no less than a week before the final oral examination.

3. The final oral examination will be conducted in accordance with current Graduate School policies. For the first 30 minutes of the exam anyone can be in attendance for the presentation of the dissertation. During the last hour and a half, only the student, the dissertation committee, and the Graduate School Representative may be in attendance.
4. Decision.
  - a. **Satisfactory.** The doctoral candidate is considered to have completed the final oral examination successfully only when the decision of the final oral examination committee (including the GFR) is unanimously affirmative.
  - b. **Unsatisfactory.** If the examination is judged unsatisfactory, the final oral examination committee must decide whether the doctoral candidate will be permitted to take a second final oral examination and must record that decision on the Report on Final Examination. Should the GFR cast the only negative vote at the conclusion of the examination, the matter will be referred to the Graduate School for review.
  - c. **Second Final Oral Examination.** If a second examination is held, the final oral examination committee must be the same as the original one unless a substitution is approved by the Graduate School. All other rules pertaining to final oral examinations must be followed.
  - d. **Failure.** A doctoral candidate who fails the final oral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the final oral examination, a doctoral candidate is not permitted to be a doctoral candidate in the same or in any other graduate program at this university. A notation of dismissal will be posted to the doctoral candidate's academic record and further registration will not be allowed. Such doctoral candidates can seek admission to a master's degree program at this university by utilizing the transfer of graduate program procedure and securing a support

## XI. Special Graduate Programs

Refer to Section 8 of the Graduate School Handbook for policies regarding special graduate programs.

## XII. Graduate Associates

Refer to Section 9 of the Graduate School Handbook for further policies regarding graduate associates.

### Guidelines Related to Graduate Associates

A Graduate Associate (GA) is defined by the Graduate School as a graduate student currently enrolled full-time in the Graduate School who also holds an appointment calling for the performance of such responsibilities as (but not limited to) classroom instruction, student advising, supervision, grading papers and examinations, research, development of curriculum materials, and other scholarly or administrative duties. The title Graduate Associate includes the titles Graduate Administrative Associate (GAA), Graduate Research Associate (GRA), and Graduate Teaching Associate (GTA).

A. Rights and Privileges

All GAs, regardless of position or title, shall be accorded equal rights and privileges by the faculty of the ACEL graduate program unless otherwise specified in this document or in the GA's job description.

B. Course Enrollment Requirements

GAs must take at least 8 credit hours each semester (full time status) when a 50 percent GA appointment is held, except during summer term, when the minimum for full time is 4. Students on 25 percent appointment must carry 4 credits during the semester, except summer term, when the minimum is 2. Once the candidacy exam is passed, the GA may be considered full-time with an enrollment of three semester credits per academic term.

C. Selection Procedures.

The ACEL graduate program encourages potential graduate students from various social, economic, and educational backgrounds to seek admission to Graduate School and to seek employment as GAs. The department will indicate the probable number of GA positions available and the roles and responsibilities of each position.

Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

D. ACEL department chair, DGA, and the Graduate Coordinator have primary responsibility for the selection of GAs from among those graduate students who have indicated, in writing, a desire for appointment as a GA in the department. Both incoming graduate students and continuing students who have been admitted to the ACEL graduate program may apply for a GA appointment. Graduate student applicants are expected to provide all application materials. Students interested in a GA appointment must submit materials no later than December 15 of the previous academic year to be considered for appointment for the following fall.

E. Deadline for Appointments and Acceptances.

The ACEL department chair is expected to provide a written letter of offer for any GA appointment to graduate students at the earliest possible date. This will allow the graduate student ample time to make the necessary arrangements in order to accept the appointment, and it will also enable the department to offer other qualified graduate students appointments should an offer be declined. The graduate student shall indicate in writing, within two weeks after receiving an offer of appointment, his or her decision to accept or decline.

F. Reappointments

Reappointments will be based on satisfactory academic performance, the satisfactory performance of assigned duties, availability of funds, and full-time enrollment as a graduate student in the department. Consistent with the availability of planning information, reappointments will be announced as early as possible. If a reappointment for the next

academic year is not made, the GA's supervisor shall notify the GA as soon as possible after the second to the last week of Spring Semester. Reasons for non-appointment will be given at that time. During the final two weeks of Spring Semester, the GA has the right to initiate an appeal to the department chair. Exceptions to the above schedule may be made in cases of irregular or emergency appointments.

G. Period of Appointment

Normally, GA appointments may be made for 9 or 12 months, as funding permits and the needs of the department and students can be anticipated. University policy prohibits both committing against anticipated funding and over committing existing funds.

H. Stipends

Stipends offered to GAs shall be consistent with policies adopted by the Graduate School, the ACEL graduate program, and the Department of Agricultural Communication, Education, and Leadership. These rates are set annually and are available from the chair of ACEL.

I. Holidays

Graduate associates are entitled to all legal holidays as identified on the University Calendar. Students should check with their graduate supervisor before leaving campus prior to official days off. (Note: GAs do not accrue vacation or sick leave.)

J. Additional Employment Benefits

Additional employment benefits for GAs include eligibility for parking permits, library privileges, health insurance subsidy, and fee authorizations. Office space will be provided to GAs by the ACEL department chair based on availability. Additional benefits may be provided on an annual basis.

K. Early Termination of Appointments

Several reasons exist for why an appointment might be terminated early.

1. Any change in status whereby the student is no longer currently enrolled as a full-time graduate student in the ACEL program.
2. Mutual agreement on termination between the department and the GA
3. Academic and/or job performance consistently below an acceptable level.
4. Lack of funds, early completion of a graduate program, changing to another degree program, or other mutually agreed upon legitimate reasons.
5. If, as a result of a grievance hearing, it is determined that early termination of appointment is justified.

L. Resignation

A GA who voluntarily resigns from the appointment because of unwillingness to perform assigned duties will, in general, not be considered for reappointment. A GA who resigns due to extenuating circumstances, such as health or personal problems, may be considered for reappointment; however, the student will compete at that time with all other applicants for available GA positions.

#### M. Facilities

The department will attempt to provide its GAs with office space and other facilities necessary to perform assigned duties. These include such items as a desk and chair, file space, a mailbox, access to a computer, software, and photocopying equipment (to be used in fulfilling their GA roles and responsibilities).

1. Graduate assistant offices are professional spaces on loan. GAs should treat them as such and not as a personal room. Décor to personalize the desk area is encouraged, but should not be distracting or offensive to others.
2. Because this is a shared environment, GAs should be aware and cognizant as to distractions that family, friends, pets, music, etc. may cause to fellow graduate assistants. We want to be a friendly environment, but not to the detriment of the work of colleagues.

#### N. General Duties and Work Load Guidelines

1. GA duties are determined, in general, by the nature of the specific position (see [Graduate Associate Position Description and Evaluation](#) in appendix C). Normally, a GA, on a 50% FTE appointment, entails service for 20 hours per week. Students on a split appointment (i.e. 25% and 25%) will be required to fulfill 10 hours per week per position. Specific duties shall be detailed in writing to the graduate student by the supervisor. A GA may not accept other gainful employment during his or her tenure without the permission of their GA supervisor.
2. Working on coursework or individual projects is not considered a part of your paid time as a graduate assistant. Based upon your support level (i.e. .5 FTE = 20 hours per work), you will probably be in your office more than your prescribed hours of work unless you have developed a way of work that is conducive to both you and your supervising faculty member(s).
3. Research projects should be coordinated and approved through your advisor at all times. Students are encouraged to present ideas and proposals to faculty members; however, the first priority goes to your assistantship work, followed by research opportunities from your major professor. Additional projects can be completed when these other priorities are met. Aside from the assistantship, at no point should a graduate student publish research without a faculty member from this program, unless given permission by the Director of Graduate Studies or part of research done in conjunction with another university.
4. Graduate teaching assistants are expected to keep in line with FERPA policies and student privacy. GTA's should not discuss the work of a student with other students.

#### O. Supervision of and Vacation for Graduate Associates

1. When a GA is requested to complete activities or assignments for faculty members other than the supervising faculty member; the Graduate Associate, the supervising faculty member, and the other faculty member should reach an agreement beforehand on the nature and duration of the activities and assignments. When a GA does volunteer work not related to the appointment or is completing course requirements, such time is not considered a part of the hours the GA should give to the appointment.

2. A GA does not earn vacation. When it is necessary or desirable for individuals filling these appointments to be away from work, they should make-up the time in advance so there will be no deduction from their pay for the period of absence. This policy also applies to time between semesters as well as during semesters. Such arrangements should be discussed and agreed upon between the GA and the GA supervisor in advance.

P. Performance Evaluation

Graduate associates will be formally evaluated by their faculty supervisor and adviser on an annual basis. Faculty supervisors should provide formative feedback to the GA at least once per semester. At the end of the GAs appointment, the faculty supervisor, adviser, and GSD, should conduct a summative evaluation of the GAs performance with the student using the Graduate Student Evaluation form (see appendix C).

Each full-time graduate student on an appointment should prepare a Graduate Student Self Evaluation (see appendix C) for their adviser and DGS to review near the end of each academic year. This must be submitted at least 2 weeks prior to the performance evaluation interview. Appropriate documentation may be attached including (but not limited to): SEI reports, research papers, journal articles, etc. If a graduate student's adviser is not the same as their GA supervisor, the documentation should be provided to both the adviser and the supervisor. In addition, throughout the appointment period, supervisors are expected to meet with their Graduate Associate(s) to discuss performance, opportunities, observations, and collect documentation that can be used in the performance appraisal. The GA supervisor should involve other faculty members for whom the GA has worked during the year of the appointment. The GA supervisor should use the documentation and feedback from other faculty (if appropriate) to make a recommendation regarding re-appointment to the department chair.

Q. Stipend Increases for Graduate Associates

Stipend increases for graduate associates are determined annually for each fiscal year. Stipend increases will be uniform across GA categories as outlined by departmental policy.

R. Professional Development

The GA and GA supervisor should hold regular (at least monthly) conferences to discuss performance and consider how further professional development may be achieved.

### XIII. Grievance Procedure Guidelines

A. Purpose--To provide a formal procedure for hearing cases brought by or against graduate students in the ACEL graduate program in the following areas:

1. Academic rights and responsibilities
2. Professional rights and responsibilities

B. Structure

1. Departmental Hearing Panel--The panel shall consist of the members of the ACEL Graduate Studies Committee and include two ACEL graduate students recommended by the ACEL Graduate Student Association and acceptable to the DGS. The DGS shall also serve as chair of the panel.

2. Term of Activity--The departmental hearing panel shall be constituted for service throughout the calendar year.
  3. Conflict of Interest--Members of the departmental hearing panel, who are directly involved in a case, shall be disqualified from serving for that specific case. In such instances, the DGS and the president of the Graduate Student Association shall designate alternative ACEL members for the panel.
- C. Procedure: The following guidelines shall govern a grievance hearing.
1. Any member of the academic community in the ACEL graduate program may initiate a case involving the rights and responsibilities of graduate students.
  2. A person having an unresolved grievance may submit a statement of the grievance to the chair of the departmental hearing panel. The chair shall set a hearing date within a reasonable period of time, but no longer than two weeks after the grievance statement is received.
  3. Once a grievance has been filed with the departmental hearing panel, it shall be the responsibility of the chair of the departmental hearing panel to notify in writing all parties involved within five working days. This notification should include information about the nature of the grievance and the parties involved.
  4. At least two days prior to a scheduled hearing, the chair of the departmental hearing panel shall provide the following to all parties involved:
    - a. A written statement of the particular charges;
    - b. Written notification of the time and place of the hearing; and
    - c. A copy of this document (i.e. grievance procedures policy) and all other relevant documents to the grievance hearing.
  5. Each party shall be required to appear in person to present their case. Each party shall be entitled to representation and may call witnesses on their behalf.
  6. All parties shall be entitled to an expeditious hearing. In urgent cases in which it is alleged that a regulation, administrative decision, or action threatens immediate and irreparable damage to any of the parties involved, the departmental hearing panel shall conduct the hearing and arrive at a final disposition of the case with all possible expediency.
- D. Departmental Hearing Panel Decisions and Actions
- The final disposition of the case by the departmental hearing panel should be made known to the parties involved within two weeks after the hearing.
1. The departmental hearing panel may decide as follows:
    - a. Not proven
      - i. There has been no proven infringement of an aggrieved party's rights.
      - ii. There has been no proven neglect of responsibilities on the part of the charged party.

- b. Proven
      - i. There has been a violation of an aggrieved party's rights.
      - ii. A charged party has neglected his or her responsibilities.
  - 2. The departmental hearing panel shall forward its resolution to the chair of ACEL.
  - 3. All parties shall be provided with an explanation of the decision in writing. It shall be the responsibility of the chair of the departmental hearing panel to file a copy of the decision with the graduate student's adviser, and the ACEL department chair.
  - 4. The chair of ACEL shall direct the implementation of the resolution stipulated by the departmental hearing committee.
- E. Appeal of Decisions
  - 1. A party wishing to file an appeal should do so within two weeks following the date of the written decision of the departmental hearing panel.
  - 2. The appeal statement should be filed with the chair of the ACEL DGS, the ACEL department chair, and the Dean of the Graduate School.
  - 3. An appeal hearing should then be conducted by the Graduate School in accordance with their rules and procedures.

## XIV. Code of Ethics

The ACEL graduate program at The Ohio State University is committed to the responsible conduct of scholarly research and to the development of high-quality graduate education. Establishing and maintaining acceptable standards and patterns of behavior for research and graduate study are crucial for preserving the integrity of the profession. A code of ethics offers general guidelines for decision making rather than defining a detailed framework of absolute right and wrong. The primary purpose of identifying acceptable standards of conduct is to create a climate that enhances ethical decision making. The ACEL graduate program believes that ethics training should be an integral component of graduate education and supports the proper conduct of research and graduate education as outlined in the following statements of ethical behavior:

Faculty members, graduate students, and staff in the ACEL graduate program will refrain from:

- A. Plagiarism - any act that involves representing another's language, thoughts, or ideas as one's own original work.
- B. Misuse of Human Subjects - any act that fails to ensure the safety, privacy, and integrity of human beings in a research study.
- C. Fabrication of Data - any act that falsifies research data, misrepresents research findings, or fails to objectively report research results, even when they conflict with personal or sponsor interests or expectations.
- D. Sexual Harassment - any act that transgresses appropriate behavior among faculty members, graduate students and staff, including faculty member-student, student-faculty member, faculty member-faculty member, student-student, staff-faculty member, staff-graduate student, and staff-staff relationships.

- E. Coercion in Selection of Topic/Methods - any act that places unreasonable force upon a graduate student or faculty member to choose a particular research topic and/or method.
- F. Inappropriate Use of University Resources - any act that involves using university resources for personal use.
- G. Inadequate Supervision - any act that jeopardizes a student's research or graduate program of study due to a lack of direction and guidance by a faculty member.
- H. Misrepresentation of Authors - any act that falsifies the authorship of a research manuscript, including lead author and/or percentage of author contribution.
- I. Academic Misconduct - any act that involves cheating, fraud, plagiarism, or other incidents of academic deception.
- J. Delay of Program Completion - any act that involves the unreasonable or purposeful delay of completion of a graduate student's program of study by a faculty member.
- K. Suppression of Academic Freedom - any act that represses differing opinions and discourages open dialogue of diverse ideologies.
- L. Exploitation of Graduate Research/Teaching Associates - any act that involves the inappropriate use of GAs, including excessive loads and responsibilities, unrealistic expectations and demands, and inequity in time commitments.
- M. Inaccessibility to Information and Services - any act that intentionally or unintentionally withholds information and/or services from a graduate student or faculty member.
- N. Discrimination - any act that intentionally discriminates against a graduate student, faculty member, or staff member based upon gender, sexual orientation, religious preference, origin, disability, or race.
- O. Unsatisfactory Progress toward Degree by Graduate Associates - any act that involves the intentional or deliberate postponement of completing a graduate program of study by a student on a paid appointment in the department.
- P. Neglect of Responsibilities - any act that involves the deliberate disregard of teaching duties, research activities, and/or service commitments by a faculty member or graduate student.
- Q. Any faculty member, graduate student, or staff member who engages in unacceptable behavior or improper conduct as outlined in the departmental code of ethics is subject to the policies and rules established by the university or department. Any faculty member, graduate student, or staff member who observes or is subject to violations of the departmental code of ethics is obligated to report to the department chair or other designated university official.

## Appendix A: ACEL Master's Degree Programs

### Contents:

Comparison of M.S. and M.Ed. Programs

Master's Degree Requirements

Master's Degree Program Plan [template]

Master's Degree Planning Checklist

M.S. Program Approval Checklist (Thesis Option)

M.S. Program Approval Checklist (Non-Thesis Option)

M.Ed. Program Approval Checklist

Suggested Thesis Outline

Suggested Master's Project Outline

Summary of Master's Degree Graduation Requirements

<b>Comparison of M.S. and M.Ed. Programs</b>	M.S. Thesis	M.S. Non-Thesis	M.Ed.
Total semester credit hours (minimum)	30	35	35
Minimum credit hours in ACEL	20	24	24
Maximum credit hours of Individual Studies in ACEL 8193	7	7	7
Maximum credit hours of Individual Studies overall	10	12	12
Master's Project/Thesis / Written Exam (minimum of 3 hours)	Thesis ACEL 8999 (3)	Project <u>or</u> Exam ACEL 8998 (3)	Project <u>or</u> Exam ACEL 8998 (3)
Oral Final Examination  (half over core content areas and half over thesis or project/exam)	2 hours	2 hours	2 hours

Note: ACEL Master's degree students are encouraged to complete courses outside of ACEL that are related to the candidate's area of professional interest. The student, adviser and the advisory committee are responsible for defining the content and scope of all courses included in the program, both inside and outside of ACEL.



**ACEL Master's Degree**

**Thesis programs require at least 30 hours.**

**Non-thesis programs require at least 35 hours.**

**Core (9 hours)**

*These courses are required for all students regardless of specialization*

ACEL 7000	Graduate Orientation Seminar (1)
ACEL 8000	Leading through Historical Perspectives (2)
ACEL 8855	Research Methods and Design (3)

**Thesis Students**

ACEL 8877	Data Collection, Analysis & Interpretation (3) <i>*or equivalent data analysis course</i>
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or

**Non-Thesis Students**

ACEL 7700	Documenting Change through Eval & Accountability (3)
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**Program Theory (3 hours)**

*Select one of the following:*

ACEL 8310	<i>Theory of Learning and Cognition (3)</i>
ACEL 8100	Applied Communication Theory and Practice (3)
ACEL 8200	Critical Perspectives in Leadership Development (3)

**Electives (15 hours thesis/ 20 hours non-thesis)**

*Student must consult with advisor*

**Master's Project/Thesis (3 hours minimum)**

ACEL 8998	Research for non-thesis students (1-3)
ACEL 8999	Research for thesis students (1-12)

**\*A minimum of 20 hours must be taken in ACEL Departmental graduate courses.**

**\*\*The student may not have more than 10 hours of Independent Study**

**If you are interested in Agricultural Communication:**

ACEL 7230: Strategic and Program Planning for Visionary Change (3)  
ACEL 7420: Emerging Trends and Issues in ACEL (2)  
ACEL 7700: Documenting Change through Evaluation and Accountability (3)  
ACEL 8100: Applied Communication Theory and Practice (3)  
ACEL 8420: Leadership and Administration in ACEL (3)  
AGRCOMM 5150: Communication Strategies for Change & Development (3)  
COM 6763: Qualitative Methodologies for Communication Research (3)

**If you are interested in Agricultural Education:**

ACEL 7230: Strategic and Program Planning for Visionary Change (3)  
ACEL 7300: Advanced Teaching Methods (3)  
ACEL 7700: Documenting Change through Evaluation and Accountability (3)  
ACEL 7889: Workshop in Agricultural and Extension Education (1-3)  
ACEL 8420: Leadership and Administration in ACEL (3)

**If you are interested in Community & Extension Education:**

ACEL 7230: Strategic and Program Planning for Visionary Change (3)  
ACEL 7320: Adult Learning and Professional Development (3)  
ACEL 7420: Emerging Trends and Issues in ACEL (2)  
ACEL 7520: Human Development & Prog Planning (2)  
ACEL 7700: Documenting Change through Evaluation and Accountability (3)  
ACEL 8420: Leadership and Administration in ACEL (3)  
AGRCOMM 5150: Communication Strategies for Change & Development (3)  
COMLDR5335 Volunteer and Human Resource Management (3)

**If you are interested in International Development:**

AGRCOMM 5150: Communication Strategies for Change & Development (3)  
AGRCOMM 5170: International Development Theory and Practice (3)  
AGRCOMM 5190: Extension Education in Developing Countries (3)  
ACEL 7420: Emerging Trends and Issues in ACEL (2)  
ACEL 7700: Documenting Change through Evaluation and Accountability (3)  
ACEL 8420: Leadership and Administration in ACEL (3)  
ASE 5797: Study Abroad (1-3)

**If you are interested in Leadership:**

ACEL 7230: Strategic and Program Planning for Visionary Change (3)  
ACEL 7320: Adult Learning and Professional Development (3)  
ACEL 7420: Emerging Trends and Issues in ACEL (2)  
ACEL 7520: Human Development & Program Planning (2)  
ACEL 7700: Documenting Change through Evaluation and Accountability (3)  
ACEL 8420: Leadership and Administration in ACEL (3)  
COMLDR 5430: Professional Leadership Ethics (3)  
AGRCOMM 5150: Communication Strategies for Change & Development (3)  
COMLDR 5330: Methods of Teaching in Nonformal Learning Environ (3)  
COMLDR 5335: Volunteer and Human Resource Management (3)

**Course we offer online:**

ACEL 7230: Strategic and Program Planning for Visionary Change (3)  
ACEL 7300: Advanced Teaching Methods (3)  
ACEL 7420: Emerging Trends and Issues in ACEL (2)  
ACEL 7520: Human Development & Prog Planning (2)  
ACEL 7700: Documenting Change through Evaluation and Accountability (3)  
ACEL 8100: Applied Communication Theory and Practice (3)  
ACEL 8420: Leadership and Administration in ACEL (3)  
ACEL 8877: Data Analysis and Instrumentation (3)  
COMLDR 5430: Professional Leadership Ethics (3)

Notes:

-A minimum of 3 credit hours of enrollment in ACEL 8999 (Research) are required to complete the M.S. thesis. In addition, students may also enroll in ACEL 8851 and ACEL 8861 (1 credit hour for each) while planning the thesis project (i.e. writing Chapters 1 & 3 of the thesis). M.S. students should plan to enroll in ACEL 8999 for at least 3 hours during the term(s) when the research is being conducted, thesis draft is being written, and the final oral exam is completed.

-To meet Ohio professional licensure requirements, additional courses will most likely be required.

-The number of total credit hours for a M.S. thesis research is determined by the adviser and advisory committee based upon the scope of the thesis project and the time required for completion.

**Master's Degree Program Plan**  
**(M.S. thesis, M.S. non-thesis, M.Ed – circle one)**  
**Online or On Campus- circle one**

Name:	Specialization:
Email:	Term of: Admission:      Expected Graduation:

Course Prefix and Number	Course Title	Credit Hours	Term Planned	Term Completed	Grade
	Required Courses:	9 hours			
ACEL 7000	Graduate Orientation Seminar	1			
ACEL 8000	Leading Through Historical Perspectives	2			
ACEL 8855	Research Methods and Design	3			
ACEL 8887 or 7700		3			
	Theory in ACEL:	3 hours			
	Major Total:				
	Elective Courses:	15/20 hours			



<b>Master's Degree Planning Checklist</b>	
<input type="checkbox"/>	Select adviser and committee.
<input type="checkbox"/>	Plan Master's program and submit to ACEL Director of Graduate Studies (DGS) for approval prior to completing 15 semester hours of graduate credit.
<input type="checkbox"/>	Select thesis or project topic or exam and obtain committee's approval. (see: <b>Thesis/Dissertation Acceptance Form</b> in appendix C)
<input type="checkbox"/>	Final <b>Program Plan</b> (signed by advisory committee) and <b>Advising Report</b> (and/or transcript) submitted to the ACEL DGS <u>prior to the beginning</u> of the final term of enrollment? (Can submit Application to Graduate at this time, too.)
<input type="checkbox"/>	Submit <b>Application to Graduate</b> form through the Graduate School website: <a href="http://gradforms.osu.edu">gradforms.osu.edu</a> by the first Friday of the graduating semester.
<input type="checkbox"/>	Submit a complete draft of the thesis, project, or written exam to committee at least two weeks prior to oral exam.
<input type="checkbox"/>	Master's examinations must be completed and a report filed with Graduate School no later than two weeks before commencement. Thesis and Non-Thesis option students' exam must include a two-hour oral examination.
<input type="checkbox"/>	All final grades must be received in the University Registrar's Office according to the date listed for graduation each term.
<input type="checkbox"/>	Non-Thesis projects must be submitted along with an abstract explaining the project to the DGS for archival.
<input type="checkbox"/>	Submit first draft of article from thesis or project for publication in a scientific journal to your adviser prior to graduation.

**M.S. Program Approval Checklist (Thesis option)**

Student Name:		
	<b>Yes</b>	<b>No</b>
Was <b>Program Plan</b> submitted to DGS by the end of the second semester?		
Was the <b>Program Plan</b> and <b>Program Approval Checklist</b> returned to adviser?		
<b>Requirement</b>		
Does the Program Plan reflect how these requirements are met?		
<ul style="list-style-type: none"> <li>• ACEL 7000 – Graduate Orientation Seminar (1)</li> <li>• ACEL 8000 – Leading Through Historical Perspectives (2)</li> <li>• ACEL 8855 – Research Methods (3)</li> <li>• ACEL 8999 – Research (3 minimum)</li> <li>• ACEL 8877- Data Collection, Analysis &amp; Interpretation (3)</li> <li>• ACEL Theory Course (83100, 8100, 8200) (3)</li> </ul>		
Elective Hours ( 15 hours)		
Minimum of 30 total semester credit hours		
<ul style="list-style-type: none"> <li>• At least 20 semester credit hours in ACEL.</li> <li>• No more than 10 semester credit hours of Individual Studies (maximum of 7 semester hours within ACEL)</li> </ul>		
Prerequisites / Deficiencies / Internship completed (if required)?		
Program completed within a six-year time period?      Term of admission began:		
Final <b>Program Plan</b> (signed by advisory committee) and <b>Advising Report</b> (and/or transcript) submitted to the ACEL DGS <u>prior to the beginning</u> of the final term of enrollment? (Can submit Application to Graduate at this time, too.)		
Submit <b>Application to Graduate</b> form through the Graduate School website: <a href="http://gradforms.osu.edu">gradforms.osu.edu</a> by the first Friday of the graduating semester.		

**COMMENTS:**

Initial Approval
  Final Approval

\_\_\_\_\_  
 ACEL DGS Signature                      Date                      ACEL DGS Signature                      Date

Copies to:  GSC Coordinator     Advisor     Student

**M.S. Program Approval Checklist (Non-Thesis option)**

Student Name:		
	<b>Yes</b>	<b>No</b>
Was <b>Program Plan</b> submitted to DGS by the end of the second semester?		
Was the <b>Program Plan</b> and <b>Program Approval Checklist</b> returned to adviser?		
<b>Requirement</b>		
Does the Program Plan reflect how these requirements are met?		
• ACEL 7000 – Graduate Orientation Seminar (1)		
• ACEL 8000 – Leading Through Historical Perspectives (2)		
• ACEL 8855 – Research Methods (3)		
• ACEL 7700- Documenting Change through Evaluation & Accountability (3)		
• ACEL Theory Course (8310, 8100, 8200) (3)		
• ACEL 8998 – Research (3 minimum)		
Minimum of 35 total semester credit hours		
• At least 20 semester credit hours in ACEL.		
• No more than 12 semester credit hours of Individual Studies (maximum of 7 semester hours within ACEL)		
Written & oral final examination completed?		
Prerequisites / Deficiencies / Internship completed (if required)?		
Program completed within a six-year time period? Term of admission began:		
Final <b>Program Plan</b> (signed by advisory committee) and <b>Advising Report</b> (and/or transcript) submitted to the ACEL DGS <u>prior to the beginning</u> of the final term of enrollment? (Can submit Application to Graduate at this time, too.)		
Submit <b>Application to Graduate</b> form through the Graduate School website: <a href="http://gradforms.osu.edu">gradforms.osu.edu</a> by the first Friday of the graduating semester.		

**COMMENTS:**

Initial Approval

Final Approval

\_\_\_\_\_  
 ACEL DGS Signature                      Date

\_\_\_\_\_  
 ACEL DGS Signature                      Date

Copies to:  GSC Coordinator     Advisor     Student

### M.Ed. Program Approval Checklist

Student Name:		
	<b>Yes</b>	<b>No</b>
Was <b>Program Plan</b> submitted to DGS by the end of the second semester?		
Was the <b>Program Plan</b> and <b>Program Approval Checklist</b> returned to adviser?		
<b>Requirement</b>		
Does the Program Plan reflect how these requirements are met?		
<ul style="list-style-type: none"> <li>• ACEL 7000 – Graduate Orientation Seminar (1)</li> </ul>		
<ul style="list-style-type: none"> <li>• ACEL 8000 – Leading Through Historical Perspectives (2)</li> </ul>		
<ul style="list-style-type: none"> <li>• ACEL 8855 – Research Methods (3)</li> </ul>		
<ul style="list-style-type: none"> <li>• ACEL 7700- Documenting Change through Evaluation &amp; Accountability (3)</li> </ul>		
<ul style="list-style-type: none"> <li>• ACEL Program Theory (8310, 8100, 8200) (3)</li> </ul>		
<ul style="list-style-type: none"> <li>• ACEL 8898 Research for non-thesis (1-3)</li> </ul>		
Minimum of 35 total semester credit hours.		
<ul style="list-style-type: none"> <li>• At least 24 semester credit hours in ACEL.</li> </ul>		
<ul style="list-style-type: none"> <li>• At least 6 semester credit hours of course work outside ACEL (not Individual Studies).</li> </ul>		
<ul style="list-style-type: none"> <li>• No more than 6 semester credit hours of Individual Studies in ACEL 8193.</li> </ul>		
<ul style="list-style-type: none"> <li>• No more than 6 semester credit hours of Individual Studies from outside ACEL.</li> </ul>		
Written & oral final examination completed?		
Prerequisites / Deficiencies completed (if required)?		
Program completed within a six-year time period? Term of admission began:		
Final <b>Program Plan</b> (signed by advisory committee) and <b>Advising Report</b> (and/or transcript) submitted to the ACEL DGS <u>prior to the beginning</u> of the final term of enrollment? (Can submit Application to Graduate at this time, too.)		

Submit **Application to Graduate** form through the Graduate School website:  
[gradforms.osu.edu](http://gradforms.osu.edu) by the first Friday of the graduating semester.

**COMMENTS:**

Initial Approval

Final Approval

\_\_\_\_\_  
ACEL GSC Chair Signature                      Date

\_\_\_\_\_  
ACEL GSC Chair Signature                      Date

Copies to:  GSC Coordinator     Advisor     Student

## Suggested Thesis Outline

Use the current edition of the APA style manual and the manual from the OSU Graduate School web site (<http://www.gradsch.ohio-state.edu/Depo/PDF/Guidelines.pdf> . Each chapter should begin and end with introductory and summary paragraphs, respectively.

*\*Note: This is a suggested outline. The student should work with their adviser to determine outline.*

### Cover Page (with title, author, and date)

### Table of Contents

### List of Tables

### List of Figures

### Chapter 1 Introduction (Context, Need, Justification, and Significance of the Problem)

Background and setting

Problem Statement

Purpose of Study

Objectives, Research Questions, and/or Hypotheses

Definition of Terms (Constitutive and Operational

Basic Assumptions (related to the study)

### Chapter 2 Review of Literature

Sections determined as appropriate to building the theoretical foundation for the study. Include a conceptual model and summary at the end.

### Chapter 3 Methods

Research Design

Population and Sample (Subject Selection)

Instrumentation/Data Source (Outcomes Measures/Observed)

Data Collection (Conditions of Testing)

Treatments - if *ex post facto* & experimental designs

Data Analysis

Limitations

Timeline & Budget (only for proposal)

Summary

### Chapter 4 Results

Findings (framed by objectives/questions/hypotheses)

Summary

### Chapter 5 Discussion

Discussion (of findings framed by objectives/questions/hypotheses)

Conclusions (drawn from the findings of the study)

Recommendations (for policy and/or practice)

Implications (potential impact on research problem)

Topics for Further Research

Summary

**References Cited**

## **Suggested Master's Project Outline**

*\*Note: This is a suggested outline. The student should work with their adviser to determine outline. Some projects may not require as extensive document.*

Master's Project reports could include the following components:

**Cover Page (with title, author, and date)**

**Table of Contents**

**List of Tables**

**List of Figures**

**Section 1 -- Introduction**

1. Need for the Project, Background Information, Importance and Significance
2. Objectives/Procedures

**Section 2 -- Procedures to be followed to conduct the project**

1. Information Gathering Procedures
  - A. From whom/where gathered
  - B. When gathered
  - C. How gathered
2. Assembly and Analyses Procedures

**Section 3 -- Project Content**

1. Findings or Results and Conclusions (Project Product)
2. Discussion and Implications

**References Cited**

**Appendices**

## Summary Master's Degree Graduation Requirements

1. Final **Program Plan** (signed by advisory committee) and **Advising Report** (and/or transcript) submitted to the ACEL DGS prior to the beginning of the final term of enrollment? (Can submit Application to Graduate at this time, too.)
2. Submit **Application to Graduate** form through the Graduate School website: [gradforms.osu.edu](http://gradforms.osu.edu) by the first Friday of the graduating semester.
3. Registration for at least three graduate credit hours during the term in which graduation is expected.
4. Completion of a minimum of 30 graduate credit hours for thesis option (at least 24 must be completed at this university), and 35 graduate credits for non-thesis option and the M.Ed. (at least 28 must be completed at this university).
5. Graduate cumulative point-hour ratio of at least 3.0 on a 4.0 scale.
6. Satisfactory completion of the Master's Examination and submission of the Master's Examination Report form to the OSU Graduate School by the published deadline.
7. For students writing a thesis, submission of the electronic [submission of the approved thesis to OhioLink](#), along with payment by the published deadline. For students doing a project, submit the project and an abstract to the DGS.
8. Receipt of final grades in the University Registrar's Office by the deadline published in the Master Schedule of Classes.
9. Completion of the master's degree requirements established by the ACEL Graduate Studies Committee.
10. Submit first draft of article from thesis for publication in a scientific journal to your adviser prior to graduation.

- 
1. Refer to Section VI.1 of the Graduate School Handbook, for additional information.
  2. Graduate Students are responsible for being aware of all current rules.
  3. Graduation deadlines are available from the Graduation Services office in the OSU Graduate School or at: <http://gradsch.osu.edu>
  4. The Ohio State University, Graduate School, 247 University Hall, 230 North Oval Mall, Columbus, Ohio 43210-1366

## Appendix B: ACEL Doctoral Degree Programs

### Contents

Ph.D. Program Requirements

Ph.D. Program Plan [template]

Ph.D. Program Approval Checklist

General Steps in Ph.D. Advisement

Suggested Dissertation Outline

Summary Doctoral Degree Requirements for Graduation



## ACEL PhD Degree

Specializations include: Agricultural Communication, Agriscience Education, International Development, and Community and Extension Education.

### Program Requirements (36 hours)

*These courses are required for all students regardless of specialization*

#### Core Foundations (12 hours)

ACEL 7000	Graduate Orientation Seminar (1)
ACEL 8000	Leading through Historical Perspectives (2)
ACEL 8100	Applied Communication Theory and Practice (3)
ACEL 8310	<i>Theory of Learning and Cognition</i> (3)
ACEL 8200	Critical Perspectives in Leadership Development (3)

#### Research and Data Analysis Cognate Area (15 hours)

ACEL 8855	Research Methods and Design (3)
ACEL 8877	Data Collection, Analysis & Interpretation (3)
	Quantitative Advanced Statistics (outside ACEL) (3)
	Qualitative Research (3)
	Additional advanced quantitative or qualitative course (3)

#### Department Electives (9 hours)

*These courses should be chosen in conjunction with the student's advisor based on their specialization. See the list of department courses related to each specialization as a recommendation.*

#### Outside Cognate Area (9 hours minimum)

Cognate (9 credits)

*A cognate represents a depth of knowledge in an area of inquiry outside of the student's area of specialization. Cognates are selected with advice from the student's advisor and related to the student's area of research.*

#### Dissertation Research (3 hours minimum)

ACEL 8999	Research (1-12)
-----------	-----------------

**\*A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a doctoral degree.**

Ph.D. Program Plan					
Name:			Specialization:		
Email:			Expected Graduation:		
Course Prefix and Number	Course Title	Credit Hours	Term Planned	Term Completed	Grade
	Core Foundations: (12 hours)				
ACEL 7000	Graduate Orientation Seminar	1			
ACEL 8000	Leading through Historical Perspectives	2			
ACEL 8100	Applied Communication Theory and Practice	3			
ACEL 8310	Theory of Learning and Cognition	3			
ACEL 8200	Critical Perspectives in Leadership Development	3			
	Research and Data Analysis Cognate Courses: (15 hours)				
ACEL 8855	Research Methods and Design	3			
ACEL 8877	Data Collection, Analysis & Interpretation	3			
	Quantitative Advanced Statistics	3			
	Qualitative Research	3			
	Additional Advanced Qualitative or Quantitative Course	3			
	Department Electives (9 hours)				
	Total				

	Outside Cognate Area: (9 hours Minimum)				
--	---	--	--	--	--



	Dissertation Research Total:				
	<b>Graduate Program Total:</b>				

Professional Experience or Planned Internship:

Plans for Meeting Conditions of Admission:

Plan for Ph.D. Candidacy Exam		
Committee Member	Exam Area	Exam Hours

\_\_\_\_\_  
(student signature & date)

\_\_\_\_\_  
(adviser signature & date)

\_\_\_\_\_  
(committee member signature & date)

\_\_\_\_\_  
(ACEL DGS signature & date)

Copies to:  Student    Adviser    Committee Members    GSC Coordinator

### Ph.D. Program Approval Checklist

Student Name:		Specialization:		
			<b>Yes</b>	<b>No</b>
<b>Program Plan</b> submitted to Director of Graduate Studies before 24 graduate credit hours completed?				
<b>Degree Requirements</b>				
ACEL 7000 – Graduate Orientation Seminar (1) (if not taken in Master’s program)				
ACEL 8000 – Leading Through Historical Perspectives (2) (if not taken in Master’s program)				
ACEL 8100 – Applied Communication Theory and Practice (3)				
ACEL 8310 – Theory of Learning and Cognition (3)				
ACEL 8200 – Critical Perspectives in Leadership Development (3)				
ACEL 8855 – Research Methods and Design (3) (if not taken in Master’s program)				
ACEL 8877 – Data Collection, Analysis and Interpretation (3) (if not taken in Master’s program)				
Quantitative Advanced Statistics (outside ACEL) (3)				
Qualitative Research (minimum 3 hours) – one course (equivalent of Ed P&L 800)				
Additional Advanced Qualitative or Quantitative course (3)				
Department Electives (9 hours)				
ACEL 8999 – Research (3 hours minimum)				
Outside ACEL Cognate Area (minimum 9 hours)				
<b>Additional Requirements</b>				
Minimum of 80 graduate credit hours beyond the baccalaureate degree				
Minimum of 50 graduate credit hours beyond the master’s degree				
A minimum of 24 credit hours required for the Ph.D. must be completed at Ohio State.				
A minimum of three graduate credit hours must be completed per semester enrolled after admission to candidacy.				
The Ph.D. program must be completed within five years following candidacy.				
Date passed oral candidacy exam:				

Final <b>Program Plan</b> (signed by advisory committee) and <b>Advising Report</b> (and/or transcript) submitted to the ACEL DGS <u>prior to the beginning</u> of the final term of enrollment? (Can submit Application to Graduate at this time, too.)		
Submit <b>Application to Graduate</b> form through the Graduate School website: <a href="http://gradforms.osu.edu">gradforms.osu.edu</a> by the first Friday of the graduating semester.		

**COMMENTS:**

Initial Approval

Final Approval

\_\_\_\_\_  
 ACEL GSC Chair Signature                      Date

\_\_\_\_\_  
 ACEL GSC Chair Signature                      Date

Copies to:  Student     Adviser     Graduate Program Coordinator

General Steps in Ph.D. Advisement

STEP	WHEN/WHERE	FORM	S	A	CA	C	DGS	GS
Inquiry			X				X	X
Application	Online at <a href="http://www.gradapply.osu.edu">www.gradapply.osu.edu</a> Send Letters of Recommendation & Goals & Objectives to DGS	X	X				X	X
Admit/Reactivate							X	X
Appoint Temporary Adviser							X	
Register			X	Temp Adv				
Select Adviser (and Co-Adviser if desired)	Submit Program. Adviser Notification; Form Available from GS Coordinator	X	X	Temp Adv			X	
Identify advisory committee members	Consult with adviser and peers		X	X	X			
Plan Program	Consult with advisory committee to select courses		X	X	X	X		
Request Transfer of Graduate Credit	Submit Request for Transfer of Graduate Credit Form to DGS: Form available from ACEL GS Coordinator	X	X	*	X			
Program Approval by advisory committee	Signatures of all parties required	X	X	X	X	X		
Submit Program Plan for Approval by DGS	Submit to DGS before 24 hours completed		X	X	X			

Program Approval by DGS	After approval returned to student and adviser						X	
Advisement on a Regular Basis	Weekly meetings recommended		X	X	X			
Arrange location time for Written and Oral Candidacy Exam (CE)	Consult department secretary		X					
Request CE Questions	Adviser requests questions from advisory committee members 1 month in advance			X	X			

**S = Student    A = Adviser    CA = Co-Adviser    C = Program/Dissertation Committee    DGS = Director Graduate Studies**  
**GS = Graduate School**

STEP	WHEN/WHERE	FORM	S	A	CA	C	DGS	GS
Notification of Application for Candidacy 2 weeks prior to written exam	GS: gradforms.osu.edu	X	X		X			X
Notification of Written and Oral Exam to Committee				X	X			X
Conduct Candidacy exam			X	*	X	X		
Reformulate Reading Committee for Dissertation			X	X	X			
Approval of Dissertation Proposal				X	X	X		
Submit Final Program Plan with Degree Checklist & Advising Report	Prior to the beginning of the final term of enrollment to DGS.	X	X	X	X		X	
Application to Graduate (apply for commencement/degree)	By first Friday of Last Semester through Graduate School website: gradforms.osu.edu	X	X	*	X		X	
Arrange for Time/Location of Oral Defense and Indicate on Draft Approval Form			X					
Draft Approval through Application for Final Examination	4 weeks before defense through Graduate School website: gradforms.osu.edu	X	X	*	X	X		
Notification of Final Oral Examination								X
Conduct Final Oral Examination			X	*	X	X		
Submit final copy of Ph.D. Document	At least 1 week before commencement to GS (electronically)	X	X		X	X		

Submit Needed Information from Graduating Student to DGS	Available from ACEL GS Coordinator		X					
Submit first draft of article from dissertation for publication in a scientific journal to your adviser	Prior to Graduation		X	X	X			

**S = Student    A = Adviser    CA = Co-Adviser    C = Program/Dissertation Committee    DGS = Director Graduate Studies    GS = Graduate School**

## Suggested Dissertation Outline

*\*Note: This is a suggested outline. The student should work with their adviser to determine outline.*

Use the current edition of the APA style manual and the manual from the OSU Graduate School web site (<http://www.gradsch.ohio-state.edu/Depo/PDF/Guidelines.pdf> . Each chapter should begin and end with introductory and summary paragraphs, respectively.

**Cover Page**

**Table of Contents**

**List of Tables**

**List of Figures**

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Objectives, Research Questions, and/or Hypotheses

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Basic Assumptions (related to the study)

**Chapter 2 Review of Literature**

Sections determined as appropriate to building the theoretical foundation for the study. Include a conceptual model and summary at the end.

**Chapter 3 Methods**

Research Design

Population and Sample (Subject Selection)

Instrumentation/Data Source (Outcomes Measures/Observed)

Data Collection (Conditions of Testing)

Treatments - if *ex post facto* & experimental designs

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**Chapter 4 Results**

Findings (framed by objectives/questions/hypotheses)

Summary

**Chapter 5 Discussion**

Discussion (of findings framed by objectives/questions/hypotheses)

Conclusions (drawn from the findings of the study)

Recommendations (for policy and/or practice)

Implications (potential impact on research problem)

Topics for Further Research

Summary

**References Cited**

## Summary Doctoral Degree Requirements for Graduation

Listed below are the procedures and the requirements of the Graduate School for earning a doctoral degree from The Ohio State University. For further information see Section 7 of the *Graduate School Handbook*. The *Handbook* is available electronically on the World Wide Web at <http://gradsch.osu.edu>

### In order to graduate, each student must:

- 1) Satisfactorily complete the Candidacy Examination and submit the Candidacy Examination Report form to the Graduate School by the published deadline.
- 2) Register and enroll for at least three graduate credit hours during the term in which the Final Oral Examination is taken and in which graduation is expected.
- 3) Submit a Final **Program Plan** (signed by advisory committee) and **Advising Report** (and/or transcript) submitted to the ACEL DGS prior to the beginning of the final term of enrollment? (Can submit Application to Graduate at this time, too.)
- 4) Submit **Application to Graduate** through Graduate School website: [gradforms.osu.edu](http://gradforms.osu.edu) the first Friday of the graduating semester.
- 5) Complete a minimum of 80 semester hours of graduate credit, at least 50 of which must be completed beyond the master's degree. For a master's degree earned at another institution to count toward the 80 hours required, the credit hours must be officially transferred to OSU.
- 6) Complete the following requirements after the master's degree has been earned or after the first 30 semester hours of graduate credit have been completed (The latter applies to programs where a master's degree will not be transferred).
  - a) A minimum of 24 graduate credit hours required for the Ph.D. must be completed at The Ohio State University.
  - b) Earn a graduate cumulative point-hour ratio of at least 3.0 on a 4.0 scale.

- 7) The Graduate School is to be notified via the Application for Final Examination using [gradforms.osu.edu](http://gradforms.osu.edu) and the members of the dissertation committee must approve the dissertation draft as complete and ready for oral defense at least two weeks prior to the scheduled oral examination. It is professional courtesy to allow two weeks for committee to review dissertation which would be four weeks before oral examination.
- 8) The dissertation must conform to Graduate School format requirements as described in the "[Guidelines for Formatting Theses, Dissertations, and D.M.A. Documents.](#)"
- 9) Satisfactory completion of the final oral examination and submission of the Final Oral Examination Report form to the OSU Graduate School by the published deadline (for specific dates, see the Graduation Deadlines published each term).
- 10) Electronic submission of the approved dissertation (through OhioLink <http://www.ohiolink.edu/etd>) and a separate 500-word or less abstract by the published deadline. Students should expect to receive e-mail acceptance of the submitted dissertation document from the Graduate School.
- 11) After submission of the electronic copy of the dissertation, students should submit the Final Approval Form and the Survey of Earned Doctorates form by the published deadline and pay for a Doctoral Hood (required if attending the commencement ceremony).
- 12) Submit first draft of article from dissertation for publication in a scientific journal to your adviser prior to graduation.
- 13) Complete Ph.D. degree requirements within five years after being admitted to candidacy.
- 14) Receipt of final grades in the University Registrar's Office by the deadline published in the Master Schedule of Classes.

Note: Purchase of the doctoral hood is optional if not attending the ceremony and may be mailed or picked up. Microfilming and processing is required. Information about copyright registration is available in the Graduate School. These fees are payable once your electronic submission has been accepted, when your forms are turned in to the Graduate School. The Graduate School only accepts a personal check or money order.

## Appendix C: Department and Graduate School Forms and Policies

### Contents

Adviser Notification Form

ACEL 8193 – Individual Studies Agreement

Policy for Administering Closed Book Examinations

Request for Transfer of Graduate Program

Graduate Student Evaluation

Graduate Student Self Evaluation

Sample Pages for Theses and Dissertations

Thesis, Non-Thesis, Dissertation Proposal Acceptance Form

Graduate School Examination and Graduation Deadlines

<b>ADVISER NOTIFICATION FORM</b>	
Name:	
Date:	
Degree Program (circle one)	M.Ed.      M.S.      Ph.D.  Online Master's
Specialization (check one)	<input type="checkbox"/> Agricultural Communication <input type="checkbox"/> Agricultural Education <input type="checkbox"/> Community & Extension Education <input type="checkbox"/> International Development <input type="checkbox"/> Leadership
Temporary Adviser (previous)	
Permanent Adviser (new)	
Student Signature	
Temporary Adviser (signature)	
Permanent Adviser (signature)	
Director of Graduate Studies (signature)	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED  _____
Date	

Master's students should select their committee chair and committee member(s) in time to have the program planned and submitted to the ACEL DGS before 15 credit hours are completed.

Ph.D. students should select their program committee chair and committee members in time to have the program planned and submitted to the ACEL DGS before 24 credit hours are completed.

Copies to:  Student     Temporary Adviser     Permanent Adviser     DGS

**ACEL 8193 -- Individual Studies Agreement**

Student Name:

Local Address:

Local Phone:

Email:

Course Number

Course Title:

Call Number:

Credit Hours:

Enrollment Term:

Project Title:

Project Objectives:

Documents to be Submitted for Grading:

Target Completion Date:

Approvals\*

\_\_\_\_\_  
(Student's Signature & Date)

\_\_\_\_\_  
(Faculty Signature & Date)

\_\_\_\_\_  
(Adviser's  
Signature & Date)

\*Signatures are required prior to the close of registration during the term of enrollment.

## **Policy for Administering Closed Book Examinations**

1. One person, identified by the department chair, will be responsible for the administration of all written candidacy examinations.
2. The written candidacy examinations will be monitored and conducted in an appropriate location such as a conference room or classroom. Individual faculty member's or student's offices are not appropriate locations for completing written candidacy examinations.
3. The department will provide paper or a computer (with no online access) for written candidacy examinations.
4. Exams will be date-stamped at the conclusion of each writing period and a copy made. The original copy will be retained by the adviser who will also be responsible for checking it against the final typed copy.
5. Use of a computer for word processing during a written examination is the responsibility of the graduate student. The student assumes the responsibility for word processing abilities, mechanical problems, software failure, and the possibility of power outages. Students are encouraged to initiate frequent "saves" on flash drives while writing. If mechanical/electrical problems occur, then the student will immediately switch to handwriting the examination.
6. Security is the responsibility of the student's adviser. The adviser will see that "clean" flash drives are available for the use by the student during the examination. If the adviser is unavailable on the day of the examination, an authorized party will be responsible for issuing the storage devices to the student and in seeing that they are returned in a similar format.
7. Electronic copies of the examination(s) must be submitted to the departmental designee at the conclusion of each scheduled examination period on a disk or via email.
8. The student is responsible for the transfer of the file containing the examination for each period to another storage device for editing; e.g., insert questions, check spelling, set margins, into the format for the final hard copy to be distributed to committee members at least one week prior to the oral examination.
9. Printing paper copies and making backup copies of files (documents) will be permitted beyond the time limit of the examination period.
10. Only departmental hardware and software can be used during the examination. The student is responsible for reserving the equipment, moving it to the examination room, and for returning the departmental equipment used to its storage location.

## Graduate Associate Position Description

Due no later than the first Friday of the semester

Student's Name: \_\_\_\_\_

Associateship Supervisor: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

Associateship Position: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Appointment Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

It is anticipated that the busy times for this appointment will be:

<b>Duties and Expectations</b> Please list specific job duties and expectations including the typical time commitment for each activity. Additionally, what are the expectations regarding time expected for completion of activities.	Time Expected
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Additional comments:

\_\_\_\_\_  
Student signature and date

\_\_\_\_\_  
Supervisor signature and date

Date submitted to Grad Studies Chair: \_\_\_\_\_

## Graduate Student Evaluation

Student Name	Adviser
Degree Sought (MS/PhD)	Specialization

Graduate Program Milestones Achieved (check all that apply)				
Committee Selected	Program of Study Submitted	Qualifying Exam (PhD only)	Project /Proposal Approval	Exam/Thesis/ Dissertation/Project Defense
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skills and Competencies	Above Expectations	Meets Expectations	Below Expectations	N/A
Ability to interpret the role of ACEL in addressing current and emerging issues. (All)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to report and summarize disciplinary information and research. (All)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively engaging in professional development (All)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to evaluate and identify quality research in ACEL (All)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness, in terms of fulfilling faculty requests (All)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proactive nature, in terms of assisting the faculty member with the course and/or research (TA/RA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness of responding to student questions (TA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to develop positive relationships with students (TA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness of grading, post grades and returning work (TA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectiveness as a grader/providing feedback (TA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparedness to teach in a classroom setting (TA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to assist in literature review/theory development (RA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to assist in data collection and/or analysis (RA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate (e.g. write scientifically for RA) (RA/Other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of completed tasks, as assigned (RA/Other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall GA Performance			
<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Below Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations

Overall Academic Progress			
<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Below Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations

Overall Research Progress (Developing research skills; Progress on Project/Thesis/Dissertation)			
<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Below Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations

Advisor/Committee Comments

Supervisor Comments

\_\_\_\_\_  
Student signature and date

\_\_\_\_\_  
Adviser signature and date

\_\_\_\_\_  
Supervisor signature and date

Date submitted to Grad Studies Chair: \_\_\_\_\_

## Graduate Student Self Evaluation

Please fill out the following based on the current academic year and return to the Director of Graduate Studies two weeks prior to your end-of-year evaluation interview.

Student Name	Adviser
Degree Sought (MS/PhD)	Specialization

**Advisory Committee Members:**

**Course Enrollment** (list courses, credit hours and grades earned during the past academic year)

Fall _____			Spring _____			Summer _____		
Course	Cr.	Grade	Course	Cr.	Grade	Course	Cr.	Grade

Please list the number of experiences you have had over this past year as part of your degree program.		
	Affiliated with a course	Not Affiliated with a course
Internship or Field Experience		
Study Abroad or International Experience		
Development of Creative works (curriculum, multimedia)		
Research Experience (unrelated to thesis or dissertation)		
Submitted a refereed or peer reviewed scientific publication		
Submitted a non-refereed or editor reviewed scientific paper		
Submitted a popular press article		

Please list the number of experiences you have had over this past year as part of your degree program.
--

	Ohio State or Department Event	Regional Scientific Meeting	National/International Scientific Meeting
Oral Presentation			
Poster Presentation			

Please list the number of experiences you have had over this past year as part of your degree program.			
	As part of TA experience	Courses not part of TA	Extension Related
Individual lesson, lab, or workshop			
Assisted instructor for semester/series			

**Professional Goals:** List specific goals related to your professional development and progress toward degree completion for the upcoming academic year.

**Note:** Please complete this section only if you are employed as a Graduate Associate in ACEL.

Associateship Supervisor:

**Associateship Assignment:** Briefly describe the assignment and expectations for each term of your appointment.

**Associateship Accomplishments:**

**Thesis, Non-Thesis, Dissertation Proposal Acceptance Form**

Student Name:	
Degree Program:	
Specialization:	
Proposed Title:	

The Graduate Advisory Committee for \_\_\_\_\_ met in formal session on  
 (candidate's name)  
 \_\_\_\_\_ and approved the proposed research project.  
 (date)

Candidate's signature (with date):	
Adviser signature (with date):	
Committee member signature:	

The acceptability of the research study proposal is determined by the candidate's Graduate Committee. The student, adviser, and the members of the committee should engage in timely discussions to maintain progress toward completion of the research project. The adviser and the student should retain a copy of this form in their files.