

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

Inspiring Citizenship, Developing Leadership

“I consider public service one of the highest callings you can have. No person lives solely as an island unto himself, particularly in a democracy such as ours. Those whose world is centered just on themselves live in a very small universe. We are fulfilled when we are part of something bigger than ourselves.”

- Senator John Glenn

Undergraduate Program Handbook

2020-2021

Table of Contents

I. Introduction	4
II. Undergraduate Degrees.....	5
a) Bachelor of Arts in Public Management, Leadership, and Policy	5
b) Bachelor of Science in Public Policy Analysis.....	7
c) Specializations and Minors.....	10
d) General Education Requirements.....	15
e.) Additional Minors	17
f.) Dual Degrees.....	17
g.) Double Majors.....	17
h.) Combined Degree Programs.....	18
III. Civic Engagement Minor	18
IV. Nonprofit Management Minor	20
V. Public Policy Minor	22
VI. Science and Engineering in the Public Interest Minor	24
VII. Degree Planning and Academic Advising.....	26
a) Degree Planning Tools	26
b) Scheduling an Advising Appointment.....	28
VIII. Academic Policies and Procedures	28
a) Calculating your GPA.....	28
b) Grade Forgiveness	29
c) Incomplete	30
d) Pass/Non-Pass Option	30
e) Auditing a Course.....	30
f) Academic Status	31
g) Academic Dismissal.....	31
h) Fresh Start.....	31
i) Petitions and Appeals	32
IX. Transfer Credit Information	32
X. Degree Enrichment	33
a) Credit by Examination (EM)	33

b) Honors/Scholars	34
c) Education Abroad.....	34
d) Global Option.....	34
e) Undergraduate Research	35
XI. Scheduling for Classes.....	35
a) Planning a Schedule	35
b) Online Scheduling	36
XII. Adding and Dropping a Class	37
XIII. Student Conduct and Responsibilities	38
XIV. Academic Calendar and Important Dates.....	41
XV. Career Services	43
a) Office of Career Services.....	43
b) Internships in Public Affairs	44
c) Handshake.....	45
XVI. Student Programs	45
a) Washington Academic Internship Program	45
b) Civic Leadership Council	47
c) Civic Leadership Community	47
d) NEW Leadership.....	48
e) Public Affairs Multicultural Student Organization (PAMSO)	49
f) Ohio Government Internship Program (OGIP)	49
XVII. Additional OSU Support Services.....	49
Appendix I: Sample 4-Year Degree Plan Bachelor of Arts.....	53
Appendix II: Sample 4-Year Degree Plan Bachelor of Science	54
Appendix III: Sample Combined Program Plan – BA/MPA.....	55
Appendix IV: Sample Combined Program Plan – BS/MPA.....	56

I. Introduction

Ohio's flagship institution, The Ohio State University, is located in the state capital of Ohio, Columbus, which is also the fastest growing city in the state.

The John Glenn College of Public Affairs is a nonpartisan, interdisciplinary unit of The Ohio State University. The college embraces the ideals of democratic citizenship and public leadership in our mission to:

- Prepare tomorrow's public and nonprofit leaders through education, training, and professional development;
- Help solve public problems and build knowledge in the field of public affairs through interdisciplinary research; and,
- Integrate knowledge from inside and outside the university and transfer that knowledge to external stakeholders in the public, nonprofit, and private sectors across Ohio, the nation, and the globe.

The John Glenn College of Public Affairs' core faculty is comprised of over 20 experts from diverse backgrounds and experiences. Academic and professional fields represented in the faculty body include public administration, economics, political science, law, history, geography, engineering, operations research, non-profit management, food, environmental and innovation policy, and quantitative methods. Many faculty members have experience in either government or private research organizations.

Ohio State and the Glenn College have been offering graduate degrees in public policy and administration since the late 1960s. More recently, the Glenn College developed unique Bachelor of Arts and Bachelor of Science programs in order to provide undergraduate students the opportunity to engage in this important field. Students in the program are provided with knowledge of the public, private, and nonprofit sectors and are trained in the foundational managerial, analytical, and financial skills needed to establish a career as a public servant.

What is Public Affairs?

Public Affairs is a segment of research and practice that includes public management, public administration, and public policy. It is an interdisciplinary field that draws broadly from a variety of areas of scholarship and application including organizational, managerial, and leadership studies; logistics and operations research; finance, social science disciplines (e.g. economics, political science, and sociology); ethics and philosophy; and an array of policy specific fields. Core scholarship in the field examines how organizational, administrative, financial, and policy factors impact the performance of public organizations and programs. Simply put, public affairs is the study of what public and nonprofit organizations do and how they do it.

II. Undergraduate Degrees

The Glenn College offers two undergraduate degree programs: The Bachelor of Arts in Public Management, Leadership, and Policy, and the Bachelor of Science in Public Policy Analysis. There is no separate application for either program. Prospective first year and transfer students can apply directly to Ohio State as Public Affairs majors and can begin in the program upon acceptance to the university. Existing Ohio State students may declare either major at any time by meeting with an advisor.

a) Bachelor of Arts in Public Management, Leadership, and Policy

The John Glenn College of Public Affairs' Bachelor of Arts degree program will provide you with the knowledge, skills, and values required for a career in public service. The degree is built on a liberal arts foundation with a professional orientation in public affairs. The Bachelor of Arts in Management, Leadership, and Policy curriculum is designed to develop students' skills in the areas of public management, leadership, and policy, while providing additional training in data analysis, economics, and public finance. The majority of the core classes are taken at the Glenn College, with one required course from the Department of Political Science, and the option to take an additional course from the Department of Economics. Students also complete a capstone course where they complete a research paper on a topic of their choosing.

Students must earn a minimum of 121 semester credit hours to earn a degree from the Glenn College. Students are responsible for knowing the published policies governing the curriculum they are pursuing, as well as the regulations and procedures of the college and the university. This handbook should be used in conjunction with the degree planning information and college policies published online at glenn.osu.edu, as well as university level resources and policies.

Bachelor of Arts Core Curriculum

Below is a description of the core coursework for the BA degree. These courses are required for the completion of the degree, and they form the basis of the skills and knowledge gained from the program. Included in the curriculum is a capstone course designed to provide students the opportunity to rigorously apply knowledge gained from the rest of their studies to produce their own substantial research in the field of public affairs.

Public Affairs 2110: Introduction to Public Affairs

This course introduces students to the policymaking process and the core crafts on which schools of public affairs focus: policy analysis & evaluation and public administration & management.

Public Affairs 2120: Public Service and Civic Engagement

Students are introduced to the role an engaged citizenry plays in a democracy; trends in civic engagement, the reasons behind these trends and their consequences; issues of social equity in engagement; and strategies to increase civic participation.

Recommended Prerequisite: PUBAFRS 2110

Public Affairs 2130: Leadership in the Public and Nonprofit Sectors

Students examine theories of leadership; learn the unique challenges of being a leader in the public or nonprofit sectors; analyze the practices, strategies, and habits of successful leaders; and assess their own leadership competencies.

Recommended Prerequisite: PUBAFRS 2110

Public Affairs 3000: Public Policy Analysis

Introduction to the concepts, theories, and methods of applied policy analysis. Students develop an understanding of market failures and the tools available to public sector actors to mitigate them. Students also learn various methodological approaches to analyze public policy at the formulation and implementation stages. Prerequisite: ECON 2001 and GE Data Analysis.

Public Affairs 3500: Public Management

Students are introduced to public management concepts and gain the competencies required to become effective public managers. They consider the unique challenges of managing public organizations and learn how to apply management tools to improve organizational performance.

Recommended Prerequisite: PUBAFRS 2110

Public Affairs 4030: Public Budgeting

Provides a high-level understanding of budgeting processes at all levels of government and in the nonprofit sector, as well as the fundamentals of public budgeting from the perspective of a practitioner. Reviews basic methods for public sector budgeting and analysis.

Prerequisite: ECON 2001

Public Affairs 4011/4021: Public Affairs Capstone

This capstone course for public affairs majors focuses on the integration and application of public affairs knowledge and skills, as well as the transition from undergraduate study. Students complete an applied analysis or research paper on a policy or management topic of interest to them.

Note: Students either take Public Affairs 4011 in Columbus or 4021 in Washington D.C. as part of the Washington Academic Internship Program; Students taking Public Affairs 4011 in Columbus must first take Public Affairs 2110, 2120, 3000, and 3500.

Students Should Choose ONE of the following courses:

Economics 4300: Government Finance in the American Economy

This course provides an analysis of fiscal institutions and decision-making in the public sector of the American economy; budget planning and execution; taxation, debt, and fiscal policy.

Prerequisite: ECON 2001.

Public Affairs 4310: State and Local Government Finance

The course examines the financing of public services by state/local governments and the fiscal relationship between state/local governments and the federal government. Students also apply techniques of economic analysis to policy issues.

Prerequisite: ECON 2001.

Students should also take the following courses:

- **ONE Political Science course at the 3000 level or above**
- **ONE additional Public Affairs course at the 4000 level or above**

b) Bachelor of Science in Public Policy Analysis

The John Glenn College of Public Affairs' Bachelor of Science undergraduate degree will provide you with the knowledge, skills, and values required for a career in public service. The curriculum is designed to provide extensive training in policy analysis and public finance and economics. Students are also exposed to concepts of public leadership and civic engagement. The majority of the core classes are taken at the Glenn College, along with one or more courses from the department of economics and an additional methods course that focuses on public finance and analytical methods. Students also complete a capstone course where they complete a research paper on a topic of their choosing.

Students must earn a minimum of 121 semester credit hours to earn a degree from the Glenn College. Students are responsible for knowing the published policies governing the curriculum they are pursuing, as well as the regulations and procedures of the college and the university. This handbook should be used in conjunction with the degree planning information and college policies published online at glenn.osu.edu, as well as university level resources and policies

Bachelor of Science Core Curriculum

Below is a description of the core coursework for the BS degree. These courses are required for the completion of the degree, and they form the basis of the skills and knowledge gained from the program. Included in the curriculum is a capstone course designed to provide students the opportunity to rigorously apply knowledge gained from the rest of their studies to produce their own substantial research in the field of public affairs.

Public Affairs 2110: Introduction to Public Affairs

This course introduces students to the policymaking process and the core crafts on which schools of public affairs focus: policy analysis & evaluation and public administration & management.

Public Affairs 2120: Public Service and Civic Engagement

Students are introduced to the role an engaged citizenry plays in a democracy; trends in civic engagement, the reasons behind these trends and their consequences; issues of social equity in engagement; and strategies to increase civic participation.

Recommended Prerequisite: PUBAFRS 2110

Public Affairs 3000: Public Policy Analysis

Introduction to the concepts, theories, and methods of applied policy analysis. Students develop an understanding of market failures and the tools available to public sector actors to mitigate them. Students also learn various methodological approaches to analyze public policy at the formulation and implementation stages. Prerequisite: ECON 2001 and GE Data Analysis.

Public Affairs 3500: Public Management

Students are introduced to public management concepts and gain the competencies required to become effective public managers. They consider the unique challenges of managing public organizations and learn how to apply management tools to improve organizational performance.

Recommended Prerequisite: PUBAFRS 2110

Public Affairs 4000: Public Policy Evaluation

In this course, students learn how to design and perform policy evaluations focused on policy processes and outcomes, using both qualitative and quantitative data. There is particular emphasis on the development of research designs and application of analytic methods for public policy evaluation.

Prerequisite: PUBAFRS 3000, ECON 2001, and STAT 1350 or above

Public Affairs 4010/4020: Public Affairs Decision-Making

Introduces students to research on decision-making and its practical application in the public and non-profit sectors. Draws on interdisciplinary scholarship that examines how people make decisions and considers the application of these insights in the design of public policy and the management of public and non-profit organizations.

Note: Students either take Public Affairs 4010 in Columbus or 4020 in Washington as part of the Washington Academic Internship Program; Students taking Public Affairs 4010 in Columbus must first take Public Affairs 3000.

Public Affairs 4011/4021: Capstone – Policy Analysis Application

This capstone course for public affairs majors focuses on the integration and application of public affairs knowledge and skills, as well as the transition from undergraduate study. Students complete an applied analysis or research paper on a policy or management topic of interest to them.

Note: Students either take Public Affairs 4011 in Columbus or 4021 in Washington D.C. as part of the Washington Academic Internship Program; Students taking Public Affairs 4011 in Columbus must first take Public Affairs 2110, 2120, 3000, and 3500.

Students should choose ONE Economics course:

Economics 4001 Intermediate Microeconomic Theory

This course provides an overview of the theory of consumer behavior; theory of the firm; costs and production; factor price determination; and general equilibrium.

Prerequisite: ECON 2001 and 2002

Economics 4300: Government Finance in the American Economy

This course provides an analysis of fiscal institutions and decision-making in the public sector of the American economy; budget planning and execution; and taxation, debt, and fiscal policy.

Prerequisite: ECON 2001

Students should choose ONE Public Affairs course:

Public Affairs 4030: Public Budgeting

Provides a high-level understanding of budgeting processes at all levels of government and in the nonprofit sector, as well as the fundamentals of public budgeting from the perspective of a practitioner. Reviews basic methods for public sector budgeting and analysis.

Prerequisite: ECON 2001

Public Affairs 4310: State and Local Government Finance

The course examines the financing of public services by state/local governments and the fiscal relationship between state/local governments and the federal government. Students also apply techniques of economic analysis to policy issues.

Prerequisite: ECON 2001

Students should choose ONE of the following methods courses:

- ECONOMICS 4400 Elementary Econometrics (*Prerequisite: STAT 1450 or equiv.*)
- ECONOMICS 5410 Econometrics I (*Prerequisites: ECON 4001 and STAT 2450 or equiv.*)

GEOGRAPHY 5210 Fundamentals of Geographic Information Systems

- POLITICAL SCIENCE 4781 Data Analysis in Political Science I (*Prerequisite: Math 1151 and one POLITSC course at the 3000-level or above*)

- PUBLIC AFFAIRS 4040 Public Sector Data Sciences and Management

c) Specializations and Minors

In addition to completing the core major requirements listed in section a (BA) or section b (BS), students must also complete a specialization track or an approved minor of their choice in order to receive their degree. In many cases, one course (3 credit hours) may be overlapped between the major core and minor or specialization track.

Specialization Options:

Nonprofit Management

Designed for individuals who wish to pursue leadership positions in nonprofit organizations, the Nonprofit Management track serves as an excellent option if you aspire to serve in the nonprofit sector, a government agency that deals extensively with nonprofits, or the organized philanthropy field. Nonprofits are engaged in a wide range of policy sectors, including social welfare, public health, education, and arts and culture. As mission-driven organizations, nonprofits provide participants in the organization an opportunity to use their expertise to serve others. In the nonprofit track, you will gain the skills and knowledge relevant for a career in the nonprofit sector. The specialization track addresses the distinctive features and practices of nonprofit organizations and emphasizes management techniques helpful to nonprofit leaders.

Foundational Courses (Take these courses)

- PUBAFRS 2150 Introduction to Nonprofit Organizations (3 hours)
- PUBAFRS 3140 Nonprofit Management and Governance (3 hours)

Elective Courses (at least 9 hours):

- PUBAFRS 3110 Education Policy in a Changing World (3 hours)
- PUBAFRS 3500 Public Management (3 hours)
- PUBAFRS 4060 Senior Leadership Seminar (3 hours)
- PUBAFRS 4191.01/.02 Public Affairs Internship (3 hours)
- PUBAFRS 4510 Law and Public Affairs (3 hours)
- PUBAFRS 5750H The Business-Government Relationship (3 hours)
- PUBAFRS 5591 Lobbying and Government Relations (3 hours)
- PUBAFRS 5592 Marketing for Public and Nonprofit Organizations (3 hours)
- PUBAFRS 5590 Fundraising and Philanthropy for Nonprofit Organizations (3 Hours)
- ENGLISH 4567S Rhetoric and Community Service (3 hours)
- ARTEDUC 3681 Managing Arts Organizations (3 hours)
- ARTEDUC 3680 Exploring the Creative Sector: Art Issues in the 21st Century (3 hours)
- COMM 3325 Introduction to Organizational Communication (3 hours)

- COMM 4556 Information Technology and Organizational Communication (3 hours)
- BUSMHR 2500 Entrepreneurship (3 hours)
- BUSMHR 3520 Leading High Performance Ventures (3 hours)
- BUSMHR 3200 Managing Individuals in Organizations: Organizational Behavior and Human Resources (3 hours)
- BUSMHR 3100 Foundations of Management and Human Resources (3 credit hours)
- BUSFIN 3120 Foundations of Finance (3 credit hours)
- ACCTMIS 2000 Foundations of Accounting (3 credit hours)
- Students may petition for the use of other relevant courses toward specialization track

Urban Policy and Management

The Urban Policy specialization track offers undergraduate students a unique opportunity to study the important public policy issues facing our cities and urban areas today. Drawing upon courses from a variety of academic disciplines, including economics, city and regional planning, political science, geography, sociology, and others, students will gain an understanding of the difficult problems local and regional governments must face on a daily basis. Graduates of this program will be well suited for a variety of positions in government, nonprofit organizations, and the private sectors. Whether our students are serving in programmatic or analytical positions within local, county, and regional government or coordinating services to people in need within the nonprofit world, cities and communities will look to our graduates as leaders in public service.

Foundational Courses (Take these courses)

- PUBAFRS 5030 Local Government (3 hours)
- POLITSC 4127 Governing Urban America (3 hours)

Other Courses (at least 9 hours):

- PUBAFRS 3110 Education Policy in a Changing World (3 hours)
- PUBAFRS 3500 Public Management (3 hours)
- PUBAFRS 4060 Senior Leadership Seminar (3 hours)
- PUBAFRS 4191.01/.02 Public Affairs Internship (3 hours)
- PUBAFRS 4510 Law and Public Affairs (3 hours)
- PUBAFRS 5400 Planning for Housing (3 hours)
- PUBAFRS 5420 Race and Public Policy in the US (3 hours)
- PUBAFRS 5750H The Business-Government Relationship (3 hours)
- PUBAFRS 5591 Lobbying and Government Relations (3 hours)
- AFAMAST 2218 Black Urban Experience (3 hours)
- BUSFIN 3400 Introduction to Real Estate (3 hours)
- COMPSTD 3661 The City and Culture (3 hours)
- CRPLAN 3500 The Socially Just City (3 hours)
- CRPLAN 2100 Reading the City through History and Law (3 hours)
- ECON 4320 Public Expenditure and Cost-Benefit Analysis (3 hours)

- ECON 4500 Economic Development (3 hours)
- ECON 4920 Housing Economics (3 hours)
- EDUTL 4005 Urban Teaching and Learning (3 hours)
- GEOG 3597.01 World Urbanization (3 hours)
- GEOG 5502 Social Cities (3 hours)
- GEOG 5602 Urban Political Geography (3 hours)
- POLITSC 5140 Ethnic Politics in American Cities (3 hours)
- POLITSC 5124 Urban Politics (3 hours)
- Students may petition for the use of other relevant courses toward specialization track

Community Organization & Civic Engagement

The Civic Engagement specialization track explores the role of the citizen in our communities and examines a variety of ways that people can work together to influence the public policy decisions our governments make. By analyzing ideas and concepts like community, leadership, service, organization, capacity building, and social change, students in the Civic Engagement track will be prepared to empower members of a community and lead them in making a difference. Drawing upon courses from a variety of academic disciplines, students will learn about how social change occurs, how members of a community can work together, and how individuals can have an effect in public policy issues. This track will help students realize their potential to impact their communities and will help answer the long-standing question, “Can one person really make a difference?”

Foundational Courses (Take these courses)

- ESHESA Leadership in Community Service (3 hours)
- POLITSC 4160 Public Opinion (3 hours)

Other Courses (at least 9 hours):

- PUBAFRS 3110 Education Policy in a Changing World (3 hours)
- PUBAFRS 3500 Public Management (3 hours)
- PUBAFRS 4060 Senior Leadership Seminar (3 hours)
- PUBAFRS 4191.01/.02 Public Affairs Internship (3 hours)
- PUBAFRS 4510 Law and Public Affairs (3 hours)
- PUBAFRS 5420 Race and Public Policy in the US (3 hours)
- PUBAFRS 5750H The Business-Government Relationship (3 hours)
- PUBAFRS 5591 Lobbying and Government Relations (3 hours)
- PUBAFRS 5592 Marketing for Public and Nonprofit Organizations
- AFAMAST 5189S Community Development: Field Research and Seminar (3 hours)
- AFAMAST/POLITSC 4504 Black Politics (3 hours)
- COMM 4814 Political Communication (3 hours)
- COMLDR 3530: Foundations of Personal and Professional Leadership (3 hours)
- ECON 3048 Ethics and Social Responsibility (3 hours)
- POLITSC 2150/2150H: Voters and Elections (3 hours)

- POLITSC 4150: American Political Parties (3 hours)
- POLITSC 4152: Campaign Politics (3 hours)
- POLITSC 4136: Civil Liberties (3 hours)
- POLITSC 4164 Political Participation and Voting Behavior (3 hours)
- POLITSC 4165: The Mass Media and American Politics (3 hours)
- POLITSC 4170: Gender and Politics (3 hours)
- SOCIOL 2391 Social Organization of Communities (3 hours)
- SOCIOL 3407 Social Change (3 hours)
- SOCIOL 3463/3463H Social Stratification: Race, Class, and Gender (3 hours)
- WGSST 3385 Women and Political Leadership Internship (3 hours)
- WGSST 4513 Women, Government and Public Policy (3 hours)
- Students may petition for the use of other relevant courses toward specialization track

Education Policy

Designed for individuals that want to obtain positions in education or community organizations with an emphasis on education. The Education Policy track is a great option for work in the government, nonprofit, and development sectors, educational organizations, school management, and internationally to advance education in developing nations. Many of the agencies working in education require skilled professionals with expertise in Public Affairs, such as evaluation, data mining and modeling, and budget or finance.

Foundational Courses (Take these courses)

- PUBAFRS 3110 Education Policy in a Changing World (3 hours)
- PUBAFRS 4110 Higher Education and Workforce Policy (3 hours)

Other Courses (at least 9 hours):

- ESWDE 5624 Foundations of Workforce Development and Education (3 hours)
- ESPHE 3206 School and Society (3 hours)
- ESPHE 4145 Education and Spirituality: Holistic Perspectives (3 hours)
- ESPHE 4280 History of Modern Education (3 hours)
- SOCIOL 2320 Sociology of Education (3 hours)
- SOCIOL 3306 Sociology of Poverty (3 hours)
- SOCIOL 3464 Work, Employment and Society (3 hours)
- PUBAFRS 4191.01/.02 Public Affairs Internship (3 hours)
- Students may petition for the use of other relevant courses toward specialization track

Public Management

The Public Management track prepares students to serve in managerial roles in public organizations at the local, state, or national levels. The track requires two foundational courses – one in public decision-making and one in law and public affairs. The Public Affairs Decision-Making core course provides students with an understanding of how managers in the public sector can make decisions and pursue

strategies to achieve important public and managerial goals. The Law and Public Affairs course provides students an understanding of the legal environment in which public organizations operate. Beyond the two required courses, students must select three additional courses to complete the track.

Foundational Courses (Take these courses)

- PUBAFRS 4010 Public Affairs Decision Making (3 hours)
- PUBAFRS 4510 Law and Public Affairs (3 hours)

Other Courses (at least 9 hours):

- PUBAFRS 3140 Nonprofit Management and Governance (3 hours)
- PUBAFRS 4000 Program Evaluation (3 hours)
- PUBAFRS 4020 Public Affairs Decision Making- WAIP (3 hours)
- PUBAFRS 4040 Public Sector Data Sciences and Management (3 hours)
- PUBAFRS 4310 State and Local Government Finance (3 hours)
- PUBAFRS 4191.01/.02 Public Affairs Internship (3 hours)
- PUBAFRS 5030 Local Government (3 hours)
- PUBAFRS 5750 Public Policy: The Business-Government Relationship (3 hours)
- PUBAFRS 5592 Marketing for Public and Nonprofit Organizations (3 hours)
- ACCTMIS 2000 Foundations of Accounting (3 hours)
- BUSMHR 3665 Personal Creativity and Innovation (3 hours)
- BUSMGT 2320 Decision Sciences: Statistical techniques (3 hours)
- CSE 2111 Modeling and Problem Solving (3 hours)
- COMM 3325 Introduction to Organizational Communication (3 hours)
- COMM 4556 Information Technology and Organizational Communication (3 hours)
- POLITSCI 4115 Bureaucracy and Public Policy (3 hours)
- POLITSCI 4125 American State Politics (3 hours)
- POLITSCI 4127 City Politics (3 hours)
- PSYCH 4522 Organizational Psychology (3 hours)
- Students may petition for the use of other relevant courses toward specialization track

Personalized Track

Students also have the opportunity to work with an advisor to design a personalized track focusing on a policy area of particular interest. Personalized tracks must be interdisciplinary in nature, consist of a minimum of 15 credit hours, may not duplicate existing tracks or minors and must be approved by the Glenn College's Undergraduate Curriculum Committee. Please see your advisor for more information.

Approved Minors:

In addition to the specialization tracks, students may fulfill the specialization requirement through the completion of an approved university minor. Students may choose a minor that focuses on a policy area that is of particular interest to them.

Examples of popular minors include Political Science, Economics, and Public Health. Use of a minor to replace a specialization track must be approved by the Glenn College's curriculum committee.

d) General Education Requirements

In order to obtain a degree in public affairs students must complete the university's general education requirements in addition to completing the core academic requirements of the Glenn College. Ohio State's General Education (GE) is an integral part of the Bachelor of Arts and Bachelor of Sciences degrees. General education provides the development of knowledge, perception, attitudes, and skills necessary to understand society's traditions and past, its accomplishments and aspirations, its relation and responsibility to the natural world, its diversity and plurality, and its problems and needs. The goal is for students to attain a sense of self within society that invites a continuing desire and ability to learn and work with others for future realization of the human potential.

Typically, students complete a large portion of their general education requirements prior to engaging in the more substantial major courses, although this is not always the case. A summary of the General Education requirements can be found in the table below.

General Education for Bachelor of Arts (BA) in Public Affairs: Total GE Hours 47-70	
Writing	6
Quantitative and Logical Skills	6-8*
Natural Science	10
Literature	3
Visual and Performing Arts	3
Historical Study	3
Cultures & Ideas or 2nd Historical Study	3
Language Proficiency	0-12**
Open Options	6
Social Diversity in the US	0-3
Global Studies	0-6
College Survey	1
*Quantitative and Logical Skills credit hours may vary, depending on course selection, math placement, and required prerequisites	
**Course work or proficiency through the third language course (1103) or equivalent is required	

General Education for Bachelor of Science (BS) in Public Affairs: Total GE Hours 49-70	
Writing	6
Quantitative and Logical Skills	8*
Natural Science	10
Literature	3
Visual and Performing Arts	3
Historical Study	3
Cultures & Ideas or 2nd Historical Study	3
Language Proficiency	0-12**
Open Options	6
Social Diversity in the US	0-3
Global Studies	0-6
College Survey	1
*Quantitative and Logical Skills credit hours may vary, depending on course selection, math placement, and required prerequisites	
**Course work or proficiency through the third language course (1103) or equivalent is required	

The general education requirements are broken down into the following seven categories:

Writing and Related Skills

Writing and Related Skills coursework helps you develop skills in written communication and expression, reading, critical thinking, and oral expression.

- First Course: English 1110.01, 1110.02, 1110.03 or equivalent during the first year

- Select ONE second writing course from approved list (ex. PUBAFRS 2367) during the sophomore year

Quantitative and Logical Skills

Courses in Quantitative and Logical Skills develop your quantitative literacy and logical reasoning, including the ability to identify valid arguments, use mathematical models, draw conclusions, and critically evaluate results based on quantitative data.

- Course options are dependent on a student's math placement level and academic goals. See your advisor for more information
- A course in statistics or data analysis is also required
- BS students are required to complete higher level Quantitative and Logic Skills courses

Foreign Language

Foreign Language coursework cultivates your skills in communication across ethnic, cultural, ideological, and national boundaries, and helps you develop an understanding of other cultures and patterns of thought.

- Coursework or proficiency through the third semester (1103) of a single foreign language is required

Natural Science

Natural Science coursework fosters your understanding of the principles, theories, and methods of modern science; the relationship between science and technology; the implications of scientific discoveries and the potential of science and technology to address problems of the contemporary world.

- BA students should select three courses, representing both biological and physical sciences. At least one of the three courses must have a lab component.
- BS students should select three courses, representing both biological and physical sciences. At least two of the three courses must have a lab component.

Social Science

Social Science coursework focuses on the study of human behavior and cognition; the structure of human society, and the processes by which individuals and groups interact, communicate, and use resources

- **Economics 2001 (Introduction to Microeconomics) is a prerequisite for several courses in the major core and therefore should be taken as a social science GE.**
- The second course can be any course from the Individuals and Groups or Organizations and Politics subcategories of the Social Science requirement.

Arts and Humanities

Coursework in the Arts and Humanities involves evaluating significant writing and works of art. Such studies develop capacities for aesthetic and historical response and judgment; interpretation and evaluation; critical listening, reading, seeing, thinking, and writing; and experiencing the arts and reflecting on that experience

- Students must take at least one course in History, one course in Literature, one course in Visual & Performing Arts, and a fourth course chosen from either the History or Cultures & Ideas categories.

Global Studies

Courses in Global Studies help you become an educated, productive, and principled citizen of your nation and the world. **You can overlap global studies courses with another Gen Ed category.** If you do not overlap global studies courses with another Gen Ed category, the global studies requirement must still be fulfilled.

Open Options

Two required courses, student's choice.

- Open Options may be selected from among other Gen Ed courses, service-learning courses, cross-disciplinary seminars, and/or study abroad experiences.

Note: Courses counting toward the majors, such as Public Affairs 2110, cannot also count toward the general education curriculum.

Full course listings and GE guidelines and descriptions can be found here:

<http://glenn.osu.edu/undergraduate/ba/general-education/ge-attributes/General-Education-Requirements.pdf>

e.) Additional Minors

In order to fulfill the specialization requirement for the Public Affairs major, students must complete one specialization track OR one approved minor. Students are encouraged to pursue additional minors (including ones not approved for the specialization option) beyond the minimum requirement, if their schedule allows. For a complete list of minors at Ohio State, please visit <http://artsandsciences.osu.edu/current-students/advising/minors>.

f.) Dual Degrees

Students are welcome to consider pursuing dual degree programs with other colleges on campus (College of Arts and Sciences, Fisher College of Business, etc.), if their schedule allows. All dual degrees must be approved by both colleges, and all requirements for each college must be fulfilled. Students who successfully complete dual degree programs will receive diplomas from both colleges. Dual degrees require an additional 30 credit hours for a total of 151 credit hours, so you are encouraged to maintain regular contact with advisors from both colleges in order to graduate in a timely manner. Dual degrees also require the completion of a Glenn College specialization track or approved minor.

g.) Double Majors

Double majoring is another great way to versify an academic career. Similar to dual degrees, students will take coursework within two majors of study, but will graduate with a single degree, as opposed to two. Individual double majors may vary greatly, depending on the particular programs, but students are generally expected to complete the degree

requirements (including general education and major core) for their primary major, and simply take the major core (as well as any other required courses) from their secondary major. Unlike dual degrees, students will not have an additional credit hour requirement to complete. Completion of a double major may fulfill the specialization requirement, and overlap between the two majors is permitted, so long as each major has 18 credit hours that are distinct. Some programs in certain colleges cannot be completed as a second major, and may result in a student needing to change their primary college in order to accommodate. Both Glenn College majors can be completed as second majors for students in any college.

h.) Combined Degree Programs

The John Glenn College of Public Affairs offers combined degree programs that allow students to complete a Bachelor of Arts or a Bachelor of Science degree, and also earn a Master of Public Administration degree within five years. The combined degree was designed to save time and money for interested students by reducing the number of required undergraduate credits, in lieu of shared graduate, or “dual”, credits.

Students may apply for the combined BS/MPA or BA/MPA during their third year of study but should complete a Combined Degree Intent form with a Glenn College academic advisor prior to their third year. Students in the combined program earn an undergraduate degree upon completion of undergraduate courses in years one through three and dual courses in year four, and are awarded an MPA upon completion of any remaining graduate requirements in year five (see Appendix III and IV).

To be eligible for admission to the combined program, applicants minimally must complete at least 90 undergraduate credit hours with a minimum of a 3.5 cumulative GPA in all previous undergraduate work. In addition, students will be required to have completed PUBAFRS 2110, 2120, 3000 and 3500 by the time they apply. Students will follow the normal [MPA admissions process](#) with the exception of supplying GRE scores, which are optional for combined degree students.

III. Civic Engagement Minor

The Civic Engagement minor has three goals, which provide an interdisciplinary set of knowledge and skills. Upon successful conclusion of this minor students will be able to:

- Gain knowledge about the processes, theories, policies, and institutions shape civic engagement, social equity, and democratic participation in the U.S.
- Explore ways to improve collaborative governance across the public, private, and nonprofit sectors
- Develop leadership competencies to apply skills in planning and utilizing participation techniques to solve public policy issues in an experiential setting

The undergraduate minor in Civic Engagement requires completion of a minimum of 15 credit hours. Students are required to take the 6 hours listed as foundational courses, and one course from each of the three categories below (for a total of 9 credits). Note: This minor is for non-Glenn majors only. Minor requirements are as follows:

Required Courses

- PUBAFRS 2110: Introduction to Public Affairs (3)
- PUBAFRS 2120: Public Service and Civic Engagement (3)

Political Engagement (Choose one course)

- PUBAFRS 4510: Law and Public Affairs (3)
- PUBAFRS 4020: Contemporary Issues in Governance: Washington DC (3)
- POLITSC 3912: Political Leadership (3)
- POLITSC 4152: Campaign Politics (3)
- POLITSC 4160: Public Opinion (3)
- POLITSC 4164: Political Participation and Voting Behavior (3)
- POLITSC 4165: The Mass Media and American Politics (3)
- SWK 3201: Social and Economic Justice (3)
- SWK 5015: Social Work and the Law (3)

Community Engagement (Choose one course)

- PUBAFRS 2130: Leadership in the Public and Nonprofit Sectors (3)
- PUBAFRS 2150: Introduction to Nonprofit Organizations (3)
- PUBAFRS 4021: Policy Analysis Application: Washington DC (3)
- PUBAFRS/AFAMAST/COMPSTD 5240: Race and Public Policy (3)
- PUBAFRS 5250: Poverty, Inequality, and Public Policy (3)
- POLITSC 4127: Governing Urban America (3)
- COMLDR 3530: Foundations of Personal and Professional Leadership (3)
- COMLDR 3535: Toward Cultural Proficiency (3)
- COMLDR 4430: Leadership in Teams and Community Organizations (3)
- CRPLAN 3500: The Socially Just City (3)
- ENR 3500: Community, Environment and Development (3)
- SOCIOL 3463: Social Stratification: Race, Class, and Gender (3)
- SWK 4503: Generalist Practice with Larger Systems (3)

Experiential Requirement (Choose one course)

- PUBAFRS 4191.01/.02/.03: Internship in Public Affairs
- EDUCST 5880.04S: Interprofessional Education: Collaboration in Urban Communities
- ESHESA 2571S: Leadership in Community Service (3)
- ENGLISH 4567S: Rhetoric and Community Service: A Writing Seminar (3)
- WGSST 3385: Women in Political Leadership (3)
- Approved Service Learning Class
- Approved Internship Credit from Other Department

Special Topics Courses:

Students may petition to use courses that are relevant. They should check with Glenn College advising as to the appropriateness of the courses.

Minor program guidelines are as follows:

Civic Engagement minor program guidelines	
Required for graduation:	No
Credit hours required:	A minimum of 15.
Transfer credit hours allowed:	A student is permitted to count up to 6 total hours of transfer credit and/or credit by examination toward the minor.
Overlap with the GE permitted:	Up to 6 hours.
Overlap with the major:	The minor must be in a different subject than the major. Each minor completed must contain a minimum of 12 hours apart from the major and/or additional minors (i.e. minors that require more than 12 credit hours may overlap those hours beyond 12 with the major or with another minor).
Grade requirements for earning a minor:	<ul style="list-style-type: none">• Minimum C- for each course.• Minimum 2.00 cumulative point-hour ratio.• Coursework graded pass/non-pass do not count as a credit completion.• 3 credit hours of courses graded as satisfactory/unsatisfactory are accepted.
Approval requirements:	The minor coursework must be approved by the Glenn College.
Filing the minor program form:	The minor program form must be filed at the same time the graduation application is submitted to the student's major college.

IV. Nonprofit Management Minor

The John Glenn College of Public Affairs offers a minor in Nonprofit Management for students outside of the public affairs majors. As the public and private sectors operate with increasing overlap and interaction, the nonprofit sector has gained in popularity and functionality. The Glenn College's Nonprofit Management minor introduces students to the unique benefits and challenges of the nonprofit world. Students have the opportunity to take courses from multiple departments on campus and pursue an internship with a nonprofit organization to gain further understanding of the role nonprofits play in shaping public policy.

The Nonprofit Management minor requires the completion of a minimum of 15 credit hours. Two required courses provide an overview of the sector and the management and governance of nonprofit organizations. Students must also fulfill an experiential requirement that provides them with real-world experience in the field. Note: This minor is for non-Glenn majors only. Minor requirements are as follows:

Required Courses:

- PUBAFRS 2150: Introduction to Nonprofit Organizations (3)
- PUBAFRS 3140: Nonprofit Management and Governance (3)

Core Courses (Choose two):

- PUBAFRS 2120: Public Service and Civic Engagement **OR** PUBAFRS 2130: Leadership in the Public and Nonprofit Sectors (3)
- PUBAFRS 3150: Fundraising and Philanthropy for Nonprofits (3)
- PUBAFRS 5592: Marketing for Public and Nonprofit Organizations (3)
- PUBAFRS 4191.01/4191.02: Internship in Public Affairs (3)
- Approved internship course from another department (3)

Electives Course (Choose one):

- PUBAFRS 3110 Education Policy in a Changing World (3)
- PUBAFRS 4510 Law and Public Affairs (3)
- PUBAFRS 5591 Lobbying and Government Relations (3)
- ACCTMIS 2000 (or 2200) Foundations of Accounting (3)
- AFAMAST 2367.07S Literacy Narratives of Black Columbus (3)
- AFAMAST 3083 Civil Rights and Black Power Movements (3)
- ARTEDUC 3681 Managing Non-Profit Arts Organizations: Balancing Continuity and Change (3)
- BUSMHR 3100 (or 3200) Foundations of Management and Human Resources (3)
- BUSMHR 5530 Topics in Social Entrepreneurship (3)
- COMM 2367 Persuasive Communication (3)
- COMM 3333 Crisis Communication (3)
- COMLDR 3530 Foundations of Personal & Professional Leadership (3)
- COMLDR 3535 Toward Cultural Proficiency Education (3)
- COMLDR 5335 Volunteer and Human Resources Management (3)
- CSHSPMG 4600 Special Events Planning and Management (3)
- ESHESA 2571S Leadership and Community Service (3)
- ENGLISH 2367.07S Literacy Narratives of Black Columbus (3)
- ENGLISH 3304 Business and Professional Writing (3)
- ENGLISH 3597.03 Environmental Citizenship (3)
- ENGLISH 4567S Rhetoric and Community Service (3)
- ENR 3530 Women, Environment and Development (3)
- GEOG 3597.03 Environmental Citizenship (3)
- HISTORY 2752 Social Reform Movements in US History (3)
- HISTORY 3083 Civil Rights and Black Power Movements (3)
- INTSTDS 2580 Feast or Famine: The Global Business of Food (3)
- INTSTDS 3450 Human Rights: An Introduction (3)
- PHILOS 2342 Environmental Ethics (3)
- PHILOS 2367 Contemporary Social and Moral Problems in the US (3)
- POLITSC 4123 Political Crisis and Reform (3)
- PSYCH 2311 Psychology of Motivation (3)
- SOCWORK 2110 Prevention & Youth Development through Sport, Recreation, and Play (3)
- SOCIOLOG 2367.02 Urban Social Problems (3)
- SOCIOLOG 3306 Sociology of Poverty (3)
- SOCIOLOG 3380 Racial and Ethnic Relations in America (3)

- SOCIOL 3460 Environmental Justice (3)
- WGSST 2305 Gender and Sexuality in Global Perspective (3)
- WGSST 3530 Women, Environment and Development (3)

Minor program guidelines are as follows:

Nonprofit Management minor program guidelines	
Required for graduation:	No
Credit hours required:	A minimum of 15.
Transfer credit hours allowed:	A student is permitted to count up to 6 total hours of transfer credit and/or credit by examination toward the minor.
Overlap with the GE permitted:	Up to 6 hours.
Overlap with the major:	<ul style="list-style-type: none"> • The minor must be in a different subject than the major. • Each minor completed must contain a minimum of 12 hours distinct from the major and/or additional minors (i.e. minors that require more than 12 credit hours may overlap those hours beyond 12 with the major or with another minor.
Overlap between minors:	Each minor completed must contain 12 unique hours.
Grade requirements for earning a minor:	<ul style="list-style-type: none"> • Minimum C- for a course to be listed on the minor. • Minimum 2.00 cumulative point-hour ratio required for the minor. • Course work graded Pass/Non-Pass cannot count on the minor. • No more than 3 credit hours of courses graded Satisfactory/Unsatisfactory may count toward the minor.
Approval requirements:	The minor coursework must be approved by the academic unit offering the minor.
Filing the minor program form:	The minor program form must be filed at least by the time the graduation application is submitted to a college/school counselor.
Changing the minor:	Once the minor program is filed in the college office, any changes must be approved by a college/school counselor.

V. Public Policy Minor

Public policy refers to societal actions to solve problems. The minor focuses on understanding perspectives on public policy issues, with a focus on domestic policy issues facing the U.S. Students in the minor are provided an excellent vehicle for integrating ideas drawn from several social science disciplines around issues of real-world significance. The Public Policy minor is designed for students outside of the Glenn College.

The Public Policy minor requires the completion of 15 credit hours, plus a 3-credit hour prerequisite course in microeconomics that may be overlapped with the general education. Two required courses provide an overview of public policy and policy analysis, with students choosing two other courses that further hone their understanding of the policy-making process. Students also take a course that focuses on an applied policy issue area of interest. Note: This minor is for non-Glenn majors only. Minor requirements are as follows:

Prerequisite to the minor:

- ECON 2001: Principles of Microeconomics (3)
- OR**
- AEDECON 2001: Principles of Food and Resource Economics (3)

Required Core Courses:

- POLITSC 3115: Introduction to Public Policy (3)
- PUBAFRS 3000: Public Policy Analysis (3)

Policy Making Courses (Choose two):

- PUBAFRS 2110: Introduction to Public Affairs (3)
- PUBAFRS 3500: Public Management (3)
- PUBAFRS 4000: Policy Evaluation (3)
- PUBAFRS 4010: Public Affairs Decision Making (3)
- PUBAFRS 4020: Public Affairs Decision Making—Washington, DC (3)
- PUBAFRS 4021: Policy Analysis Application—Washington, DC (3)
- PUBAFRS 4310: State and Local Government Finance (3)
- PUBAFRS 4510: Law and Public Affairs (3)
- ECON 4001: Intermediate Microeconomic Theory (3)
- ECON 4300: Government Finance in the American Economy (3)
- ECON 4320: Public Expenditures and Cost-Benefit Analysis (3)
- ECON 4400: Elementary Econometrics (3)
- ECON 5410: Econometrics I (3)
- AEDECON 5330: Benefit-Cost Analysis (3)
- POLITSC 3100: American Politics and Policy Making (3)
- POLITSC 3450: Ethics and Public Policy (3)
- POLITSC 4115: Bureaucracy and Public Policy (3)
- POLITSC 4125: American State Politics (3)
- POLITSC 4130: Law and Politics (3)
- POLITSC 4137: The Politics of Legal Decision Making (3)
- POLITSC 4175: Women, Government, and Public Policy (3)
- POLITSC 4591: Seminar in Public Policy (3)

Applied Policy Course (Choose one):

Students choose one 3 credit hour course at the 3000 level or higher focusing on a substantive policy area such as education, natural resources, economic development, or security. The course may be selected from any department with prior approval from an assigned minor academic advisor. An approved department internship may also serve as credit.

Minor program guidelines are as follows:

Public Policy minor program guidelines	
Required for graduation:	No
Credit hours required:	A minimum of 15.

Transfer credit hours allowed:	A student is permitted to count up to 6 total hours of transfer credit and/or credit by examination toward the minor.
Overlap with the GE permitted:	Up to 6 hours.
Overlap with the major:	The minor must be in a different subject than the major. Each minor completed must contain a minimum of 12 hours apart from the major and/or additional minors (i.e. minors that require more than 12 credit hours may overlap those hours beyond 12 with the major or with another minor).
Grade requirements for earning a minor:	<ul style="list-style-type: none"> • Minimum C- for each course. • Minimum 2.00 cumulative point-hour ratio. • Coursework graded pass/non-pass do not count as a credit completion. • 3 credit hours of courses graded as satisfactory/unsatisfactory are accepted.
Approval requirements:	The minor coursework must be approved by the Glenn College.
Filing the minor program form:	The minor program form must be filed at the same time the graduation application is submitted to the student's major college.

VI. Science and Engineering in the Public Interest Minor

Science and Engineering can shape and inform Public Policy and therefore the way that a society tackles its complex challenges. Reciprocally, Public Policy shapes both the content and the way that Science and Engineering are accomplished. Therefore, success in science and engineering enterprises requires not only a knowledge of technical topics, but also an understanding of the context in which science and engineering are undertaken.

This context includes the nature of government funding for research and development, the impact of politics on research agendas, and the mechanisms of policy-making that supports or regulates science and engineering. Equally critical is the way that innovation is accomplished in organizations and the facilitators and inhibitors of communities' adoption of innovation. This minor illustrates the differences between technical culture and political culture and the necessity of communicating technical risk and uncertainties in a manner customized for audiences.

The Science and Engineering in the Public Interest (SEPI) Minor will give students the knowledge and skills needed to act, innovate, and lead in the public interest. The SEPI minor consists of 12-13 semester credit hours that provide students with (1) a broad awareness of this interdisciplinary landscape; (2) foundational public affairs knowledge; (3) and detailed understanding of a specific policy domain. Minor requirements are as follows:

Required Courses (Take one of the following)

- PUBAFRS 2620: Contemporary Issues in Science, Engineering, and Technology Policy (3)
- PUBAFRS 2110: Introduction to Public Affairs (3)

Traditional Science & Technology Policy Domain (Choose one course)

Space Policy

- PUBAFRS 3620: U.S. Space Policy and the Global Space Economy (3)

National Security Technology Policy

- PUBAFRS 2630: Contemporary Civil-Military Relations in the U.S. (3)

Energy and Environmental Policy

- ENR 3200: Environmental & Natural Resources (3)
- PUBAFRS 5770: Risk Management and Policy (3)

Health, Biomedical, and Biotechnology Policy

- PUBHEHS 3310: Current Issues in Global Environmental Health (3)
- PUBHHMP 3610: United States & International Health Care (3)

Cyber, Autonomy, Information, and Data Privacy

- PUBAFRS 4040: Data Policy (3)
- INTSTDS 3702: Herding Cyber Cats: Information Security Management (3)

Upper-Level Public Affairs Courses (Choose two courses)

- PUBAFRS 5600: Science, Engineering, and Public Policy Analysis (3) (cross-listed as ENVENG 5600)
- PUBAFRS 5610: Innovation, Policy, and the Global Economy (3)
- PUBAFRS 5620: Rapid Innovation for Public Impact (4) (project-based)
- PUBAFRS 5750: The Business-Government Relationship (3)

Minor program guidelines are as follows:

Science and Engineering in the Public Interest (SEPI) minor program guidelines	
Required for graduation:	No
Credit hours required:	A minimum of 12 credit hours. 1000-level courses shall not be counted in the minor. At least 6 credits must be at the 3000-level or above.
Transfer credit hours allowed:	A student is permitted to count up to 6 total hours of transfer credit and/or credit by examination toward the minor.
Overlap with the GE permitted:	Up to 6 hours.
Overlap with the major and additional minor(s):	Each minor completed must contain a minimum of 12 hours distinct from the major and/or additional minors (i.e. minors that require more than 12 hours may overlap those hours beyond 12 with the major or another minor)
Grade requirements for earning a minor:	<ul style="list-style-type: none"> • Minimum C- for a course to be listed on the minor • Minimum 2.00 cumulative point-hour ratio required for the minor. • Course work graded Pass/Non-pass cannot count on the minor • No more than 3 hours of courses graded Satisfactory/Unsatisfactory may count toward the minor
X193 credit:	No more than 3 credit hours
Approval requirements:	The minor course work must be approved by the academic unit offering the minor.

Filing the minor program form:	The minor program form must be filed by the time the graduation application is submitted to the student's college/school/departmental advisor.
Changes to the minor:	Once the minor program is filed in the college office, any changes must be approved by the John Glenn College of Public Affairs.

VII. Degree Planning and Academic Advising

The expectation at The Ohio State University is that students will complete their respective degrees in a timely fashion. For a variety of reasons, the amount of time students need to complete a degree may differ. Many students and families regard four years as the normal time needed to complete a baccalaureate degree. If the goal is to complete a degree in four years, in order to make it a reality, students need to think about how they are going to achieve it. Students need to plan to succeed academically, and that planning requires considering factors that may extend the time it takes to complete a degree. Whatever your time frame, understand that faculty and staff are here to assist you in making your degree program your own and to guide you to complete your plan in a reasonable amount of time. Degree planning involves a holistic vision of your academic career, taking into account the General Education (GE), major, minor, research, study abroad, internships, and other out-of-the-classroom experiences. This section will teach students how to begin the process, and it will introduce you to tools that will assist you in planning their degree.

a) Degree Planning Tools

Public Affairs Survey Course

In your first semester, students will enroll in a Public Affairs Survey course led by a Glenn College academic advisor. Students declaring the major after their first year should have completed a survey class from their initial college of enrollment. Degree planning is the basis for the survey course. Reliable and steady progress toward a degree depends on a thorough knowledge of the degree structure, the courses that are part of the general and specialized areas of the degree, and all the issues that affect performance. As part of the survey course, students will meet with their Glenn College academic advisor to devise a schedule projection and a four-year degree plan that will serve as important measures of degree progress. It is our hope that students will use their advisors often to monitor their progress and to discuss the wide range of decisions students make regarding their degrees.

Academic Advising

The business of constructing your graduation plan should involve an ongoing dialogue with your Glenn College academic advisor. It is your responsibility to schedule appointments with your advisors to discuss your individual situation. The Glenn College academic advisors are skilled professionals who will advise you on:

- The General Education requirements (GE)

- The Public Affairs core requirements
- Public Affairs specialization areas
- Degree planning
- Special academic and career opportunities
- Referrals to campus support and enrichment services
- University policies and procedures

Degree Audit Reporting System (DARS)

One of the most important tools students and advisors use in degree planning is Ohio State’s Degree Audit Reporting System (DARS). At any point, students can use the university registrar’s web site to request an audit, which lists all the courses you have completed and shows the general and major-area requirements that have been met by these courses. Academic advisors are not permitted to share degree audits with anyone except the student and university staff, but students should review this document periodically. Students can access their degree audit under the “Academics and Records” section of <https://buckeyelink.osu.edu> or through their MyBuckeyeLink.

Performance and Preparation Levels

We expect students to use their talents to the fullest. To achieve this goal, we will help students assess their general academic performance, and we will use performance in certain courses as an indicator of success in your specific fields of study. All of our students are capable of completing undergraduate degrees, but must combine commitment and enthusiasm in order to realize their true abilities. Students come to college with varying levels of academic experiences and preparedness for success in college-level course work. In order for you to be properly challenged, it is important for us to make sure that you are placed in the right classes at the right levels. Preparedness is an important consideration when students are selecting classes and/or attempting to graduate in four years. For example, students with lower-than-average standardized test scores in mathematics are likely to start at a lower math level and are likely to have more math hours to complete than students who test at a higher level.

Credit Hours

At Ohio State, 12 hours of coursework per semester is considered “full-time.” In order to graduate in four (academic) years, however, you should average 15 hours of course work per semester.

Enrollment Status	Credit Hours
Full time	12+
Three quarters time	9-11.99
Half time	6-8.99
Less than half time	0-5.99

Typically, students enroll in five three-hour courses per semester. During your first semester, you will likely take at least five to six courses: five three-hour courses and the Public Affairs survey course (one credit hour). Below is a chart of the average number of hours you should have completed each year in order to provide flexibility for your final year.

Year One	Year Two	Year Three	Year Four
31	61	91	121

b) Scheduling an Advising Appointment

The Glenn College has three full-time academic advisors who are here to assist you and help you graduate college with a degree in public affairs. Chris Adams, Whitney Brown, and Meagen Rinard serve as academic advisors for undergraduate students; please use OnCourse if you would like to schedule a meeting with them. Additionally, important forms and petitions can be found online at the Glenn College’s Undergraduate Advising page. The individual contact information for Chris, Whitney, and Meagen can be found below.

Chris Adams, MPA – Director of Student Services and Programs

Email: adams.615@osu.edu

Phone: 614-247-2512

Office: 110C Page Hall

Whitney Brown, M.Ed. – Academic Advisor

Email: brown.6568@osu.edu

Phone: 614-292-8697

Office: 110E Page Hall

Meagen Rinard, M.Ed., M.A. – Academic Advisor

Email: rinard.9@osu.edu

Phone: 614-688-4942

Office: 110F Page Hall

VIII. Academic Policies and Procedures

a) Calculating your GPA

GPA is the way that the university measures a student’s academic success, and it is important that students are able to measure it themselves as well.

Calculating a semester’s grade point average consists of three steps:

- Determine the number of points you have earned for each course you have taken for a grade this semester (see the chart below).
- Add the number of points for each of these courses.
- Divide the total points you have earned by the number of credit hours you have taken for a grade this semester. The result is your semester GPA.

Calculating your cumulative GPA consists of three similar steps:

- Add the points for this semester's work to the total points for all of your previous graded work.
- Add the number of credit hours for this semester's work to the total credit hours for all of your previous graded work.
- Divide the total points you have earned by the number of total credit hours you have taken to get your grade point average.

Students can check their grades online at buckeyelink.osu.edu. The registrar does not email or mail grades to students. The grades used by the university and their points per credit hour are shown in the following chart.

Grades	Points per Number of Credit Hours					Note: Ohio State does not offer the grades of A+ or D-. Students earn no points for an E or EN, but the hours are calculated into your GPA. Ohio State does not offer points for the following marks: EM examination credit I incomplete K transfer credit NP non-pass P progress PA pass R audit S satisfactory U unsatisfactory W withdrew
	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	
A	4.0	8.0	12.0	16.0	20.0	
A-	3.7	7.4	11.1	14.8	18.5	
B+	3.3	6.6	9.9	13.2	16.5	
B	3.0	6.0	9.0	12.0	15.0	
B-	2.7	5.4	8.1	10.8	13.5	
C+	2.3	4.6	6.9	9.2	11.5	
C	2.0	4.0	6.0	8.0	10.0	
C-	1.7	3.4	5.1	6.8	8.5	
D+	1.3	2.6	3.9	5.2	6.5	
D	1.0	2.0	3.0	4.0	5.0	
E/EN	0	0	0	0	0	

b) Grade Forgiveness

Under this rule, students can petition to repeat a course in which they have previously earned a letter grade. If the petition is approved, the second grade will replace the first in the calculation of the GPA. However, both grades will appear on the student's official transcript. Students may petition to use this rule for a maximum of three courses, regardless of the number of credit hours of each course. The same course may only be repeated once for grade forgiveness.

Students who wish to use the rule should consult with their academic advisor and submit a petition with the college by the tenth Friday of the semester in which they will repeat the course. Students seeking to repeat a high-demand course in which they have already

earned an acceptable grade may not receive permission to repeat it until students who truly need to take the course have had a chance to enroll. Please note: 7 week and summer session courses have varying petition deadlines. Please refer to <https://registrar.osu.edu/> for specific dates.

Keep in mind that if a student is considering applying to graduate or professional schools, or even to other colleges at Ohio State, all grades, including those forgiven under the Grade Forgiveness Rule, will be considered in the admissions process. When a student repeats a course that is not eligible for the Grade Forgiveness rule, both grades are factored into the students' cumulative GPA.

c) Incomplete

If illness or an emergency prevents a student from finishing a course, they may request an "Incomplete" from the instructor. When they receive this grade, they must consult with the instructor as soon as possible to make arrangements for completing the course requirements. Incomplete work must be completed no later than the 6th week of the following semester. If the work is not made up by the due date, the "I" mark will be changed to the alternate grade the instructor reported, based on the student's completed assignments at the time. If the instructor did not enter an alternate grade, the "I" mark will change to an "E." Incompletes are assigned at the discretion of the instructor.

d) Pass/Non-Pass Option

Students may take a maximum of 30 credit hours of electives on a pass/non-pass basis. Courses taken as pass/non-pass will be counted towards credit requirements, but not towards GPA. Students may not take General Education classes, major classes, minor classes, or prerequisite courses as pass/non-pass and must have a minimum 2.0 GPA to choose this option. Students must complete the Course Enrollment Permission Form, which can be found online at the Glenn College's Undergraduate Advising page, in order to use this option.

e) Auditing a Course

Students may choose to audit a course in order to refresh themselves on the material or to learn more about a subject without earning a letter grade. Fees are assessed for auditing a course, but no credit hours are awarded. Students cannot audit a course and then later take the course for a grade. Auditing a course requires the permission of the instructor and the permission of the Glenn College, the latter obtained through your academic advisor. Students must complete the Course Enrollment Permission Form, which can be found online at the Glenn College's Undergraduate Advising page, in order to use this option.

f) Academic Status

Students must earn a grade of “C-” or higher for a course to count toward the major, minor, or specialization. Students must earn a grade of “D” or higher for a course to count toward a GE requirement. When a student’s cumulative GPA falls below a 2.0, they are considered to be in academic difficulty and will be placed on academic probation. Students who do not raise their GPA above 2.0 after multiple terms may be subject to dismissal from the university. If a student feels that they are in academic difficulty, even if their GPA is above a 2.0, they should contact their Glenn College advisor as soon as possible to discuss the issues that may be affecting their academic performance and to receive advice on how to get back on track. A student is placed on academic probation if their cumulative GPA falls below a 2.0. The Glenn College will notify the student of probation through an email and posting in OnCourse, which students can access via buckeyelink.osu.edu. The College may impose any number of probation conditions including, but not limited to, mandatory advising appointments, term GPA requirements, and credit hour maximums. The College also reserves the right to place a student on Special Action Probation if they feel they are not making satisfactory academic progress toward a degree, even if the cumulative GPA is above 2.0.

If a student completes at least 12 graded hours with a GPA of 3.5 or higher and no failing grades of any kind, the student will be awarded Dean’s List. The notation of Dean’s List on the academic record recognizes a strong academic performance (as defined by the dean of the Glenn College) in a completed academic term.

g) Academic Dismissal

Any student on probation or special action probation is at risk of being dismissed from the university. There is no particular cumulative GPA that warrants dismissal. These decisions are made on a case-to-case basis and are given serious thought by Glenn College faculty and staff. Students are candidates for academic dismissal if they are on academic or special-action probation and continue to accumulate poor academic results. Dismissed students will be notified of their status by email and posting in the in OnCourse. Following an academic dismissal, a student must successfully petition for reinstatement—either through the Glenn College, or any other college that accepts reinstatements—in order to attend classes at OSU.

h) Fresh Start

If a student has not been enrolled at the university 5 or more years, they may petition for the Fresh Start Rule. Those students who have a cumulative GPA under a 2.0 or who have been dismissed from the university may want to petition to use Fresh Start. This will eliminate any grade points that they have previously earned and will let them start at Ohio State with a clean 0.0 cumulative GPA.

While all courses will remain on their permanent record, only courses in which you received a C- or higher will be counted for credit. Other course work will not be counted for credit, towards any requirement, or towards graduation. They will return to Ohio State with a recalculated cumulative GPA of 0.0. Students must complete a minimum of two semesters and 30 credit hours after using the Fresh Start Rule before they are eligible to graduate.

Keep in mind that if you are applying to graduate or professional schools, or even to other colleges at Ohio State, their admissions processes will look at all of our grades and may recalculate the original grades into your total.

i) Petitions and Appeals

Students have the right to petition the Glenn College for policy or curricular modifications. Examples of registration petitions include dropping a class after the deadline, increasing a student's credit hour maximum for a given semester, or a retroactive drop or withdrawal of a class from a previous term. Students should meet with an advisor to walk through the petition process and develop a case prior to submitting petition documents. A petition should include a well-written statement that clearly outlines the reason(s) for the request along with any supportive documentation. While each case is different, generally evidence of circumstances out of a student's control (such as a medical or family emergency or a university error) is required to approve a registration petition. Successful registration petitions, especially retroactive drops, may have significant financial repercussions for students, so it is strongly recommended that a student meet with Financial Aid or other relevant offices before filing a petition request.

Curriculum petitions are requests for a modification of the existing curriculum. Examples include GE or major core substitutions, personalized specialization tracks, or the use of a minor to fulfill the specialization requirement. A student should submit a well-written statement that clearly outlines the reason(s) for the request along with any supportive documentation. In the case of course substitutions, syllabi should be provided. Petitions can be found online at the Glenn College's Undergraduate Advising page.

IX. Transfer Credit Information

If you came to Ohio State with transfer credit, please have it reviewed and applied as soon as possible by the University Registrar. Once transfer credit had been received and evaluated, you may view this information in MyBuckeyeLink. After the University evaluation, you should consult with a Glenn advisor as to which courses you must review with the individual departments. If you have credit that you think may fulfill a Public Affairs core or specialization requirement, you must see a Glenn College advisor to have it evaluated as well.

Transfer credit may be accepted at Ohio State in a few different ways. If the course is a direct match (all of the same topics [no more, no less] are covered), then you will get credit for the Ohio State equivalent. (For example, Statistics 1350 at Columbus State Community College [CSCC] equals Statistics 1350 at Ohio State. Thus, your transcript will read Statistics 1350 for 3 credits and a grade of “K”. The course is worth 3 credit hours at CSCC, and transfer credit comes in as “K” credit.)

Instead of being a direct equivalent, credit can also be evaluated as general (G000.xx), deferred (D000.xx), special (S000.xx), or technical (T000.xx). “General credit” is awarded when a specific course equivalency is possible but could not be readily determined by the admissions office. “Deferred credit” designates course work for which you have not yet been awarded transfer credit. For a determination about whether credit will be awarded for a general or deferred course, you should see the transfer credit evaluator in the appropriate department at Ohio State. Any materials and information you can provide about the course will help the evaluator in making that decision. “Special credit” counts towards graduation, but Ohio State does not offer a specific equivalent course. “Technical credit” is awarded when the content of a course is of a technical nature and a direct course equivalent is not offered at Ohio State. Special and technical credit may or may not count for a major or GE requirement. The degree-granting unit (the Glenn College) will determine the applicability of special or technical credit towards degree requirements.

If you are planning to take classes at other institutions while you are an Ohio State student, you need to have the credit evaluated prior to taking the courses in order to have them applied to your Ohio State degree. The website [Transferology](#) is a good resource to see if classes have direct equivalencies at Ohio State, and you can also send syllabi and/or course descriptions to your advisor in advance. When you transfer classes, you receive the credit hours only; the grades you received at the other institution do not transfer to affect your GPA at Ohio State. Usually, in order for the credit to transfer, you must receive a C- or better at the other institution. (However, there are exceptions to this rule, and we recommend you consult with an academic advisor when in doubt.)

X. Degree Enrichment

a) Credit by Examination (EM)

A student may earn course credit by Advanced Placement Program examination approved for EM credit. Course credit may also be received by examinations offered through the Office of Testing (585 Student Academic Services Building) or through the academic department offering a particular course. The EM brochure, “Credit by Examination,” is available online at the following web site:

https://registrar.osu.edu/testing/em_brochure_current.pdf. Students can also make arrangements with departments and faculty members to test for credit in courses that are not listed in the EM brochure.

b) Honors/Scholars

The University Honors & Scholars Center at Ohio State develops and supports an environment that promotes the intellectual and personal development of high-ability undergraduate students. The University Honors Program offers highly motivated students an enriched academic experience through the integration of curricular and co-curricular programming. For more information about Honors requirements at the Glenn College, please visit <http://glenn.osu.edu/undergraduate/honors/>. The Scholars Programs offer academically motivated students the chance to meet and live with other students who share similar interests and career goals. For more information, go to: <http://honors-scholars.osu.edu/>.

c) Education Abroad

The Office of International Affairs (OIA) offers more than 100 programs in 40 countries for students of all majors. The length of programs varies from a few weeks to multiple semesters. Some programs are taught in foreign languages; others offer instruction in English. If Ohio State does not have a program that interests you, OIA can work with you to find study abroad opportunities through other universities. In addition to study abroad, OIA can also help you arrange work and volunteer opportunities abroad. Consult with OIA to discuss how financial aid may be applied towards study abroad opportunities. Additional forms of financial aid may also be available, including scholarships. If you do not already receive financial aid, you will need to file a FAFSA by February 1.

The Office of International Affairs is located in 140 Enarson Classroom Building; 614-292-6101. If students are interested in study abroad, they should plan well in advance. Applications for some programs may be due several semesters before the program starts, especially if students are hoping to obtain financial aid. For more information, please visit <http://oia.osu.edu/study-abroad.html>.

d) Global Option

The Global Option in Public Affairs (GO-PA) is a curriculum enhancement program through which public affairs students may acquire documented international expertise integrated into the Glenn College curriculum without adding time to graduation. Participants of the Global Option in Public Affairs certification are required to complete five components during their studies at the John Glenn College of Public Affairs. The curriculum is designed to enhance their global competencies and knowledge, which will enable them to be more competitive in the global world of public affairs. Upon graduation, students who have successfully completed the requirements will receive documentation of completion and designation on their transcript as Global Option in Public Affairs. For more information, please visit <http://glenn.osu.edu/undergraduate/global/>.

e) Undergraduate Research

Research enhances your analytical thinking and knowledge of a particular subject. It also prepares you for graduate work in your chosen field. Academic departments typically advertise field-specific research opportunities on their web sites. In addition, departmental faculty can be a good source of information regarding the availability of research and how you may receive credit for your participation. For more information, visit the Office of Undergraduate Research & Creative Inquiry website at <https://ugresearch.osu.edu/>.

XI. Scheduling for Classes

a) Planning a Schedule

When planning a schedule, students should prepare their general degree plan well in advance. Students will preferably create their degree plan with an academic advisor upon declaring the Public Affairs major. Sample 4-year degree plans can be found in Appendix I and II. Although it is important to create such a plan, it is unlikely that it will be carried out exactly as planned. Student's availability will change from semester to semester, as will class times and offerings. As such, it is important that students know what their schedules look like for the upcoming semester before their scheduling window opens. It is also important for students to check which classes will be offered for the upcoming semesters, and at what times. It is possible that a class that you have scheduled on your degree plan will not be offered that semester. Planning ahead is key! There are a variety of tools that can aid you with planning in advance, including scheduling a meeting with your academic advisor.

Ohio State offers a schedule planning tool for students that can be accessed in their MyBuckeyeLink on the Buckeyelink website. Upon logging in to MyBuckeyeLink, click the Schedule Planner link in the Enrollment Information box on the right-hand side of the screen, as highlighted below:

The screenshot displays the MyBuckeyeLink user interface. On the left, there are two main sections: 'Academics' and 'Finances'. The 'Academics' section includes links for 'My Class Schedule', 'Add a Class', 'Drop a Class', 'Grades', 'Generate Advising Report', and 'My Academics'. Below these links is a search box containing 'other academic...'. The 'Finances' section includes links for 'My Account', 'Account Inquiry', 'Account Refund', 'Guardian Setup', 'Financial Aid', 'View Financial Aid', 'Student Health Insurance', 'Select/Waive Coverage', and 'View Insurance Information'. Below these links is a search box containing 'other financial...'. In the center, there is a message box stating 'You are not enrolled in classes.' and a table titled 'Outstanding Charges' showing 'Past Due', 'Due Now', and 'Future Due' all at 0.00, with a 'Total of Outstanding Charges' of 0.00. Below the table is a 'MAKE A PAYMENT' button. On the right side, there are three boxes: 'Holds' (No Holds), 'To Do List' (No To Do's), and 'Enrollment Information' (May Session Credit Eligible? No, Spring graduates not eligible). Below the Enrollment Information box are links for 'Open Enrollment Dates', 'Schedule Planner', 'Degree Audit', and 'Enrollment Verification'. At the bottom right, there is an 'Advisor' box for Whitney Weber with a 'details' link.

Schedule Planner will allow you to create hypothetical schedules based on your availability and the courses that you are trying to take.

b) Online Scheduling

Students at Ohio State will schedule their classes by themselves, online, on the Buckeyelink website. The time and date of each student’s enrollment window will vary for each student and is generally based on class rank. In order to check your enrollment date, click the View Enrollment Date link in the Enrollment Information box on the right-hand side of your MyBuckeyeLink. Students should be proactive and schedule their classes early in their enrollment period in order to ensure the best schedule possible.

Additionally, it is important that students check their Holds and To Do List in MyBuckeyeLink before scheduling for classes. The Holds and To Do List box are located on the right-hand side of the screen above the Enrollment Information box. One hold, the Financial Responsibility Statement, must be completed prior to scheduling every semester you intend to enroll at Ohio State. Failure to complete this and other items in these boxes before scheduling may prohibit you from scheduling courses.

Enrollment Instructions:

- 1) Open a browser window and go to buckeylink.osu.edu

- 2) Log in to your MyBuckeyeLink using your name.# and password.
- 3) Under **Academics**, click **Add a Class**.
- 4) If prompted, select **the appropriate semester** and click **Continue** on the **Select Term** page.
- 5) On the **Select Classes to Add** page, click the **Search** button. Input the appropriate **course subject** and **course number** information a click **Search** again to find open sections of the courses you have been approved to enroll in. Note that only the first three sections may be showing unless you click **View All Sections**.
- 6) When you find a section that fits your schedule click on the **Select Class** button for that section. Follow the pages (either adding other course components for that course or simply confirming your choice by selecting the **Next** button) until that course appears in your Enrollment Shopping Cart.
- 7) Repeat Steps 5 and 6 until you have all of your desired courses in the shopping cart.
- 8) Once you have selected all of your desired courses, click the **Proceed to Step 2 of 3** button to confirm the courses in your shopping cart.
- 9) Click **Finish Enrolling**. If your enrollment is a success, you will see that message and a green check mark next to each course added your schedule. If there is an error adding a course, you will see a red X and the reason for the error.

Waitlists: If a class is full, and a yellow triangle appears next to the course name, you can add yourself to course waitlist. When on the waitlist for a course, there is no guarantee that you will be able to take the course. It is the student's responsibility to repeatedly check their MyBuckeyeLink and their Class Schedule to see if they have been added to the course from the waitlist.

If you have any questions or concerns about setting your schedule for the upcoming semester, please utilize OnCourse to schedule an appointment with your advisor prior to your enrollment date.

XII. Adding and Dropping a Class

Adding a Class

Students may add a full-semester class to their schedule online through BuckeyeLink through the first Friday of the semester. Adding a class in this period requires no instructor or advisor permission, and requires no paperwork.

After the 1st Friday of the semester, adding a class will require permission from the course instructor through the Course Enrollment Permission Form. Course Enrollment Forms can be found online at the Glenn College's Undergraduate Advising page.

After the second week of the semester, adding a class will require a course petition with additional signatures. Students must petition their advising office and obtain signatures

from both their advising office and their department chair. Students will be charged an additional \$100 fee for each course added to their schedule past the second Friday of the semester. Petitions forms can be found online at the Glenn College's Undergraduate Advising page.

Dropping a Class

Students are able to drop a course online through their MyBuckeyeLink without instructor or advisor permission before the 4th Friday of the semester. If a student drops a course before this time, the course will not appear on their transcript, and their GPA will not be affected.

After the 4th Friday of the semester and prior to the 10th Friday of the semester, students are still able to drop a course without petitioning. Dropping a course in this time period will earn the student a "W," for withdrawal, on their transcript. A "W" does not affect a student's GPA, but the course will remain on the transcript with a "W" in place of the course grade. While a "W" does not affect GPA, it is not wise to have too many withdrawals on a transcript if academic achievement will factor into your post-graduate plans. Students must consult with their academic advisor to drop a course during this time.

After the 10th Friday of the semester, students must petition to drop a course. Students considering dropping a course after this date must meet with their academic advisor and thoroughly explain their reasoning for dropping the course as well as for why they did not drop the class by the withdrawal deadline. Extenuating circumstances will be considered for a drop after this date. Dropping a course after this date will give the student a "W" in the course. Petitions can be found online at the Glenn College's Undergraduate Advising page.

If you are thinking about dropping a course, it is important that you understand the potential consequences of doing so. Speak with an academic advisor to see how dropping the course will affect your degree and graduation schedules. Additionally, dropping a course can affect financial aid, if the student is below full-time status. Students should check with Buckeye Link at 614-292-0300 or <http://contactbuckeyelink.osu.edu/> to learn how dropping a class can affect their financial aid.

XIII. Student Conduct and Responsibilities

Student Responsibilities

Attaining your academic goals at Ohio State is a shared responsibility. Glenn College and University faculty and staff are committed to offering you a challenging and high-quality education. They also assume responsibility to provide comprehensive resources that will support your needs and reinforce your efforts to be a successful and accomplished student.

Similarly, you will assume an equally significant degree of responsibility for accomplishing your goals. As a citizen of the university community, you should be prepared and willing to work hard at learning and contributing to our overall university mission, not just receiving its benefits. Together we will work hard to partner in your education endeavors. Your responsibilities are the following:

- You are responsible for knowing the requirements of the curriculum you are pursuing.
- You are responsible for obtaining updated General Education requirements and major curriculum information. The information sheets are updated frequently; classes can be added to or dropped from the curriculum at any time. You must be aware of the changes. Current GE sheets are available on the web at glenn.osu.edu.
- You are responsible for scheduling an appointment with your academic advisor regularly.
- You are responsible for checking your campus email regularly. The university and its colleges and departments send official notices and information to your name.# email account. If you choose to have your email forwarded to another email account, you may not receive official Ohio State mail, including scheduling and graduation information. You are responsible for ensuring your email account is capable of receiving osu.edu email and for checking our email account frequently.
- You are responsible for knowing the University's and the Glenn College's policies, regulations, and procedures. You should be familiar with this manual, the Course Catalog, and the Schedule of Classes. The Course Catalog and the Schedule of Classes are available from the Buckeye Link website at buckeyelink.osu.edu.
- You are responsible for maintaining good academic standing, which is defined as a minimum 2.0 GPA.

Graduation

Students are required to apply for graduation with their academic advisor. Students should apply during the semester in which they plan to graduate, but may do so as early as one semester in advance. The deadlines to apply for graduation are as follows:

- **Autumn Semester: November 1**
- **Spring Semester: March 1**
- **Summer Semester: July 1**

You are encouraged to meet with your academic advisor regularly throughout your four years in order to ensure that you are on pace to graduate in your desired term.

Student Code of Conduct

Students who enroll at Ohio State agree to abide by the Code of Student Conduct, which is available online at <https://trustees.osu.edu/bylaws-and-rules/code>. Copies can be obtained from the Office of Student Conduct, 550 Lincoln Tower. Each student is responsible for becoming familiar with the rules and regulations of The Ohio State University. The Office of Student Conduct has prepared the following synopsis of the Code of Student Conduct:

“The code of student conduct, a part of the Ohio Administrative Code, is established to foster and protect the core missions of the university; to foster the scholarly and civic development of the university’s students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. The core missions of the university are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions.”

Academic Misconduct

The university's Code of Student Conduct defines academic misconduct as "any activity that tends to compromise the academic integrity of the University, or subvert the educational process." While many people associate academic misconduct with "cheating," the term encompasses a wider scope of student behaviors which include, but are not limited to, the following:

- Violation of course rules
- Violation of program regulations
- Knowingly providing or receiving information during a course exam or program assignment
- Possession and/or use of unauthorized materials during a course exam or program assignment
- Knowingly providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor or, where appropriate, a project/research supervisor
- Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for a laboratory experiment (i.e., a "dry lab") or other academic assignment. It also includes instances where a student submits data or information (such as a lab report or term paper) from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course or supervisor of the research for which the work is being submitted
- Submitting plagiarized work for a course/program assignment
- Falsification, fabrication, or dishonesty in conducting or reporting laboratory (research) results
- Serving as or asking another student to serve as a substitute (a "ringer") while taking an exam
- Alteration of grades in an effort to change earned credit or a grade
- Alteration and/or unauthorized use of university forms or records

Cases of alleged academic misconduct are adjudicated through a formal hearing process by the Committee on Academic Misconduct (COAM), a standing committee of the University Senate. To insure a broad representation on the Committee, COAM draws its members from throughout the university's academic community: faculty (appointed by University Senate),

graduate students (appointed by the Council of Graduate Students), and undergraduate students (appointed by Undergraduate Student Government).

<https://oaa.osu.edu/academic-integrity-and-misconduct>

IF YOU HAVE ANY DOUBTS ABOUT THE ORIGINALITY OF A PAPER YOU HAVE WRITTEN, SEE YOUR INSTRUCTOR BEFORE YOU TURN IT IN.

XIV. Academic Calendar and Important Dates*

*Calendar is subject to change. The full and regularly updated university academic calendar can be found on the University Registrar's website at <http://registrar.osu.edu/>.

Important Dates for Students

Autumn 2020 Semester:

August 25 – First day of semester and first-session classes

August 28 – Last day to add a class yourself, without instructor permission*

September 4 – Last day to add a class with instructor permission, without petitioning*

September 7 – Labor Day; no classes

September 18 – Last day to drop a full session class without a “W”*

October 12 – Last day of regular first-session classes

October 13-14 – Final examinations for first-session classes

October 15 – First day of second-session classes

October 30 – Last day to petition to use Grade Forgiveness Rule

October 30 – Last day to drop a full session class without petitioning (with a “W”)*

November 1 – Deadline to apply for Autumn 2020 graduation

November 11 – Veterans Day; no classes

November 25 – Last Day of in-person instruction

November 26-27 – Thanksgiving break; no classes

December 4 – Last day of regular semester and second-session classes

December 7-11 – Final examinations for semester and second-session classes

TBD – Autumn Commencement

Spring 2021 Semester:

January 11 – First day of semester and first-session classes

January 15 -- Last day to add a class yourself, without instructor permission*

January 18 – Martin Luther King Day; no classes

January 22 -- Last day to add a class with instructor permission, without petitioning*

February 5 – Last day to drop a full session class without a “W”*

February 26 – Last day of regular first-session classes

March 1-2 – Final examinations for first-session classes

March 3 – First day of second-session classes

March 1 - Deadline to apply for Spring 2021 graduation

March 15-19 – Spring break; no classes

March 19 – Last day to petition to use Grade Forgiveness Rule

March 19 – Last day to drop a full session class without petitioning (with a “W”)*

April 26 – Last day of regular semester and second-session classes

April 18-May 4 – Final Examinations for semester and second-session classes

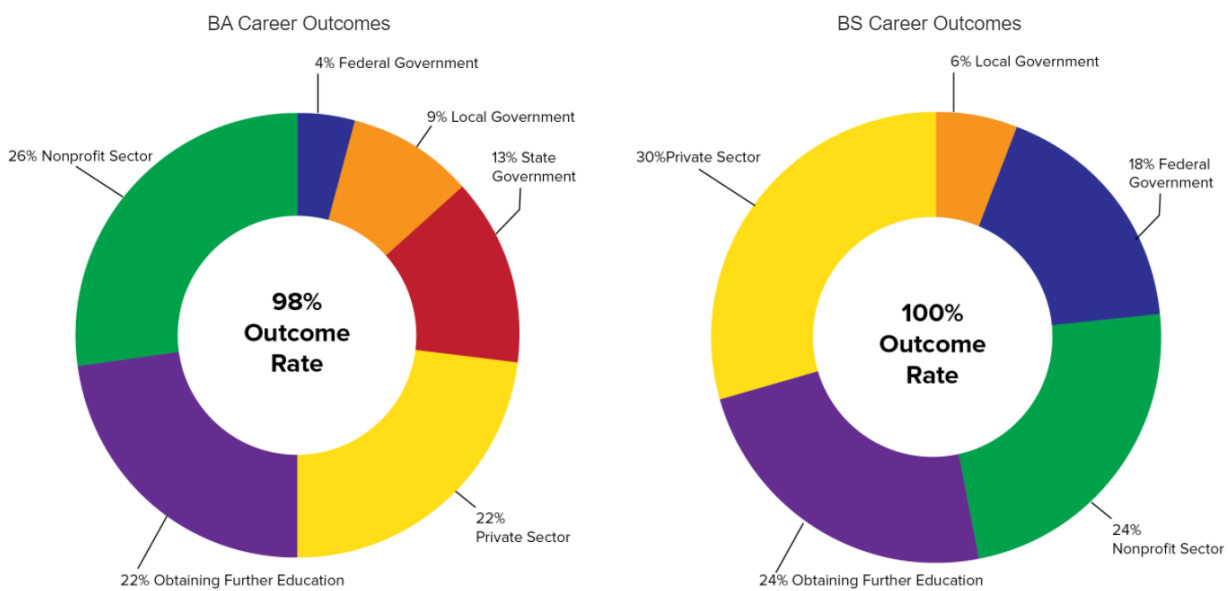
May 9 – Spring Commencement

**Note: These deadlines are for Autumn and Fall full session courses. Deadlines for 7 week and summer session courses may vary. Please refer to <https://registrar.osu.edu/> for exact dates.*

XV. Career Services

Faculty and staff at the Glenn College are focused on helping you succeed both academically and professionally. The ultimate goal for most students is to obtain a degree that will allow them to pursue their specific career goals upon graduating. The Glenn College's office of Career Services is here to help students find and navigate their career path both while they are in school and after graduation. The Glenn College is proud of the success of its students past and present. Career outcomes for public affairs undergraduates are found in the chart below.

Where are Glenn College graduates employed?



a) Office of Career Services

The Office of Career Services is led by Emily Carruthers, a full-time staff member who is committed to helping students find their careers in the realm of public affairs. The Office of Career Services provides multiple and varied opportunities for students, alumni, and employers to connect with career services professionals and each other. These opportunities allow for customized learning and practice which serve the individual needs of students and alumni. Formats include:

- One-on-one counseling with a Career Counselor
- Workshops, networking, and employer recruitment events
- Professional mentorship programming
- Assistance with job and internship applications

Appointment with our Career Services advisor can cover a variety of things including:

Student Timelines: When should students start searching/applying for jobs and internships? Our office can help you to develop a timeline.

Resume/Cover Letter Critiques: We can cover basic resume and cover letter formation and can help students tailor their resume and cover letter to a particular job/internship posting. Please plan to bring a printed copy of your resume with you to your appointment.

Job/Internship Search Strategies: Unsure where to start? Our office can go over some tips, tricks, and resources that you should use when searching for the perfect job or internship.

Mock Interviews: Our office can help students prepare for their interview by tailoring a one-hour interview session specific to the job or internship for which they are interviewing. Each mock interview session will consist of a 30-minute interview immediately followed by a 30-minute breakdown.

Graduate School Applications: Applying to graduate school? We can help students tailor their applications to specific programs.

Students looking to schedule an appointment with our Career Advisor should call the 110 Desk at 614-292-9633 or email glenn-career@osu.edu.

b) Internships in Public Affairs

An internship provides an opportunity to apply the Public Affairs curriculum in a professional setting. Additionally, it affords you the opportunity to check out a particular career of interest and enhance your competitiveness in the job marketplace. Internships may be available for credit towards your degree program through enrolling in Public Affairs 4191.01. For more information about obtaining credit for an internship, go to: <http://glenn.osu.edu/career/internships/>

Examples of past internship sites include:

- Ohio Department of Education
- Make-a-Wish Foundation
- Ohio Physicians Health Program
- Ohio Statehouse
- Ohio Bureau of Workers' Compensation
- After School All Stars
- Ohio Department of Public Safety, Office of Criminal Justice Services

c) Handshake

For a successful job searching experience, it is important that students understand how to navigate their campus job board. Handshake is the largest career community for students and recent graduates that allows them to explore career options, find internships and jobs, and connect with employers.

When navigating Handshake, filters are crucial. Here are the steps to take to ensure that your Handshake experience is top-notch:

- Navigate to “Job Search”
- Click Filters
- Using filters like “Job Type” or “Location,” students should narrow down their search based on their interests
- Using the same filters, narrow down by “Industry.” Students should select any and all industries that are relevant to either their major or career/internship of interest
- Browse internships and careers—it’s as easy as that!

Visit handshake.osu.edu to set-up your account and get started.

XVI. Student Programs

The John Glenn College of Public Affairs is unique given its comprehensive focus on scholarship, leadership, and civic engagement. Events and student programs at the Glenn College are designed to inspire citizenship and develop leadership

If you are an Ohio State student, you have the opportunity to participate in dynamic internship programs, join the award-winning John Glenn Civic Leadership Council and to attend Glenn College sponsored events and conferences. There is no limit to the opportunities to learn and to hear different viewpoints on today’s issues at the John Glenn College of Public Affairs.

a) Washington Academic Internship Program

The John Glenn College of Public Affairs offers an exciting opportunity for Ohio State students to study and work in the nation's capital. The Washington Academic Internship Program selects outstanding juniors and seniors from any major to spend a semester in Washington, D.C., as John Glenn Fellows. Students work in field placements that reflect their areas of academic interest.

While in Washington, John Glenn Fellows remain fully registered Ohio State students. Students earn academic credit hours for their internship, the research seminar in which a policy paper is developed, and a course on policymaking and public service in the

Washington community. Students will develop their professional skills and knowledge through weekly professional development workshops. Friday study tours each week will also allow students to explore and experience different aspects of Washington.

Participants in the program meet policy professionals and interact with Ohio State alumni in the region. This interaction has value far beyond the semester in which the students are involved in the program. Real opportunities are presented for career advice, professional development, and cross-generational exchange. Specific program information can be found below.

Earn 12 hours of upper division Ohio State course credit[^]

- 6 credits for completing an internship*
- 3 credits for writing a policy paper (PUBAFRS 4021)
- 3 credits for a policymaking and public service course (PUBAFRS 4020)

*3 hours of internship credit may count toward a specialization track.

[^]Students may count 9 credit hours of WAIP credit toward the Public Policy Minor.

Intern Schedule Breakdown

- Internship – 32 hours a week
- Weekly evening guest speakers and networking events
- Policy Seminar class (PUBAFRS 4020), one evening per week, varying by term
- Study tours to sites such as the Library of Congress, Pentagon, State Department, and Capitol on Fridays

Housing

- Students reside together in a residence selected for its services, proximity to the Metro system, safety, and neighborhood conveniences.
- The program arranges for housing and applies the charges to each student's university account

Program Costs

- Normal OSU tuition with no additional program or application fee
- Additional charge for housing: \$4,750
- Additional living, miscellaneous, and personal expenses associated with living in Washington, DC

Application Requirements

- At least 60 credit hours earned by the term of participation
- Include the following with your application:
 - Resume
 - Personal Statement
 - Writing Sample
 - Two Letters of Recommendation
- Complete an interview with Katy Hogan and Sydney Rubin

Students can view the application and requirements at <http://glenn.osu.edu/programs/waip/apply/>

For more information on the WAIP program please contact the program manager, Katy Hogan.

Katy Hogan, MPA – Director of Washington Programs
Email: Hogan.124@osu.edu
Phone: 202-403-8537

Sydney Rubin – Washington Program Coordinator
Email: rubin.192@osu.edu
Phone: 202-403-8538

b) Civic Leadership Council

The John Glenn Civic Leadership Council is the Glenn College's undergraduate student organization. The CLC seeks to promote, broaden, and cultivate civic engagement and leadership among college students. Focused on four distinct pillars: **policy, academics, service, and community**, the Civic Leadership Council provides an enriching environment to encourage active citizenship on campus and in the community. Our broad variety of programming ranges from in-depth policy discussions to unique service projects, fostering academic support and lifelong friendships along the way.

Members of the John Glenn Learning Community are automatic members of the CLC, but the organization is also open to the entire Ohio State undergraduate community. **The CLC has twice been recognized by the Ohio Union as the Most Outstanding Student Organization on campus.** For more information, including a schedule of events and meeting times, please visit the organization's website: <http://glenn.osu.edu/programs/clc/>

c) Civic Leadership Community

The John Glenn Civic Leadership Community is a co-curricular program sponsored by the Ohio State University's John Glenn College of Public Affairs and Office of University Housing and is open to all students interested in public affairs, public policy, leadership, community service, and the political process, regardless of one's intended major.

The Leadership Community allows first and second-year students with an interest in public service and policy to live together in the residence halls. As an undergraduate student, you will spend an average of only 15-20 hours a week in the classroom. It is important that where you live and spend the majority of your time is a friendly and supportive environment, both academically and socially.

In the John Glenn Civic Leadership Community, the fun begins BEFORE the first day of class! You will participate in an early arrival program that puts you on campus two days

before the arrival of your fellow students for a special orientation. Incoming first-year students will be able to apply for the Leadership Community when they complete their Ohio State housing contracts. The Leadership Community is housed in the Busch House residence hall and typically consists of 40-60 first and second-year students. For more information visit the LC website: <http://glenn.osu.edu/programs/leadership-community/>

d) NEW Leadership

NEW Leadership™ is a national bi-partisan program that addresses the underrepresentation of women in American politics. The five-day residential summer institute educates college women about the important role that politics plays in their lives and encourages them to become effective leaders in the political arena.

NEW Leadership Ohio dispels the stereotypes about the obstacles women face as candidates, prepares women for the reality of political campaigns, increases their confidence in their abilities as candidates and elected officials, and asks women to consider running for public office. NEW Leadership Ohio introduces the participants to a group of current office holders and professionals who can assist and guide them and creates a cohesive cohort of colleagues who they can call upon in the future as they launch their own campaigns.

The purpose of the NEW Leadership program is to encourage and empower college women to take on public and political leadership roles. Participants spend five days in an intensive, residential institute. During this time, participants will: learn the history of women's involvement in public life, gain leadership skills in public speaking, advocacy, and diversity, and form a network of their peers as well as current women leaders. Once the residential institute ends, NEW Leadership participants are encouraged to continue to build their leadership skills on their home campuses. They are also encouraged to consider running for public office at some time in the future.

Because of the generosity of contributors, NEW Leadership Ohio pays for all program costs, including meals and lodging. NEW Leadership students are responsible for one lunch on your own and travel costs incurred in getting to and from the program location in Columbus, Ohio. Because of the immense efforts put into fully funding each NEW Leadership student, accepted students cannot defer enrollment in the program.

NEW Leadership Ohio is open to college women enrolled in any Ohio 2-year or 4-year college or university, or Ohio residents attending school outside of the state. Participants represent different racial, ethnic, and socio-economic backgrounds, as well as a variety of academic majors, ages, and interests. All political views are welcome. Diversity of views and positions on interests is considered a strength of the program.

For more information on the NEW leadership program, including application dates and forms, please visit the following webpage: <http://glenn.osu.edu/programs/new-leadership/>.

e) Public Affairs Multicultural Student Organization (PAMSO)

PAMSO is the Glenn College's student organization, which brings together students of all ages, races, gender, religions, disabilities, and backgrounds. PAMSO strives to support, educate, and encourage students who are passionate about multiculturalism and diversity and inclusion. Students in this organization aim to inspire citizenship and develop leadership, all while embracing diverse backgrounds and ideas.

PAMSO is open to any undergraduate, graduate, or doctoral student, and there are informal and formal gatherings.

For more information, please visit the following webpage:
<http://glenn.osu.edu/programs/pamso/>.

f) Ohio Government Internship Program (OGIP)

The John Glenn College of Public Affairs' Ohio Government Internship Program (OGIP) gives undergraduate students from any major the opportunity to grow as policy professionals during their undergraduate career. All OGIP student internships are public service related, with a focus on state and local agencies, the Ohio Statehouse and political parties. OGIP is designed to support students as they develop their careers in public service by giving them invaluable opportunities in state and local government.

OGIP participants are required to complete Public Affairs 4191.03 during their OGIP internship. Through this course, student interns participate in high-level professional development opportunities and networking sessions. They are also responsible for submitting reflection essays.

OGIP participants are supported directly by Glenn College Career Advisor. They receive internship placement assistance as well as other professional development opportunities throughout the semester through policy salons and mandatory career service events.

XVII. Additional OSU Support Services

Buckeye Alert System

The Buckeye Alert System is a multi-modal, emergency notification system that includes nearly two dozen communication methods. The Buckeye Alert System integrated new technology in 2016 to enhance the timely sharing of safety information. Buckeye Alerts, often sent via text message, are issued when it is determined that the campus community needs to take immediate action to remain safe. As a result, if a Buckeye Alert text message is issued, there is a chance it may contain general information such as "Buckeye Alert!"

Emergency on Columbus campus: More info soon. Be observant/take action as needed." In this instance, a second Buckeye Alert is likely to follow containing additional details like the incident location or the specific type of emergency.

Students who provide their cell numbers to Ohio State via Buckeye Link automatically are registered for the emergency notification text messaging service.

To add your cell phone number or change your number:

- Log into BuckeyeLink (link is external)
- Scroll down to "Personal Information"
- Click on "Phone"
- Click on "Add a phone number"
- Add/edit your MOBILE phone number, including area code

More information can be found at: www.buckeyealert.osu.edu

Counseling and Consultation Service

Counseling and Consultation Services (CCS) provides counseling and consultation services to currently enrolled undergraduate and graduate students and the spouses/partners of students who are covered by the Comprehensive Student Health Insurance. CCS offers brief counseling and therapy to help you address personal, academic, and career concerns. Both individual and group counseling are available. In counseling, counselors work together with you to help develop more personal awareness and the skills you need to overcome problems and to help you grow and develop in ways that allow you to take advantage of the educational opportunities at the University. www.ccs.osu.edu

Off-Campus and Commuter Student Services

Off-campus and Commuter Student Services (OCSS) provides several services for commuting students to assist them while on campus including lounges, lockers, kitchens, study spaces, and information on campus programs and resources. Commuter Students are those students who live outside of the University District and must drive or utilize public transportation from home to attend class. OCSS plans Commuter Preview Day each year, supports the Commuter Student Organization, and plans various fun and informative programs for commuters throughout the school year.

OCSS is where off-campus students, those living outside Ohio State housing within the University District, can find all the information students should know when moving off-campus. Resources are provided for finding a home/apartment, signing a lease, moving to a new residence, and everything a tenant should know. OCSS also publishes a newsletter for commuter and off-campus students. www.offcampus.osu.edu

Office of Disability Services

The mission of the Office of Student Life Disability Services (ODS) is to collaborate with and empower students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. ODS professionals

assist students with registration for services, coordination of appropriate accommodations, fostering learning strategies and advocacy skills, and other student concerns.

www.ods.osu.edu

Office of International Affairs

When international students and scholars first consider affiliating with Ohio State, the Office of International Affairs (OIA) is one of their initial points of contact. Through OIA, students and scholars can find information about the types of visas needed for their stay in the United States, links to academic programs, how to pay their tuition, housing options, an overview of the campus and life in Columbus, and much more. When international students and scholars arrive at Ohio State, OIA provides them with a warm welcome to the campus community. This office supports their transition with a wealth of information that helps them comfortably adjust to their new life on campus and in Columbus. Coordinators offer orientation sessions and administer social, cultural, and educational programming. Students also meet one-on-one with a representative from International Student and Scholar services to get answers to questions about cultural differences, immigration regulations, and financial matters. All of these services help ensure that international students, scholars, and their families have the greatest opportunity to achieve their academic and personal goals during their time at Ohio State. <https://oia.osu.edu/>

Preferred Names

A student's preferred first name may be a middle name, nickname or another name chosen by the student. Transgender students may self-identify by a name different from their legal name. The university uses a preferred first name in email, class rosters, grade rosters, reports, correspondence with students (including mailings to permanent and home addresses), screens that are visible to advisors or instructors, and for class interactions, including Carmen. If no preferred first name is provided, a student's legal first name will be used. Students can indicate a preferred first name different from their legal name via BuckeyeLink or at my.osu.edu.

Statistical Consulting Service

Students wishing to have additional help with the statistical analysis for their papers may consult with the Statistical Consulting Service and enroll in their Stat 5700 course. Stat 5760 is not a statistics class in the traditional sense; there are no lectures, homework, or exams. However, enrolling in Stat 5760 allows you to have access to a graduate student consultant during the semester in which you are enrolled. <https://scs.osu.edu/working-scs/students>

Student Advocacy Center

The Student Advocacy Center is committed to helping students navigate Ohio State's structure and to resolving issues that they encounter at the university. Student Advocacy's purpose is to empower students to overcome obstacles to their growth both inside and outside the classroom. They encourage students to maximize their educational experience and prepare them for involvement in the larger community and for life beyond college. The Student Advocacy Center helps by answering questions, directing students to appropriate

staff and departments, and giving students general guidance on university policies and procedures. <http://studentlife.osu.edu/advocacy/>

Student Legal Services

Student Legal Services at The Ohio State University is a non-profit law office providing legal advice, representation, education and resources to Ohio State students. The office provides confidential, legal advice and representation for a wide range of legal issues that Ohio State students typically encounter, related to civil, criminal, traffic, and immigration issues. To be eligible for services, a student must:

- Attend Columbus campus;
- Be in a degree seeking program;
- Be enrolled in at least one non-distance learning course;
- Have the primary role of student (versus employee); and
- Remain enrolled in the SLS program for the participation year in which student is seeking services.

<https://studentlegal.osu.edu/>

Student Wellness Center

The Student Wellness Center at The Ohio State University empowers students to strive for balance and wellness. Wellness is an active, ongoing process which involves becoming aware of and taking steps toward a healthier, happier, more successful life. The Student Wellness Center promotes balanced lifestyles and student success through the Nine Dimensions of Wellness (Emotional, Career, Social, Spiritual, Physical, Financial, Intellectual, Creative, and Environmental) and hosts a variety of programs, workshops, events, and outreach to address each dimension. www.swc.osu.edu

Wilce Student Health Center

The Wilce Student Health Center, Student Life Student Health Services (SLSHS) at The Ohio State University is a Joint Commission accredited outpatient facility providing a variety of health care services to the student population. All students enrolled at Ohio State are eligible to use the health service, regardless of health insurance coverage. Student Health Services provides most services on an appointment basis. Please see the SLSHS website for more information on services and to schedule appointments. www.shc.osu.edu

Writing Consulting

The Writing Center offers free help with writing at any stage of the writing process for any member of the university community. During our sessions, consultants can work with you on anything from research papers to lab reports, from capstone projects to résumés, from proposals to application materials. Appointments are available in-person at 4120 Smith Lab, as well as for online sessions. You may schedule an in-person or online appointment by visiting WC Online or by calling 614-688-4291. Please note that the Writing Center also offers daily walk-in hours—no appointment necessary—in Thompson Library.

(<https://cstw.osu.edu/writing-center>).

Appendix I: Sample 4-Year Degree Plan Bachelor of Arts

AUTUMN SEMESTER - YEAR 1	SPRING SEMESTER - YEAR 1
PUBAFRS 2110 (3) (Intro to PA)	PUBAFRS 2120 (3) (Civic Engagement)
GE Writing Level 1 (3)	POLITSC 3000+ (3)
GE Foreign Language (4)	GE Foreign Language (4)
GE Math (3-5)	GE Social Science (ECON 2001) (3)
PUBAFRS 1100 (1) (College Survey)	GE Biological/Physical Science (3)

AUTUMN SEMESTER - YEAR 2	SPRING SEMESTER - YEAR 2
PUBAFRS 2130 (3) (Leadership)	PUBAFRS 3500 (3) (Public Management)
GE Writing Level 2 (3) (e.g. PUBAFRS 2367)	PUBAFRS 3000 (3) (Policy Analysis)
GE Foreign Language (4)	GE Social Science (3)
GE Biological/Physical Science (3)	GE Biological/Physical Science with Lab (4)
GE Data Analysis (3)	Specialization Course (3)

AUTUMN SEMESTER - YEAR 3	SPRING SEMESTER - YEAR 3
PUBAFRS 4310 or ECON 4300 (3) (Finance)	PUBAFRS 4030 (3) (Public Budgeting)
Specialization Course (3)	GE Open Option (3)
GE Open Option (3)	GE Historical Study (3)
GE Visual/Performing Arts (3)	GE Literature (3)
GE History/Cultures and Ideas (3)	Specialization Course (3)

AUTUMN SEMESTER - YEAR 4	SPRING SEMESTER - YEAR 4
PUBAFRS 4000+ (3)	PUBAFRS 4011 (3) (Policy Paper/Capstone)
Specialization Course (3)	Specialization Course (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)

Appendix II: Sample 4-Year Degree Plan Bachelor of Science

AUTUMN SEMESTER - YEAR 1	SPRING SEMESTER - YEAR 1
PUBAFRS 2110 (3) (Intro to PA)	PUBAFRS 2120 (3) (Civic Engagement)
GE Writing Level 1 (3)	GE Biological/Physical Science with Lab (4)
GE Foreign Language (4)	GE Foreign Language (4)
GE Math (5)	GE Social Science (ECON 2001) (3)
PUBAFRS 1100 (1) (College Survey)	GE Visual/Performing Arts (3)

AUTUMN SEMESTER - YEAR 2	SPRING SEMESTER - YEAR 2
PUBAFRS 3500 (3) (Public Management)	PUBAFRS 3000 (3) (Policy Analysis)
GE Writing Level 2 (3) (<i>e.g.</i> PUBAFRS 2367)	PUBAFRS 4030 or 4310 (3) (Finance)
GE Foreign Language (4)	GE Social Science (3)
GE Biological/Physical Science (3)	GE Biological/Physical Science with Lab (4)
GE Data Analysis (3)	Specialization Course (3)

AUTUMN SEMESTER - YEAR 3	SPRING SEMESTER - YEAR 3
PUBAFRS 4000 (3) Policy Evaluation	PUBAFRS 4010 (3) (Decision Making)
GE History/Cultures and Ideas (3)	GE Open Option (3)
GE Open Option (3)	GE Historical Study (3)
Specialization Course (3)	GE Literature (3)
Specialization Course (3)	Specialization Course (3)

AUTUMN SEMESTER - YEAR 4	SPRING SEMESTER - YEAR 4
Methods Course (3)	PUBAFRS 4011 (3) (Policy Paper/Capstone)
ECON 4300, 4320 or 4001 (3) (Economics)	Specialization Course (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)

Appendix III: Sample Combined Program Plan – BA/MPA

AUTUMN SEMESTER YEAR 1	SPRING SEMESTER YEAR 1
PUBAFRS 2110 (3) (Intro to PA)	PUBAFRS 2120 (3) (Civic Engagement)
GE Writing Level 1 (3)	POLSCI 3000+ (3)
GE Foreign Language (4)	GE Foreign Language (4)
GE Math (3-5)	GE Social Science (Microeconomics) (3)
PUBAFRS 1100 (1) (College Survey)	GE Biological or Physical Science (3)
AUTUMN SEMESTER YEAR 2	SPRING SEMESTER- YEAR 2
PUBAFRS 2130 (3) (Leadership)	PUBAFRS 3500 (3) (Public Management)
GE Writing Level 2 (3) (e.g. PUBAFRS 2367)	PUBAFRS 3000 (3) (Policy Analysis)
GE Foreign Language (4)	GE Social Science (3)
GE Bio or Physical Science (3)	GE Bio or Physical Science with lab (4)
GE Data Analysis (3)	Specialization Course (3)
AUTUMN SEMESTER YEAR 3	SPRING SEMESTER YEAR 3
PUBAFRS 4310 or ECON 4300/4320 (3) (Public Finance)	PUBAFRS 4011 (3) (Policy Paper)
Specialization Course (3)	GE Open Option (3)
GE Open Option (3)	GE Historical Study (3)
GE Visual/Performing Arts (3)	GE Literature (3)
GE History/Cultures and Ideas (3)	Specialization Course (3)
AUTUMN SEMESTER YEAR 4	SPRING SEMESTER YEAR 4
PUBAFRS 6000 (4) (Public Policy Form. & Impl.)*	Specialization Course (3)
PUBAFRS 6030 (4) (Public Sector Economics)*	Specialization Course (3)
PUBAFRS 6070 (4) (Public Affairs Statistics)*	PUBAFRS 6010 (4) (Legal Environment)*
PUBAFRS 6500 (2) (Written & Oral Communication)*	PUBAFRS 6040 (4) (Pub Budget & Fin)*
Skills Class (1)*	Skills course (1)*
SUMMER (optional)	
PUBAFRS 6080 (4) (Program Eval)^	
Elective (3)^	
AUTUMN SEMESTER YEAR 5	SPRING SEMESTER YEAR 5

PUBAFRS 6050 (4) (Managing Pub Sector Orgs)^	PUBAFRS 6060 (4) (Managerial Leadership)^
Elective (3)^	Elective (3)^
Elective (3)^	PUBAFRS 79_ (3) (Capstone)^
Skills (1)^	

*Combined Coursework

^MPA Coursework

Appendix IV: Sample Combined Program Plan – BS/MPA

AUTUMN SEMESTER YEAR 1	SPRING SEMESTER YEAR 1
PUBAFRS 2110 (3) (Intro to PA)	PUBAFRS 2120 (3) (Civic Engagement)
GE Writing Level 1 (3)	GE Bio or Physical Science with lab (4)
GE Foreign Language (4)	GE Foreign Language (4)
GE Math (5) (<i>MATH 1151 required</i>)	GE Social Science (<i>Microeconomics</i>) (3)
PUBAFRS 1100 (1) (College Survey)	GE Visual/Performing Arts (3)
AUTUMN SEMESTER YEAR 2	SPRING SEMESTER- YEAR 2
PUBAFRS 2130 or 3500 (3) (Leadership/Management)	PUBAFRS 3000 (3) (Policy Analysis)
GE Writing Level 2 (3) (e.g. PUBAFRS 2367)	PUBAFRS 4310 or ECON 4300, 4320 (3) (Finance)
GE Foreign Language (4)	GE Social Science (3)
GE Biological or Physical Science (3)	GE Bio or Physical Science with lab (4)
GE Data Analysis (3) (<i>STAT 1450 or equiv.</i>)	Specialization Course (3)
AUTUMN SEMESTER YEAR 3	SPRING SEMESTER YEAR 3
PUBAFRS 4010 (3) (Decision Making)	PUBAFRS 4011 (3) (Policy Paper)
GE History/Cultures and Ideas (3)	GE Open Option (3)
GE Open Option (3)	GE Historical Study (3)
Specialization Course (3)	GE Literature (3)
Specialization Course (3)	Specialization Course (3)
AUTUMN SEMESTER YEAR 4	SPRING SEMESTER YEAR 4
Elective (3)	Specialization Course (3)
PUBAFRS 6000 (4) (Public Policy Form. & Impl.)*	PUBAFRS 6010 (4) (Legal Environment)*
PUBAFRS 6030 (4) (Public Sector Economics)*	PUBAFRS 6080 (4) (Program Eval)*

PUBAFRS 7571, 7572, or 7573 (3) (Methods)*	PUBAFRS 6040 (4) (Pub Budget & Fin)*
PUBAFRS 6500 (2) (Written & Oral Communication)^	Skills course (1)*
	Skills Class (1)*
SUMMER (optional)	
Elective (3)^	
Skills class (1)^	
AUTUMN SEMESTER YEAR 5	SPRING SEMESTER YEAR 5
PUBAFRS 6050 (4) (Managing Pub Sector Orgs)^	PUBAFRS 6060 (4) (Managerial Leadership)^
Elective (3)^	Elective (3)^
Elective (3)^	PUBAFRS 79__ (3) (Capstone)^
Skills (1)^	

**Combined Coursework*

^MPA Coursework