

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

2015-2016

Contents

Section I. Introduction.....	4
Section II. BA in Public Affairs.....	5
a. Core Curriculum.....	5
b. Specializations and Minors.....	7
c. General Education Requirements.....	13
d. Additional Minors.....	15
e. Dual Degrees.....	16
Section III. Nonprofit Studies Minor.....	16
Section IV. Public Policy Minor.....	17
Section V. Degree Planning and Academic Advising	19
a. Degree Planning Tools.....	21
b. Scheduling an Appointment.....	22
Section VI. Academic Policies and Procedures.....	23
a. Calculating GPA.....	23
b. Freshman Forgiveness.....	24
c. Incomplete.....	25
d. Pass/Non-Pass option.....	25
e. Auditing a Course.....	25
f. Academic Status.....	25
g. Academic Dismissal.....	25
h. Fresh Start.....	26
i. Petitioning.....	26
Section VII. Transfer Credit Information.....	26
Section VIII. Degree Enrichment.....	26
a. Credit by Examination (EM).....	26
b. Honors/Scholars.....	27
c. Study Abroad.....	27
d. Undergraduate Research.....	27
Section IX. Scheduling for Classes.....	28

a. Planning a Schedule.....	28
b. Online Scheduling.....	29
Section X. Adding and Dropping Classes.....	30
Section XI. Student Conduct and Responsibilities.....	32
Section XII. Academic Calendar and Important Dates.....	34
Section XIII. Career Services.....	35
a. Office of Career Services.....	36
b. Internships in Public Affairs.....	37
c. Friendship 7 Job Bank.....	37
Section XIV. Student Programs.....	37
a. Washington Academic Internship Program.....	38
b. Civic Leadership Council.....	39
c. Civic Leadership Community.....	40
d. NEW Leadership.....	40
Section XV. Additional OSU Support Services.....	41
Appendix I. Sample Bachelor of Arts 4 Year Program Plan.....	46

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 serves to inspire citizenship and develop leadership by:

- Promoting the development of leaders through graduate and undergraduate education, internships and co-curricular programs
- Promoting civic engagement among citizens of all ages
- Enhancing the quality of public service
- Creating and disseminating the highest quality policy research

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. Since then, the Glenn College has developed a unique Bachelor of Arts in Public Affairs program 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.

II. Bachelor of Arts in Public Affairs

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 the public sector does and how it does it.

Bachelor of Arts in Public Affairs

The John Glenn College of Public Affairs' Bachelor of Arts in Public Affairs undergraduate 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 degree is focused on the interconnection between applied public policy and the management of the organizations and networks that tackle public problems. With unique coursework and specializations options, the Glenn College's BA program will give you the skills to work in government, nonprofit organizations, or any place where analysis and leadership are needed. There is no separate application for the public affairs major. Prospective freshmen and transfer students can apply directly to Ohio State as Public Affairs majors and can begin in the program up acceptance to the university. Existing Ohio State students may declare the major at any time by meeting with an advisor.

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.

a) 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 are two capstone courses 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 outlines the public affairs profession and discusses how policy decisions are formulated, implemented, and evaluated.

Public Affairs 2120: Public Service and Civic Engagement

This course explores the role an engaged citizenry plays in a democracy and identifies and explain trends in civic engagement in the United States. Concepts and strategies that enhance students' abilities to address public problems through individual or collective action are covered.

Public Affairs 2130: Leadership in the Public and Nonprofit Sectors

An examination of conceptual frameworks and theories of leadership effectiveness in the public and non-profit sectors, as well as the practices, strategies, and habits of successful public and non-profit leaders.

Public Affairs 3000: Introduction to Policy Analysis

This course provides an introduction to the issues and methods of public policy analysis. This course provides students with a "tool kit" of practical methods for analyzing public policy issues. It develops a policy research and modeling skillset in considering complex, real-world issues involving multiple actors with diverse interests, information uncertainty, institutional complexity, and ethical controversy. Prerequisite: Econ 2001.01 and Stats 1350 or equivalent.

Political Science 3115: Introduction to Public Policy

This course will to expose students to various lenses through which scholars and practitioners view the policymaking process. It will also examine the various steps in that process. Students will learn by focusing on case studies dealing with health care, fuel economy standards, food stamps, insurance coverage for contraceptives, and the federal budget.

Note: Students may substitute additional Political Science classes for 3115 with advisor approval

Public Affairs 4030: Public Budgeting

Public budgeting provides the policy & management oriented student knowledge of proper financial administration of the public sector in the economy. Includes basic methods for public sector finance budgeting and analysis.

Economics 4300: Government Finance in the American Economy

This course provides an introduction to the basic principles of public finance (e.g. government revenues, expenditures, and taxation). The course also provides students with the tools of microeconomics to analyze public sector decisions and policies. Prerequisite: Econ 2001.01.

Note: Students may substitute Economics 4320: Public Expenditures and Cost-Benefit Analysis for this class.

Public Affairs 4310: State and Local Government Finance

This course examines how state and local governments are financed. Additionally, students will learn about some of the problems and decisions that these governments are facing financially. The fiscal relationship between state/local governments and the federal government will be examined. Apply techniques of economic analysis to policy issues.

Prerequisite: Econ 2001.01.

Public Affairs 4010/4020: Public Affairs Decision Making

This course is designed to integrate knowledge from the foundational and public affairs track courses, returning to the basic question of how analysts and managers in the public sector can make decisions and pursue strategies to achieve important public goals. The focus of the course will be on sharpening and refining student understanding of public policy making and program implementation processes, and identifying places where they can effectuate positive progress throughout the processes.

Public Affairs 4011/4021: Capstone – Policy Analysis Application

Synthesis of theory and application of a US public policy process through an individual research paper on a topic of interest.

Note: Students either take Public Affairs 4010 and 4011 in Columbus or 4020 and 4021 in Washington as part of the Washington Academic Internship Program; Students taking Public Affairs 4011 in Columbus must first take Public Affairs 3000.

b) Specializations and Minors

In addition to completing the core major requirements listed in section a, students must also complete a specialization track or an approved minor of their choice in order to receive their degree.

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)

- PUB AFRS 2150 Introduction to Nonprofit Organizations (3 hours)
- PUB AFRS 3140 Introduction to Nonprofit Management (3 hours)

Elective Courses (at least 9 hours):

- PUB AFRS 3110 Education Policy in a Changing World (3 hours)
- PUB AFRS 3500 Public Management (3 hours)
- PUB AFRS 4060 Senior Leadership Seminar (3 hours)
- PUB AFRS 4191.01/.02 Public Affairs Internship (3 hours)
- PUB AFRS 4510 Law and Public Affairs (3 hours)
- PUB AFRS 5750H The Business-Government Relationship (3 hours)
- PUB AFRS 5591 Lobbying and Government Relations (3 hours)
- PUB AFRS 5592 Marketing for Public and Nonprofit Organizations
- PUB AFRS 5590 Fundraising and Philanthropy for Nonprofit Organizations
- English 4567S Rhetoric and Community Service (3 hours)
- Art Education 3681 Managing Arts Organizations (3 hours)
- Art Education 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)
- BUS MHR 2500 Entrepreneurship (3 hours)
- BUS MHR 3520 Leading High Performance Ventures (3 hours)
- BUS MHR 3200 Managing Individuals in Organizations: Organizational Behavior and Human Resources (3 hours)
- BUS MHR 3100 Foundations of Management and Human Resources (3 credit hours)
- BUS FIN 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)

- PUB AFRS 5030 Local Government (3 hours)
- POLITSC 4127 City Politics (3 hours)

Other Courses (at least 9 hours):

- PUB AFRS 3110 Education Policy in a Changing World (3 hours)
- PUB AFRS 3500 Public Management (3 hours)
- PUB AFRS 4060 Senior Leadership Seminar (3 hours)
- PUB AFRS 4191.01/.02 Public Affairs Internship (3 hours)
- PUB AFRS 4510 Law and Public Affairs (3 hours)
- PUB AFRS 5750H The Business-Government Relationship (3 hours)
- PUB AFRS 5591 Lobbying and Government Relations (3 hours)
- AFAMAST 2218 Black Urban Experience (3 hours)
- BUSFIN 3400 Introduction to Real Estate (3 hours)
- COMPSTD 4661 The City and Culture (3 hours) n 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):

- PUB AFRS 3110 Education Policy in a Changing World (3 hours)
- PUB AFRS 3500 Public Management (3 hours)
- PUB AFRS 4060 Senior Leadership Seminar (3 hours)
- PUB AFRS 4191.01/.02 Public Affairs Internship (3 hours)
- PUB AFRS 4510 Law and Public Affairs (3 hours)
- PUB AFRS 5750H The Business-Government Relationship (3 hours)
- PUB AFRS 5591 Lobbying and Government Relations (3 hours)
- PUB AFRS 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. Education organizations, manage schools; provide consulting services to government, and work 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)

- PUB AFRS 3110 Education Policy in a Changing World (3 hours)

- Additional courses can be selected with the approval of the advisor

Other Courses (at least 9 hours):

- ESWDE 5624 Foundations of Workforce Development and Education (3 hours)
- ESCFE 4280 History of Modern Education (3 hours)
- ESCFS 5260 Children, Families, and Communities in Conflict (3 hours)
- ESCFE 3206 School and Society (3 hours)
- ESCFE 4214 Gender and Education (3 hours)
- ESCFE 4245 Education and Spirituality: Holistic Perspectives (3 hours)
- SOCIOL 2320 Sociology of Education (3 hours)
- SOCIOL 3315 Sociology of Poverty (3 hours)
- SOCIOL 3464 Work, Employment and Society (3 hours)
- PUB AFRS 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 management and one in law and public affairs. The Public Management core course provides students a conceptual understanding of the structure and operation of public organizations and the required skills and competencies to succeed in a managerial role. 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 3500 Public Management (3 hours)
- PUBAFRS 4510 Law and Public Affairs (3 hours)

Other Courses (at least 9 hours):

- PUBAFRS 3140 Nonprofit Management and Governance (3 hours)
- PUB AFRS 4191.01/.02 Public Affairs Internship (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 4130 Law and Politics (3 hours)
- POLITSCI 4115 Bureaucracy and Public Policy (3 hours)
- POLITSCI 4135 Constitutional Law (3 hours)
- POLITSCI 4136 Civil Liberties (3 hours)
- POLITSCI 4125 American State Politics (3 hours)
- POLITSCI 4127 City Politics (3 hours)
- POLITSCI 4280 State and Economy (3 hours)
- PSYCH 4522 Organizational Psychology (3 hours)
- Students may petition for the use of other relevant courses toward specialization track

Policy Analysis and Evaluation

Public sector employers increasingly demand that employees possess the technical skills necessary to evaluate the impact of public policies and programs. The purpose of the Policy Analysis & Evaluation track is to provide students with these skills. After completing this track, students will be equipped with the conceptual knowledge and applied techniques necessary to collect and analyze data for the purpose of identifying the impact of public policies.

Foundational Courses (Take these courses):

- PUBAFRS 4000 Policy Evaluation (3 hours)
- ECON 4400/5410 Elementary Econometrics/Econometrics I (3 hours)

Other Classes (Take at least 9 hours):

- AEDEC 4003 Economics of Public Policy Analysis (3 hours)
- AEDEC 5330 Benefit-Cost Analysis (3 hours)
- BUSMG 2320 Decision sciences: Statistical techniques (3 hours)
- COMM 2171 Qualitative Research (3 hours)
- COMM 3149 Foundations of Survey Research (3 hours)
- COMM 3160 Communication Research Methods (3 hours)
- CSE 2111 Modeling and problem solving with spreadsheets and databases (3 hours)
- ECON 4001.01/.02/. 03 Intermediate Microeconomic Theory (3 hours)
- ECON 5420 Econometrics II (3 hours)
- GEOG 5100 Quantitative Geographical Methods (3 hours)
- GEOG 5220 Fundamentals of Geographic Information Systems (3 hours)
- GEOG 5221 Spatial Simulation and Modeling in GIS (3 hours)
- GEOG 5222 GIS Applications in Social Science and Business (3 hours)
- GEOG 5223 Design and Implementation of GIS (3 hours)
- POLITSCI 3780 Data Literacy and Data Visualization (3 hours)
- POLITSCI 4781 Techniques of Political Analysis (3 hours)
- POLITSCI 4782 Research Methods in Political Science (3 hours)
- SOCIO 3487 Research Methods in Sociology (3 hours)
- PUB AFRS 4191.01/.02 Public Affairs Internship (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 one of the following university minors: Information on the approved minors can be found by clicking on the following hyperlinks

General Business

[Campaign and Elections](#)

[City and Regional Planning](#)

[Communication](#)

[Criminology](#)

[Economics](#)

[Environment, Economy, Development and Sustainability](#)

[Environmental Economics](#)

[International Studies](#)

[Leadership](#)

[Political Science](#)

[Public Health](#)

[Sociology](#)

c) 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 requirement of the Glenn College. Ohio State's General Education (GE) is an integral part of the Bachelor of Arts in Public Affairs curriculum. 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 for the BA degree can be found in the table to the right.

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 freshman year
- Select ONE second writing course from approved list 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.**

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

Natural Science

Summary of General Education for the Bachelor of Arts (BA) in Public Affairs:

GE Hours	60-69
Writing	6
Quantitative and Logical Skills	6-8
Natural Science	10
Literature	3
Visual and Performing Arts	3
Social Science	6
Historical Study	3
Cultures and Ideas or Second Historical Study	3
Language Proficiency	0-12*
Open Options	6
Social Diversity in the United States	0-3
Global Studies	0-6
College Survey 1100	(1)

*Course work or proficiency through the third language course (1103) or equivalent is required.

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.

- Select three courses, representing both biological and physical sciences. At least one course out 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 2001.01 (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 approved social science list.

Arts and Humanities

Coursework in the Arts and Humanities involve 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.pdf>

d.) 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>

e.) 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 typically require additional credit hours so you are encouraged to maintain regular contact with advisors from both colleges in order to graduate in a timely manner. Completion of a dual degree may fulfill the specialization requirement with Glenn College Approval.

III. Nonprofit Studies Minor

The John Glenn College of Public Affairs offers a minor in nonprofit studies for students outside of the public affairs major. 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 Studies Minor introduces students outside of the BA program 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 in order to gain a better understanding of role nonprofits play in shaping public policy.

The Nonprofit Studies 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. Minor requirements are as follows:

Required Courses:

- Public Affairs 2150: Intro to Nonprofit Organizations
 - Public Affairs 3140: Intro to Nonprofit Management
- OR

- Art Education 3681: Managing Art Organizations

Internship/Service Course (Choose One):

- Public Affairs 4191.01/4191.02: Internship in Public Affairs
- English 4567S: Rhetoric and Community Service
- Approved internship course from another department

Electives (Minimum 6 hours):

- Accounting and Management Information Systems 2000

- Art Education 3680
- Business Finance 3120
- Business Management and Human Resources 2500,3100,3200,3520
- Business Marketing and Logistics 3150
- Communication 3325, 4337, 7556
- Consumer Sciences: Hospitality Management 4600
- Educational Studies: Higher education and Student Affairs 2571
- English 3304
- Public Affairs 2120, 2130, 3110, 3500, 4510, 5590, 5592, 5750/5750H
- Rural Sociology 4500
- Social Work 3201
- Women's Gender and Sexuality Studies 4510, 4510H

Minor program guidelines are as follows:

Nonprofit Studies minor program guidelines

Required for graduation: No

Credit hours required: A minimum of 15

Transfer credit hours allowed: No more than one half of the credit hours required on 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 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.

Grades required:

- 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 required: The minor course work must be approved by the Glenn College.

Filing the minor program form: The minor program form must be filed at least by the time the graduation application is submitted to the student's college

IV. Public Policy Minor

Public policy refers to societal actions to solve problems. The minor focuses on understanding social and behavioral science 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 requires the completion of 15 credit hours, which consists of two core courses, two specialization courses, and a capstone requirement. Students are encouraged to pursue an internship in government agencies, advocacy groups, or other organization involved in public policy. A departmental internship course of 3 credit hours may be substituted for a specialization with approval of the minor advisor. Overlap with the GE is permitted. Students should meet with the coordinating advisor prior to selecting the specialization area to plan their minor program.

Prerequisite to the minor:

- Econ 2001.01 or 2001.02: Principles of Microeconomics (3)
OR
- AEDECON 2001: Principles of Food and Resource Economics (3)

Required core courses (6 credit hours) All students select:

Students are required to select:

- Political Science 3115 and a choice of one of three core courses:

Choose one:

- Econ 4320: Public Expenditures and Cost-Benefit Analysis (3)
- AEDECON 5331: Benefit-Cost Analysis (3)
- Public Affairs 3000: Introduction to Public Policy Analysis (3)

Specialized Subject Area Courses (6 credit hours)

The goal of the specialization is that all students emerge with knowledge about a substantive social science area where public policy issues are highly relevant. Students must select two courses in a single area and both courses may be in the same department

Business and Labor:

- Econ 4700, 4800, 5150
- Geology 5401, 5700
- Political Science 4910
- Psychology 4522
- Sociology 3302

Communication:

- Anthropology 5630
- Communication 2540, 3404, 4401, 4814
- Political Science 4165
- Psychology 2371, 4630
- Sociology 4608
- SPHHRNG 3310, 5605

Crime and Criminal Justice:

- Econ 3710, 3790, 4597.01
- History 2015
- Philosophy 3410
- Political Science 4137
- Psychology 4485, 5684

- Sociology 2209, 2210, 2309, 3410, 4507, 4510, 4511, 4609, 4611, 4615, 5618, 4670.02

Environment and Natural Resources:

- AEDECON 4310, 4532, 4597
- Geography 2800, 3901H, 3900, 3800, 3597.02, 5801, 5802
- Environment and Natural Resources 2300, 4000, 5642, 5325
- History 3700
- Philosophy 2342
- Political Science 4335

Gender:

- Anthropology 4597.02
- Econ 3820, 4553
- Philosophy 3420
- Political Science 4170, 4175/WGSST 4513, 4138
- Psychology 3375, 4543
- Sociology 2367.03H, 3435, 3463, 4510, 4608
- WGSST 2350, 3385

Social Welfare:

- Anthropology 5600, 5602
- Communication 4737
- Econ 4300, 4553
- Geography 2400, 3702, 5601
- Political Science 4285
- Psychology 4531
- Sociology 3306, 2320, 3407, 3434, 3463, 3467, 3630, 3597.02, 5450, 4623
- SPHHRNG 4510 WGSST 2325

Race and Ethnicity:

- AFAMAST 4326
- Anthropology 4597.04
- Econ 3850
- Political Science 4140/AFAMAST 4504, 4145, 5140
- Psychology 3375, 4545 SOCIOL 2380, 2382, 3463, 4608
- SPHHRNG 3310, 5605
- WGSST 3322H

Security:

- AEDECON 2580
- Econ 4547, 4560
- Geography 3300, 3601
- International Studies 4532/AEDECON 4532
- International Studies 5700/PUBAFRS 5700
- Political Science 4310
- Psychology 4525

Size and Scope of Government:

- Econ 4300, 5150
- Geography 3600
- History 3015, 3016

- Philosophy 2367, 2400, 3300, 3410
- Political Science 3450, 3905, 4115, 4125, 4190, 4192, 4280, 4285, 4910
- Public Affairs 2110, 4020

Urban:

- AFAMAST 2218
- City and Regional Planning 2000
- Econ, 4920
- Geography 3597.01, 5402, 5501, 5502, 5602
- Political Science 4127, 5124, 5140
- Sociology 2367.02, 2391

Capstone Requirement (3 credit hours) Students choose ONE of the following:

- Political Science 4591: Capstone Course in Public Policy
- Public Affairs 4011: Policy Analysis Application (Columbus)
- Public Affairs 4021: Policy Analysis Application (D.C.)
- A senior thesis that focuses on a policy issue (with advisor approval). Credit is obtained through a departmental 4999H or 4999

Required for graduation: No

Credit hours required: A minimum of 15

Transfer credit hours allowed: No more than one half of the credit hours required on 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 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.

Grades required:

- 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 required: The minor course work must be approved by the Glenn College.

Filing the minor program form: The minor program form must be filed at least by the time the graduation application is submitted to the student's college

V. Degree Planning and Academic Advising

The expectation at The Ohio State University is that students will complete an undergraduate degree. 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 your 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 time frame. 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 your Glenn School academic advisor. Students declaring the major after their freshman 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 of 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 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 of 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 “Enrollment and Academic History” section of <https://buckeyelink.osu.edu> or through their student center.

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 course work 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. 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 College Survey 1100 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 two full-time academic advisers who are here to assist you and help you graduate college with a degree in public affairs. Chris Adams and Whitney Weber serve as academic advisors for undergraduate students; please use the scheduling hotline (614) 292-8696 or glenn-110desk@osu.edu if you would like to schedule a meeting with them. Additionally, important forms and information can be collected from the front desk in the 110 suite of Page. The individual contact information for both Chris and Whitney can be found below.

Chris Adams, MPA – Assistant Director of Admissions and Students Services,
Undergraduate Program Coordinator.
Email: adams.615@osu.edu
Phone: 614-247-2512
Office: 110D Page Hall

Whitney Weber, M. Ed. – Academic Advisor
Email: weber.834@osu.edu
Phone: 614-292-8697
Office: 110E Page Hall

VI. 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 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.
- Add the number of points for each of these courses.
- Divide the total of point 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 point total by the credit-hour total 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	Numbers of Credit Hours per				
	1	2	3	4	5
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

Note: Ohio State does not offer the grades of A+ or D-. Students earn no points for an E or an 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

b) Freshman Forgiveness

If a student receives a D+, D, or an E in a course or courses during their freshman year (before they have earned 30 credit hours) they may retake the course and the first grade will be dropped from their cumulative GPA. The record of the first course will remain on their transcript. Students may retake the course only once, and they must retake it before they earn 60 cumulative credit hours. If they earn a worse grade the second time, that grade counts, not the higher grad. If they earn an E in place of a D or a D+, they will lose all credit for the course. Students can use the freshman forgiveness rule for up to 15 credit hours. It is best to retake the course as early as possible. Please note that hours of examination (EM) credit do not count in calculating earned hours for purposes of the freshman forgiveness rule; however, transfer credit hours do count. Keep in mind that if a student is considering applying to graduate or professional schools, or even to other colleges at Ohio State, all of your grades, including those forgiven under the Freshman Forgiveness Rule, will be considered in the admissions process. When a student repeats a course that is not eligible for Freshman Forgiveness, 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.

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 pass/non-pass form, which can be found at the 110 front desk) by the 4th Friday of the semester 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.

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, he or she is considered to be in academic difficulty. This can lead to academic warning, probation, or even 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 his or her cumulative GPA falls below a 2.0. The Glenn College will notify the student of probation through an email and posting in Advising Connect, 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 he or she is not making satisfactory academic progress toward a degree, even if the cumulative GPA is above 2.0.

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 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 students Advising Connect record.

h) Fresh Start

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.

If a student has not been enrolled at the university 5 or more years, they may petition for the Fresh Start Rule. 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. Meet with a Glenn College academic advisor for more information.

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) Petition and Appeal

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 (medical or family emergency, 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 not on the approved list 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. Please see your advisor for more information.

VII. Transfer Credit Information

If you came to Ohio State with transfer credit, please have it reviewed and applied as soon as possible by a Glenn College advisor in Page Hall. The counselor will also advise you as to which courses you must review with the individual departments. Typically departmental experts must evaluate math, science, and foreign language courses. 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.

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 special (SPL), general (GEN), technical (TECH), or deferred (DEF.) "Special credit" counts towards graduation, but Ohio State does not offer a specific equivalent course. Special credit may or may not count for a major or GE requirement. "General credit" is awarded when a specific course equivalency is possible but could not be readily determined by the admissions office. The degree-granting unit (the Glenn College) will determine the applicability of special or general credit towards degree requirements. Only 12 hours of "technical credit" can be counted toward a Glenn C degree. "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 the 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. 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. 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.)

VIII. 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) Study 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 a few years. 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. Financial aid may be applied towards study abroad opportunities if you pay at least half-time enrollment fees for an Ohio State study abroad program. Additional financial aid may also be available, 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 Oxley Hall, 1712 Neil Avenue; 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) 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 Undergraduate Research Office web site at <http://www.undergraduateresearch.osu.edu/>.

IX. 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. A sample 4 year degree plan can be found in Appendix I. Although it is important to create such a plan, it is unlikely that it will be able to be carried out to a tee. 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.

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

Academics

My Class Schedule
 Add a Class
 Drop a Class
 Grades
 Generate Advising Report
 My Academics

other academic... ▾ ⓧ

Finances

My Account
 Account Inquiry
 Account Refund
 Guardian Setup

Financial Aid
 View Financial Aid

Student Health Insurance
 Select/Waive Coverage
 View Insurance Information

other financial... ▾ ⓧ

Outstanding Charges

Past Due	0.00
Due Now	0.00
Future Due	0.00
Total of Outstanding Charges	0.00

This total may not reflect recent changes to your tuition and fees, and does not deduct any pending financial aid. For an updated balance, please click on the Statement of Account link below

*Term 2015 Spr ▾ [Statement Of Account](#)

MAKE A PAYMENT

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Information
[Open Enrollment Dates](#)
 May Session Credit Eligible?
No
 Spring graduates not eligible
[May Session Credit Information](#)
[Schedule Planner](#)
[Degree Audit](#)
[Enrollment Verification](#)

Advisor
Program Advisor
 Whitney Weber
 details ▶

The 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 student to student. In order to check your enrollment date, click the View Enrollment Date link in the Enrollment Information box on the right hand side of the Student Center. 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 the Student Center 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. Failure to complete the 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 Student Center using your name.# and password.

- 3) Under **Academics**, click **Add a Class**.
- 4) If prompted, select **Autumn 2015** OR **Spring 2016** 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've 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 you can still enroll in the course if a yellow triangle appears next to the course name and you will be added to the 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 Student Center 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 call 614-292-8696 or email Glenn-110Desk@osu.edu to schedule an appointment with either Chris or Whitney prior to your enrollment date.

X. Adding and Dropping a Class

Adding a Class

Students can add a class to their schedule online through the Student Center within one week of the start of the semester. Adding a class in this time frame requires no instructor or advisor permission, and requires no paperwork.

After the 1st Friday of the semester, adding a class will require a course petition. Petitions after the first week, but before the second week, will require permission from the course instructor. Petitions can be picked up in 110 Page Hall.

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 can be picked up in 110 Page Hall.

Dropping a Class

Students are able to drop a course online in the Student Center without instructor or advisor permission before the 4th Friday of the semester. If a student drops a course before this time, they will not be punished for dropping the course at all. Their GPA will not be affected and the course will not show up on their academic transcripts.

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” or a 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 W’s on a transcript if academic achievement will factor in to your post-graduate plans.

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 deadline. Extenuating circumstances will be considered for a drop after this date. Dropping a course after this date will give the student an W in the course. Petitions can be picked up at 110 Page Hall.

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. Students should check with the Student Service Center at 614-292-0300 or ssc.osu.edu to learn how dropping a class can affect their financial aid.

XI. 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 in 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 in 110 Page Hall, and 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. If you use another email account instead, make sure that messages sent to your Ohio State account are forwarded to the account you use.
- 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 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 on the web at studentlife.osu.edu/csc/ and copies can be obtained from the Office of Student Judicial Affairs, 33 W. 11h Avenue. Each student is responsible for becoming familiar with the rules and regulations of The Ohio State University. The Office of Student Judicial Affairs has prepared the following synopsis of the Code of Student Conduct:

“The code exists to protect the persons, their rights, and the property of the university community. The code applies to the conduct of all students and registered student organizations while on university premises; while on professional practice assignment; on assignment which is associated with academic course requirements; or while involved with a university-related activity or a registered student organization activity. There are certain types of conduct that may lead to disciplinary action against a student or student organization in addition to criminal charges in some cases.”

Plagiarism

The following statement is adapted from the definition of plagiarism as understood by the Department of English. Although this statement was developed to apply specifically to the courses in first-year English composition, it is referred to widely in cases involving charges of plagiarism throughout the university.

Every student is responsible for reading and understanding this statement:

Because the purpose of university writing assignments is to improve your ability to express yourself in writing, your papers and exercises must be your own work. To submit to your instructor a paper that is not truly the product of your own mind and skill is to commit plagiarism. To put it bluntly, plagiarism is the act of stealing the ideas and/or the expression of another and representing it as your own. It is a form of cheating and a kind of academic misconduct, which can incur severe penalties. It is important, therefore, that you understand what it consists of, so that you will not unwittingly jeopardize your college career. Plagiarism can take several forms. The most obvious form is a word-for-word copying of someone else’s work, in whole or in part, without acknowledgement, whether that work be a magazine article, a portion of a book, a newspaper piece, material from a web site, another student’s essay, or any other composition that is not your own. Any such verbatim use of another’s work must be acknowledged by (1) enclosing all such copied portions in quotation marks and by (2) giving the original source either in the body of your essay or in a footnote. As a general rule, you should make very little use of quoted matter in your essays, papers, or other written work.

A second form of plagiarism is the unacknowledged paraphrasing of the structure and language of another person’s work. Changing a few words of another’s composition, omitting a few sentences, or changing their order does not constitute original composition and therefore can be given no credit. If such borrowing or paraphrase is ever necessary, the source must be scrupulously indicated by footnotes. Still another form of plagiarism is more difficult to define. It consists of writing a theme based solely on the ideas of another. Even though the language is not the same, if the thinking is clearly not your own, then you have committed plagiarism. If, for example, in writing a theme you reproduce the structure and progression of ideas in an essay you have read, or a speech you have heard, you are

not engaging your own mind and experience enough to claim credit for writing your own composition.

How then, you may ask, can I be original? Am I to learn nothing from others? There are several answers to such questions. Of course you have come to the university to learn, and this means acquiring ideas and exchanging opinions with others.

But no idea is ever genuinely learned by copying it down in the phrasing of somebody else. Only when you have thought through an idea in terms of your own experience can you be said to have learned; and when you have done that, you can develop it on paper as the product of your own mind. It is your mind we are trying to train and evaluate. When, therefore, you are given a writing assignment, do not merely consult books or articles or web sites or friends' themes in search of something to say. If an assignment baffles you, discuss it with your instructor. And if you are directed to use printed sources, in English or in other courses, consult your instructor about how to proceed. There is an art to taking notes while doing research; careless note taking can lead to plagiarism. Why be so concerned about plagiarism? Because it defeats the ends of education. If a student were given credit for work that is not his or her own, then those grades would be meaningless. That student's college degree would become a mere sheet of paper, and the integrity of the university would be undermined. To protect the conscientious student, therefore, and to guarantee the quality of an Ohio State education, the university assesses heavy penalties against those who plagiarize. By Faculty Rules, the penalties for plagiarism range from an E grade in the course to dismissal from the university. If these penalties seem severe, remember that your integrity and the integrity of the university itself are at stake. Finally, the university cannot prevent a student from plagiarizing, but it can make sure that every student knows what plagiarism is, what the penalties for it are, and in what jeopardy it places his or her future career. Hence this statement. Read it carefully. If you do not fully understand it, consult your instructor.

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

XII. Academic Calendar and Important Dates

The full university academic calendar can be found on the university registrar's website at registrar.osu.edu/staff/bigcal.asp

Important Dates for Students

Autumn 2015 Semester:

August 25 – First day of classes

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

October 12 – First session classes end

October 15-16 – Autumn Break

October 17 – Second session classes begin

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

November 1 – Deadline to apply for Autumn 2015 graduation

November 25-27 – Thanksgiving break

December 9 – Last day of Classes

December 11-17 – Final Examinations

December 20 – Autumn Commencement

Spring 2016 Semester:

January 11 – First day of classes

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

February 26 – First session classes end

March 1 - Deadline to apply for Spring 2016 graduation

March 2 – Second session classes begin

March 14-18 – Spring break

March 18 – Last day to drop a full session class without petitioning (with a “W”)

April 25 – Last day of classes

April 27-May 3 – Final Examinations

May 8 – Spring Commencement

Summer 2016 Semester:

May 9 – Summer and May courses begin

June 3 – May session ends

June 3 – Last day to drop a full session course without a “W”

July 1 – Deadline to apply for Summer 2015 Graduation

July 15 – Last day to drop a full session course without petitioning (with a “W”)

July 29 – Last day of summer classes

August 1-3 – Final Examinations

August 7 – Summer Commencement

XIII. Career Services

Faculty and staff members at the Glenn College are focused on helping you succeed both academically inside of the classroom and professionally outside of it. 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 travel 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.

2013-2014 Career Outcomes

BA Career Outcomes

97% employed or in graduate school



a) Office of Career Services

The Office of Career Services is led by Alex Toomey, 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
- Customized on-line job bank to find and post-employment opportunities for public affairs majors

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.

Knowledge, Skills, and Abilities: Our office can help write and proofread student's KSAs for government applications.

Students looking to schedule an appointment with Alex can do so by calling 614-292-8696 or by emailing glenncareer@osu.edu. Additionally, Alex's individual contact information is as follows:

Alex Toomey, MA – Assistant Director of Career Services
Email: Toomey.25@osu.edu
Phone: 614-688-4942
Office: 110B Page Hall

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 Board of Regents
- Make-a-Wish Foundation
- Ohio Physicians Health Program
- Democratic Voices
- Ohio Bureau of Workers' Compensation
- Global Gifts
- Ohio Department of Public Safety, Office of Criminal Justice Services

c) Friendship 7 Job Bank

Friendship 7 is your one-stop shop for your public affairs job search. It provides Glenn College students and alumni with a set of tools to research and connect with resources and employers.

XIV. Student Programs

The John Glenn College of Public Affairs is unique given its comprehensive focus on scholarship, leadership and civic engagement. The Glenn College's events and student programs 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 than 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 particular 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 deepen their understanding of policy issues through weekly policy salons with experts. 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*
- 3 credits for a policymaking and public service course*

*The 3 credits for the class and the paper satisfy capstone requirements for public affairs majors.

Intern Schedule Breakdown

- Internship – 32 Hours a week
- Weekly evening guest speakers and networking events
- Policy Seminar class (PUB AFRS 4020), one evening per week, varying by term
- Study tours to sites such as the Library of Congress, Supreme Court, CIA, and World Bank on Friday afternoons

Housing

- Students reside together in a Capitol Hill 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 Capitol Hill housing: \$4,100.
- 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 and interview with Katy Hogan and Chris Adams

Students can download the application at the following link:
glenn.osu.edu/programs/Washington

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

Katy Hogan, MPA – WAIP Program Manager
Email: Hogan.124@osu.edu
Phone: 202-403-8537

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.**

The CLC meets every Wednesday at 5:30 in Page Hall. For more information, including a schedule of events, please visit the organization's website: <http://glenn.osu.edu/programs/clc/> or contact the President, Andy Krupin, at krupin.1@osu.edu.

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-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 the full freshman class for a special orientation. Incoming freshmen will be able to apply for the Leadership Community when they complete their Ohio State housing contracts. The Leadership Community is housed in the Baker East residence hall and typically consists of 60-80 first-year students. For more information, please contact Chris Adams at adams.615@osu.edu.

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/>, or contact the program coordinator, Shadia Jallaq.

Shadia Jallaq – Events Coordinator and NEW leadership Coordinator
Email: jallaq.6@osu.edu
Phone: 614-247-8181

XV. Additional OSU Support Services

Buckeye Alert System

The Ohio State University is continually working to ensure that its students, faculty, staff, and visitors are in the safest environment possible and recently has created a text message alert system for the public to stay informed of potential emergencies. Emergency personnel are continually planning for an emergency response. By signing up for the emergency notification system, you are becoming involved in the planning process. Text message warnings will allow you to learn of emergency situations as soon as possible no matter where you are located. All you need is to have your cell phone. In order to make sure the system is working properly in the event of an emergency, the system will be tested once or twice a year. During a test, subscribers will receive a test message. Besides the testing, you will only receive messages in the event of an emergency. You will not receive advertising or non-emergency messages. The Ohio State University will maintain your information with the utmost security. We will not sell your information and will only use it for emergency notification. There is no cost to sign up for the text message service, although there may be costs involved with receiving text messages depending on the service plan you have with your wireless provider. www.buckeyealert.osu.edu

Counseling & Consultation Service

CCS provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. 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 Student Services

Commuter Students are those students who live outside of the University District and must drive or utilize public transportation from home to attend class. Off-campus Student Services provides several services for commuting students to assist them while on campus including the Commuter Lounge, lockers, microwave and refrigerator, study space and information on campus programs and resources. Looking for a ride? Have a ride to offer? Want to find a carpool? On-line Ride Share & Carpool Listings are available through OCSS for all Ohio State students, staff and faculty to use. OCSS also publishes "Connection" the commuter newsletter, plans Commuter Pre-view day each year, supports the Commuter Student Organization, and plans various fun and informative programs for commuters throughout the school year. www.offcampus.osu.edu

Office of Disability Services

The mission of the Office for Disability Services 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 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. www.oia.osu.edu

Student Advocacy Center

The Student Advocacy Center is committed to assisting students in cutting through campus bureaucracy. Its purpose is to empower students to overcome obstacles to their growth both inside and outside the classroom, and to help them maximize their educational experience while pursuing their degrees at The Ohio State University. 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 Housing Legal Clinic

Student Housing Legal Clinic (SHLC) was established in 1999 to provide FREE legal advice and representation to OSU students with landlord-tenant concerns. The Clinic, an academic partnership between the Office of Student Life and the Moritz College of Law, recognizes that housing issues can affect the academic success, wellness, retention, and recruitment of students, as well as the relationship of the University to the community. The purpose of the Clinic is to work with students, landlords, community organizations, and city officials to improve housing conditions and safety in the University District and surrounding areas, while providing a unique educational opportunity for law students to gain practical experience. The Clinic offers the full continuum of legal services ranging from counsel and advice to long-term representation. The Clinic currently limits its practice to Ohio landlord-tenant issues and handles the cases dealing with issues such as: lease reviews/termination/liabilities, breach of contract, credit issues, conditions, safety,

security deposits, noise, utilities, unlawful entry, and eviction.

www.moritzlaw.osu.edu/shlc

Student Safety Services

Student Safety Services provides safe passage to and from University activities for members of the University community, as well as assisting the University Police Division in the protection of life and property, the prevention and detection of criminal activity, and reporting health, safety, and environmental hazards. SSS provides walking and vehicle escort services for the campus and surrounding areas. www.ps.ohio-state.edu

Student Wellness Center

The Student Wellness Center is committed to promoting a caring campus environment, facilitating the empowerment of individuals and groups, and fostering a sense of connectedness throughout our diverse campus to create a community where health enhancing behavior is the norm. The Student Wellness Center supports students' Seven Dimensions of Wellness (Emotional, Occupational, Social, Spiritual, Physical, Financial, and Intellectual) 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 Health Services) 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. However, students with injuries or illnesses which require immediate attention may be evaluated by one of the Advice Nurses and scheduled to see a physician on a same-day basis. www.shc.osu.edu

Statistical Counseling

Students wishing to have additional help with the statistical analysis for their papers may consult with the Statistical Consulting Service (www.scs.osu.edu/) and enroll in their Stat 5700 course (<http://www.scs.osu.edu/stat5760.html>).

Writing Consulting

Students wishing to have additional help with the writing of their papers can meet with a consultant at the Writing Center (<https://cstw.osu.edu/writing-center>).

Library Assistance

The Glenn College has a dedicated librarian at OSU Libraries, David Lincove (lincove.1@osu.edu), who can help provide research assistance. For more information and links to some common public affairs resources, see <http://library.osu.edu/find/subjects/public-affairs-resources/>

Appendix 1: Sample 4 Year Degree Plan

Date:

Advisor:



B.A. Program Plan
THE OHIO STATE UNIVERSITY
 JOHN GLENN SCHOOL OF PUBLIC AFFAIRS

Public Affairs Core (30 hours):

<u>Foundation Courses</u>	<u>Applied Courses</u>	<u>Integrating Application Courses</u>
PUB AFRS 2110 (3)	PUB AFRS 2130 (3)	PUB AFRS 4010/4011 (3)
PUB AFRS 2120 (3)	PUB AFRS 3000 (3)	PUB AFRS 4020/4021 (3)
PUB AFRS 4030 (3)		
ECON 4300 (3)		
PUB AFRS 4030 (3)		
PUB AFRS/ECON 4310 (3)		
POLISCI 3115 (3)		

Specialization Track or Approved Minor (15 hours):

Autumn Semester	Spring Semester
PUB AFRS 2110 (3) (Intro to PA)	PUB AFRS 2120 (3) (Civic Engagement)
GE Writing Level 1 (3)	POL SCI 3115 (3) (Public Policy)
GE Foreign Language (4)	GE Foreign Language (4)
GE Math (3-5)	GE Social Science
PUB AFRS 1100 (1) (College survey)	*GE Biological or Physical Science (3)

Autumn Semester	Spring Semester
PUB AFRS 2130 (3) (Leadership)	PA 4310 (3) (State/Local Public Finance)
GE Data Analysis (3)	GE Writing Level 2 (3)
GE Foreign Language (4)	GE Data Analysis (3)
*GE Bio or Physical Science with lab (4)	*GE Bio or Physical Science (3)
GE Social Science (Microeconomics) (3)	Specialization Course (3)

Autumn Semester	Spring Semester
ECON 4300/4320 (3) (Public Finance)	PUB AFRS 3000 (3) (Policy Analysis)
Specialization Course (3)	PUB AFRS 4030 (3) (Public Budgeting)
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	Spring Semester
PUB AFRS 4010 (3) (Capstone Seminar)	PUB AFRS 4011 (3) (Policy Paper)
GE Open Option (3)	Specialization Course (3)
Specialization Course (3)	Elective (3)
Elective (3)	Elective (3)
Elective (3)	Elective (3)

*Students must complete at least one Biological Science course and one Physical Science course