“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
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I. Introduction

Ohio's flagship institution, The Ohio State University, is located in the state capitol 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. More recently, the Glenn College developed unique Bachelor of Arts and Bachelor of Science programs in order to provide undergraduate students the opportunity to engage in this important field. Students in the program are provided with knowledge of the public, private, and nonprofit sectors and are trained in the foundational managerial, analytical, and financial skills needed to establish a career as a public servant.
II. Undergraduate Degrees

What is Public Affairs?

Public Affairs is a segment of research and practice that includes public management, public administration, and public policy. It is an interdisciplinary field that draws broadly from a variety of areas of scholarship and application including organizational, managerial, and leadership studies; logistics and operations research; finance, social science disciplines (e.g. economics, political science, and sociology); ethics and philosophy; and an array of policy specific fields. Core scholarship in the field examines how organizational, administrative, financial, and policy factors impact the performance of public organizations and programs. Simply put, public affairs is the study of what public and nonprofit organizations do and how they do it. The Glenn College offers two undergraduate degree programs: The Bachelor of Arts in Public Management, Leadership, and Policy, and the Bachelor of Science in Public Policy Analysis. There is no separate application for either program. Prospective 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 either major at any time by meeting with an advisor.

Bachelor of Arts in Public Management, Leadership, and Policy

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

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

a) Bachelor of Arts Core Curriculum

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

**Public Affairs 2110: Introduction to Public Affairs**
This course introduces students to the U.S. policymaking process and the core crafts on which schools of public affairs focus: policy analysis & evaluation and public administration & management.

**Public Affairs 2120: Public Service and Civic Engagement**
Students are introduced to the role an engaged citizenry plays in a democracy; trends in civic engagement, the reasons behind these trends and their consequences; issues of social equity in engagement; and strategies to increase civic participation.

**Public Affairs 2130: Leadership in the Public and Nonprofit Sectors**
Students examine theories of leadership; learn the unique challenges of being a leader in the public or nonprofit sectors; analyze the practices, strategies, and habits of successful leaders; and assess their own leadership competencies.
Recommended Prerequisite: PUBAFRS 2110

**Public Affairs 3500: Public Management**
Students are introduced to public management concepts and gain the competencies required to become effective public managers. They consider the unique challenges of managing public organizations and learn how to apply management tools to improve organizational performance.
Recommended Prerequisite: PUBAFRS 2110

**Public Affairs 3000: Introduction to Policy Analysis**
Introduction to the concepts, theories, and methods of applied policy analysis. Students develop an understanding of market failures and the tools available to public sector actors to mitigate them. Students also learn various methodological approaches to analyze public policy at the formulation and implementation stages.
Prerequisite: Econ 2001 and Stats 1350 or equivalent.

**Public Affairs 4030: Public Budgeting**
Provides a high-level understanding of federal, state, local government and nonprofit budgeting processes, as well as the fundamentals of public budgeting from the perspective of a practitioner. Reviews basic methods for public sector budgeting and analysis.
Prerequisite: Econ 2001

**Public Affairs 4011/4021: Capstone – Policy Analysis Application**
This capstone course for public affairs majors focuses on the integration and application of public affairs knowledge and skills, as well as the transition from
undergraduate study. Students complete an applied policy analysis or research paper on a policy or management topic of interest to them. Note: Students either take Public Affairs 4011 in Columbus or 4020 in Washington D.C. as part of the Washington Academic Internship Program; Students taking Public Affairs 4011 in Columbus must first take Public Affairs 3000.

Students Should Choose ONE of the following courses:

**Economics 4300: Government Finance in the American Economy**
This course provides an overview of the 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.

**Economics 4320: Public Expenditure and Cost-Benefit Analysis**
This course explores public choice, public goods, non-market allocations, collective decision-making, and net-benefit maximization for policy majors; case studies and empirical analysis of public choice problems for policy analysts. Does not count towards units in the economics major. Prerequisite: Econ 2001.

**Public Affairs 4310: State and Local Government Finance**
The course examines the financing of public services by state/local governments and the fiscal relationship between state and local governments, the federal government, and nonprofits. Students also apply techniques of economic analysis to policy issues. Prerequisite: Econ 2001.

Students should also take the following courses:
- **ONE Political Science course at the 3000 level or above**
- **ONE additional Public Affairs course at the 4000 level or above**

Bachelor of Science in Public Policy Analysis

The John Glenn College of Public Affairs’ Bachelor of Science undergraduate degree will provide you with the knowledge, skills, and values required for a career in public service. The curriculum is designed to provide extensive training in policy analysis and public finance and economics. Students are also exposed to concepts of public leadership and civic engagement. The majority of the core classes are taken at the Glenn College, along with one or more courses from the department of economics and an additional methods course that focuses on public finance and analytical methods. Students also complete a capstone research paper on a topic of their choosing.
Students must earn a minimum of 121 semester credit hours to earn a degree from the Glenn College. Students are responsible for knowing the published policies governing the curriculum they are pursuing, as well as the regulations and procedures of the college and the university. This handbook should be used in conjunction with the degree planning information and college policies, published online, at glenn.osu.edu.

b) Bachelor of Science Core Curriculum

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

Public Affairs 2110: Introduction to Public Affairs
This course introduces students to the U.S. policymaking process and the core crafts on which schools of public affairs focus: policy analysis & evaluation and public administration & management.

Public Affairs 2120: Public Service and Civic Engagement
Students are introduced to the role an engaged citizenry plays in a democracy; trends in civic engagement, the reasons behind these trends and their consequences; issues of social equity in engagement; and strategies to increase civic participation.

Public Affairs 3000: Introduction to Policy Analysis
Introduction to the concepts, theories, and methods of applied policy analysis. Students develop an understanding of market failures and the tools available to public sector actors to mitigate them. Students also learn various methodological approaches to analyze public policy at the formulation and implementation stages. Prerequisite: Econ 2001 and Stats 1350 or equivalent.

Public Affairs 4000: Policy Evaluation
The purpose of this course is to develop and apply research design and analytic methods for public policy evaluation. The course will enable students to design and perform policy evaluations focused on policy processes and outcomes, using both qualitative and quantitative data. Prerequisite: Public Affairs 3000

Public Affairs 4010/4020: Public Affairs Decision Making
Introduces students to research on decision-making and its practical application in the public and non-profit sectors. Draws on interdisciplinary scholarship that examines how human beings make decisions that deviate from a rational ideal, and considers how one might apply these insights in the design of public policy and the
management of public and non-profit organizations. 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 4010 in Columbus must first take Public Affairs 3000.

**Public Affairs 4011/4021: Capstone – Policy Analysis Application**
This capstone course for public affairs majors focuses on the integration and application of public affairs knowledge and skills, as well as the transition from undergraduate study. Students complete an applied policy analysis or research paper on a policy or management topic of interest to them. Note: Students either take Public Affairs 4011 in Columbus or 4020 in Washington D.C. as part of the Washington Academic Internship Program; Students taking Public Affairs 4011 in Columbus must first take Public Affairs 3000.

**Students should take TWO of the following, ONE Public Affairs course and ONE Economics course:**

**Economics 4001 Intermediate Microeconomic Theory**
This course provides an overview of the theory of consumer behavior; theory of the firm; costs and production; factor price determination; general equilibrium. Prerequisite: Econ 2001 and 2002

**Economics 4300: Government Finance in the American Economy**
This course provides an overview of the 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

**Economics 4320: Public Expenditure and Cost-Benefit Analysis**
This course explores public choice, public goods, non-market allocations, collective decision-making, and net-benefit maximization for policy majors; case studies and empirical analysis of public choice problems for policy analysts. Does not count towards units in the economics major. Prerequisite: Econ 2001

**Public Affairs 4030: Public Budgeting**
Provides a high-level understanding of federal, state, local government and nonprofit budgeting processes, as well as the fundamentals of public budgeting from the perspective of a practitioner. Reviews basic methods for public sector budgeting and analysis. Prerequisite: Econ 2001

**Public Affairs 4310: State and Local Government Finance**
The course examines the financing of public services by state/local governments and the fiscal relationship between state and local governments, the federal government, and nonprofits. Students also apply techniques of economic analysis to policy issues.
Prerequisite: Econ 2001

Students should choose ONE of the following:

**Public Affairs 2130: Leadership in the Public and Nonprofit Sectors**
Students examine theories of leadership; learn the unique challenges of being a leader in the public or nonprofit sectors; analyze the practices, strategies, and habits of successful leaders; and assess their own leadership competencies.
Recommended Prerequisite: PUBAFRS 2110

**Public Affairs 3500: Public Management**
Students are introduced to public management concepts and gain the competencies required to become effective public managers. They consider the unique challenges of managing public organizations and learn how to apply management tools to improve organizational performance.
Recommended Prerequisite: PUBAFRS 2110

Students should choose ONE of the following methods course:

- ECONOMICS 4400 Elementary Econometrics *(Prerequisite: STAT 1450 or equiv.)*
- ECONOMICS 5410 Econometrics I *(Prerequisites: ECON 4001 and STAT 2450 or equiv.)*
- GEOGRAPHY 5100 Spatial Data Analysis *(Prerequisite: STAT 1450 or equiv.)*
- GEOGRAPHY 5210 Fundamentals of Geographic Information Systems
- POLITICAL SCIENCE 4781 Data Analysis in Political Science I *(Prerequisite: Math 1151 and one POLITSC course at the 3000-level or above)*

c) 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. If appropriate, one course (3 credit hours) may be overlapped between the major core and minor or specialization track.

**Specialization Options:**

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

**Foundational Courses (Take these courses)**
- 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
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 5420 Race and Public Policy in the US (3 hours)
- PUB AFRS 5750H The Business-Government Relationship (3 hours)
- AFAMAST 2218 Black Urban Experience (3 hours)
- BUSFIN 3400 Introduction to Real Estate (3 hours)
- COMPSTD 3661 The City and Culture (3 hours)
- CRPLAN 3500 The Socially Just City (3 hours)
- CRPLAN 2100 Reading the City through History and Law (3 hours)
- ECON 4320 Public Expenditure and Cost-Benefit Analysis (3 hours)
- ECON 4500 Economic Development (3 hours)
- ECON 4920 Housing Economics (3 hours)
- EDUTL 4005 Urban Teaching and Learning (3 hours)
- GEOG 3597.01 World Urbanization (3 hours)
- GEOG 5502 Social Cities (3 hours)
- GEOG 5602 Urban Political Geography (3 hours)
- POLITSC 5140 Ethnic Politics in American Cities (3 hours)
- POLITSC 5124 Urban Politics (3 hours)
- Students may petition for the use of other relevant courses toward specialization track

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

**Foundational Courses (Take these courses)**
- ESHESA Leadership in Community Service (3 hours)
- POLITSC 4160 Public Opinion (3 hours)

**Other Courses (at least 9 hours):**
- 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 5420 Race and Public Policy in the US (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)
- COMMLDR 3530: Foundations of Personal and Professional Leadership (3 hours)
- ECON 3048 Ethics and Social Responsibility (3 hours)
- POLITSC 2150/2150H: Voters and Elections (3 hours)
- POLITSC 4150: American Political Parties (3 hours)
- POLITSC 4152: Campaign Politics (3 hours)
- POLITSC 4136: Civil Liberties (3 hours)
- POLITSC 4164 Political Participation and Voting Behavior (3 hours)
- POLITSC 4165: The Mass Media and American Politics (3 hours)
- POLITSC 4170: Gender and Politics (3 hours)
- SOCIOL 2391 Social Organization of Communities (3 hours)
- SOCIOL 3407 Social Change (3 hours)
- SOCIOL 3463/3463H Social Stratification: Race, Class, and Gender (3 hours)
- WGSST 3385 Women and Political Leadership Internship (3 hours)
- WGSST 4513 Women, Government and Public Policy (3 hours)
- Students may petition for the use of other relevant courses toward specialization track

**Education Policy**

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

**Foundational Courses (Take these courses)**
- PUB AFRS 3110 Education Policy in a Changing World (3 hours)
- PUB AFRS 4110 Higher Education Policy (3 hours)

**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 3306 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 decision-making and one in law and public affairs. The Public Affairs Decision Making core course provides students with an understanding of how managers in the public sector can make decisions and pursue strategies to achieve important public and managerial goals. The Law and Public Affairs course provides students an understanding of the legal environment in which public organizations operate. Beyond the two required courses, students must select three additional courses to complete the track.

**Foundational Courses (Take these courses)**
- PUBAFRS 4010 Public Affairs Decision Making (3 hours)
- PUBAFRS 4510 Law and Public Affairs (3 hours)

**Other Courses (at least 9 hours):**
- PUBAFRS 3140 Nonprofit Management and Governance (3 hours)
- PUBAFRS 4000 Program Evaluation (3 hours)
- PUBAFRS 4020 Public Affairs Decision Making- WAIP (3 hours)
- PUBAFRS 4310 State and Local Government Finance (3 hours)
- PUB AFRS 4191.01/.02 Public Affairs Internship (3 hours)
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 an approved university minor. Students may choose a minor that focuses on a policy area that is of particular interest to them. Examples of popular minors include Political Science, Economics, and Public Health. Use of a minor to replace a specialization track must be approved by the Glenn College’s curriculum committee.

**d) General Education Requirements**

In order to obtain a degree in public affairs students must complete the university’s general education requirements in addition to completing the core academic requirement of the Glenn College. Ohio State’s General Education (GE) is an integral part of the Bachelor of Arts and Bachelor of Sciences degrees. General education provides the development of knowledge, perception, attitudes, and skills necessary to understand society’s traditions and past, its accomplishments and aspirations, its relation and responsibility to the natural world, its diversity and plurality, and its problems and needs. The goal is for students to attain a sense of self within society that invites a continuing desire and ability to learn and work with others for future realization of the human potential.
Typically, students complete a large portion of their general education requirements prior to engaging in the more substantial major courses, although this is not always the case. A summary of the General Education requirements can be found in the table 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 (ex. PUB AFRS 2367) during the sophomore year

**Quantitative and Logical Skills**
Courses in Quantitative and Logical Skills develop your quantitative literacy and logical reasoning, including the ability to identify valid arguments, use mathematical models, draw conclusions, and critically evaluate results based on quantitative data.
- Course options are dependent on a student’s math placement level and academic goals. See your advisor for more information
- BS students are required to complete Math 1151 (calculus)
- A course in statistics or data analysis is also required; BS students must complete STAT 1450 or equivalent

**Foreign Language**
Foreign Language coursework cultivates your skills in communication across ethnic, cultural, ideological, and national boundaries, and helps you develop an understanding of other cultures and patterns of thought.
Coursework or proficiency through the third semester (1103) of a single foreign language is required

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

- BA students should select three courses, representing both biological and physical sciences. At least one course out of the three courses must have a lab component.
- BS students should select three courses, representing both biological and physical sciences. At least two courses 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 (Introduction to Microeconomics) is a prerequisite for several courses in the major core and therefore should be taken as a social science GE.
- The second course can be any course from the Individuals and Groups or Organizations and Polities subcategories of the Social Science requirement.

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

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

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

Open Options
Two required courses, student’s choice.

- Open Options may be selected from among other Gen Ed courses, service-learning courses, cross-disciplinary seminars, and/or study abroad experiences.
Note: Courses counting toward the majors, such as Public Affairs 2110, cannot also count toward the general education curriculum.

Full course listings and GE guidelines and descriptions can be found here: http://glenn.osu.edu/undergraduate/ba/general-education/ge-attributes/General-Education.pdf

e.) Additional Minors

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

f.) Dual Degrees

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

g.) Double Majors

Double majoring is another great way to versify an academic career. Similar to dual degrees, students will learn about two majors of study, but will graduate with a single degree, as opposed to two. Individual double majors may vary greatly, depending on the particular programs, but students are generally expected to complete the degree requirements (including general education and major core) for their primary major, and simply take the major core (as well as any other required courses) from their secondary major. Unlike dual degrees, students will not have an additional credit hour requirement to complete. Completion of a double major may fulfill the specialization requirement, and overlap between the two majors is permitted, so long as each major has 18 credit hours that are distinct.
III. Nonprofit Studies Minor

The John Glenn College of Public Affairs offers a minor in Nonprofit Studies for students outside of the public affairs majors. As the public and private sectors operate with increasing overlap and interaction, the nonprofit sector has gained in popularity and functionality. The Glenn College’s Nonprofit Studies Minor introduces students outside of the major 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:

IV. Public Policy Minor

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

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

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):
- Political Science 3115: Introduction to Public Policy (3)
- Public Affairs 3000: Introduction to Public Policy Analysis (3)

Policy Making (6 credit hours) Students select TWO of the following:
- Public Affairs 2110: Introduction to Public Affairs
- Public Affairs 3500: Public Management
- Public Affairs 4000: Policy Evaluation
- Public Affairs 4010: Public Affairs Decision Making—Columbus
- Public Affairs 4020: Public Affairs Decision Making—Washington, DC
- Public Affairs 4021: Policy Analysis Application—Washington, DC
- Public Affairs 4310: State and Local Government Finance
- Public Affairs 4510: Law and Public Affairs
- Economics 4001.01/.02/.03: Intermediate Microeconomic Theory
- Economics 4300: Government Finance in the American Economy
- Economics 4320: Public Expenditures and Cost-Benefit Analysis
- Economics 4400: Elementary Econometrics
- Economics 5410: Econometrics I
- AED Economics 5330: Benefit-Cost Analysis
- Political Science 3100: American Politics and Policy Making
- Political Science 3450: Ethics and Public Policy
- Political Science 4115: Bureaucracy and Public Policy
- Political Science 4125: American State Politics
- Political Science 4130: Law and Politics
- Political Science 4137: The Politics of Legal Decision Making
- Political Science 4175: Women, Government, and Public Policy
- Political Science 4591: Seminar in Public Policy

Applied policy course
Students choose one 3 credit hour course at the 3000 level or higher focusing on a substantive policy area such as education, natural resources, economic development or security. The course may come from any department but must be approved by the minor advisor. Students may also count an approved department internship credit for this requirement pending advisor approval.
V. Science, Engineering, and Public Policy Minor

The John Glenn College of Public Affairs offers a minor in Science, Engineering, and Public Policy. This minor introduces students to the governmental roles and responsibilities surrounding science, engineering, and innovation. The United States spends more than $400 billion on research and development. National security, healthcare, transportation, energy, environment, and much more are supported by government funding. In addition to determining spending, items such as standards, regulations, patents, inventions, and medicines are determined by government policy and science influences outcomes.

The Minor in Science, Engineering, and Public Policy consists of 12 semester credit hours composed of six credits of core courses and six credits of thematic courses in substantive areas of relating science, engineering, and public policy. This minor is open to students inside and outside of the Glenn College.
Required Courses (Take two of the following)

- Public Affairs/Environmental Engineering 5600: Science, Engineering and Public Policy (3)
- Public Affairs 5610: Innovation, Policy, and the Global Economy (3)
- Public Affairs 5750/5750H: The Business Government Relationship (3)

Thematic Courses**
The goal of the thematic specialization is that all students emerge with knowledge about a substantive area of science, technology, or engineering policy. Students must select two courses from the thematic areas listed below. They may also petition to count other courses related to science or engineering policy that are not listed here. ** A student may take all three core courses, and one elective in a thematic area if desired

Land-Use Policy
- ENR 3600 Management of Public Lands
- ENR 4400 Law and Legal Process
- ENR 5325 Public Forest and Lands Policy

Food and Agriculture Policy
- PUBAFR 5800 US Food Policy
- PUBAFR 5900 Food Systems Planning and the Economy
- FDSCTE 5320 Food Laws and Regulations
- AED ECON 4597 Population, Food, and the Environment
- AED ECON 4002.02 Operations Research in Agribusiness and Applied Economics
- FABENG 5320 Agroecosystems

Energy and Environmental Policy
- ENR 2155 Energy and Environment
- ENR 4000 Environmental and Natural Resources Policy
- ENR 5451 Water Law
- MATSCEN 5572 Materials for Energy Technology

Health Policy
- BMI 5760 Public Health Informatics
- PUBHEHS 3310 Current Issues in Global Environmental Health
- PUBHLTH 4650 United States & International Health Care

Science/Engineering and Society
- SOCIOL 3302 Technology and Global Society
- ENGR 2362 History of American Technology
- CIVENG 3080 Engineering Economics
- ISE 2040 Engineering Economics
- ISE 5840 Market Engineering and Applications
- ENGR 5050 Humanitarian Engineering
VI. Degree Planning and Academic Advising

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

a) Degree Planning Tools

Public Affairs Survey Course

In your first semester, students will enroll in a Public Affairs Survey course led by your Glenn College 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 MyBuckeyeLink.

Performance and Preparation Levels

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

Credit Hours

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

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
<th>Year Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>61</td>
<td>91</td>
<td>121</td>
</tr>
</tbody>
</table>

b) Scheduling an Advising Appointment

The Glenn College has two full-time academic advisors who are here to assist you and help you graduate college with a degree in public affairs. Chris Adams and Whitney Brown serve
as academic advisors for undergraduate students; please use the scheduling hotline (614) 292-9633 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 Brown, M. Ed.** – Academic Advisor
Email: brown.6568@osu.edu
Phone: 614-292-8697
Office: 110E Page Hall

### VII. 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.
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) Grade Forgiveness

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

Students who wish to use the rule should consult with their academic advisor and submit a petition with the college by the fourth Friday of the semester in which they will repeat the course. Students seeking to repeat a high-demand course in which they have already earned an acceptable grade may not receive permission to repeat it until students who truly need to take the course have had a chance to enroll.

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

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

d) Pass/Non-Pass Option

Students may take a maximum of 30 credit hours of electives on a pass/non-pass basis. Courses taken as pass/non-pass will be counted towards credit requirements, but not towards GPA. Students may not take General Education classes, major classes, minor classes, or prerequisite courses as pass/non-pass and must have a minimum 2.0 GPA to choose this option. Students must complete the Course Enrollment 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. Students must complete the Course Enrollment Form, which can be found at the 110 front desk, by the 4th Friday of the semester in order to use this option.

f) Academic Status

Students must earn a grade of “C-” or higher for a course to count toward the major, minor, or specialization. Students must earn a grade of “D” or higher for a course to count toward a GE requirement. When a student’s cumulative GPA falls below a 2.0, he or she is considered to be in academic difficulty. This can lead to 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 OnCourse, which students can access via buckeyelink.osu.edu. The College may impose any number of probation conditions including, but not limited to, mandatory advising appointments, term GPA requirements, and credit hour maximums. The College also reserves the right to place a student on Special Action Probation if they feel 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 are given serious thought by Glenn College faculty and staff. Students are candidates for academic dismissal if they are on academic or special-action probation and continue to accumulate poor academic results. Dismissed students will be notified of their status by email and posting in the students Advising Connect record. Following an academic dismissal, a student must successfully petition for reinstatement—either through the Glenn College, or any other college that accepts reinstatements—in order to attend classes at OSU.

**h) Fresh Start**

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.

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

**i) Petitions and Appeals**

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

Curriculum petitions are requests for a modification of the existing curriculum. Examples include GE or major core substitutions, personalized specialization tracks, or the use of a minor 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.

VIII. 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. “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.)

## IX. 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](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/](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/](http://honors-scholars.osu.edu/).

### c) Education Abroad

The office of International Affairs (OIA) offers more than 100 programs in 40 countries for students of all majors. The length of programs varies from a few weeks to multiple semesters. Some programs are taught in foreign languages; others offer instruction in English. If Ohio State does not have a program that interests you, OIA can work with you to find study abroad opportunities through other universities. In addition to study abroad, OIA can also help you arrange work and volunteer opportunities abroad. 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 140 Enarson Classroom Building; 614-292-6101. If students are interested in study abroad, they should plan well in advance. Applications for some programs may be due several semesters before the program starts,
especially if students are hoping to obtain financial aid. For more information, please visit http://oia.osu.edu/study-abroad.html.

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

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

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. Sample 4-year degree plan can be found in Appendix I and II. Although it is important to create such a plan, it is unlikely that it will be able to be carried out exactly as planned. Student’s availability will change from semester to semester, as will class times and offerings. As such, it is important that students know what their schedules look like for the upcoming semester before their scheduling window opens. It is also important for students to check which classes will be offered for the upcoming semesters, and at what times. It is possible that a class that you have scheduled on your degree plan will not be offered that semester. Planning ahead is key! There are a variety of tools that can aid you with planning in advance.

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

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

b) Online Scheduling

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

Additionally, it is important that students check their Holds and To Do List in MyBuckeyeLink before scheduling for classes. The Holds and To Do List box are located on the right hand side of the screen above the Enrollment Information box. 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 buckeyelink.osu.edu
2) Log in to your MyBuckeyeLink using your name.# and password.
3) Under Academics, click Add a Class.
4) If prompted, select the appropriate semester and click Continue on the Select Term page.
5) On the Select Classes to Add page, click the Search button. Input the appropriate course subject and course number information and 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 to 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 MyBuckeyeLink and their Class Schedule to see if they have been added to the course from the waitlist.

If you have any questions or concerns about setting your schedule for the upcoming semester, please call 614-292-9633 or email Glenn-110Desk@osu.edu to schedule an appointment with either Chris or Whitney prior to your enrollment date.

XI. Adding and Dropping a Class

Adding a Class

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

After the 1st Friday of the semester, adding a class will require permission from the course instructor through the Course Enrollment Form. Course Enrollment Forms 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 forms can be picked up in 110 Page Hall.

**Dropping a Class**

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

After the 4th Friday of the semester and prior to the 10th Friday of the semester, students are still able to drop a course without petitioning. Dropping a course in this time period will earn the student a “W,” for withdrawal, on their transcript. A “W” does not affect a student’s GPA, but the course will remain on the transcript with a “W” in place of the course grade. While a “W” does not affect GPA, it is not wise to have too many withdrawals on a transcript if academic achievement will factor 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 withdrawal deadline. Extenuating circumstances will be considered for a drop after this date. Dropping a course after this date will give the student a “W” in the course. Petitions can be 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, if the student is below full-time status. Students should check with Buckeye Link at 614-292-0300 or [http://contactbuckeyelink.osu.edu/](http://contactbuckeyelink.osu.edu/) to learn how dropping a class can affect their financial aid.

**XII. 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. 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 your 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 online at studentlife.osu.edu/csc/. Copies can be obtained from the Office of Student Conduct, 550 Lincoln Tower. Each student is responsible for becoming familiar
with the rules and regulations of The Ohio State University. The Office of Student Conduct has prepared the following synopsis of the Code of Student Conduct:

“The code 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 phasing 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 are 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.

XIII. Academic Calendar and Important Dates

The full university academic calendar can be found on the University Registrar’s website at http://registrar.osu.edu/. 
Important Dates for Students

Autumn 2017 Semester:

August 22 – First day of classes

August 25 – Last day to add a class yourself, without instructor permission

September 1 – Last day to add a class without petitioning

September 15 – Last day to drop a full session class without a “W”

October 9 – First session classes end

October 12-13 – Autumn Break

October 16 – Second session classes begin

October 27 – Last day to drop a full session class without petitioning (with a “W”)

November 1 – Deadline to apply for Autumn 2016 graduation

November 22-24 – Thanksgiving break

December 6 – Last day of Classes

December 8-14 – Final Examinations

December 17 – Autumn Commencement

Spring 2018 Semester:

January 8 – First day of classes

January 12 -- Last day to add a class yourself, without instructor permission

January 19 -- Last day to add a class without petitioning

February 2 – Last day to drop a full session class without a “W”

February 23 – First session classes end

February 28 – Second session classes begin

March 1 - Deadline to apply for Spring 2017 graduation
March 12-16 – Spring break

**March 16 – Last day to drop a full session class without petitioning (with a “W”)**

April 23 – Last day of classes

April 25 – May 1 – Final Examinations

May 6 – Spring Commencement

**XIV. Career Services**

Faculty and staff at the Glenn College are focused on helping you succeed both academically and professionally. The ultimate goal for most students is to obtain a degree that will allow them to pursue their specific career goals upon graduating. The Glenn College’s office of Career Services is here to help students find and 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.

![Career Services Chart](chart.png)

**a) Office of Career Services**

The Office of Career Services is led by Allie Hutchison, 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 (Buckeye Careers Network) 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 Allie can do so by calling 614-292-9633 or by emailing glenncareer@osu.edu. Additionally, Allie’s individual contact information is as follows:

**Allie Hutchison**– Career Advisor  
Email: Hutchison.216@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) Buckeye Careers Network

Buckeye Careers Network 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.

All students gain access to this system upon registering for courses. To access your account, visit the Career Services website at http://glenn.osu.edu/career/office-of-career-services/

XV. Student Programs

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

If you are an Ohio State student, you have the opportunity to participate in dynamic internship programs, join the award winning John Glenn Civic Leadership Council and to attend Glenn College sponsored events and conferences. There is no limit to the opportunities to learn and to hear different viewpoints on today’s issues 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 and 3 hours of internship credit may count toward a specialization track. Students may count 9 credit hours of WAIP credit toward the Public Policy Minor.

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

**Housing**
- Students reside together in a 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
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, Emily Saleme, at saleme.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 Busch House residence hall and typically consists of 40-60 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/](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

**e) Public Affairs Multicultural Student Organization (PAMSO)**

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

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

For more information, please visit the following webpage: [http://glenn.osu.edu/programs/pamso/](http://glenn.osu.edu/programs/pamso/).

**XVI. 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](http://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/](http://www.scs.osu.edu/)) and enroll in their Stat 5700 course ([http://www.scs.osu.edu/stat5760.html](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](https://cstw.osu.edu/writing-center)).

**Library Assistance**  
The Glenn College has a dedicated librarian at OSU Libraries, David Lincove ([lincove.1@osu.edu](mailto: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/](http://library.osu.edu/find/subjects/public-affairs-resources/)

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**Appendix 1: Sample 4-Year Degree Plan- Bachelor of Arts**

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<thead>
<tr>
<th>AUTUMN SEMESTER- YEAR 1</th>
<th>SPRING SEMESTER- YEAR 1</th>
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<tbody>
<tr>
<td>PUB AFRS 2110 (3) (Intro to PA)</td>
<td>PUB AFRS 2120 (3) (Civic Engagement)</td>
</tr>
<tr>
<td>GE Writing Level 1 (3)</td>
<td>POL SCI 3000+ (3)</td>
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<tr>
<td>GE Foreign Language (4)</td>
<td>GE Foreign Language (4)</td>
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<td>GE Math (3-5)</td>
<td>GE Social Science (Microeconomics) (3)</td>
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<td>PUB AFRS 1100 (1) (College Survey)</td>
<td>GE Biological or Physical Science (3)</td>
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<tr>
<th>AUTUMN SEMESTER- YEAR 2</th>
<th>SPRING SEMESTER- YEAR 2</th>
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</thead>
<tbody>
<tr>
<td>PUB AFRS 2130 (3) (Leadership)</td>
<td>PUB AFRS 3500 (3) (Public Management)</td>
</tr>
<tr>
<td>GE Writing Level 2 (3) (e.g. PUB AFRS 2367)</td>
<td>PUB AFRS 3000 (3) (Policy Analysis)</td>
</tr>
<tr>
<td>GE Foreign Language (4)</td>
<td>GE Social Science (3)</td>
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<tr>
<td>GE Bio or Physical Science (3)</td>
<td>GE Bio or Physical Science with lab (4)</td>
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<tr>
<td>GE Data Analysis (3)</td>
<td>Specialization Course (3)</td>
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<td>AUTUMN SEMESTER- YEAR 3</td>
<td>SPRING SEMESTER- YEAR 3</td>
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<tr>
<td>PUB AFRS 4310 or ECON 4300/4320 (3) (Public Finance)</td>
<td>PUB AFRS 4030 (3) (Public Budgeting)</td>
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<td>Specialization Course (3)</td>
<td>GE Open Option (3)</td>
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<td>GE Open Option (3)</td>
<td>GE Historical Study (3)</td>
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<td>GE Visual/Performing Arts (3)</td>
<td>GE Literature (3)</td>
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<td>GE History/Cultures and Ideas (3)</td>
<td>Specialization Course (3)</td>
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<tr>
<th>AUTUMN SEMESTER- YEAR 4</th>
<th>SPRING SEMESTER- YEAR 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUB AFRS 4000+ (3)</td>
<td>PUB AFRS 4011 (3) (Policy Paper)</td>
</tr>
<tr>
<td>Specialization Course (3)</td>
<td>Specialization Course (3)</td>
</tr>
<tr>
<td>Elective (3)</td>
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<td>Elective (3)</td>
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</tbody>
</table>

Appendix 2: Sample 4-Year Degree Plan- Bachelor of Science

<table>
<thead>
<tr>
<th>AUTUMN SEMESTER- YEAR 1</th>
<th>SPRING SEMESTER- YEAR 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUB AFRS 2110 (3) (Intro to PA)</td>
<td>PUB AFRS 2120 (3) (Civic Engagement)</td>
</tr>
<tr>
<td>GE Writing Level 1 (3)</td>
<td>GE Bio or Physical Science with lab (4)</td>
</tr>
<tr>
<td>GE Foreign Language (4)</td>
<td>GE Foreign Language (4)</td>
</tr>
<tr>
<td>GE Math (3-5) (<em>MATH 1151 required</em>)</td>
<td>GE Social Science (<em>Microeconomics</em>) (3)</td>
</tr>
<tr>
<td>PUB AFRS 1100 (1) (College Survey)</td>
<td>GE Visual/Performing Arts (3)</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>AUTUMN SEMESTER - YEAR 2</strong></td>
<td><strong>SPRING SEMESTER - YEAR 2</strong></td>
</tr>
<tr>
<td>PUB AFRS 2130 or 3500 (3)</td>
<td>PUB AFRS 3000 (3) (Policy Analysis)</td>
</tr>
<tr>
<td>(Leadership/Management)</td>
<td></td>
</tr>
<tr>
<td>GE Writing Level 2 (3) (<em>e.g.</em> PUB AFRS 2367)</td>
<td>PUB AFRS 4030 or 4310 (3) (Budgeting/Finance)</td>
</tr>
<tr>
<td>GE Foreign Language (4)</td>
<td>GE Social Science (3)</td>
</tr>
<tr>
<td>GE Biological or Physical Science (3)</td>
<td>GE Bio or Physical Science with lab (4)</td>
</tr>
<tr>
<td>GE Data Analysis (3) (<em>STAT 1450 or equiv.</em>)</td>
<td>Specialization Course (3)</td>
</tr>
<tr>
<td><strong>AUTUMN SEMESTER - YEAR 3</strong></td>
<td><strong>SPRING SEMESTER - YEAR 3</strong></td>
</tr>
<tr>
<td>PUB AFRS 4000 (3) Policy Evaluation</td>
<td>PUB AFRS 4010 (3) (Decision Making)</td>
</tr>
<tr>
<td>GE History/Cultures and Ideas (3)</td>
<td>GE Open Option (3)</td>
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<tr>
<td>GE Open Option (3)</td>
<td>GE Historical Study (3)</td>
</tr>
<tr>
<td>Specialization Course (3)</td>
<td>GE Literature (3)</td>
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<tr>
<td>Specialization Course (3)</td>
<td>Specialization Course (3)</td>
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<tr>
<td><strong>AUTUMN SEMESTER - YEAR 4</strong></td>
<td><strong>SPRING SEMESTER - YEAR 4</strong></td>
</tr>
<tr>
<td>Methods Course (3)</td>
<td>PUB AFRS 4011 (3) (Policy Paper)</td>
</tr>
<tr>
<td>ECON 4300, 4320 or 4001 (3)</td>
<td>Specialization Course (3)</td>
</tr>
<tr>
<td>(Economics/Finance)</td>
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</tr>
<tr>
<td>Elective (3)</td>
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