

Inspiring Citizenship, Developing Leadership

JOHN GLENN SCHOOL OF PUBLIC AFFAIRS



Masters Handbook

2011-2012

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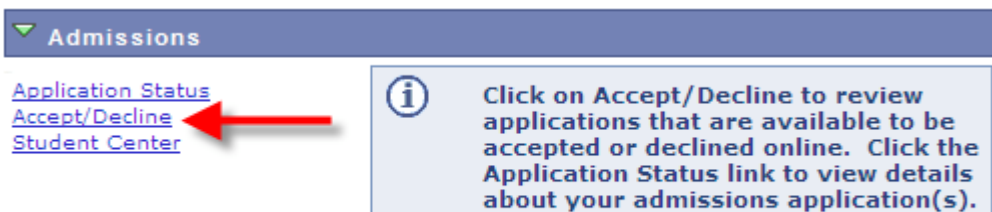
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Getting Started in the Program

There are several items to take care of before classes begin. In addition to finding housing (if you have not already done so), moving in, and picking up financial aid disbursements (if you have not authorized direct deposit), you should:

Confirm Enrollment

If you have not already done so, please confirm your intent to enroll by logging into the applicant center (<http://appstatus.osu.edu>). Select the “Applicants for Summer 2011, Autumn 2011 and beyond” link; and then click on **Accept/Decline** to accept your admission to the program. The screen should look like this:



Activate Your OSU E-Mail Account

New students must have received admission to the university before being able to activate their accounts. Go to <http://buckeyelink.osu.edu> or call 614-688-HELP. Under “Future Students,” click on “OSU Internet Username” link under the Technology section. On the next page, click on “OSU Internet Username” and then on the “Activate Account” tab. Upon reactivation of returning students’ academic records, returning student accounts can reactivate their email account online within 24 hours. All information from the university will be communicated via e-mail or through a secure website, including grades, fee statements, confirmed class schedules, etc. This email address is also the username used to access student information online.

Register for Classes

Students are responsible to know and observe the registration and payment deadlines, available on the Registrar’s website and the Graduate School website. Students provisionally admitted to Ohio State must submit the final official transcript(s) from the institution(s) where they may have been completing a degree or required coursework. Students should request that the transcripts be sent directly to the Graduate Admissions Office. Failure to do so will result in a hold on their account, preventing current and future registration. Please schedule an appointment to meet with a Glenn School advisor, prior to registering for classes.

Obtain Student ID

In order to receive a BUCK ID, students must first be enrolled in classes for the current quarter. Students may obtain their BUCK ID at the Ohio Union (3040 Ohio Union, 1739 N. High Street).. The office is open from 8am-5pm, Monday through Friday. Students will need to bring a valid photo ID such as a state ID, passport, or driver’s license. This card is necessary for students to be able to

access the Page Hall computer lab and Page Hall after hours. This card is also necessary for students to obtain a parking permit.

Obtain Parking Permit

Parking without a parking permit is not permitted in any OSU parking lot. Students may purchase a University parking permit at the Transportation and Parking Services office located at 160 Bevis Hall, 1080 Carmack Road, on West Campus. Office hours for Transportation and Parking are from 7:30 a.m. to 7:30 p.m. Monday through Friday, and 12:00 p.m. to 5:00 p.m. Saturdays. Graduate students are eligible for a “C” pass, which allows students to park in designated “C” lots across campus. There are a limited number of parking garage permits available for an additional fee. Due to the large number of students who wish to purchase these permits, Transportation and Parking distributes garage permits through a lottery. Students may sign up for this lottery when they purchase their “C” pass. If a student wins the lottery, he or she must pay the purchase price of the garage pass.

Pay Fees

The Recreation (RPAC) fee is assessed quarterly for all students enrolled for 4 or more credit hours. The COTA bus fee is assessed quarterly for all students – the BUCK ID serves as a bus pass. The Student Activity fee is assessed quarterly for all students based on the number of credit hours of enrollment. The Ohio Union fee is also assessed quarterly for all students based on the number of credit hours of enrollment. Regularly admitted graduate students registered for 5 credit hours or more are automatically enrolled in student health insurance; if a student chooses to waive his or her health insurance, the student must do so online and enter proof of alternate coverage. The above fees are not generally covered by fee authorizations (generally associated with graduate assistantships), which only cover instructional and general fees. Students do not receive paper statements of account in the mail; students should check their statement of account online and observe all payment and registration deadlines. **Tuition and fees must be paid at least seven days prior to the start of each academic term to avoid late penalties.** For an explanation of fees assessed by the University, go to <http://buckeyelink.osu.edu>. Under “Future Students,” click on “Registration Fees at a Glance” and then “Explanation of Fees.” For tuition costs, under “Future Students” click on “Registration & Fees,” and then “Student Tuition and Fee Tables.” To pay fees, please visit <http://buckeyelink.osu.edu>. Under “Students,” click on “Account Inquiry (Statement of Account).” Students may also visit the Office of Financial Services with the Student Services Center at the Student Academic Services Building (281 West Lane Avenue or call (614) 292-0300 or (800)635-8944.

Buy Textbooks

You should buy your textbooks prior to your first class. All Glenn School textbooks are ordered through SBX Student Book Exchange (1806 N. High St., 614-291-9528). Course packets are often required for classes as well and can be purchased from UniPrint. Please call 614-292-2000 or visit their website at <http://uniprint.osu.edu/coursepackets>. To find out which textbooks are required for each Glenn School course, please visit <http://glenn.osu.edu/current/current.html>

Additional Resources

Office of Disability Services

The Office for Disability Services collaborates with and empowers students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. To contact the Office of Disability Services (150 Pomerene Hall, 1760 Neil Avenue) e-mail ods@studentlife.osu.edu or call (614) 292-3307. More information is available online at <http://www.ods.ohio-state.edu/>.

International Student Registration and Orientation

New international students initiate registration by reporting to the International Education Office in Oxley Hall, Room 100. Section III.1 of the Graduate School Handbook indicates that international students are required to register for a minimum of ten (10) credit hours per quarter, unless they hold appointments as graduate associates.

The Office of International Education offers an intensive one-week orientation for all entering and transferring international students. The orientation is held prior to each academic quarter and encompasses academic and non-academic concerns. All international students admitted to the Glenn School are required to attend this orientation. Additional information is available at <http://www.oie.ohio-state.edu>.

Military Veterans

Assistance for military personnel and veterans is available through the Office of Human Resources-Veterans Affairs. For more information about the GI Bill benefits and Veteran's services visit <http://hr.osu.edu/vet/> or call the Office of Human Resources at (614) 292-1050 (1590 N. High St., Suite 300)

Introduction

The John Glenn School of Public Affairs offers the Master of Public Administration (MPA), In-Career Master of Arts in Public Policy and Management (MA), Dual Degrees, and a PhD program. Each program is different in terms of admission and course requirements. Please check our website at <http://glenn.osu.edu> or with our office (614-292-8696) in 110 Page Hall if you have any questions about program requirements.

This handbook is a supplement to [The Ohio State University Graduate School Handbook](#), which is necessary for a complete understanding of the rules contained in this handbook. The Graduate School Handbook can be accessed at <http://www.gradsch.ohio-state.edu/graduate-school-handbook1.html>.

Graduate Studies Committee

Each academic unit authorized to offer a graduate degree has a Graduate Studies Committee. This committee oversees and administers the graduate programs offered by the academic unit and is the liaison between the Graduate School and the Graduate Faculty members in the academic unit. The members are appointed by the Director of the School. For the 2011-2012 school year, the chair of the Graduate Studies Committee is Dr. Robert Greenbaum.

Responsibilities

The responsibilities of the Graduate Studies Committee are enumerated in the Graduate School Handbook, Section I.5. The Committee is responsible for enforcement (and waiver) of stated rules and required procedures.

In the event that special circumstances warrant an exception to any of the guidelines set forth in the Glenn School Handbook, you may petition the Graduate Studies Committee in writing for a waiver of the relevant guideline. The decision of the Committee will be binding.

University Code of Student Conduct

As a student at the John Glenn School of Public Affairs, you are a member of the larger Ohio State University community. As such, you are subject to the rules of the University as a whole. These rules were designed to foster and protect the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. The rules deal with items like academic misconduct, prohibited behavior that endangers the health and safety of others, use of property, and sexual harassment. The Code of Student Conduct can be found in the Appendix and online at <http://studentaffairs.osu.edu>.

Admission Policies

As stated in Section II.1 of the Graduate School Handbook, the admission of students to the Graduate School is the dual responsibility of the School's Graduate Studies Committee and the Dean of the Graduate School.

Criteria for Admission

The admissions committee makes a comprehensive evaluation of the applicant's entire file including:

- Original Graduate School Application
- All undergraduate coursework and grade point average;
- Any graduate coursework and grade point average;
- GRE or GMAT scores (Exam waived for eligible In-Career MA applicants with a combined undergraduate GPA for all college-level work of 3.0 or above. Please see below for eligibility.) (LSAT scores accepted for Dual JD students already admitted to the law school);
- Credible work experience and/or activities;
- Three letters of recommendation;
- Personal statement; and
- Resume.
- Dual Degree Application Form (Dual students only). Students interested in a dual degree program should contact the Glenn School prior to applying.

In-Career MA Eligibility

To be eligible for the In-Career MA program, an applicant must have at least three years of significant post-baccalaureate administrative or analytical work experience. Administrative experience may include things like responsibility for personnel decisions or budget decisions within an organization. Analytical experience may include things like responsibility for researching and writing reports that inform decision making within an organization. The admissions committee also looks to see whether an applicant has had increased responsibility over time.

An MPA student cannot accrue additional work experience after admission to count toward the work experience requirement for admission to the In-Career MA program.

Dual Degree Admissions

Dual degree students must be admitted to both programs separately. Admission to one program does not guarantee admission to the other. Dual degree students can apply for admission at any time but are encouraged to contact the Glenn School prior to applying for further instructions.

Upon admission to the program, students must complete the "Program Plan for Dual Degree Students form" and submit it to the Graduate School before starting the integrated course of study. Dual JD students must complete the "Approval of Combined Graduate and Undergraduate/Professional Program" form. These forms are available at <http://www.gradsch.ohio-state.edu>. Students are strongly encouraged to meet with Kate Hallihan (hallihan.3@osu.edu) or Jessica Wells (wells1060@osu.edu) prior to starting the dual degree

program to map out a program plan. Kate Hallihan and Jessica Wells serve as the academic advisors for all Glenn School master's students.

Because the Graduate School's computer system cannot track a student in two departments at once, students will be asked to indicate which program will be their primary program. All correspondence from the Graduate School will then list your home department.

Program Preparation

The John Glenn School of Public Affairs strongly recommends the following undergraduate courses be completed as preparation for the program. Students may take the courses below at any college or university. Students admitted into the John Glenn School may also contact the student services office prior to starting the program to discuss incorporating the following undergraduate classes into their program of study.

- Microeconomics
- American Government
- Statistics

While the courses are not formal prerequisite requirements, the master's programs have strong analytical components, and it is expected that entering students will have familiarity with the basic concepts from these courses

Student Classifications

Regular Graduate Students

Students who have met all the Graduate School and Graduate Studies Committee admission criteria and who have been approved by the Graduate Studies Committee to pursue work toward graduate degrees at The Ohio State University are designated as regular students.

Conditional Graduate Students

Students are admitted in this category for one or more of the following reasons:

- The student holds a bachelor's degree from a non-accredited institution;
- The student must complete prerequisite work;
- The student has less than a 3.0 GPA in undergraduate or graduate work; or
- The Graduate Studies Committee or the Graduate School has some reservation about the student's probability of success.

Any conditional admission requirement placed upon the student must be satisfied within the specified time limit. See Graduate School Handbook, Section II. 4.

Advising and Registration

Once a student has been accepted into the Glenn School, he/she should make arrangements to meet with Student Services Staff in 110 Page Hall to develop a plan of study for his/her academic program. This plan includes orderly scheduling of core and elective courses.

Students are to follow the program plan developed in conjunction with their academic advisor and any difficulties or complications should be brought to their attention. Kate Hallihan (hallihan.3@osu.edu) and Jessica Wells (wells1060@osu.edu) serve as the academic advisors for all master's students.

Any changes in schedule (i.e., add/drop, section changes, etc.) must be reported to your advisor so that your program plan can be kept up-to-date. Students are encouraged to contact their advisor, faculty member, or staff in the Student Affairs office (Suite 110) for assistance with situations that may interfere with your academic studies. The Student Affairs office provides assistance with academic concerns, professional development, and other situations that may occur while studying at OSU.

Students are responsible for checking prerequisites and exclusions for courses. This information is available from the course descriptions and the Student Affairs Office.

The deadlines and guidelines for course changes, adds and drops are published in each quarter's Master Schedule. See <http://buckeyelink.osu.edu> for more information. Dropping courses after the seventh Friday of the quarter requires a petition to, and approval of the Graduate School.

Course Load

The course load is determined by the nature of the courses taken, the student's academic record and employment plans. Course loads for full-time students generally range from 12 to 18 quarter hours. A student may not enroll for more than 20 credit hours per quarter, exclusive of audited courses, without special permission.

International students must have a minimum of 10 graduate credit hours (exclusive of audits) per quarter. Fellowship students must have a minimum of 15 graduate credit hours (exclusive of audits) per quarter.

***Credit hour requirements will change starting the summer of 2012 (when the University changes to a semester system).**

Withdrawal from the University

Withdrawal during the first seven weeks of the quarter is done by officially dropping all courses. Requests to withdraw after the seventh week are on a petition basis only. Students must carry a letter of approval from the Chair of the Graduate Studies Committee to the Graduate School for completion of the University withdrawal form. For information on refund of fees, contact the University's Bursar office (614-292-0300)

Course Credit and Progress

Credit by Exam

A student cannot earn credit by exam for Glenn School graduate courses.

Transfer Credit

Graduate credit earned at another university may be transferred to Ohio State pending review and approval by the School's Graduate Studies Committee (see Section IV.2 of the Graduate School Handbook). A graduate student who wishes to transfer credit from another institution should consult with the School advisors. The student should provide a copy of the transcript, a copy of the catalog description, course syllabi and reading lists.

The School Graduate Studies Committee will evaluate the coursework for which the transfer credit is requested and determine how much, if any, of the credit should be transferred. Eighty percent of required degree hours must be completed at Ohio State over a period of at least two quarters. Transfer credit is listed as credit hours only and is not included in the calculation of the cumulative point-hour ratio. The entire work for a master's degree from the Glenn School, including transfer credit, must be completed within a period of six years. Transfer credit is generally not an option for meeting Glenn School requirements for dual degrees.

If transfer credit is approved, the student and the School Graduate Studies Chair must complete the "Request for Transfer of Graduate Credit" form, which is available at the School office, and submit it to the Graduate School for final approval.

Course Waivers

Certain course requirements may be waived if comparable undergraduate courses were completed satisfactorily. A student requesting such a waiver must submit his/her request in writing to the Chair of the Graduate Studies Committee. In such cases, the undergraduate credit hours cannot be counted toward a master's degree. The student will take substitute graduate courses in order to meet the credit hour requirement for the master's degree.

Course waivers are not an option within the dual degree M.A. program. Students must take the core courses or their approved substitutes.

Independent Study with Glenn School Faculty

Registration for PUB AFRS 893 (Independent Study) requires the student to submit, at the time of registration, a form that provides a brief explanation of the work to be done, the number of credit hours, and the quarter in which the student proposes to complete the work. The supervising faculty member and the Graduate Studies Committee chair must approve the independent study. Students may earn a total of no more than four hours of credit toward the degree for independent study projects. An [Independent Study form](#) is available on the Glenn School's – Current Students website, . Please note: this is an internal document only used by the Glenn School.

Reasonable Progress

Students are expected to maintain reasonable progress toward a degree and meet graduate program requirements as stated in this document and in the Ohio State Graduate School Handbook.

Students must maintain a cumulative grade point average of at least 3.0 in all graduate course work; meet the residency requirement as defined in the Graduate School Handbook, Section VI.1; fulfill all course requirements agreed to by the student and advisor in development of the program plan, including prerequisites unless a petition for changes has been approved by the Graduate Studies Committee; and meet all program requirements within the time limits prescribed.

Failure to maintain reasonable progress is grounds for denial of further registration in the program (Section V.4 of the Graduate School Handbook).

Time Limits

The entire work for a master's degree from the Glenn School must be completed within a period of six years.

Re-Entry of Students

The Graduate Studies Committee will consider petitions to re-enroll from students who have been denied further registration or dismissed. Students who wish to re-enroll must submit a letter of request and supply the Committee with any evidence requested to consider re-enrollment. The student should be prepared to supply new evidence of his/her capacity to successfully pursue graduate work. If approved for re-enrollment, the student must comply with all degree requirements as listed at the time of re-enrollment.

Denial of Further Registration

A student may be denied further registration in the John Glenn School of Public Affairs for any of the following reasons:

- At any time after 15 hours of graduate credit at Ohio State is earned, the student's cumulative grade average falls below 3.0 and does not raise the GPA to 3.0 or better at the end of the next quarter of enrollment in the Graduate School (see Graduate School Handbook, Section V.7).
- The student admits guilt or is determined to be guilty of academic misconduct by the University Committee on Academic Misconduct.
- The student fails the master's comprehensive examination twice.
- The student refuses to follow the educational plan developed by his/her advisor and approved by the School's Graduate Studies Committee.
- A student fails to meet the minimum time limits established under the rules of the Committee and/or the Graduate School.

Retention Period

Materials submitted by the student to satisfy course requirements will be retained by faculty for two terms after the term in which the student has been enrolled in the course.

Fresh Start

Any student who re-enrolls in the Graduate School after an absence of five or more years may petition the Graduate Studies Committee that previous graduate credit not be counted toward the total earned hours and graduate cumulative grade point ratio. After two calendar years, application to re-enroll should be made by addressing a letter to the Chair of the Graduate Studies Committee. If approved, the student must comply with all degree requirements as listed at the time of re-enrollment (See Graduate School Handbook, Section IV.3).

Repetition of Courses

A graduate student who has not been dismissed from the University *must* repeat a required course which the student has failed. A graduate student who has failed any other course at the University *may* repeat the course for credit at his or her option. When approval is given by the advisor, a graduate student may repeat for credit any course in which the student has received a mark of D or E. A student who has audited a course may subsequently repeat the course for credit with the permission of the advisor or instructor. The credit hours for a repeated course shall in no case be counted more than once in meeting graduation requirements. However, when a student repeats a course and gets letter grades both times, both grades will be counted in computing the cumulative point hour ratio.

Graduation

A student desiring to graduate with a master's degree from the Glenn School must file an Application to Graduate with the Graduate School no later than the second Friday of the quarter in which the degree is sought. Applications to Graduate are available in 110 Page Hall and on the Graduate School's website. Therefore, we recommend that you submit your Application to Graduate to the School office during the first week of the quarter. Our staff will secure appropriate signatures and make sure the form is turned in on time. Anyone who submits his/her Application to Graduate to the School office on the day it is due at the Graduate School will be responsible for securing the committee signatures and for turning the application in to the Graduate School.

Dual degree students will be required to fill out separate applications to graduate for each program and each application must be submitted in the quarter he or she graduates from that specific program.

Students completing a master's degree from the Glenn School are required to pass the regular final examination in all courses for which the student is registered and must receive grades in accordance with the regulations of the Graduate School. Students are also required to successfully complete the exit requirement for their respective programs.

Exit Requirement

For MPA students who started in Autumn 2010 or earlier, the exit requirement is successful completion of PUB AFRS 808 (or the capstone equivalent). If a student earns a grade of lower than a B in 808, then he or she will be required to successfully pass the Master's Comprehensive Exam.

Students who will be starting the MPA program in Autumn 2011, the exit requirement is successful completion of a Glenn School capstone course with a grade of B or higher. Dual degree students completing the MPA degree should contact the Glenn School regarding the exit requirement for the degree.

For In-Career and Dual MA students (admitted prior to Autumn 2011), the exit requirement is successful passing of the Master's Comprehensive Exam (explained below). The exit requirement for students admitted for Autumn 2011 and later will include successful completion of a Glenn School capstone course with a grade of B or higher *and* completion of a comprehensive exam (tied to the capstone class) taken the semester following a capstone course.

A student may count a capstone class as an elective if a grade of C or higher is earned in the course. A student may not double count a capstone as both their exit requirement and an elective.

Courses Taken Outside the Glenn School

Students may take graduate-level coursework from other departments to count toward their graduation requirements. Students must first submit a "[Petition to Count Outside Coursework](#)" form which is available on the Glenn School's – Current Students website. If a student wishes to substitute additional outside coursework to be used toward their graduation requirements, prior written approval must be secured. Petitions for substitution should be directed to Professor Rob Greenbaum, Chair of the Graduate Studies Committee. In these requests, students should include: (1) statement of career objectives; (2) a listing of all courses outside of the department the student wishes to take; (3) a statement of how these classes contribute to those objectives; and (4) a copy of the syllabus for each class you are substituting. The petition for approval outside of the coursework may be found at <http://glenn.osu.edu/current/current.html>.

Master's Comprehensive Examination

The Master's Comprehensive Exam is administered every quarter by a four member committee appointed by the School's Director and the Chair of the Graduate Studies Committee. The Comprehensive Examination consists of a written examination designed to last no less than six hours and is administered during the student's final term.

The exam covers the core curriculum with questions over policy, management, and economics in the morning (8:00am – 12:00pm), and questions on quantitative methods and decision support systems in the afternoon (1:00pm – 3:00pm). Each subject section of the test is graded by the faculty member who wrote that section and responses are evaluated as Pass, Marginal Pass, or Fail according to the professional judgment of the grader.

A fail on any section will receive a second reading and evaluation by another faculty member. A fail on any one section of the exam may constitute a fail on the comprehensive exam. Students who fail the exam must retake the sections they failed. This can be done as early as the next quarter. The exam cannot be retaken the same quarter. Graduate School rules require that you be registered for three credit hours the quarter you retake the comprehensive exam. The exam can only be retaken once. The original exam committee must administer any retest.

For students who are waived out of a class by a faculty member or if a course is substituted, the student is responsible for knowing the course material on the comprehensive exam. For example, if a dual degree law student chooses to take Administrative Law at the law school rather than the PUB AFRS 802- Legal Environments the student may still be tested over the information covered in PUB AFRS 802.

General Curriculum

2011-2012

* Course numbers and descriptions will be updated for the 2012-2013 academic year

PUBLIC POLICY STREAM

PUB AFRS 801 – Public Policy Formulation and Implementation

Analysis of the operating environment of the public administrator; public policy processes, public organization behavior, and policy formulation in the U.S. federal system.

PUB AFRS 802 – Legal Environment of Public Organizations

An examination of public administration within the managerial, political and legal traditions of the U.S. Constitution with the goal of teaching public managers how to ask legal questions with an understanding of legal concepts, jargon, and issues.

PUB AFRS 804 – Public and Nonprofit Program Evaluation

Provides an understanding of the conceptual, methodological, bureaucratic, political and organizational issues surrounding evaluation research.

ECONOMICS STREAM

PUB AFRS 830 – Economics of Public and Nonprofit Management

Economic analysis applied to problems of public policy selection and government management operations; efficiency criteria, market failure, and public choice applied to administration decision-making.

PUB AFRS 730 – Public Finance

Comprehensive survey and analysis of the principal fiscal activities of contemporary governments; logic of public-sector activity; taxation principles and practice, intergovernmental relations, and current fiscal problems.

PUB AFRS 834 – Public Budgeting

Budgeting as analysis of resource allocation, planning evaluation, and control; tools of analysis for program budgeting and measurement of program results; case studies.

MANAGEMENT STREAM

PUB AFRS 810 – Managing Public Organizations

Analysis of alternative approaches to the management of public agencies. Examination of alternative strategies that top managers may use to link the agency to its operating environment.

PUB AFRS 811 – Leadership and Human Resources in Public Organizations

Designed to develop analytic and interpersonal skills needed for public sector management. Analytical and experiential learning through reading, lecture, discussion, case analysis, in-class presentations, management decision-making simulations and role-playing.

PUB AFRS 812 – Strategy for Public Organizations

Explores the emerging leadership requirements for top-level government executives. Participants, including experienced public leaders, will share leadership experiences and cases, apply the stakeholder approach to leadership strategies, and engage in self-assessment and skill building exercises.

DECISIONS SUPPORT SYSTEMS STREAM

PUB AFRS 820 – Data Analysis for Public Policy and Management

Techniques and statistics in the analysis of public policy issues and problems.

PUB AFRS 821 – Public Management Information Systems

Designed to develop skills necessary for the management of information and information technology within public organizations through the use of case studies, exercises and field studies also introducing design, use and management of databases.

PUB AFRS 822 – Multivariate Data Analysis for Public Policy and Management

Multivariate model building using theoretical and exploratory data analysis perspectives for use in public sector case studies.

PUB AFRS 852 – Government and Nonprofit Accounting

Fund accounting for federal, state and local governments; universities; hospitals; health and welfare organizations.

POLICY/MANAGEMENT PAPER CAPSTONE REQUIREMENT

PUB AFRS 808 – Policy Problem Seminar I

PUB AFRS 809 – Policy Problem Seminar II

Multidisciplinary seminar integrated with field experience in solution of actual public administrative and policy problems, organized around problem areas.

Elective Options – Policy Labs

In addition to core courses, students are required to take elective coursework. MPA students who started in Autumn 2010 and earlier are required to take 20 hours of electives. In-Career MA students are required to take 15 hours of electives. Dual degree students are required to take 18-19 hours of electives (depending on the program), although these tend to be fulfilled by courses in their other dual degree department.

Students should select elective courses most closely aligned with their interests and the skills they seek to develop. Students are encouraged to talk with faculty and student services staff about ways they might want to tailor their elective coursework to suit their interests.

Students are encouraged to fulfill their elective requirements with Glenn School policy labs. Policy labs provide opportunities for students to apply skills learned in the core courses to real world policy issues and problems. Policy labs are offered on a variety of contemporary issue areas. They provide hands-on practice, allow students to produce a product, and develop new skills and insights.

Labs are seen as a transition from theoretical and lecture courses to real world problems and application of theory to solve problems. They are an opportunity to address the issues facing society today.

The following policy labs have been offered in the past. Please see <http://glenn.osu.edu/current/current.html> for more information on policy labs offered for the 2011-2012 academic year.

- Urban Economic Development
- Grants Policy and Administration
- Alternative Dispute Resolution
- Public Affairs in a Digital Age
- Introduction to the Nonprofit Sector: Theory and Practice
- Innovation and Entrepreneurship in the Public Sector
- Nonprofit Management and Governance
- Energy and Environment
- Science and Technology Management and Policy
- Project Management in the Public Sector: Challenges, Methods, Tools and Skills
- Introduction to Education Policy for Policy Leaders
- Applied Ecology and Environmental Policy in Urbanized Communities
- Political Economy of Regulation and Deregulation
- Nonprofit Policy
- Performance Management
- Rebuilding Failed and Weak States

Program Descriptions

Master of Public Administration

A minimum of 83 credit hours of coursework made up of 63 hours of core courses and 20 hours in application courses are required for the MPA degree (for students who started in Autumn 2010 or earlier). The total required hours will be adjusted for students who start or finish the MPA degree after spring of 2012.

Before registering for the first quarter, the student should schedule a meeting with Kate Hallihan (hallihan.3@osu.edu) or Jessica Wells (wells1060@osu.edu) to develop a preliminary program plan for the MPA degree. This plan includes orderly scheduling of required core courses, appropriate policy labs and elective interests.

It is important for a student to update his or her program plan regularly. The dynamic nature of the School's policy labs and the fact that MPA students move through the curriculum at different rates necessitates this updating.

All MPA students must complete a policy/management paper or capstone course (Autumn 2011 students and later). The objective of the paper is to synthesize and apply the knowledge, skills, and values acquired in the core coursework to a public policy or management problem. A student who receives a grade of B or lower or takes an incomplete on their policy paper or capstone class will be required to take the Master's Comprehensive Exam or repeat the capstone course. Students must be enrolled for a minimum of 3 graduate credit hours the quarter they take the Comprehensive Exam.

Graduation requirements include the following:

- Completion of a minimum of 83 credit hours of approved graduate course work within six calendar years.
- Achievement of a GPA of at least 3.0 in all courses taken for graduate credit. See Graduate School Handbook, Section VI.5.
- Registration during the final quarter of the degree program for a minimum of three credit hours. See Graduate School Handbook, Section VI.6.
- Filing of one's Application to Graduate no later than the second Friday of the final quarter
- Satisfactory completion of the policy paper (PUB AFRS 808) or a capstone course
- Successful completion of the Master's Comprehensive Exam if the capstone or policy paper grade is less than a B or Incomplete. See Graduate School Handbook, Section VI.6.

MPA Program Requirements

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

| PUBLIC POLICY STREAM | | CREDIT HRS | QUARTER |
|--|---|------------|---------|
| PUB AFRS 801 | Public Policy Formulation & Implementation | 05 | Autumn |
| PUB AFRS 802 | Legal Environment of Public Organizations | 04 | Autumn |
| PUB AFRS 804 | Public and Nonprofit Program Evaluation (prereq: PUB AFRS 801) | 04 | Winter |
| PUBLIC MANAGEMENT STREAM | | | |
| PUB AFRS 810 | Managing Public Organizations | 04 | Winter |
| PUB AFRS 811 | Leadership & Human Resources in Public Orgs. | 04 | Spring |
| PUB AFRS 812 | Strategy for Public Organizations (prereq: PUB AFRS 810) | 04 | Autumn |
| PUBLIC SECTOR ECONOMICS STREAM | | | |
| PUB AFRS 830 | Economics of Public and Nonprofit Management | 04 | Autumn |
| PUB AFRS 730 | Public Finance (prereq: PUB AFRS 830) | 05 | Winter |
| PUB AFRS 834 | Public Budgeting (prereq: PUB AFRS 830) | 04 | Spring |
| DECISION SUPPORT SYSTEMS STREAM | | | |
| PUB AFRS 820 | Data Analysis for Public Policy & Management | 04 | Autumn |
| PUB AFRS 821 | Public Management Information Systems | 04 | Spring |
| PUB AFRS 822 | Multivariate Data Analysis for Pub Pol & Mgmt (prereq: PUB AFRS 820) | 04 | Winter |
| PUB AFRS 852 | Governmental and Nonprofit Accounting | 04 | Winter |
| POLICY/MANAGEMENT PAPER | | | |
| PUB AFRS 808 | Policy Problem Seminar I (prereq: completion of all JGSPA core courses except PUB AFRS 812 and 852) | 05 | Autumn |
| PUB AFRS 809 | Policy Problem Seminar II (prereq: PUB AFRS 808) | 04 | Winter |

Application Courses (20 credit hours)

Students may fulfill this requirement by taking Glenn School policy labs or graduate-level elective offerings through other campus departments. Credit hours taken outside the Glenn School must be approved by the Graduate Studies Chair (submit a [Petition to Count Outside Coursework](#) form prior to taking a course outside the School). Students are strongly recommended to complete an internship during the summer between their first and second year of the program.

In-Career Master of Arts in Public Policy and Management:

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

A minimum of 57 credit hours of coursework made up of 42 hours of core courses and 15 hours in application courses are required for the In-Career MA degree.

Before registering for the first quarter, the student should schedule a meeting with Kate Hallihan (hallihan.3@osu.edu) or Jessica Wells (wells1060@osu.edu) to develop a preliminary program plan for the MA degree. This plan includes orderly scheduling of any remaining prerequisites, required core courses, appropriate policy labs and elective interests.

It is important for a student to update his or her program plan regularly. The dynamic nature of the School's policy labs and the fact that MA students move through the curriculum at different rates necessitates this updating.

The Master's Comprehensive Examination covering the material in the required core courses must be taken during the quarter in which the student plans to graduate. This examination is scheduled for approximately the seventh week of every quarter. Please consult the Glenn School's website for the exact dates. Each student must be enrolled in a minimum of three (3) graduate credit hours the quarter he or she takes the Comprehensive Exam.

Graduation requirements include the following:

- Completion of a minimum of 57 credit hours of approved graduate course work within six calendar years.
- Achievement of a GPA of at least 3.0 in all courses taken for graduate credit. See Graduate School Handbook, Section VI.5.
- Registration during the final quarter of the degree program for a minimum of three credit hours. See Graduate School Handbook, Section VI.6.
- Filing of one's Application to Graduate no later than the second Friday of the final quarter.
- Successful completion of a Master's Examination covering all core courses. See Graduate School Handbook, Section VI.6.

In-Career MA Program Requirements (57 credit hours total)

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

| PUBLIC POLICY STREAM | | CREDIT HRS | QUARTER |
|--|---|-------------------|----------------|
| PUB AFRS 801 | Public Policy Formulation & Implementation | 05 | Autumn |
| PUB AFRS 802 | Legal Environment of Public Organizations | 04 | Autumn |
| PUB AFRS 804 | Public and Nonprofit Program Evaluation (prereq: PUB AFRS 801) | 04 | Winter |
| PUBLIC MANAGEMENT STREAM | | | |
| PUB AFRS 810 | Managing Public Organizations | 04 | Winter |
| PUB AFRS 811 | Leadership & Human Resources in Public Orgs. | 04 | Spring |
| PUBLIC SECTOR ECONOMICS STREAM | | | |
| PUB AFRS 830 | Economics of Public and Nonprofit Management | 04 | Autumn |
| PUB AFRS 730 | Public Finance (prereq: PUB AFRS 830) | 05 | Winter |
| PUB AFRS 834 | Public Budgeting (prereq: PUB AFRS 830) | 04 | Spring |
| DECISION SUPPORT SYSTEMS STREAM | | | |
| PUB AFRS 820 | Data Analysis for Public Policy & Management | 04 | Autumn |
| PUB AFRS 821 | Public Management Information Systems | 04 | Spring |

Application Courses (15 credit hours)

Students may fulfill this requirement by taking Glenn School policy labs or graduate-level elective offerings through other campus departments. Credit hours taken outside the Glenn School must be approved by the Graduate Studies Chair (submit a [Petition to Count Outside Coursework](#) form prior to taking a course outside the School).

Dual MA/JD with the Moritz College of Law

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

Program Requirements:

PUBLIC POLICY STREAM

| | | CREDIT HRS | QUARTER |
|--------------|---|-------------------|----------------|
| PUB AFRS 801 | Public Policy Formulation & Implementation | 05 | Autumn |
| PUB AFRS 802 | Legal Environment of Public Organizations* | 04 | Autumn |
| PUB AFRS 804 | Public and Nonprofit Program Evaluation (prereq: PUB AFRS 801) | 04 | Winter |

PUBLIC MANAGEMENT STREAM

| | | | |
|--------------|--|----|--------|
| PUB AFRS 810 | Managing Public Organizations | 04 | Winter |
| PUB AFRS 811 | Leadership & Human Resources in Public Orgs. | 04 | Spring |

PUBLIC SECTOR ECONOMICS STREAM

| | | | |
|--------------|--|----|--------|
| PUB AFRS 830 | Economics of Public and Nonprofit Management | 04 | Autumn |
| PUB AFRS 730 | Public Finance (prereq: PUB AFRS 830) | 05 | Winter |
| PUB AFRS 834 | Public Budgeting (prereq: PUB AFRS 830) | 04 | Spring |

DECISION SUPPORT SYSTEMS STREAM

Students may select either of the following:

| | | | |
|--------------|--|----|--------|
| PUB AFRS 820 | Data Analysis for Public Policy & Management | 04 | Autumn |
| OR | | | |
| PUB AFRS 821 | Public Management Information Systems | 04 | Spring |

* Dual JD students may substitute Administrative Law from the law school for PUB AFRS 802.

ELECTIVE COURSEWORK

19 quarter hours (12 semester hours) of graduate/professional-level coursework. A student may double-count required courses for his or her JD toward the Glenn School elective requirement. Please note that law classes must be designated as P G (professional or graduate) in order to count as electives toward the MA.

OTHER

- In order to be considered a dual degree student at Ohio State, a student must have the "Approval of Combined Graduate and Undergraduate/Professional Program" form submitted to the Graduate School no later than two weeks after the date of the Graduate Admissions acceptance letter. This form can be accessed at http://www.gradsch.ohio-state.edu/Depo/PDF/Combined_Graduate_Program.pdf. Students should work with the John Glenn School and Moritz College of Law to complete/submit the form.

- Students must indicate on their form which law classes are to count for both law and graduate hours. This cannot be done retroactively.
- Taking courses after completion of the law degree is acceptable provided you complete both programs within six years.

Dual MA/MSW with the College of Social Work

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

Program Requirements:

PUBLIC POLICY STREAM

| | | CREDIT HRS | QUARTER |
|--------------|---|------------|---------|
| PUB AFRS 801 | Public Policy Formulation & Implementation | 05 | Autumn |
| PUB AFRS 802 | Legal Environment of Public Organizations | 04 | Autumn |
| PUB AFRS 804 | Public and Nonprofit Program Evaluation (prereq: PUB AFRS 801) | 04 | Winter |

PUBLIC MANAGEMENT STREAM

| | | | |
|--------------|---|----|--------|
| PUB AFRS 810 | Managing Public Organizations | 04 | Winter |
| PUB AFRS 811 | Leadership & Human Resources in Public Orgs.* | 04 | Spring |

PUBLIC SECTOR ECONOMICS STREAM

| | | | |
|--------------|--|----|--------|
| PUB AFRS 830 | Economics of Public and Nonprofit Management | 04 | Autumn |
| PUB AFRS 730 | Public Finance (prereq: PUB AFRS 830) | 05 | Winter |
| PUB AFRS 834 | Public Budgeting (prereq: PUB AFRS 830) | 04 | Spring |

DECISION SUPPORT SYSTEMS STREAM

| | | | |
|--------------|---------------------------------------|----|--------|
| PUB AFRS 821 | Public Management Information Systems | 04 | Spring |
|--------------|---------------------------------------|----|--------|

* Students may substitute SWK 730.01 for PUB AFRS 811.

ELECTIVE COURSEWORK

19 quarter hours of additional graduate-level coursework. A student may double-count required courses for his or her MSW toward the Glenn School elective requirement.

OTHER

- In order to be considered a dual degree student at Ohio State, a student must have the "Program Plan for Dual Degree" form submitted to the Graduate School prior to starting the dual program. This form can be accessed at <http://www.gradsch.ohio-state.edu/Depo/PDF/DualDegree.pdf>.
- Students must indicate on their form which classes are to count for both Social Work and Glenn School hours. This cannot be done retroactively.
- Taking courses in one program after completion of the other is acceptable provided you complete both programs within six years.

Dual MA/MCRP with the Knowlton School of Architecture

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

Program Requirements:

PUBLIC POLICY STREAM

| | | CREDIT HRS | QUARTER |
|--------------|---|-------------------|----------------|
| PUB AFRS 801 | Public Policy Formulation & Implementation | 05 | Autumn |
| PUB AFRS 802 | Legal Environment of Public Organizations | 04 | Autumn |
| PUB AFRS 804 | Public and Nonprofit Program Evaluation (prereq: PUB AFRS 801) | 04 | Winter |

PUBLIC MANAGEMENT STREAM

| | | | |
|--------------|--|----|--------|
| PUB AFRS 810 | Managing Public Organizations | 04 | Winter |
| PUB AFRS 811 | Leadership & Human Resources in Public Orgs. | 04 | Spring |

PUBLIC SECTOR ECONOMICS STREAM

| | | | |
|--------------|---|----|--------|
| PUB AFRS 830 | Economics of Public and Nonprofit Management* | 04 | Autumn |
| PUB AFRS 730 | Public Finance (prereq: PUB AFRS 830) | 05 | Winter |
| PUB AFRS 834 | Public Budgeting and Spending Decisions (prereq: PUB AFRS 830) | 04 | Spring |

DECISION SUPPORT SYSTEMS STREAM

| | | | |
|--------------|---------------------------------------|----|--------|
| PUB AFRS 821 | Public Management Information Systems | 04 | Spring |
|--------------|---------------------------------------|----|--------|

* Students may substitute C&RP 781 for PUB AFRS 830.

ELECTIVE COURSEWORK

19 quarter hours of additional graduate level coursework. A student may double-count required courses for his or her MCRP toward the Glenn School elective requirement.

OTHER

- In order to be considered a dual degree student at Ohio State, a student must have the "Program Plan for Dual Degree" form submitted to the Graduate School prior to starting the dual program. This form can be accessed at <http://www.gradsch.ohio-state.edu/Depo/PDF/DualDegree.pdf>.
- Students must indicate on their form which classes are to count for both City & Regional Planning and Glenn School hours. This cannot be done retroactively.
- Taking courses in one program after completion of the other is acceptable provided you complete both programs within six years.

Dual MA/MS in Natural Resources with the School of Environmental and Natural Resources

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

Program Requirements:

| PUBLIC POLICY STREAM | | CREDIT HRS | QUARTER |
|--|---|-------------------|----------------|
| PUB AFRS 801 | Public Policy Formulation & Implementation | 05 | Autumn |
| PUB AFRS 802 | Legal Environment of Public Organizations | 04 | Autumn |
| PUB AFRS 804 | Public and Nonprofit Program Evaluation (prereq: PUB AFRS 801) | 04 | Winter |
| PUBLIC MANAGEMENT STREAM | | | |
| PUB AFRS 810 | Managing Public Organizations | 04 | Winter |
| PUB AFRS 811 | Leadership & Human Resources in Public Orgs. | 04 | Spring |
| PUBLIC SECTOR ECONOMICS STREAM | | | |
| PUB AFRS 830 | Economics of Public and Nonprofit Management | 04 | Autumn |
| PUB AFRS 730 | Public Finance (prereq: PUB AFRS 830) | 05 | Winter |
| PUB AFRS 834 | Public Budgeting (prereq: PUB AFRS 830) | 04 | Spring |
| DECISION SUPPORT SYSTEMS STREAM | | | |
| PUB AFRS 821 | Public Management Information Systems | 04 | Spring |

ELECTIVE COURSEWORK

19 quarter hours of additional graduate level coursework. A student may double-count required courses for his or her MS toward the Glenn School elective requirement.

OTHER

- In order to be considered a dual degree student at Ohio State, a student must have the "Program Plan for Dual Degree" form submitted to the Graduate School prior to starting the dual program. This form can be accessed at <http://www.gradsch.ohio-state.edu/Depo/PDF/DualDegree.pdf>.
- Students must indicate on their form which classes are to count for both Natural Resources and Glenn School hours. This cannot be done retroactively.
- Taking courses in one program after completion of the other is acceptable provided you complete both programs within six years.

Dual MPA/MHA with the College of Public Health

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

Core Courses

| PUBLIC POLICY STREAM | | CREDIT HRS | QUARTER |
|--|---|-------------------|----------------|
| PUB AFRS 801 | Public Policy Formulation & Implementation | 05 | Autumn |
| PUB AFRS 802 | Legal Environment of Public Organizations | 04 | Autumn |
| PUB AFRS 804 | Public and Nonprofit Program Evaluation (prereq: PUB AFRS 801) | 04 | Winter |
| PUBLIC MANAGEMENT STREAM | | | |
| PUB AFRS 810 | Managing Public Organizations | 04 | Winter |
| PUBLIC SECTOR ECONOMICS STREAM | | | |
| PUB AFRS 830 | Economics of Public and Nonprofit Management | 04 | Autumn |
| PUB AFRS 730 | Public Finance (prereq: PUB AFRS 830) | 05 | Winter |
| PUB AFRS 834 | Public Budgeting (prereq: PUB AFRS 830) | 04 | Spring |
| DECISION SUPPORT SYSTEMS STREAM | | | |
| PUB AFRS 820 | Data Analysis for Public Policy & Management | 04 | Autumn |
| PUB AFRS 821 | Public Management Information Systems | 04 | Spring |
| PUB AFRS 822 | Multivariate Data Analysis for Pub Pol & Mgmt (prereq: PUB AFRS 822) | 04 | Winter |
| PUB AFRS 852 | Governmental and Nonprofit Accounting | 04 | Winter |
| POLICY/MANAGEMENT PAPER | | | |
| PUB AFRS 808 | Policy Problem Seminar I (prereq: completion of all JGSPA core courses except PUB AFRS 812 and 852) | 05 | Autumn |
| PUB AFRS 809 | Policy Problem Seminar II (prereq: PUB AFRS 808) | 04 | Winter |

ELECTIVE COURSEWORK

20 quarter hours of additional graduate level coursework. A student may count MHA or MPA courses toward the elective requirement.

OTHER

- In order to be considered a dual degree student at Ohio State, a student must have the "Program Plan for Dual Degree" form submitted to the Graduate School prior to starting the

dual program. This form can be accessed at <http://www.gradsch.ohio-state.edu/Depo/PDF/DualDegree.pdf>.

- Students must indicate on their form which classes are to count for both MHA and MPA hours. This cannot be done retroactively.
- Taking courses in one program after completion of the other is acceptable provided you complete both programs within six years.

Dual MA/MA with Slavic and East European Studies

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

Program Requirements: 38 core classes

| PUBLIC POLICY STREAM | | CREDIT HRS | QUARTER |
|--|---|-------------------|----------------|
| PUB AFRS 801 | Public Policy Formulation & Implementation | 05 | Autumn |
| PUB AFRS 802 | Legal Environment of Public Organizations | 04 | Autumn |
| PUB AFRS 804 | Public and Nonprofit Program Evaluation (prereq: PUB AFRS 801) | 04 | Winter |
| PUBLIC MANAGEMENT STREAM | | | |
| PUB AFRS 810 | Managing Public Organizations | 04 | Winter |
| PUB AFRS 811 | Leadership & Human Resources in Public Orgs. | 04 | Spring |
| PUBLIC SECTOR ECONOMICS STREAM | | | |
| PUB AFRS 830 | Economics of Public and Nonprofit Management | 04 | Autumn |
| PUB AFRS 730 | Public Finance (prereq: PUB AFRS 830) | 05 | Winter |
| PUB AFRS 834 | Public Budgeting (prereq: PUB AFRS 830) | 04 | Spring |
| DECISION SUPPORT SYSTEMS STREAM | | | |
| PUBPOLM 820 | Data Analysis for Public Policy and Management | 04 | Autumn |

ELECTIVE COURSEWORK

19 quarter hours of additional graduate level coursework. A student may double-count required courses for his or her MA toward the Glenn School elective requirement. For students choosing the thesis option in SEES, up to 10 credit hours of Thesis Writing/Research may count toward these joint hours since the thesis will be based on a topic relevant to both degrees.

OTHER

- In order to be considered a dual degree student at Ohio State, a student must have the "Program Plan for Dual Degree" form submitted to the Graduate School prior to starting the dual program. This form can be accessed at <http://www.gradsch.ohio-state.edu/Depo/PDF/DualDegree.pdf>.
- Students must indicate on their form which classes are to count for both the Slavic and East European Studies program and Glenn School hours. This cannot be done retroactively.
- Taking courses in one program after completion of the other is acceptable provided you complete both programs within six years.

Dual MPA/MBA with Fisher College of Business

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

Required Courses to be taken at Fisher College of Business (24 credit hours)

| | CREDIT HRS |
|--|------------|
| MBA 800: Financial Accounting and Reporting | 4 |
| MBA 801: Cost Accounting | 2 |
| MBA 810: Financial Management I | 4 |
| MBA 825: Enhancing Professional Interchange | 2 |
| MBA 840: Marketing Management | 4 |
| MBA 850: Operations Management | 4 |
| MBA 820: Business in the Global Macroeconomy | 4 |

Required Courses to be Taken at The John Glenn School of Public Affairs (41 credit hours)

| | |
|--|---|
| PUB AFRS 801 Public Policy Formulation and Implementation | 5 |
| PUB AFRS 802 Legal Environment of Public Organizations | 4 |
| PUB AFRS 804 Public and Non-Profit Program Evaluation | 4 |
| PUB AFRS 810 Managing Public Organizations | 4 |
| PUB AFRS 730 Public Finance | 5 |
| PUB AFRS 834 Public Budgeting | 4 |
| PUB AFRS 821 Governmental Information Systems Administration | 4 |
| PUB AFRS 822 Multivariate Data Analysis for Public Policy and Management | 4 |
| PUB AFRS 808 Policy Problem Seminar I | 5 |
| PUB AFRS 809 Policy Problem Seminar II | 4 |

Common "Flex" Core Requirements (20 credit hours, take 1 class in each pair)

| | |
|---|---|
| PUB AFRS 811 Leadership and Human Resources in Public Organizations | 4 |
| OR | |
| MBA 860 Organizational Behavior and Teamwork | 4 |
| PUB AFRS 812 Strategy for Public Organizations | 4 |
| OR | |
| MBA 980 Strategy Formulation and Implementation | 4 |
| PUB AFRS 830 Economics of Public and Nonprofit Management | 4 |
| OR | |
| MBA 812 Managerial Economics | 4 |
| PUB AFRS 820 Data Analysis for Public Policy and Management | 4 |
| OR | |
| MBA 870 Data Analysis for Managers | 4 |

| | |
|--|------------|
| PUB AFRS 852 Governmental and Nonprofit Accounting OR AMIS 852 | 4 4 |
|--|------------|

Elective Coursework (minimum of 55 credit hours)

Total Requirements = 140

OTHER

- In order to be considered a dual degree student at Ohio State, a student must have the “Program Plan for Dual Degree” form submitted to the Graduate School prior to starting the dual program. This form can be accessed at <http://www.gradsch.ohio-state.edu/Depo/PDF/DualDegree.pdf>.
- Students must indicate on their form which classes are to count for both Fisher College of Business and Glenn School hours. This cannot be done retroactively.
- Taking courses in one program after completion of the other is acceptable provided you complete both programs within six years.

Dual MPA/MS with the Department of Agricultural, Environmental, and Developmental Economics (AEDE)

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

Program Requirements: 42 credits at the Glenn School (Total of 106 credits for both degrees)

| PUBLIC POLICY STREAM | | CREDIT HRS | QUARTER |
|---|--|-------------------|----------------|
| PUB AFRS 801 | Public Policy Formulation & Implementation | 05 | Autumn |
| PUB AFRS 802 | Legal Environment of Public Organizations | 04 | Autumn |
| PUB AFRS 804 | Public and Nonprofit Program Evaluation (prereq: PUB AFRS 801) | 04 | Winter |
| PUBLIC MANAGEMENT STREAM | | | |
| PUB AFRS 810 | Managing Public Organizations | 04 | Winter |
| PUB AFRS 811 | Leadership & Human Resources in Public Orgs. | 04 | Spring |
| PUB AFRS 812 | Strategy for Public Organizations | 04 | Autumn |
| PUBLIC SECTOR ECONOMICS STREAM | | | |
| PUB AFRS 730 | Public Finance (prereq: PUB AFRS 830) | 05 | Winter |
| PUB AFRS 834 | Public Budgeting (prereq: PUB AFRS 830) | 04 | Spring |
| DECISION SUPPORT SYSTEMS STREAM | | | |
| PUB AFRS 820 | Data Analysis for Public Policy and Management | 04 | Autumn |
| PUB AFRS 822 | Multivariate Data Analysis for Public Policy & Mgmt | 04 | Winter |
| PUB AFRS 852 | Governmental and Nonprofit Accounting | 04 | Winter |
| POLICY/MANAGEMENT PAPER | | | |
| PUB AFRS 808 | Policy Problem Seminar I (prereq: completion of all JGSPA core courses except PUB AFRS 812 and 852) | 05 | Autumn |
| Common "Flex" Core Requirements (take 4 credit hours) | | | |
| PUB AFRS 820 | Data Analysis for Public Policy and Management | 04 | Autumn |
| OR | | | |
| AED ECON 701 | Applied Data Analysis | 04 | |

ELECTIVE COURSEWORK

34 quarter hours of additional graduate level coursework. A student may double-count required courses for his or her MS toward the Glenn School elective requirement. At least 23 credit hours must be taken with AEDE including 17 credit hours of core classes. Contact AEDE for a listing of

their core curriculum. Within the elective requirements, MS students must also develop a field of specialization. Fields of specialization require a minimum of 14 credit hours. The field is chosen in conjunction with your advisor. The dual MPA/MS degree requires a total of 106 credit hours for completion. Of the required 106 credit hours, 42 hours must be taken at the Glenn School and 23 hours must be taken in the Department of AED Econ. 72 credit hours will be dedicated to core courses. The remaining 34 credit hours may be taken in either unit or in units across campus as long as they count towards both degrees. Courses taken in other departments must be approved in advance by your advisors and the Graduate Studies Committee Chairs from both programs.

OTHER

- In order to be considered a dual degree student at Ohio State, a student must have the “Program Plan for Dual Degree” form submitted to the Graduate School prior to starting the dual program. This form can be accessed at <http://www.gradsch.ohio-state.edu/Depo/PDF/DualDegree.pdf>.
- Students must indicate on their form which classes are to count for both AEDE and Glenn School hours. This cannot be done retroactively.
- Taking courses in one program after completion of the other is acceptable provided you complete both programs within six years.

MA in Arts Policy and Administration with the Department of Art Education

The information provided below is for current students who will be graduating by spring 2012. New students and current students who will continue in the program past spring of 2012 should contact the Glenn School for current course requirements.

Degree Requirements and Program of Study:

- Successful completion of 72 credit hours of study, with the primary focus on cultural policy - its formulation, analysis, interpretation, and evaluation.
- Completion of a minimum residence of three quarters of full or part-time study. At least one quarter of full-time residence is strongly advised. Resident study must include at least 35 credit hours of graduate study at The Ohio State University.
- Maintaining a greater than 3.0 grade point average in all graduate credit and in all work included in the program of study.
- Satisfactory completion of a thesis or equivalent project in collaboration with two faculty advisors.
- Satisfactory completion of an oral defense of a thesis or equivalent project.
- Satisfactory completion of all of the above within a period of 6 calendar years after admission.

FOUNDATIONS OF ARTS POLICY & ADMINISTRATION (23 hrs)

- AE 670 - Public Policy and the Arts (5 hrs)
- AE 671 - Organizational Leadership in the Nonprofit Arts (5 hrs)
- AE 672 - Managing Cultural Policy Change (5 hrs)
- AE 673 - Issues Across the Arts (3 hrs)
- AE 704 - Policy Perspectives on Arts Education (5 hrs)

ARTS POLICY & ADMINISTRATION INTERNSHIP (4-16 hrs)

- AE 889 - Internship in Arts Policy and Arts Administration

RESEARCH METHODS (5 hrs)

- AE 705 - Overview of Research Methods in Art Education

POLICY FORMULATION, IMPLEMENTATION, ANALYSIS & EVALUATION (13 hrs)

- PUB AFRS 801 - Public Policy Formulation and Implementation (5 hrs)
- PUB AFRS 802 - Legal Environment of Public Organizations (4 hrs) OR LAW 794P- Nonprofit Organizations (3 sem hrs)
- PUB AFRS 804 - Public and Non-Profit Program Evaluation (4 hrs)

PUBLIC SECTOR ECONOMICS AND FISCAL MANAGEMENT (8-9 hrs)

- PUB AFRS 730 - Public Finance (5 hrs) OR PPM 834 - Public Budgeting (4 hrs)
- PUB AFRS 830 - Economics of Public and Non-Profit Management (4 hrs)

RESOURCE MANAGEMENT (8-9 hrs)

- PUB AFRS 810 -- Managing Public Organizations (4 hrs)
- PUB AFRS 811 – Leadership and Human Resources in Public Organizations (4 hrs)
OR Art Ed 795 Non-Profit Arts Institution Governance and Board Leadership (5)

GUIDED ELECTIVES (6-12 hrs)

THESIS RESEARCH (5-10 hrs)

- AE 998 - Thesis Research in Arts Policy and Administration

Minimum Required Hours = 72

Career Services

The Glenn School offers a number of different services to students to assist with their professional development efforts. There will be various information sessions and workshops throughout the year designed to build and sharpen the skills students need to be successful in the job market.

Students also have access to Symplicity, the Glenn School's Career Services Management System. Students must register for an account by visiting <https://osu-jgspa-csm.symplicity.com/students>. Symplicity has a password protected, searchable job and internship database, as well as a number of other features designed to help students.

Please contact Kate Hallihan (hallihan.3@osu.edu) for more information.

Alumni Services

Each year, the Glenn School offers an alumni mentoring program in which students are matched with an alumnus/alumna of the program. The goal of the mentoring program is to tap into the vast professional experience of Glenn School alumni to help students in their career paths and academic choices by sharing career advice, job-search strategies and other tips. In addition, the Alumni Services Coordinator plans several networking events with Glenn School alumni. For alumni services and networking opportunities contact Liz Shirey (shirey.23@osu.edu), Alumni Services Coordinator.

Computer/Technology Information

Computer Labs

The Glenn School has two computer labs for student use. The primary lab, Room 030 Page Hall, is available to all Glenn School students 24 hours a day. Lab support is available during 9:00am – 5:00pm, Monday to Friday. All students must have an active BUCKID registered with Glenn School IT and Student Services staff in order to access the lab. To register your BUCKID please visit www.glenn.osu.edu/techservices to complete the online form.

The secondary lab, Room 0040 Page Hall, is a lab classroom. While it is used chiefly for classroom instruction, it is also available to students when it is not being used for a class.

Ohio State offers a number of student computer centers across campus, equipped with Windows and/or Macintosh computers and a variety of peripheral equipment. Software includes word processing, desktop publishing, spreadsheet, e-mail, web browsers and more. To view computer center locations and hours of operation, please visit <http://scc.osu.edu>.

Computer Lab User Accounts and File Storage

Each Glenn School student will have his or her own personal username and password to log into computers in the Glenn School labs (Rm 030 and 040). These logins will also give students access to a shared network drive where they can save all School-related files. This secured drive is backed up regularly.

To log on to a Glenn School computer, you will need to enter your username and password. Your username is the first name and your last name separated by a period. Your password is jgspa! Upon initial sign-on, you will be prompted to change your password to something of your own choosing.

EX: Brutus Buckeye = Username: brutus.buckeye, Password: jgspa!

Technical Support

8help, is Ohio State's IT help desk for technology assistance. Visit 8help on the web at 8help.osu.edu, send email to 8help@osu.edu, visit the BuckeyeBar in the west wing of the Thompson Library, or call 614-688-4357 (8-HELP).

Computer questions related to Glenn School-issued software and hardware can be directed to the IT staff at help@jgippm.ohio-state.edu or visit the Student Services office in 110 Page Hall. Our IT staff will attempt to respond to your requests for help within 24 hours.

OSU Internet Username and E-mail Address

What is my OSU Internet username?

Your OSU Internet username is your unique identifier for logging in to secure Ohio State web sites, enabling access on university computers, and acquiring access to the wireless network. The username takes the form of lastname.#, for example, brutus.2. Use it to access many campus computing systems, such as **buckeyelink.osu.edu**, where (among other services) you can enroll in and drop classes and receive final grades.

What is my OSU e-mail address?

Your OSU e-mail address is your lastname.#@buckeyemail.osu.edu. It is formed by adding "@buckeyemail.osu.edu" to your OSU Internet username, for example, brutus.2@buckeyemail.osu.edu.

Do I need to use Ohio State's e-mail service?

Yes. Many important university and class mailings (including scheduling and billing information) are only sent to your OSU e-mail address, and many classes require e-mail and other Internet activities.

The Glenn School will only distribute electronic materials to your OSU e-mail address.

How do I start using my OSU Internet Username for e-mail and web access?

Visit our Account Management site at <https://acctmgt.service.ohio-state.edu/>, click the OSU Internet username link, and select "Activate Account."

Does Ohio State offer webmail?

Yes. Visit <http://buckeyemail.osu.edu> for a convenient and secure way to read and send e-mail using almost any web browser from any active Internet connection.

Can I have messages sent to my OSU e-mail address forwarded elsewhere?

You can have your Ohio State e-mail forwarded to any provider, such as AOL or Yahoo or to addresses assigned by your off-campus Internet Service Provider. Just go to <https://acctmgt.service.ohio-state.edu/> and click on the “osu.edu E-mail” tab and then the “Change delivery” tab. For the “Delivery Option,” select “Forward my e-mail” and enter a forwarding address.

Wireless Network Access

There are more than 190 free wireless hotspots in over 60 campus buildings for use by Ohio State students. You will need your pre-assigned OSU Wireless username and password AND a mobile device with a properly installed, internal or external network adapter/card that is WPA Enterprise compatible. Most wireless adaptors/cards that are “wi-fi compliant” should work.

For more information on how to connect to OSU wireless hotspots, go to <http://wireless.osu.edu/>.

To view a location map of hotspots, go to <http://osuwireless.osu.edu/map>.

Hardware and Software

Ohio State does not sell computer equipment, but the university does maintain discount agreements with vendors. Information is available at <http://8help.osu.edu/1493.html>. Also look for educational discounts from major computer web sites under their “education” section.

Ohio State offers a variety of software for free or reduced cost. Visit <http://osusls.osu.edu> for public domain, bulk purchase, and site-licensed software. Specific titles of discounted Microsoft software are available to students are described at http://it.osu.edu/personal_use.

Addresses and Servers

What information do I need to set up my software programs?

| | |
|-----------------------|----------------------------------|
| Directory server: | directory.service.ohio-state.edu |
| Domain name servers: | 128.146.48.7 and 128.146.1.7 |
| Incoming mail server: | pop.service.ohio-state.edu |
| Outgoing mail server: | smtp.service.ohio-state.edu |

Printing

All Glenn School students have access to black and white printers in the main computer lab (Page Hall 0030). Students are encouraged to conserve paper when possible by only printing what they need and by printing multiple sheets per page and/or printing on both sides of the page.

Technology Fee

Glenn School students are assessed a quarterly technology fee for each quarter in which they are enrolled. The fee covers the cost of computer hardware and software in both Page Hall labs (0030 and 0040), as well as internal technical support in addition to Ohio State's 8help support center. All students pursuing a degree with the Glenn School will be assessed the technology fee.

The Glenn School also has a number of laptop computers available for overnight checkout for school-related purposes. Please contact the IT staff for more information.

Student Listserv

We maintain an e-mail list of all enrolled students. This list is used by the Student Services Office to send important announcements. Most students will be added to the list automatically and do not need to take any action in order to sign up.

Social Networking

The Glenn School has groups created for current students, faculty, staff, and alumni on Facebook, Twitter, and LinkedIn. To visit the Facebook fan page go to www.facebook.com/JohnGlennSchool. You can find us find the John Glenn School on LinkedIn at www.linkedin.com/groupInvitation?gid=39825&sharedKey=55A98B2830CE. If you would like updates on events and activities at the Glenn School follow us on Twitter at twitter.com/glennschool.

Life Outside the Classroom

Public Affairs Student Association (PASA)

PASA is a body of elected, appointed, and volunteer student representatives that serve as liaison between the students, faculty, and staff of the John Glenn School of Public Affairs. PASA provides a formal and informal communication network with the School and throughout the University. The association provides educational programming to enhance career exploration and preparation and promotes fellowship and service through social and volunteer activities.

Council of Graduate Students

The Council of Graduate Students (CGS) is the official branch of student government that represents every graduate student on campus and its main purpose is to work towards continual improvement of the graduate student experience at Ohio State. CGS Officers and Delegates serve as advocates during university policy-making decisions. It has competitive funding programs and "graduate-only" social events support the personal and professional development of any graduate students.

The University's most involved and notable students participate in executive level functions of the university by serving as delegates to the Council or as senators to the University Senate. CGS delegates are elected from every graduate program and are responsible for communicating concerns and representing the opinions and interests of their constituents at our monthly meetings. Great delegates serve as key contacts and sources of information for the students within their departments.

University Senators are elected from each of 10 academic areas and are responsible for crafting, debating and voting on legislation that governs the University through committees and regular meetings of the Senate. Senators should strive to be aware of the issues affecting their college and to fully understand the impact of policies that are enacted by the Senate.

Professional Associations

Students are encouraged to join professional associations in relevant career fields of interest to them. Popular options include Ohio Women in Government (OWIG), International and Ohio City/County Management Association (ICMA, OCMA), National Association of Schools of Public Affairs and Administration (NASPAA), Association for Public Policy Analysis and Management (APPAM), American Society for Public Administration (ASPA), American Planning Association (APA), National Association of State Budget Officers (NASBO) and the National League of Cities.

Ohio State University

Below are links to websites that include opportunities for getting involved on campus:

- Student Activities/Ohio Union (Discount tickets/student organizations, and activities) <http://ohiounion.osu.edu/>
- Wexner Center for the Arts - <http://www.wexarts.org/>
- Athletic Events and Teams- <http://www.ohiostatebuckeyes.com/>
- Recreation Facility and Sports - <http://recsports.osu.edu/>
- Multicultural Center - <http://multiculturalcenter.osu.edu/>
- Office of International Affairs (programs and services) - <http://oia.osu.edu/>

Experience Columbus

Below are links to different sites or events in Columbus

- Experience Columbus (Guide for events) <http://www.experiencecolumbus.com/>
- Columbus Zoo <http://www.colszoo.org/>
- Downtown Columbus <http://www.downtowncolumbus.com/>
- The Short North (shopping and restaurants) <http://www.shortnorth.org/>
- North Market and Farmer's Markets <http://www.northmarket.com/>
- Columbus Blue Jackets (Hockey) <http://bluejackets.nhl.com/>
- Columbus Clippers (Baseball) <http://web.minorleaguebaseball.com/index.jsp?sid=t445>
- Columbus Crew (Soccer) <http://www.thecrew.com/>
- Easton Mall (shopping, entertainment and restaurants) <http://eastontowncenter.com/>
- Arena District (sporting events, concerts, restaurants) <http://www.arenadistrict.com/>
- South Campus Gateway (shopping, restaurants, movies) <http://southcampusgateway.com/>

Financial Aid

Fellowships

University Fellowship Competition

Fellowship awards are non-service appointments providing a monthly stipend and payment of resident and non-resident tuition and fees. They are regarded as the most prestigious form of support awarded to graduate students, and they are offered on a highly competitive basis. Graduate School Fellowships are limited in number and are awarded through a centralized university-wide competition to those applicants who show outstanding scholarly accomplishment and the most outstanding potential for graduate study. To be eligible for the fellowship competition, applicants must apply by January 15th for domestic applicants and November 30th for international applicants. More information about the University Fellowships can be found at <http://gradadmissions.osu.edu/OSUFellowships.htm>.

Foreign Language and Area Studies (FLAS) Fellowships

Fellowships are available for Ohio State graduate and professional school students who are pursuing a course of study which requires advanced foreign language and area studies training. Eligible languages include Arabic, Chinese, Czech, Georgian, (Modern) Greek, Hebrew, Hungarian, Japanese, Korean, Persian, Polish, Portuguese, Quechua, Romanian, Russian, Serbo-Croatian, Tibetan, Turkish, Uzbek, and Yiddish. Students must either be a current student (or admitted) into a graduate program at Ohio State. More information about the FLAS fellowships can be found by visiting: <http://oia.osu.edu/grants-and-scholarships/graduates/106-flas-fellowships.html>

Graduate Associateships (Assistantships)

Graduate associates are hired at various times throughout the school year for research and administrative positions, both within the School and with a number of off-campus agency partners. These positions may be offered by the Glenn School or any other unit on campus. Students will be notified about GA opportunities as they come to the attention of faculty or staff. New students who would like to be considered for assistantships, are encouraged to apply by January 15th.

Scholarships

Departmental Scholarships

A limited number of scholarships are available to Glenn School students based on academic merit and/or extreme financial hardship. These scholarships are typically awarded prior to the student's first quarter of enrollment in the program.

University Scholarships

Glenn School students may also apply for any special-eligibility university scholarships for which they meet the criteria. To review eligibility criteria for these scholarships and to apply, please see <http://sfa.osu.edu/scholarships/index.asp?tab=d#pagecontent>.

External Scholarships

External scholarships may be awarded through a variety of sources. Resources available to help you find additional scholarships include libraries, your local chamber of commerce office, the internet, and college counselors. You should also inquiry at your current place of employment to determine if financial aid benefits are offered. A list of external scholarship awards can be found at <http://sfa.osu.edu/scholarships/index.asp?tab=c#pagecontent>.

Critical Difference for Women

CDW is a scholarship/grant offering program of Ohio State offering financial support to women students, faculty, and staff. CDW is comprised of three funds:

- Re-entry Scholarships – Scholarships for women who have interrupted their education due to unforeseen obstacles such as family responsibilities or financial constraints and are seeking degrees.
- Research on Women Grants – Grants for faculty members and doctoral students (both male and female) who are conducting research on all areas of women's lives, including gender and gender equity.
- Professional Development Grants – Designed to facilitate professional development and career mobility of women.

See <http://criticaldifference.osu.edu> for more information.

Student Loans

*Complete a FAFSA if you would like to apply for Financial Aid through the University. You may submit a FAFSA prior to receiving a decision about admission or whether you will receive funding through the Glenn School. More information is available on Office of Financial Aid website at: <http://sfa.osu.edu/>

Perkins Loan

The Federal Perkins Loan is a fixed-rate, low interest, need-based federal loan administered by Ohio State. To qualify, one must demonstrate financial need through filing the FAFSA (Free Application for Federal Student Aid) and list The Ohio State University school code (#003090) on the FAFSA. A graduate student, if need justifies, is eligible for an annual limit of \$6,000 with a lifetime aggregate of \$40,000 (including loans received as an undergraduate).

No interest accumulates while you are enrolled at least half-time or during the nine-month grace period. Repayment of principle and interest begins nine months after you graduate, withdraw, or drop below half-time enrollment. Borrowers may be allowed up to ten years for repayment of this loan.

Federal Direct Subsidized Loan

The Federal Direct Subsidized Loan is a need-based federal loan awarded only to students who demonstrate financial need. Graduate students who have unmet financial need can be considered for this loan up to the amount of the students' borrowing limit. Borrowers must be U.S. citizens or eligible non-citizens enrolled at least half time and maintaining satisfactory academic progress.

Federal Direct Unsubsidized Loan

The Federal Direct Unsubsidized Loan is a non-need based federal loan that cannot exceed the educational cost of attendance minus other financial aid. Graduate students who are not eligible for any subsidized loan or are eligible for only a portion of the annual loan limit for the subsidized loan may apply for the unsubsidized loan. Borrowers must be U.S. citizens or eligible non-citizens enrolled at least half time and maintaining satisfactory academic progress. For unsubsidized loans, interest must be paid while the student is in school at least half-time. If the student chooses not to pay the interest, it will accrue and be capitalized (added on to the principal at the time of repayment). Repayment of the principal balance begins six months after graduation, withdrawal, or

less-than-half-time enrollment. Students may be allowed up to thirty years for repayment in certain circumstances, however, repayment is usually based upon a ten-year plan.

Federal Direct Graduate PLUS Loan

The Federal Direct Graduate PLUS Loan is a federal loan available to graduate students based on educational costs. This loan, in combination with other aid, cannot exceed costs as determined by Ohio State. Students may apply for the Graduate PLUS loan if they are enrolled at least half time in a graduate program. Student borrowers must be U.S. citizens or eligible non-citizens, meet all other student rights and responsibilities, and pass a required credit check. They must also have applied for their annual maximum eligibility under the Federal Direct Subsidized and Unsubsidized Loan Program.

Private Loans

Private loans are made by banks and other lending institutions to provide students with additional funding for unmet college expenses. Your eligibility for these loans is determined by a variety of factors, including, but not limited to: cost of attendance, academic rank, scheduled hours, credit history, or co-borrower information.

Short-Term University Loan

The Short-Term University Loan is designed for students who anticipate a temporary cash flow problem or encounter an unexpected financial difficulty related to educational expenses. To apply, you must complete the University Loan Application available from the Office of Student Financial Aid.

Long-Term University Loan

The Long-Term University Loan is designed for students whose own resources and those of their parents, guardians, or spouses are not sufficient to finance all of their educational costs of attendance. Students must maintain satisfactory academic progress for financial aid eligibility to receive this loan.

Public Service Loan Forgiveness Program

Students considering a career in the public sector may also want to look into the Federal government's 'Public Service Loan Forgiveness' program if they plan on taking out federal (Direct Loans).