

The Ohio State University
Department of Chemistry & Biochemistry

Chemistry Bridge Program Handbook

Revised January 8, 2021

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1. Program Overview

The Chemistry Bridge Program is a one-year post-baccalaureate program that helps students prepare for graduate school in chemistry, with transfer either to the Chemistry Ph.D. or M.S. program at the end of the year. An important goal of this program is to build up students' fundamental knowledge and skills so they can be successful in a Ph.D. program. The focus of the program is a mix of undergraduate and graduate coursework, mentoring, peer community, and research experience. The program is a partnership with the American Chemical Society's Bridge Project. We aim to expand the pool of underrepresented minority students in chemistry graduate studies with the program, which is why we make these offers after Apr. 15. At present, we expect to admit up to four students per year.

The Department, College and University are committed to training a diverse group of students in an inclusive and equitable environment. The University's mission statement says that "We understand that diversity and inclusion are essential components of our excellence." The Department of Chemistry and Biochemistry promotes a welcoming and inclusive environment for all students and staff, regardless of race, gender, ethnicity, national origin, ability or sexual orientation. There is no tolerance for hateful speech or actions within our department. The Department encourages diversity at all levels, particularly among the next generation of scientists.

a. ACS Bridge Program

The [American Chemical Society Bridge Program \(ACS-BP\)](#) assists URM students with getting into and succeeding in graduate school. Students, who have not applied to graduate school or have applied but were unsuccessful, or would benefit from additional coursework and research experience, are eligible to apply. Applications will be circulated to select chemical science departments that have committed to partnering with the ACS Bridge Program, at no cost to the students. The ACS Bridge Project is part of the Inclusive Graduate Education Network (IGEN). Please visit www.acs.org/bridge to learn more about the program and apply.

In 2019, the Department became an ACS Bridge Partner, which gives access to applications via the ACS Bridge website and other resources of ACS and IGEN. In 2020, it became an ACS Bridge Site, which includes partial funding for the program for two fellows per year and early access to ACS Bridge applications.

b. Department of Chemistry & Biochemistry and the Chemistry Graduate Program

The Chemistry Ph.D. program is ranked 30th by U.S. News & World Report. There are 53 tenure-track faculty, over 900 undergraduate majors, and about 300 graduate students in the Department of Chemistry and Biochemistry (250 in the Chemistry Graduate Program). The department has strength in all traditional chemical disciplines (analytical, inorganic, organic and physical chemistry including theory, and biochemistry), as well as considerable strength in interdisciplinary areas like materials, energy, surface science and nanoscience, molecular biophysics, and chemical biology. The Ph.D. program brings in about 55 students a year. The mean time to graduation with the Ph.D. is 5.26 years, on par with the national average.

c. The Ohio State University and Columbus

OSU is a comprehensive public land-grant university, founded in 1870. OSU enrolls 46,000 undergraduates and 14,000 graduate and professional students. Over 30% of its students come from outside Ohio. Nearly 20% of all students are from minority groups. OSU is ranked 54th by U.S. News & World Report among national universities and 17th among top public institutions. It has nearly \$850M in annual research expenditures, ranking 12th among public research institutions. OSU has nearly 500,000 living alumni, one of the largest alumni networks in the country. The Columbus campus of OSU sits on over 1,600 acres mostly just north of downtown. Columbus is the state capital and the 14th largest city in the U.S. Columbus's economy is based on

government, education, finance and insurance, retail, and increasingly on technology and innovation. Columbus is about 28% Black or African American and 6% Hispanic or Latino. It is widely ranked as a top place to live and work, as well as having one of the nation's burgeoning start-up cultures.

d. Program Funding

Funding for the program is provided by a subcontract (Thomas Magliery, PI, Anne Co and Psaras McGrier, co-PIs) from the American Chemical Society to NSF INCLUDES grant NSF-1834545, as well as the Graduate School, College of Arts & Sciences, and Department of Chemistry & Biochemistry at The Ohio State University.

2. Administration and Contacts

a. Administration

The program is directed by Prof. Thomas Magliery (magliery.1@osu.edu, 614-247-8425), Prof. Anne Co (co.5@osu.edu, 614-688-8333), and Prof. Psaras McGrier (mcgrier.1@osu.edu, 614-688-2108).

The Chemistry Bridge Program is overseen by the Graduate Studies Office, led by the Vice Chair for Graduate Studies, Prof. Christine Thomas (thomas.3877@osu.edu, 614-292-8688).

The Admissions Coordinator is Nick Rodgers (rodgers.271@osu.edu, 614-292-5577). The Program Coordinator is Jennifer Hambach (hambach.2@osu.edu, 614-292-8917).

b. Contact Information

If you have questions about the program, please contact Prof. Thomas Magliery (magliery.1@osu.edu, 614-247-8425), the Program Director, or Nick Rodgers (rodgers.271@osu.edu, 614-292-5577), the Admissions Coordinator.

3. Program of Study

The Chemistry Bridge Program is a one-year post-baccalaureate program. The program does not itself lead to a degree, but students who complete the program are eligible to matriculate into either the Chemistry Ph.D. or M.S. program in the following year.

The intention of the program is that Bridge students will transition into the Chemistry Ph.D. program with a strong academic base and a head-start on graduate classes. With agreement of the preceptor, students may continue in the same research group and get early start on research, or they may do additional exploration/rotations in the fall to find a different preceptor, without any penalty. We recognize that students may want to continue doctoral studies elsewhere, or may wish to terminate their studies, or may not be a good match for doctoral studies. In such cases, students can transition to the Chemistry M.S. program and complete the M.S. in one additional year. Students who wish to apply to other graduate programs will receive application assistance in the autumn of year following the Bridge year. To bolster graduate applications, Bridge students may take the Chemistry GRE Subject Test in the summer of the Bridge program year at the Department's expense.

4. Admission

The Chemistry Bridge Program can accept students from its own admissions files or from the ACS Bridge applications. We encourage students interested in the Bridge Program to apply through the ACS Bridge webpage, but also to send an email the Admissions Coordinator alerting us to your interest in Ohio State's program.

Admissions decisions are based on foundational chemistry knowledge (e.g., grades in general, organic and physical chemistry), research skills/aptitude (as evidenced by research experience, research classes, lab coursework, etc.), and evidence of perseverance and independent learning skills. Because the program is only one year, this is generally not a good way to change fields; most applicants should be chemistry or biochemistry majors, or minors with significant chemistry coursework. The program is mostly coursework based, and so it is not ideal for students mostly looking for research experience. Such students should consider a Chemistry M.S. program or a post-baccalaureate year of lab research employment instead.

We do not expect students to have a perfect or complete record. We recognize that both life events and opportunity vary dramatically. It does help us a great deal to understand the nature of and reasons for any gaps or issues in your undergraduate record, and your goals for the program. Please address that in your application.

It is most helpful for us to see letters of recommendation from all former research advisors and from chemistry or biochemistry professors who are well acquainted with your academic and research ability or potential. Letters from other science professors or academic advisors who are well-acquainted with your abilities are also useful. Letters from professors in other areas, employers, other lab members, family members, friends or other peers are much less useful. If you were employed in a research position, a letter from your supervisor may be useful, but be sure that a chemistry (or at least science) professor also provides at least one letter.

The admissions process will include a videoconference or phone interview.

The GRE is not required, and there is no minimum GRE score. There is no minimum GPA, but the Graduate School only admits students with a GPA below 3.0 by petition.

To be eligible for admission, students must:

- Have completed a bachelor's degree in chemistry or a closely related field (and must have completed most of the classes necessary for a chemistry degree)
- Be a U.S. citizen or permanent resident (or part of the DACA program)
- Not have applied to a chemistry graduate program, or have applied but not have been accepted by any program
- Be committed to improving diversity in the chemical sciences

Students with an M.S. or Ph.D. in chemistry or a closely related field are not eligible.

Because the goal of the program is to expand the number of students in chemistry graduate studies, we only admit students after the April 15 deadline for graduate admissions decisions. Admissions offers will be made between April 16-June 15 each year. Pursuant to the administrative patterns of the Department, all offers of admission are ultimately at the discretion of the Vice Chair for Graduate Studies, acting on the advice of the program directors and Admissions Committee.

5. Financial Support and Appointments

a. Financial Support

Students will receive full tuition support including instructional and general fees, and non-resident fees, as needed, for the program year. Students will receive the regular department stipend, generally subject to some withholding and tax. Graduate student associates and fellows receive an 85% student health insurance benefit. The remaining 15% is withheld over six paychecks in the autumn and spring. In addition, required student fees for student activities, recreation, the student union, and COTA bus access are withheld monthly.

- [Student Tuition and Fee Tables](#)
- [Student Health Insurance](#)
- [Student Employee Benefits](#)

Students should be aware that Graduate Fellows are appointed on the [Graduate School Appointment Calendar](#) and are paid on a monthly basis on the last day of the month. Consequently, in 2020, students will receive their first stipend payment by August 31 for about two weeks of appointment. The first full monthly paycheck will be deposited by September 30.

In general, tax is not withheld from fellowships, but the IRS considers fellowship income to be taxable. Fellows likely will be required to pay quarterly estimated taxes to avoid penalties. See [IRS Tax Topic No. 421 Scholarships, Fellowship Grants, and Other Grants](#), and seek the help of a tax professional. Fellows are generally responsible for payment of federal, Ohio, and Columbus taxes. Estimated tax calculators are available online.

b. Appointments

Bridge students are typically appointed as Fellows under the Bridge Program rules of the Graduate School (and therefore are technically graduate students). The program period is from the beginning of Autumn term (in August) to the end of Summer term (in August of the following year). Students may only matriculate starting in Autumn term.

6. Advising, Mentoring and Other Support

A cornerstone of the program is to provide extensive peer, faculty, and university mentoring and support to students, for a highly personalized experience, frequent advice, and early detection of problems or issues. We have partnered with the OSU chapters of NOBCChE and SACNAS to provide peer mentors, and senior graduate students will act as peer tutors for weekly assistance. Program directors will regularly interact with students. The university has extensive support resources for students, as well.

a. Advising

Each Bridge student will be assigned one of the co-directors and a professor in the area of the student's interest to form an advising group with the program director. This group will advise on the curricular plan in the autumn and spring, and on academic issues that arise throughout the year.

Bridge students will meet with one of the program directors, or the group of directors, every two weeks. Email updates may be requested in intervening weeks. These meetings are the best place to raise any issues in out

of classes related to the student's ability to excel in the program. The directors of the program are primarily mentors and will work with the students to solve problems throughout the year.

Students will typically participate in a lab group starting at the beginning of spring semester. The research advisor will meet with the student regularly and occasionally will be joined by the directors at those meetings.

b. Peer Mentoring

Through our partners in NOBCCChE and SACNAS, each Bridge student will be assigned a peer mentor, who can be a more informal source of information about the department and program. The peer mentors will occasionally join for program meetings, and they are another way to seek help if issues arise.

In addition, each student will be assigned a peer mentor when they match to a lab, and these students will occasionally coordinate with the program directors.

The peer mentors play no evaluatory role in the program. Students should feel comfortable asking the mentors any questions that arise.

c. Office Hours/Tutoring

The program will provide 2-3 graduate students for one-on-one work on classes with Bridge fellows. The tutors will be selected to have expertise for the classes taken by the students in a given year. The tutors will work with the students in two different ways. Each week, the tutors will join the students for an "office hours" time to work on homework and ask other questions. In addition, tutors will be available for scheduling additional time as needed for assignments or ahead of exams.

d. Individual Development Plans

To facilitate curricular planning and career development, Bridge students will create an Individual Development Plan and update it at the end of the Bridge year. Students should use the myIDP or ChemIDP sites to create these plans. In general, myIDP is better for students with life sciences interests (such as biochemistry) and ChemIDP is better for students with more chemical interests.

- [ChemIDP website at ACS](#)
- [myIDP website at Science Careers \(AAAS\)](#)
- ["You Need a Game Plan," by Hobin, Fuhrman, Lindstaedt, and Clifford](#)

e. Other University Resources

The University has an extensive set of resources for support of Bridge students, including:

- [Career Counseling and Support Services](#)
- [Counseling and Consultation Service](#)
- [Dennis Learning Center](#)
- [Disability Services](#)
- [Hale Black Cultural Center](#)
- [Office of Diversity and Inclusion](#)
- [Ohio Union Activities Board Grad/Prof](#)
- [Student Advocacy Center](#)
- [Student Wellness Center](#)

CCS and Student Wellness provide extensive resources for student mental health and wellbeing. The program directors or Graduate Studies Office can direct you to the appropriate resources. Graduate studies are often stressful on top of the stresses of moving and being in a new place away from your regular support structure. CCS regularly works with students that face anxiety, depression and other issues that arise from or are exacerbated by these stresses. In addition, the Office of Diversity and Inclusion has an embedded counselor who specifically works with minority students on mental health issues.

Students with any type of disability can receive advice, support and accommodation from Disability Services. That office can help students provide proper documentation to receive accommodations in classes and other academic pursuits (such as, lab research).

7. Registration

Bridge program students are appointed as Graduate Fellows. Students who hold fellowships must register for twelve (12) credit hours during autumn and spring semester and six (6) during the summer term. In general, students will take 9-12 credit hours of chemistry lecture classes in autumn and spring. The balance of credit hours come from program requirements, seminar, and research. In the summer, students generally only enroll in research credits. Additional details are given below (8.c.).

Bridge students are considered graduate students. Classes below the 5000 level do not count toward the graduate GPA. Classes at the 5000 level may be taken on an undergraduate grading basis, but by default count toward the graduate GPA. 5000-level classes may have different syllabi and grading schemes for undergraduate and graduate students. Classes at the 6000-level and above count toward the graduate GPA.

Students must be enrolled in at least 1 credit hour of appropriate research, such as Chem 8999 or Chem 8998, any term they are conducting research in residence.

8. Program

a. Induction and Orientation

Induction

The program directors will be in contact with the students over the summer after accepting a position in the program to begin the process of selecting a temporary advisor in the student's area of interest, planning coursework, setting up tentative rotations, and matching to a peer mentor.

Orientation

Bridge students must arrive the week before the department's annual autumn orientation to attend Chemistry Bridge Program orientation. Program orientation will include sessions on program policies and procedures, as well as meetings and social events to get to know the department, university and available resources. Some events are held with the Physics Bridge Program.

Bridge students are required to attend the department graduate student and select portions of the teaching assistant orientation the week before classes start. They also should attend the orientation from the Office of Diversity and Inclusion.

Early Start

Bridge students are encouraged to arrive on campus during the summer with sufficient time for at least one meaningful research rotation as part of the Early Start program of the Chemistry Graduate Program. Students may participate for 5-10 weeks during the summer before matriculation in the Bridge program. Early Start students do not enroll in classes and are appointed as Student Associates on an hourly basis (currently, about \$400 per week). Students are required to maintain health insurance at their own expense during this time. Typically, Early Start appointments may begin no earlier than May 15 and must end by about August 15.

b. Curriculum

Because the program is highly tailored to the student's needs, no two students will likely have the exact same curricular path. The purpose of the program is to enable students to succeed and excel in graduate school after the Bridge year, which will likely entail shoring up chemistry fundamentals, providing additional breadth that was not taken (or not available) in the student's undergraduate curriculum, and gaining some experience in early graduate classes.

In general, Bridge students will take the equivalent of three semester classes each in the autumn and spring terms. A typical curriculum might include, each term, one core chemistry class (such as majors' general chemistry, majors' organic chemistry, physical chemistry or physical biochemistry), an undergraduate class in the student's area of interest (such as analytical chemistry, biochemistry, inorganic chemistry), and one foundational graduate semester in the student's intended area of study. As needed, classes in mathematics (such as calculus or linear algebra), physics, biology, molecular genetics, computer programming, statistics, or English as a second language may be taken.

The top curricular priorities are to ensure that students have a strong background in core chemistry topics and in fundamentals for the student's area of interest. Students will typically take general chemistry (Chem 1610-1620), organic chemistry (Chem 2610-2620) or physical chemistry (Biochem 5721-5722 or Chem 4300-4310) for missing classes or courses with lower grade performance. Students with interests in analytical or inorganic chemistry would similarly consider quantitative analysis and instrumental analysis (Chem 2210 and 4870), or inorganic chemistry (Chem 3510), respectively. Students with biochemistry interests might take Biochem 4511, 5613, 5614, 5615, or Molecular Genetics 4500. Physical chemistry students may take calculus (up to Math 1172) and math for engineers (Math 2177), as needed.

In autumn, most students will take a semester's worth of 6000-level foundational classes in the area of interest, although some students may take no graduate courses, and some may take two semesters' worth, depending on preparation and other course needs. In spring, most students will take a semester's worth of intermediate graduate courses, typically at the 7000-level. Many graduate-level classes in chemistry are offered on a 7-week (session) basis for 1.5 credit hours.

The department also offers several 5000-level undergrad/grad electives in neurotransmitter chemistry, protein modeling, spectroscopy of organic compounds, carbohydrate chemistry, computational chemistry, and nanochemistry, which may be appropriate based on student interest.

In addition, all students will participate in first year graduate classes for faculty research presentations (Chem 6780), safety (Chem 6781), and research ethics (Chem 6782), and will attend one of the divisional seminar series (Chem 8891-8895). In autumn semester, students may need to enroll in one or more credit hours of non-thesis research (Chem 8998). In the spring semester, students will enroll in at least one credit hour of research (Chem 8999) under the name of the research advisor.

Although there is no “typical” curriculum, the general starting point for planning looks like this:

Autumn Semester		Spring Semester	
Core chemistry class (1610, 2610, Biochem 5721)		Core chemistry class (1610, 2610, Biochem 5722)	
Core, divisional or elective undergrad class		Core, divisional or elective undergrad class	
6000-level class	6000-level class	7000-level class	7000-level class
6780	6781	6782	
889x divisional seminar		889x divisional seminar	
8998 research		8999 research	

In general, students only enroll in Chem 8999 research credits during the summer term.

A course plan will be developed based on undergraduate transcripts, proficiency testing, input from the student, and input from a professor in the student's area of interest. The plan will generally be developed after accepting the offer over the summer and may be finalized or altered during orientation. One of the program directors will act as the temporary academic advisor for the student and will work with the other directors and Vice Chair for Graduate Studies to finalize the plan.

c. Research

The main purpose of the Bridge program is to build academic fundamentals, but a secondary aim is to help clarify the student's interests and get a start on laboratory work in the area of interest.

In the autumn term, in addition to attending the faculty research presentations, students will participate in three laboratory rotations of about 4.5 weeks each, during which they will attend group meetings, meet and interact with the students and professor, and gain familiarity with the lab's work. In the spring term, the student will "embed" in a group--a term we chose to be clear that the student will become part of the group, but will have minimal research responsibilities during the academic year.

In the summer, students will carry out an approximately 12-week research project in the lab and will carry out full-time research during this period. The summer will culminate with a research presentation.

d. Matriculation into Graduate Program

The intention of the program is that Bridge students will transition into the Chemistry Ph.D. program. Such students will receive a regular graduate student offer, which currently includes, tuition, stipend, and standard benefits (including the 85% health benefit), guaranteed for five years with good standing, reasonable progress and adherence to university and program rules and policies. With agreement of the preceptor, students may continue in the same research group, or they may do additional exploration/rotations in the fall to find a different preceptor, without any penalty.

We recognize that students may want to continue doctoral studies elsewhere, or may wish to terminate their studies, or may not be a good match for doctoral studies. In such cases, students can transition to the Chemistry M.S. program and complete the M.S. in one additional year. Students will receive one year of support as a Graduate Associate or Fellow (typically, a Graduate Teaching Associate) to complete the M.S. The Chemistry M.S. requires 12 credit hours of graduate chemistry lecture classes and completion and defense of a thesis. Details about the Ph.D. and M.S. can be found in the *Graduate Program Handbook* on the Department's Graduate [Resources webpage](#).

Students who wish to apply to other graduate programs will receive application assistance in the autumn of year following the Bridge year. To bolster graduate applications, Bridge students may take the Chemistry GRE Subject Test in the summer of the Bridge program year at the Department's expense.

In June of the program year, the program directors will lead an evaluation and survey of the students, including instructors and the student's research advisor in the process. Final decisions regarding admission to the Ph.D. or M.S. program are at the discretion of the Vice Chair for Graduate Studies.

9. Academic and Professional Standards

The department has high expectations for academic excellence, and the Bridge program seeks to develop the whole student for success in graduate school. The department also puts the utmost value on safe, ethical, and professional conduct of research, using the best practices in the field. All researchers participate in online training from the office of Environmental Health & Safety, and Chemistry graduate students take both Research Safety and Ethics courses in the first year of the program. All researchers participate in online training on the responsible conduct of research from the Office of Research Compliance. The department's safety culture requires everyone's participation, and is accomplished through a partnership that involves EHS, our own safety staff, a Safety Committee of faculty and staff, the Joint Safety Team involving students and staff, and a network of laboratory safety officers. Lab coats and eye protection are required in the labs at all times.

a. Academic Standards

The Graduate School does not enforce a GPA minimum for students with Bridge status. The Department recognizes that Bridge students are taking both undergraduate and graduate coursework at the same time, and it may be difficult to maintain B grades in graduate classes. There is no specific set of grades that automatically have consequences, but it is important to recognize that the graduate GPA will follow the student into the Ph.D. or M.S. program, that a 3.0 GPA is required for graduation with either degree, and that the Graduate School does enforce rules for probation and enrollment grade requirements on students in Ph.D. and M.S. programs. Therefore, it is important for Bridge students to maintain a GPA at or near 3.0, and that if the graduate GPA is below 3.0 at the end of the Bridge period, that it can be raised above 3.0 within two terms.

For students to remain in good standing, they must make reasonable progress in the program. This includes completion of courses, on-time completion of milestones, reasonable research progress in the summer, and adherence to academic and professional standards. This includes adherence to safety requirements and accepted standards of research conduct. Students who do not make reasonable progress are warned in writing with a specific plan to come back into compliance. Students who do not achieve this remediation in the time allotted may be denied further funding and may be denied further enrollment. See section 5.4 of the Graduate School Handbook for additional information.

b. Safety

All students must take the Lab Standard and Building Emergency Action Plan training online from Environmental Health & Safety (also available through BuckeyeLearn) before doing in research in a department lab. Additional training may be required by the Graduate Studies Office or advisors, specific to research in their laboratories. Students must also adhere to departmental and university safety requirements, including wearing suitable eye protection and a lab coat at all times in the laboratory. Each student must become familiar with the department's Chemical Hygiene Plan and the Standard Operating Procedures associated with their work.

Bridge students are required to complete the Safety Seminar (Chem 6781) course during the second half of Autumn Semester of the first year. Failure to attend any of the lectures associated with this course will result in

a grade of Unsatisfactory and will constitute an unsatisfactory performance, which may result in loss of departmental support in future terms.

Adherence to laboratory, departmental, and university safety practices is considered an element of reasonable progress in the program. Failure to comply may result in Unsatisfactory grades in research (Chemistry 8998/8999) and dismissal from the program.

c. Ethics and Responsible Conduct of Research

Students must be familiar with standards for ethical scientific and academic conduct set by the University and accepted broadly both nationally and internationally.

Bridge program students are required to complete the Ethics in Scientific Research course (Chem 6782) during the Spring Semester. Failure to attend any of the lectures associated with this course will result in a grade of Unsatisfactory and will constitute an unsatisfactory performance, which may result in loss of departmental support in future terms.

The Code of Student Conduct should be reviewed by all students (especially rule 3335-23-04 Prohibited Conduct). Academic misconduct allegations are adjudicated by the Committee on Academic Misconduct. Materials for all program requirements are expected to be the student's own work and in the student's own words, with proper attribution of borrowed ideas. Plagiarism is the representation of another's words or ideas as one's own, and it is prohibited by the Code. Plagiarism includes unacknowledged word-for-word use or close paraphrasing of another person's work, or unacknowledged use of another person's ideas.

Research misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. The University Policy and Procedures Concerning Research Misconduct is available at the Office for Research Compliance website and should be reviewed by all students. Research misconduct allegations are adjudicated by the Office of Research Compliance at the direction of the Vice President for Research.

Sanctions for academic misconduct in graduate classes or program requirements, or for research misconduct, are likely to entail dismissal from the program and University, but in some cases may involve failing grades, probation, or other measures.

The Graduate Student Code of Research and Scholarly Conduct (Appendix C of the Graduate School Handbook) states:

Graduate students and Graduate Faculty aspire to professional behavior that is consistent with the highest ethical and moral standards. The Graduate School at The Ohio State University expects that graduate students will demonstrate responsibility and integrity in pursuing their creative and scholarly interests. The academic enterprise is dependent upon such behavior. Graduate students are responsible for learning about appropriate standards for ethical research and scholarly conduct and for following all university policies related to ethical research and scholarly conduct.

When graduate students join the Ohio State community, they become members of disciplinary, scholarly, and professional communities that extend beyond the university. Graduate students are expected to learn, respect, and abide by the professional codes of ethics and responsibilities that are commonly accepted in their field of study or area of research. These codes include but are not limited to the following: a responsibility to contribute an original body of work to one's chosen discipline and the recognition that one's work is based on the work of others which must be respected and properly acknowledged. Graduate students also have the responsibility to treat university faculty, staff, and other students respectfully and professionally.

Graduate Faculty, advisors, and graduate programs should actively encourage their students to participate as members of their chosen disciplinary, scholarly, and professional communities. Graduate students should be encouraged to seek and share knowledge wherever and whenever possible. Academic advisors and other faculty members should educate graduate students through example and discussion, addressing such issues as academic honesty, research, publication, recruitment, and hiring practices, and applicable fellowship and graduate associateship responsibilities. Disciplinary codes of ethics and norms should be discussed among graduate students and faculty. Such communication is a means of setting high standards of behavior in graduate study and beyond.

d. Harassment-free Workplace

The University policy on sexual misconduct states:

Members of the university community have the right to be free from all forms of sexual misconduct which impede the realization of the university's mission of distinction in education, scholarship, and service. All members of the university community are expected to conduct themselves in a manner that maintains an environment free from sexual misconduct.

Sexual misconduct violates the dignity of individuals and will not be tolerated. The university community seeks to eliminate sexual misconduct through education and by encouraging everyone to report concerns or complaints, including third parties when the respondent is a member of the university community. The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects.

All university employees have an obligation to report sexual assaults. Many OSU employees in human resources and supervisory positions (including faculty members) have an obligation to report sexual misconduct in any form. The university strongly discourages romantic and/or sexual relationships between faculty and graduate students in the same department. Relationships between supervisors and employees or between students and others in a supervisory, teaching, evaluation, or advising position are prohibited. The full policy on sexual misconduct can be found on the Human Resources (hr.osu.edu) or Title IX (titleix.osu.edu) websites.

10. Vacation, Leave, and Work Policies

a. Vacation

Bridge Fellows are not employees of the University and are not paid in return for work. Fellows do not accrue vacation or sick leave. Graduate students may take holidays, vacations and leaves within the rules set by the University, Graduate School, department, and advisor. In general, students should not plan to take vacations during classes in the Autumn and Spring semesters, to facilitate attendance in course work, seminars, exams, and symposia. The summer research period is short, and students should make the most of it.

Bridge program students must be in town from the first day of orientation (typically two weeks before Autumn classes begin) to the last day of final exams in Autumn (around Dec. 15), and from the first day of classes in the Spring semester to the end of final exams. In general, students should not take more than a total of three weeks (15 working days) of vacation in the Bridge program year, with the permission of the research advisor in spring or summer. The Graduate School suggests 10 days (2 weeks) of vacation per year for GAs and Fellows.

b. Leave

Family and medical leave policies are governed by the Graduate School, the Human Resources policies of the appointing unit, and the funding source. It is important to understand that fellows are not eligible for the protections for workers under the Family and Medical Leave Act (FMLA). Moreover, Ohio State faculty and staff leave policies do not apply to students.

Short term absences (usually 1-3 days but possibly up to 2 weeks as warranted) are generally available to GAs, fellows and trainees for personal illness or in the event of the death of an immediate family member with the permission of the advisor and other relevant immediate supervisors (such as a program director). Longer leaves for medical or parental reasons may require the permission of the funding organization and should be discussed with the program director as needed.

See section 11.2 and Appendix F of the Graduate School Handbook for additional information.

c. Other Work Policies

Bridge Fellows may not hold additional or outside employment without the express permission of the Vice Chair for Graduate Studies. Additional employment is generally not permitted. Even if the Vice Chair grants permission, such employment is at the discretion of the advisor and subject to the policies of the appointing unit and source of funds.

d. Grievances

Discussion with the Program Director or Vice Chair for Graduate Studies usually leads to resolution of a grievance. Grievances not related to examinations or GA appointments that cannot be resolved through discussion with the Vice Chair may need to be referred to the Graduate School or Human Resources for further review.