STUDENT LIFE DISABILITIES SERVICES

HANDBOOK ADDENDUM

for

GRADUATE/PROFESSIONAL STUDENTS

2017 2018
This document is an addendum to our standard student handbook. The standard handbook is available on the Disability Services website (sls.osu.edu/current_handbook.asp). The standard handbook includes staff contact information, general accommodation policies and procedures, general office policies, voter registration information, more campus and community resources and the Disability Services Grievance Procedure.

This handbook is available in alternate formats upon request.

PROFESSIONAL SCHOOL ACCOMMODATION CHART

- Professional school students may work with SLDS and/or their college’s liaison to coordinate accommodation requests.
- The first chart below summarizes the point-of-contact for each accommodation.
- If you don’t see your college listed, then follow the typical accommodation process.

<table>
<thead>
<tr>
<th>Exam Accommodations</th>
<th>Notes</th>
<th>Attendance/Deadline Modification</th>
<th>Accessible Media</th>
<th>Other Accommodations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law College Liaison</td>
<td>College Liaison</td>
<td>SLDS</td>
<td>Depends on student’s needs</td>
<td>Depends on student’s needs</td>
</tr>
<tr>
<td>Medical College Liaison</td>
<td>All lectures videotaped</td>
<td>SLDS</td>
<td>SLDS</td>
<td>Depends on student’s needs</td>
</tr>
<tr>
<td>Veterinary College Liaison</td>
<td>College Liaison</td>
<td>College Liaison</td>
<td>SLDS</td>
<td>Depends on student’s needs</td>
</tr>
<tr>
<td>Other SLDS</td>
<td>SLDS</td>
<td>SLDS</td>
<td>SLDS</td>
<td>Depends on student’s needs</td>
</tr>
</tbody>
</table>

- Use the second chart below to find contact information for your school’s liaison.

PROFESSIONAL SCHOOL LIAISONS

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law</td>
<td>Monte Smith</td>
<td>Assistant Dean for Academic Affairs</td>
<td><a href="mailto:smith.747@osu.edu">smith.747@osu.edu</a></td>
</tr>
<tr>
<td>Medical</td>
<td>Kevin Stringfellow</td>
<td>Program Manager, Evaluation and Assessment, NBME Chief Proctor</td>
<td><a href="mailto:Stringfellow.7@osu.edu">Stringfellow.7@osu.edu</a>, <a href="mailto:kevin.stringfellow@osumc.edu">kevin.stringfellow@osumc.edu</a></td>
</tr>
<tr>
<td>Veterinary</td>
<td>Caroline El-Khoury</td>
<td>Director of Professional Program Support</td>
<td><a href="mailto:El-khoury.7@osu.edu">El-khoury.7@osu.edu</a></td>
</tr>
</tbody>
</table>
Comprehensive/Qualifying/Candidacy Exam Accommodations

- First, determine what organization designs/administers the exam. This will determine which steps you need to take to receive exam accommodations.
  - Ohio State University: follow the typical exam process by requesting accommodations through your Access Specialist (and/or College Liaison, if applicable)
  - Third Party Organization: you must submit all exam accommodation requests via the third party organization. If you need medical and/or accommodation documentation to provide to this third party organization, please contact your assigned Access Specialist

- Please contact your Access Specialist (and/or College Liaison, if applicable) in advance to make arrangements for all comprehensive/qualifying exam accommodations.


- Please contact your Access Specialist (and/or College Liaison, if applicable) to request accommodations (e.g. non-normative time) for your thesis, dissertation or oral defense.

- Disability Services will work with your academic department to make an individualized consideration of your request. Therefore, it is important to submit your request as soon as possible. This will help to ensure we have enough time to determine and coordinate appropriate accommodations.

Field Placement/Internship/Clinical Accommodations

- Please contact your Access Specialist (and/or College Liaison, if applicable) to request additional accommodations for field placements, internships or clinicals.

- Since this accommodation involves working with a third party organization and often includes consideration of technical requirements, it can take time to identify appropriate accommodations. Therefore, it is important to submit any accommodation requests a minimum of 4 weeks prior to the start of the placement, internship or clinical.
Research Resources

Copyright Resource Center
Provides education and guidance to graduate students, faculty and staff regarding copyrighted content.
**Location:** 1858 Neil Avenue Mall
**Phone:** 614-292-6785
[https://library.osu.edu/projects-initiatives/copyright-resources-center/](https://library.osu.edu/projects-initiatives/copyright-resources-center/)

General Research and University Policies
Principal investigator status appointments, research scientist appointments, additional research policies.
**Location:** 208 Bricker Hall – 190 N. Oval Mall
**Phone:** 614-292-1582
[http://research.osu.edu/researchers/policies/](http://research.osu.edu/researchers/policies/)

Graduate Student Code of Research and Scholarly Conduct
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.
**Location:** 250 University Hall – 2300 N. Oval Mall
**Phone:** 614-292-6031

Office of Research
Animal Care and Use, Human Research Protections, Biohazards, Research Compliance, Business and Industry Collaborations, Resources for Inventors and Entrepreneurs, Sponsored Programs.
**Location:** 208 Bricker Hall – 190 N. Oval Mall
**Phone:** 614-292-1582
[http://research.osu.edu/researchers/](http://research.osu.edu/researchers/)

Research Commons
Support and physical space designed for graduate student researchers. Workshops, referrals, networking, office hours and expert consultations.
**Location:** Third floor, 18th Avenue Library – 175 W. 18th Avenue
**Phone:** 614-292-8412
[https://library.osu.edu/researchcommons/](https://library.osu.edu/researchcommons/)
Research Methodology Center (EHE)
The Research Methodology Center at the College of Education and Human Ecology helps college faculty, research staff and students advance methodology and strengthen skills. Services include: professional development/methodology trainings, statistical and methodology consultation, assisting in research software access and use, support for data analyses, guidance for research grant submissions, streamlining data collection and management.
**Location:** 173 Arps Hall – 1945 N. High St.
[http://rmc.ehe.osu.edu/](http://rmc.ehe.osu.edu/)

Training for Researchers
Proposal development and submission, responsible research practices, financial stewardship, research compliance, commercialization, research administration tools, Cayese424, PI Portal, IRB forms, etc. Workshop, seminar and online formats.
**Location:** 208 Bricker Hall – 190 N. Oval Mall
**Phone:** 614-292-1582
[http://research.osu.edu/researchers/training/](http://research.osu.edu/researchers/training/)
**Council of Graduate Students**

CGS is the official branch of student government that represents every graduate student at the main and satellite campuses. Its primary purpose is to work towards a continual improvement of the graduate student experience at The Ohio State University. CGS Officers, Committee Chairs and Delegates serve as staunch advocates in the process of crafting university policy-making decisions. Our competitive funding programs and “graduate-centered” programing support the personal and professional development of all graduate students.

**Location:** 2080 Ohio Union – 1739 N. High Street  
**Phone:** 614-292-3117  
https://cgs.osu.edu/

**Off-Campus and Commuter Student Services**

This office provides programs and services to meet the needs of The Ohio State University’s off-campus and commuter students and to address the needs of persons wishing to live and engage as a resident of the University community. On the website provided in the link below there are a variety of helpful resources that many graduate and professional students utilize during their time here at the University. There are services regarding housing, subletting and roommate searches to lockers and kitchens for students to use in the Ohio Union.

**Location:** 3106 Ohio Union – 1739 N. High St.  
**Phone:** 614-292-0100  
https://offcampus.osu.edu/

**Office of Diversity and Inclusion (ODI)**

Office of Diversity and Inclusion offers a number of opportunities for graduate and professional students at Ohio State to stay engaged and complete their degree, providing students with a holistic experience from pre-college to graduation.

**Location:** Hale Hall – 154 W. 12th Ave.  
**Phone:** 614-292-0964  
https://odi.osu.edu/for-students/graduate-professional/

- **Bell Fellows Program:** This program is for Ohio State doctoral students who show promise of becoming productive scholars on topics related to African American males. It includes ongoing professional development and mentorship that prepares students for the academic rigors of the academy. Bell Fellows contribute to current and new research initiatives and writing projects designed by the Bell Resource Center.

- **Corporate and ODI Scholar Symposium:** This symposium presents ODI Scholars with a unique opportunity to network and mingle with role models who have “sat where they sit” and are now in successful careers. The symposium also offers ODI’s corporate partners the opportunity to meet ODI scholars.

- **Dissertation Boot Camp:** This writing retreat provides PhD candidates from underrepresented populations with the space to work on their dissertations with other Ohio State students and faculty. It is specifically designed for those students who seek to kick start their dissertations or to continue writing chapters on their dissertation.
• **Graduate/Professional Student Recruitment Initiative (GPS):** The Ohio State University’s premier diversity recruitment program for students considering post-baccalaureate studies at Ohio State. It serves as a conduit for specialized information and helps to contribute to the ethnic, cultural and academic diversity of Ohio State’s Graduate School and Professional Colleges.

• **Preparing for the Professoriate Retreat:** The Preparing for the Professoriate Retreat (formerly the Future Faculty Retreat), is designed to prepare current Ohio State doctoral students for graduate school admission and the demands that accompany the professoriate experience.

• **Spring Convocation and Corporate Reception for Graduate and Professional Students:** This is an opportunity for graduate and professional students to meet and network with those in different fields of study as well as with alumni, faculty, staff and administrators at Ohio State and key area corporate representatives.

• **Additional Opportunities for Professional Growth:** Other annual events offer graduate and professional students additional opportunities to become involved outside of the classroom such as the President and Provost’s Diversity Lecture and Cultural Arts Series, the National Conference on Diversity, Race, Learning and ODI’s Dialogue and Discussion Series.

**Ohio Union Activities Board**
Programming and activities developed by the Graduate and Professional Student Committee and supported by student fees.

**Location:** 2080 Ohio Union–1739 N. High Street  
**Phone:** 614-292-3117  
**http://ouab.osu.edu/grad_prof**

**University Graduate, Professional and Non-Traditional Student Housing**
Graduate, professional and non-traditional students may choose to live on campus or off campus. Student Life University Housing staff works to accommodate the needs of students. Students who need special assignment consideration and/or have a service animal or therapy animal are strongly encouraged to contact the Director of Housing Administration, Toni Greenslade-Smith, at greenslade-smith.1@osu.edu to discuss housing options.

**Location:** 1910 Cannon Dr.- 350 Morrill Tower  
**Phone:** 614-292-8266  
**https://housing.osu.edu/living-on-campus/**