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I. INTRODUCTION

The Graduate Program in Anatomy at The Ohio State University offers graduate studies in the anatomical sciences. The Anatomy Graduate Program operates under the rules of the Graduate School as published in the Graduate School Handbook the *Graduate School Newsletter*, and other Graduate School notices or instructions. The policies and rules in this handbook govern specific aspects of the Anatomy Graduate Program. Graduate students are responsible for compliance with the rules and policies of both the Graduate School and the Division of Anatomy. Degrees offered include Master of Science (MS) and Doctor of Philosophy (PhD). Each student is responsible for keeping and referencing the version of this handbook in effect at the time of their entry into the program. It is this version of the handbook that should be consulted for information regarding degree requirements and examination procedures.

II. ADMINISTRATION

a. Graduate Studies Committee (GSC)

   i. **Membership**: The GSC in the Division of Anatomy includes members of the Anatomy Graduate faculty and one full-time graduate student. Members are appointed by the Chair of the Division of Anatomy and approved by the GSC. The student member will be elected annually by resident graduate students and will attend GSC meetings that concern policies and procedures of the graduate program. The student member is a non-voting member.

   ii. **Responsibilities**: The GSC is responsible for administering the Anatomy Graduate program in accordance with policies established by the Graduate School at The Ohio State University and the faculty of the Division of Anatomy. The following duties are delegated to the GSC:

       1. To act on applications for admission to the Anatomy Graduate Programs at the Master's and the Ph.D. levels and to recommend students for university fellowships.

       2. To appoint Graduate Teaching Associate (GTA) positions.

       3. To approve MS exam and thesis committees and to approve PhD
candidacy and dissertation committees.

4. To supervise the preparation, administration, and evaluation of the Master's Examination and Master’s thesis and advise the appropriate committee in the preparation, administration, and evaluation of the Ph.D. Candidacy Exam and dissertation.

5. To act on petitions for exceptions to divisional policies.

6. To act on applications to the Anatomy Research and Travel Fund and any other graduate research or travel funds that are made available through departmental or university sources.

7. To determine recipients of Anatomy awards such as the Margaret Hines award and any other divisional awards.

8. To develop the policies and procedures and to make changes in the Anatomy Graduate Program and revise this handbook accordingly.

9. To evaluate student progress and implement appropriate remediation and disciplinary procedures as needed.

iii. **Procedure:** Decisions and recommendations of the GSC conform to Graduate School rules and divisional policies as published in this handbook or in supplementary instructions. Decisions and recommendations of the GSC are reached by majority vote. The majority of the GSC must vote for the results to be valid. (Note: student member is a non-voting member).

b. **Graduate Faculty**

i. Anatomy graduate faculty will be comprised of faculty recognized by the Graduate School at The Ohio State University by M or P status. Category M and P faculty must apply for graduate faculty status and be approved by the GSC and the Graduate School.

ii. The following criteria must be met to serve as an advisor to a Master’s student:

1. Faculty member must hold M or P status in the Graduate School at The Ohio State University

2. Faculty member must apply for and be admitted as a Graduate Faculty
Member in the Division of Anatomy Master’s program (form provided in Appendix A)

3. Faculty member must have a primary appointment in the Division of Anatomy or, if a primary appointment in Anatomy does not exist, a formal request must be made to the GSC for approval.

iii. The following criteria must be met to serve as an advisor to a PhD student:

1. Faculty member must hold P status in the Graduate School at The Ohio State University

2. Faculty member must apply for and be admitted as a Graduate Faculty Member with P status in the Division of Anatomy PhD program (form provided in Appendix A)

3. Faculty member must have a primary appointment in the Division of Anatomy or, if a primary appointment in Anatomy does not exist, a formal request must be made to the GSC for approval.

iv. Graduate Faculty will be reviewed annually by the GSC and Division Chair to determine if their status should change.

III. ADMISSION TO THE ANATOMY GRADUATE PROGRAM

a. Admission into the Anatomy Graduate Program is typically limited to Fall Semester. All dates listed below are in accordance with requirements for Fall admission. Spring semester admission will only be granted under special circumstances.

b. All applicants must be in conformance with The Ohio State University Graduate School requirements. The following are admission criteria according to the Graduate School:

i. Earned baccalaureate or professional degree from an accredited college or university

ii. Minimum GPA of 3.0 on a 4.0 scale on all previous undergraduate or graduate work

iii. A scored TOEFL or equivalent English language exam. This requirement only applies to applicants from countries in which English is not the first language.
iv. Any other requirements as indicated by the Graduate School and the local
Graduate Studies Committee in Anatomy

c. In addition, the Division of Anatomy requires that all of the following be provided for
consideration of admission:

i. An official transcript from each college or university attended, listing all courses
taken, grades and degrees earned, and dates of graduation (official transcripts
should be sent directly to the Admissions Office at The Ohio State University).
Students who attended The Ohio State University should request a transcript
through internal procedures

ii. A completed Graduate School Application Form

iii. Three letters of recommendation from persons acquainted with the applicant's
academic program, scholastic ability, or professional goals and objectives
(standard forms are included in The Ohio State University Graduate School
application packet)

iv. A brief (1-2 pages) personal statement describing the applicant’s educational and
professional goals

   1. PhD applicants are strongly encouraged to highlight their specific
teaching and research goals, potential research projects and mentors, as
well as their career focus.

   2. All applicants should use the personal statement as an opportunity to
highlight any academic achievements and/or address any academic
inconsistencies in their records.

v. Official scores from the Graduate Record Examination (GRE). Scores from an
equivalent national examination (e.g., MCAT) may be substituted at the
discretion of the GSC.

d. Successful applicants to the Anatomy Graduate Program typically meet the following
criteria:

   i. An undergraduate and/or previous graduate GPA of ≥3.5 on a 4.0 scale

   ii. GRE scores above 50th percentile on the verbal and/or quantitative portions.
iii. An internet-based TOEFL score of >100, an IELTS score of >8.0 and/or an MELAB score of >86, if the applicant is from a region where English is not the first language.

iv. Previous degree and/or experience in a science or health/related field of study

v. Commitment of an advisor or sponsor from the Anatomy Graduate Faculty and determination that the applicant’s interests are consistent with the division and faculty.

e. Upon receipt of the completed application, The Ohio State University Graduate Admissions Office will forward the material to the Anatomy GSC. A personal interview with the Anatomy GSC may be requested to clarify the applicant’s potential for graduate study in Anatomy.

f. The last date for receipt of new applications to the Division of Anatomy is March 15th. Those wanting to be considered for fellowships must have all information received by the Anatomy GSC by December 1st.

g. The Ohio State University Graduate Admissions office will inform the applicant of their rejection or acceptance.

h. Upon receiving formal notification of acceptance to the Anatomy program, the student is requested to inform the division as to whether or not they plan to attend. A response from the student must be received by May 31st; otherwise, a place in the incoming graduate class cannot be guaranteed.

i. Deferment of acceptance for 1 year only may be allowed in special circumstances and is at the discretion of the Anatomy GSC.

IV. POLICIES AND REQUIREMENTS OF ALL GRADUATE STUDENTS

a. Faculty Advisor

i. Students will be assigned a faculty advisor by the Anatomy GSC once they have been accepted into the program. PhD students (and MS, if applicable) are encouraged to indicate a faculty member that they would like to work under in their personal statement. A change of advisor can be accomplished using the
Change of Advisor Form (Appendix B). Students are encouraged to change advisors when academic interests and program developments warrant such changes or when other academic-related circumstances, such as faculty availability, dictate a change. Changes for other than academic or programmatic purposes are discouraged. Students should meet with their advisor at least three times a year.

b. Good Standing
   i. Students must maintain a cumulative point hour ratio of 3.0 or better in all graduate courses.
   ii. Students must earn a 3.0 or better in each of the Anatomy core courses.
      1. If a grade of 3.0 or better is not earned, the student may be given the opportunity to continue in the program, but will be required to re-take the course the following year at which time they must meet the 3.0 criterion.
   iii. Students must maintain reasonable progress towards all Anatomy Program requirements. The Anatomy GSC will review student progress at least annually. If it is determined that the student is not making progress in the program, the Graduate Studies Committee will notify the Graduate School and the student will be warned by the Graduate School that unless specific conditions set by the Anatomy GSC and the students advisor are met, the student will be dismissed from the program. If a student meets the specific conditions indicated by the Graduate School and is therefore permitted to remain in the program, the Anatomy GSC and the student's advisor will decide the form of any additional remediation deemed necessary to ensure the student continues making progress in the program.

c. Teaching
   i. All MS students are strongly encouraged to gain teaching experience as part of their graduate training.
   ii. All PhD students are required to gain teaching experience, as directed by their
advisor, as part of their graduate training.

d. Research
   i. All graduate students are strongly encouraged to participate in research as part of their graduate training.
   ii. If a research degree is sought (i.e., MS thesis tract or PhD), supervision of the research project will be the responsibility of the student’s advisor and thesis/dissertation committee.

e. Note that all requests and petitions to the Anatomy GSC must be in writing and must be with the written consent of the student’s advisor.

V. MASTER’S PROGRAM IN ANATOMY

a. The Anatomy Master’s Program is designed to prepare students for continuing their education in a professional degree program (e.g., MD, DDS, DPT etc.) or for dissertation work in a PhD program. The Anatomy Master’s Program also prepares graduates to teach Anatomy or pursue a career in a health-related industry.

b. All Master’s students must complete the formal requirements for a Master of Science in Anatomy. All requirements should be complete by the end of the 2nd year of study.

i. Credit Hour and Residency Requirements
   1. A minimum of 30 graduate credit hours are required to earn a Master's degree in Anatomy. Twenty-four of those credit hours must be completed at The Ohio State University over a period of at least two semesters. A student must be registered for at least three graduate credit hours the semester in which graduation is expected.

ii. Programs
   1. There are two master's degree program tracts within the Division of Anatomy: 1) Thesis tract (Plan A) and 2) Non-Thesis tract (Plan B). Students may pursue either plan, subject to the rules of the Anatomy GSC and Graduate Handbook. Students may wait until the completion of the first year of study to decide if they will pursue the Thesis or Non-Thesis
Anatomy Master's Program. Students enrolled in combined degree programs (i.e., simultaneous professional and graduate programs) must pursue the Thesis Plan.

iii. Required Core Courses

1. Gross Anatomy (ANAT 6900) - 8 credits
2. Histology (ANAT 6700) - 4 credits
3. Embryology (ANAT 6600) - 2 credits
4. Neuroanatomy (ANAT 6800) - 4 credits
5. All master's students must complete four credit hours of seminar approved by the advisor. Two of the four credit hours must be taken in Anatomy.
6. Additional credit hours to meet requirements should be completed by scheduling elective courses either within or outside the Division of Anatomy. A sample curriculum can be found in Appendix C.
7. The Anatomy GSC may excuse a student from one or more of the program’s core courses if they decide that the student has had an equivalent course at The Ohio State University or another institution. In such cases, the student may be required to take advanced courses in the same sub-discipline.

iv. Master's Examination

1. All Master’s students are required to complete satisfactorily both the written and oral portions of the Master’s Examination.
2. The Master’s Examination is a test of the student's knowledge of the field and represents the final performance validation for a Master's Degree in Anatomy. The Master's Examination Committee will consist of the candidate's advisor and at least one other member of the Anatomy Graduate Faculty agreed upon by both the student and their advisor. The student passes the Master's Examination only when the decision of the Master's Examination Committee is unanimously affirmative.
3. Thesis tract (Plan A)

a. Master’s Examination Committee
   i. The student, in consultation with the advisor, will form a Master’s Examination Committee appropriate for the student’s area of specialization. The advisor will chair the Master’s Examination Committee.

b. Master’s Thesis
   i. The Master’s Thesis will be one publishable-quality research paper in the student’s area of specialization. Ideally, the research will be based on original data collected by the student, but may also be based on archival or existing data. Regardless of the source of data, the Master’s Thesis must be an original contribution to knowledge that demonstrates the student’s ability to develop and complete a hypothesis-based research project. A literature review does not meet the requirement for a Master’s Thesis in Anatomy.
   ii. The student shall submit to their advisor for approval, a comprehensive draft of the Master’s Thesis. If the advisor approves, the student will submit a final draft of the Master’s Thesis to the members of the Master’s Examination Committee for review at least 2 weeks prior to the scheduled oral exam date. Upon agreement by the Master’s Examination Committee that the thesis meets their requirements for progression, the candidate will be informed to schedule an oral presentation of their Master’s Thesis, which will be open to the public.
   iii. The student will present their Master’s Thesis in a brief open seminar. Following the oral presentation, there will
be an opportunity for questions from the audience in attendance. Following the public portion of the Master’s Thesis presentation, the Master's Examination Committee will have an opportunity to question the candidate during a closed session on the written thesis as well as any Anatomy-related content. Closed-door questioning should not exceed 2 hours in duration. Any recommendations suggested by the Master's Examination Committee following submission of the written thesis and/or the candidate’s oral presentation will be discussed and agreed upon by consensus of the student and the Master’s Examination Committee.

4. Non-Thesis tract (Plan B)

a. Master’s Examination Committee
   i. The student, in consultation with the advisor, will form a Master’s Examination Committee appropriate for the student’s area of specialization. The advisor will chair the Master’s Examination Committee.
   ii. Generally, the 4 sub-disciplines of Anatomy should be represented by at least 2 committee members.
      1. Each committee member will be responsible for the examination topic which they represent.

b. The Non-Thesis Master’s Examination will consist of both a written and an oral portion.
   i. The GSC will choose a date for the written portion. The Master’s Examination Committee will decide on the content of the written portion of the examination. Exam questions should be approved by the Master’s Examination Committee Chair (i.e., the students advisor)
prior to the exam. The student should be permitted eight hours to complete the exam.

ii. After completion of the written, the Master’s Examination Committee determines whether the student has successfully completed the written and can continue on to take the oral portion of the exam.

1. The Master’s Examination Committee Chair will inform the student of the status of the written exam prior to the scheduled oral exam.

2. If the result of the written exam is unsatisfactory, the oral exam will not be allowed to take place.

3. General feedback for areas of improvement from the advisor is appropriate to share with the student, but detailed discussions should be reserved for the oral portion of the exam.

4. Under no circumstances will the written portion of the exam be returned to the student.

iii. The oral portion of the Non-Thesis Master’s Examination is scheduled at least one week after the completion of the written exam and will take approximately two hours. The content of the oral examination is based upon elaboration of written exam questions/answers as well as additional topics related to course-work.

5. In the event that the Master's Examination is unsatisfactory, the student may be permitted to take a second Master's Examination unless the examiners unanimously recommend against it.

   a. If the student must repeat the exam, both the written and oral portions must be completed again, unless the Exam Committee and the GSC decide otherwise.
6. Successful completion of the master's degree does not imply that the candidate may automatically continue his/her graduate education for the doctoral degree. Students who wish to pursue the doctoral degree upon completion of the master's degree must be recommended by the Examination Committee and formally approved by the Division of Anatomy GSC and the student's prospective PhD advisor.

   a. It is strongly suggested that any student wishing to continue in the PhD program complete a master's thesis or can otherwise demonstrate research experience and skills gained during their master’s education.

   b. To be considered for admission to the PhD program under these specific circumstances, the student must successfully complete the master’s degree and provide the GSC an updated personal statement and student advising report (unofficial transcript) no later than the examination report deadline for the semester in which they are graduating with the MS.

   c. The GSC will evaluate the applicant’s fit with the PhD program based on their professional progress during the master's degree, previous research experience, and ability to formulate a clearly identifiable and feasible research path/topic and advisor for the PhD.

   d. The student must meet all graduation requirements for the Master's Program in Anatomy stated in The Ohio State University Graduate School Handbook. This includes completion and submission of the Master’s Examination Report to The Ohio State University Graduate School as well as an application to graduate by the published university deadlines.

VI. PHD PROGRAM IN ANATOMY

   a. The Doctor of Philosophy degree program in Anatomy gives students the opportunity to
achieve a high level of scholarly competence and excellence in the anatomical sciences. During the course of study, the student has the option to specialize in one or more areas of anatomical research represented by current Graduate Faculty in Anatomy. The option is also available to engage in anatomy-related subspecialties outside the division, subject to approval by the Division of Anatomy GSC.

b. All doctorate students must complete the formal requirements for a Doctor of Philosophy in Anatomy. Students are strongly encouraged to complete all requirements by the end of the 5th year of study (e.g., credit hour and residency, course of study, candidacy exam, and dissertation, etc.). Additional time for completion may be requested by submitting a petition to the Division of Anatomy GSC.

i. **Credit hour and Residency Requirements:**

1. A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a doctoral degree in Anatomy. If the student has earned a Master's degree, then a minimum of 50 graduate credit hours beyond the master's degree is required to earn a doctoral degree. If the master's degree was earned at another university, it must be transferred to The Ohio State University to apply towards the 80 total credit hours needed for a doctoral degree. If a Master’s degree was earned at The Ohio State University, and graduate credits in excess of those required for that degree were earned, those courses can be counted towards the additional 50 credits required for the PhD. This request can be made by the student’s advisor with permission from the Anatomy GSC and must occur no later than the end of the first semester of enrollment beyond completion of the Master’s degree.

2. All doctoral students in Anatomy must fulfill the Graduate School's "Residence and Credit Hour Requirements." The residence and credit hour requirements must be fulfilled after the master's degree has been earned or after the first 30 hours of graduate credit have been completed.
a. A minimum of 24 graduate credit hours must be completed at The Ohio State University.

b. A minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full time enrollment must be completed while in residence at this university.

c. A minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session must be completed after admission to candidacy. All students who successfully complete the doctoral candidacy examination will be required to be enrolled in every semester of their candidacy (summer session excluded) until graduation. Students must be enrolled for at least three credits per semester.

c. **Course of Study:**

i. The course of study for a PhD student is developed by the student and advisor to best prepare the student for their career goals. A custom built curriculum is encouraged and may or may not be in one of the areas of specialization offered by Anatomy Graduate Faculty. Select courses are required regardless of the course of study.

ii. Required Core Courses:

1. Gross Anatomy (ANAT 6900) - 8 credits
2. Histology (ANAT 6700) - 4 credits
3. Embryology (ANAT 6600) - 2 credits
4. Neuroanatomy (ANAT 6800) - 4 credits
5. Education Practicum (ANAT 8289) - >1 credit hour

iii. Other Course Requirements:

1. All doctoral students must complete six credit hours of seminar approved by the advisor. Two of the six credit hours must be taken in Anatomy.
2. At least 2 courses in research methodology (e.g., statistics, research methods, grant writing etc.)
3. All doctoral students must complete a minimum of 12 credit hours of advanced courses at the 7000 level or above. This does not include research hours.

4. All doctoral students are required to take a minimum of 16 credit hours of coursework outside the Division of Anatomy. Courses will be chosen by the student and advisor. These courses should be chosen to enhance the student's specific area of interest.

5. Additional credit hours to meet requirements should be completed by scheduling elective courses either within or outside the Division of Anatomy that are consistent with the educational goals set forth by the student and their advisor.

6. With permission of the Division of Anatomy Graduate Studies Committee, students may be excused from taking any of the required courses if adequate proficiency or equivalency can be demonstrated. The Division of Anatomy Graduate Studies Committee may approve a customized course of study. The plan should be submitted by the student and his/her advisor by the first week of the student's second semester of enrollment in the Division of Anatomy graduate program.

d. **Potential Areas of Specialization**

   i. The specific expectations of students pursuing the PhD with an area of specialization are set forth by the advisor and the GSC. The advisor should be a faculty member with expertise in the area of specialization.

   ii. **Anatomical Education**

      1. Objectives
      2. For a list of suggested courses, see Appendix D
      3. Teaching experience is required (usually in undergraduate or professional anatomy courses)

   iii. **Developmental Biology**

      1. Objective: The objective of the Developmental Biology area of
specialization is to expand the student’s anatomic background and knowledge into the field of developmental biology, especially at it pertains to the molecular mechanisms that control both normal and abnormal development as well as disease development and progression. This course of study will have a strong NIH-based research component and is designed to provide the student with the background necessary to become an independent NIH-funded investigator.

2. For a list of suggested courses, see Appendix D

iv. Injury Biomechanics

1. Objectives

2. For a list of suggested courses, see Appendix D

v. Skeletal Biology

1. Objective: The objective of the Skeletal Biology area of specialization is to expand the student’s anatomic background and knowledge into the field of skeletal biology, especially at it pertains to bone properties (biomechanics) and histomorphometric investigations of form and function. This course of study will have a strong research component and is designed to provide the student with the background necessary to become a skeletal biologist across scientific disciplines (e.g., anatomy, physical anthropology, biomedical engineering, etc.).

2. For a list of suggested courses, see Appendix D

e. Candidacy Examination

i. All doctoral students are required to complete satisfactorily both the written and oral portions of the Candidacy Examination and be in good standing with The Ohio State University Graduate School.

ii. All required coursework should be completed prior to taking the Candidacy Exam, however the Candidacy Exam Committee may recommend/require additional coursework. The Candidacy Exam should be taken before the completion of the 3rd year of study.
iii. The Candidacy Examination is a single examination consisting of two portions, written and oral, administered under the auspices of the Division of Anatomy GSC in conjunction with the student's Candidacy Examination Committee and The Ohio State University Graduate School.

iv. The prospective doctoral candidate will be examined for general knowledge of the anatomical sciences, and in-depth knowledge of his/her selected area of specialization. It evaluates the student’s capacity to undertake independent research and his/her ability to think and express ideas clearly. The Candidacy Examination may be weighted in the student's areas of specialization as determined by the student’s advisor in conjunction with the Candidacy Examination Committee.

v. The Candidacy Examination Committee will consist of the student’s advisor, who will serve as the committee chair, and three additional graduate faculty members as decided by the student and their advisor. Two of the four members of the examination committee must be faculty within the Division of Anatomy. It is strongly recommended that the same committee serve for the Dissertation and Final Oral examination.

vi. For the written Candidacy Exam, the student will prepare a formal NIH-style research proposal. Before the oral portion of the exam is scheduled, the advisor must approve of the written portion. The written proposal will be distributed to the Candidacy Examination Committee at least 2 weeks in advance of the oral Candidacy Exam.

vii. The oral portion will begin with the student delivering a short presentation of their proposed study, after which the Candidacy Oral Examination should last an additional 2 hours.

viii. Successful completion of the Candidacy Examination requires a unanimously affirmative decision by the Candidacy Examination Committee. Provided that the student is in good standing at the end of the semester in which the Candidacy Examination is satisfactorily completed, the student will be admitted to
candidacy at the end of that semester.

ix. If a candidate fails to submit the final copy of their dissertation to The Ohio State University Graduate School within five years of being admitted to candidacy, the candidacy is cancelled.

x. A Master’s in Anatomy shall not be awarded automatically with the passage of the Doctoral Candidacy Examination. This degree will be awarded only on the basis of extenuating circumstances for the doctoral candidate involved. The extenuating circumstances shall be presented in writing by the doctoral candidate and their advisor to the Division of Anatomy GSC for review and final approval.

f. **Dissertation**

   i. All Graduation Requirements for a Doctoral Degree as prescribed in The Ohio State University Graduate School Handbook must be met.

   ii. All doctoral candidates must successfully complete the Final Oral Examination (Defense of Dissertation) covering the dissertation and related fields of investigation.

   iii. The Dissertation Committee is composed of the candidate’s advisor, who must be a Category P Graduate Faculty member in Anatomy, and at least three other authorized Graduate Faculty members. It is suggested that the dissertation committee and the candidacy committee are comprised of the same members.

   iv. All doctoral candidates are encouraged to seek both outside and inside (application instructions can be found in APPENDIX E) sources of funding for their research project. Internal funds are often intended to match outside funds. Decisions about funding are made by the Division of Anatomy GSC in conjunction with the Director of the Division of Anatomy.

v. **Written dissertation**

   1. The Written Doctoral Dissertation should be based on data collected by the candidate and must make an original contribution to scientific knowledge related to anatomy. It is the responsibility of the advisor,
members of the Dissertation Committee, and the candidate to assure that the proposed dissertation research is carefully designed, properly tested, and has significant impact in their field of study.

2. The doctoral candidate must submit a complete, typed dissertation draft to the Dissertation Committee for review. The final oral exam will only be scheduled after the candidate’s advisor and Dissertation Committee approve the written dissertation.

3. A Draft Approval/Notification of Final Oral Examination form must be submitted to The Ohio State University Graduate School no later than two weeks before the Final Oral examination is scheduled.

4. Final approval of the candidate's dissertation cannot occur until the Final Oral Examination has been completed satisfactorily (see below) and each Dissertation Committee member signs the Final Approval form for the candidate’s dissertation.

5. The approved dissertation and abstract must be submitted to The Ohio State University Graduate School in accordance with all graduate school guidelines.

vi. Final Oral Examination

1. The Final Oral Examination tests originality, independence of thought, the ability to synthesize and interpret, and the quality of the research presented. The examination concerns principles and historic perspective as well as original data and the ability to successfully test a valid hypothesis. The examination includes but is not limited to discussion of the dissertation.

2. In addition to the Dissertation Committee, a Graduate Faculty Representative will be appointed by the graduate school to attend the Final Oral Examination.

3. The Final Oral Examination will last at least two hours, and will be held after the candidate presents their research in a short, formal seminar.
open to the university community. At least one hour must be allotted to closed-door discussion of the research and committee questions.

4. The candidate is considered to have successfully completed the Final Oral Examination upon unanimous affirmation from the Final Examination Committee.

VII. GRADUATE FINANCIAL SUPPORT

a. Fellowships

i. Descriptions of Graduate School funded fellowships can be found in The Ohio State University Graduate School Handbook. The Graduate School awards two distinct kinds of fellowships on a competitive basis:

1. First-year fellowships

   a. Provide support for students who are beginning a graduate program at The Ohio State University for the first time. Information about these fellowships is available from the Chair of the Division of Anatomy GSC or the Graduate School Fellowship Office. Students cannot apply directly for these Fellowships. Instead, the Anatomy GSC nominates candidates. Therefore, students interested in being nominated for First-Year Fellowships are required to have all application materials received by the division by December 1st. The student must also check the appropriate "Fellowship" box under FINANCIAL AID on the bottom, right-hand side of the first page of the application.

2. Dissertations fellowships

   a. Provide support to students completing the final year of study for the doctorate unencumbered by other duties. Students are nominated by the Anatomy GSC and should indicate their interest to their advisor. Completed application materials must be submitted to the Anatomy GSC by March 31st for the Graduate
School's deadline of May 1\textsuperscript{st} or September 30\textsuperscript{th} for the November 1\textsuperscript{st} Graduate School deadline.

b. Divisional Support

i. Graduate Associate positions provide financial assistance in exchange for the student's assistance in teaching and/or research. Appointments are usually made for 50 percent time of service (~20 hrs/wk) in return for a monthly stipend and tuition support. To receive these benefits, the student must also be enrolled in at least the minimum graduate credit hours set by the Graduate School. Financial support will be based on availability of funds.

1. **Graduate Research Associate (GRA)** - provides financial assistance in exchange for the student's assistance with a faculty member's research. Certain faculty members may have research grants that provide funds for GRAs to work with the faculty member.

2. **Graduate Teaching Associate (GTA)** - provides financial assistance in exchange for teaching service. Applications for a GTA position are due in the Spring semester for assistance in the following academic year.

ii. **Hines Scholarship for Graduate Students in Anatomy**

1. This scholarship is funded through the Margaret H. Hines and Richard J. Hines Memorial Scholarship Fund established to honor the career and dedication of Dr. Margaret Hines as an educator and mentor in the Field of Anatomy. It is designed to encourage young scholars to pursue careers in anatomy. All full time graduate students in good standing in the Division of Anatomy are eligible to apply. Funds will be applied to the awardee’s graduate school tuition or educational expenses.

2. Graduate students wishing to apply for the Margaret H. Hines and Richard J. Hines Memorial Scholarship Fund should complete the application (Appendix C) and submit it to the Anatomy GSC Chair (deadlines are announced annually but are generally in early Spring). The GSC will review applications and recommend a recipient to the Director
of the Division of Anatomy. The scholarship awardee will be announced in the Spring and be designated a Margaret H. Hines and Richard J. Hines Memorial Scholarship recipient.

VIII. COMBINED PROGRAMS

a. Students in combined programs are enrolled concurrently in the Graduate School and in a professional school (e.g., Dentistry, Medicine)

b. The Graduate School, the Anatomy GSC, and the professional school admit students enrolled in combined programs. The application materials are to be sent to The Ohio State University Admissions Office. The Admissions Office notifies the applicant of the Anatomy GSC's admission decision. Applicants must submit the same credentials required of other applicants to the graduate program.

c. The student and their advisor will determine the number of credit hours a combined program student registers for each semester. All master's and doctoral degree requirements apply to students enrolled in combined programs.

d. The student’s advisor must designate the courses to be counted for graduate credit only, the courses to be counted for professional credit only and the courses counted for credit in both programs.

IX. GRADUATE MINOR IN ANATOMY

a. The Graduate Minor in Anatomy offers students enrolled in Graduate School at The Ohio State University the opportunity to study one or more of the sub-disciplines of human anatomy, which may be of direct benefit to their major field of research and provide an added dimension to their scholarly training. Students who complete a Minor in Anatomy will have this achievement recognized on their university transcript.

b. A Graduate Minor in Anatomy may benefit any graduate student whose research involves human form and function. The Minor may be of particular interest to students in engineering, computer modeling, physical anthropology, art, exercise science, or other biological or health sciences.
c. A minimum of 12 semester hours of credit for courses in Anatomy are required to receive a Graduate Minor in Anatomy. These hours must be distributed among at least four anatomy courses (ANAT 6900 counts as two courses). Students must receive a grade of B (or better) or S in each course comprising the Graduate Minor in Anatomy.

d. There are no specific "required" courses. Rather, the student will consult with the Chair of the Anatomy Graduate Studies Program to choose courses from one or more of the four sub-disciplines of human anatomy that best suits the student’s scholarly objectives.

X. GRADUATE NON-DEGREE

a. Applicants who do not intend to pursue a graduate degree at The Ohio State University may apply for the Graduate Non-Degree Program. The Anatomy GSC must approve the applicant to enroll in Anatomy graduate courses. The Graduate Non-Degree Program allows the applicant to accrue ten hours of graduate credit that may be transferred to a graduate program when the applicant decides to pursue a graduate degree.
XI. APPENDICES

Appendix A: Application for Graduate Faculty Status in the Division of Anatomy

FULL NAME:
OSU name.#: EMPLOYEE ID #:
DEPARTMENT/DIVISION:
CAMPUS ADDRESS:
PHONE: EMAIL:

ACADEMIC RANK: _____Full Professor   _____Associate Prof.   _____Assistant Prof.

1. If your affiliation is not within Anatomy, do you wish to become a primary advisor (P status required) within the Anatomy PhD program? _____Yes   _____No. Please explain the reason for this request.

2. Please provide the following:
   a. Complete CV
   b. Short statement addressing the following:
      i. Define your area of research emphasis and how it relates to Anatomy
      ii. Describe the training environment and/or research facilities available to students
      iii. Describe how you will contribute to the education of Anatomy PhD students
      iv. Affirm your commitment to accepting and training full-time PhD students in the Anatomy program and that you accept responsibility for funding the students
Appendix B: Change of Graduate Faculty Advisor Form

_______________________________________________________________________________________

Student Name osuname.#

I am requesting to change my advisor for my MS/PhD degree in Anatomy effective ______________________
(circle one) semester/yr

_______________________________________________________________________________________

Student’s Signature Date

My previous and new advisors agree to this change:

_______________________________________________________________________________________

Previous Advisor’s Signature Advisor’s Name (please print)

_______________________________________________________________________________________

New Advisor’s Signature Advisor’s Name (please print)

This change is approved by the Graduate Studies Committee Chair:

_______________________________________________________________________________________

GSC Chair’s Signature Date
### Appendix C: Master’s in Anatomy Sample Curriculum (non-thesis)

<table>
<thead>
<tr>
<th>Autumn year 1</th>
<th>Spring year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANAT 6900- REQUIRED</strong></td>
<td><strong>ANAT 6700- REQUIRED</strong></td>
</tr>
<tr>
<td>Gross Anatomy for Grad Students</td>
<td>Human Histology</td>
</tr>
<tr>
<td>8 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td><strong>ANAT 6600- REQUIRED</strong></td>
<td><strong>ANAT 6800- REQUIRED</strong></td>
</tr>
<tr>
<td>Human Embryology</td>
<td>Human Neuroanatomy</td>
</tr>
<tr>
<td>2 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td><strong>ANAT 7891- REQUIRED</strong></td>
<td><strong>ANAT 7891- REQUIRED</strong></td>
</tr>
<tr>
<td>Seminar in Anatomy</td>
<td>Seminar in Anatomy</td>
</tr>
<tr>
<td>1 credit</td>
<td>1 credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Autumn year 2</th>
<th>Spring year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elective 1- Course optional</strong></td>
<td><strong>Elective 1- Course optional</strong></td>
</tr>
<tr>
<td>See list of suggested electives</td>
<td>See list of suggested electives</td>
</tr>
<tr>
<td><strong>Elective 2- Course optional</strong></td>
<td><strong>Elective 2- Course optional</strong></td>
</tr>
<tr>
<td>See list of suggested electives</td>
<td>See list of suggested electives</td>
</tr>
<tr>
<td><strong>Any Graduate Seminar- REQUIRED</strong></td>
<td><strong>Any Graduate Seminar- REQUIRED</strong></td>
</tr>
<tr>
<td>1 credit</td>
<td>1 credit</td>
</tr>
</tbody>
</table>

- **Suggested Autumn Electives**
  - PHYSIO 6101
    - Advanced Human Physiology I
    - 3 credits
  - ANAT 6193
    - Individual Studies with Anatomy Faculty
    - 1-5 credits
  - ANAT 8140
    - Advanced Regional Dissection with Anatomy Faculty
    - 2-4 credits

- **Suggested Spring Electives**
  - PHYSIO 6102
    - Advanced Human Physiology II
    - 3 credits
  - ANAT 6193
    - Individual Studies with Anatomy Faculty
    - 1-5 credits
  - ANAT 8140
    - Advanced Regional Dissection with Anatomy Faculty
    - 2-4 credits
  - ANAT 7500
    - Radiologic Anatomy
    - 2 credits

- **Suggested Summer Elective**
  - ANAT 5300
    - Learning Human Anatomy through Dissection
    - 2 credits
Appendix D: PhD in Anatomy Sample Curriculum
Appendix E: Margaret H. and Richard J. Hines Scholarship
(Completed by the student after a faculty nomination.)

The Margaret Hines Scholarship is funded through the Margaret H. Hines and Richard J. Hines Memorial Scholarship Fund established to honor the career and dedication of Dr. Margaret Hines as an educator and mentor in the field of anatomy to encourage young scholars to pursue careers in anatomy. All full-time students in the Anatomy Graduate Program are eligible to apply. Application materials should be submitted to the Anatomy GSC chair.

Student Name (and osu name.#)_________________________________________

Graduate Program: MS or PhD (circle one) Year: ________________

Advisor___________________________ Current GPA:__________

Graduate Courses in Anatomy completed (include grades for each)

Please attach:

1) Updated Curriculum Vita including all scholarship and teaching activities
2) Personal statement (max 1 page) explaining why you believe you are the ideal candidate to receive the Hines Scholarship