

GRADUATION REQUIREMENTS – (Excerpt from Section 12 of the OSU Genetic Counseling Graduate Program Policies and Procedures Manual)

PROGRESS TOWARD DEGREE COMPLETION

In order to graduate in a timely manner, the OSU GCGP has a schedule for completion of particular milestones within the program. This timeline includes information about the time frames to maintain consistent progress within the degree program. Students who do not meet the guidelines may lose graduate associate funding or may lose good standing within the program, which can eventually lead to a request to the Graduate School for restrictions to be placed on any future enrollment.

PROGRAM REQUIREMENTS

COURSEWORK

Successful completion of the minimum 67 graduate course credits with a graduate cumulative grade-point average (cGPA) of 3.0 or better in all graduate credit courses.

FIELDWORK

Completion of the minimum nine fieldwork placements with a satisfactory grade in all placements. Log at least 10 hours of supplemental experiences, such as volunteering at advocacy events, meeting with prospective students, teaching, and other professional outreach activities. All students may log one Admissions event towards these 10 hours. This outreach must be logged in student's Typhon portfolio under conferences.

THESIS REQUIREMENTS

Thesis Committee

OSU GCGP students must form a committee composed of at least **three** members (the academic advisor plus two additional members). The advisor and one of the committee members ***must*** hold membership at the category M level or P status in the OSU GCGP. Non-Graduate Faculty members may be appointed to the thesis committee by approval of the OSU GCGP Graduate Studies Committee and by petition to the Graduate School. Non-Graduate Faculty members are in addition to the required two current Ohio State Graduate Faculty members. It is the student's responsibility to solicit faculty participation in the master's thesis committee. Decisions on committee membership should be made in consultation with the student's academic advisor. Members of the student's thesis committee will help decide on issues pertinent to the thesis project that will enable a student to graduate in a timely fashion. It is therefore important to choose an advisor and a thesis committee early in the program. Students should choose an advisor by the end of the first semester in the program, and a thesis committee should be formed by spring semester of the first year BEFORE data collection or study interventions have begun.

Thesis Proposal Development and Submission

The first step in the thesis procedure is to write a thesis proposal. The proposal should be written in consultation with the student's advisor and members of the thesis committee. After writing the proposal, students must provide the thesis advisor and the committee members with a copy of the proposal for review and comment. At minimum, committee members must be given 10 business days to read, evaluate, and approve the document. Data collection and/or study interventions **cannot be started until approval of the thesis committee. Outlined below are steps to help guide students through the thesis completion process.**

1. Prior to collection of data or initiation of study interventions the student must have the committee review the proposal and sign the thesis proposal approval form ([Appendix H](#)),
2. A faculty signature provided under "approve" on the form simply signals that a meeting concerning the thesis proposal occurred between the student and members of the committee and that the specific faculty member agrees at the end of the meeting that the outline of the scope of the project is sufficient and detailed enough for the student to move forward with the research effort (i.e., IRB approval, data collection, data analysis, and production of formal thesis). **After it is signed by the committee, the form must be returned to the OSU GCGP office and the student can begin work on a thesis.**
3. **The student then prepares the thesis under the supervision of the advisor and the committee.**
4. **The thesis draft** must be approved by the committee before a student's oral examination (thesis defense). At minimum, committee members must be given 10 business days to read, evaluate, and approve the document each draft of the document prior to date of the defense meeting.
5. Students are responsible for meeting Graduate School deadlines and specifications for preparation of the thesis. Students should consult the booklet, Graduate School Guidelines for [Graduate School Guidelines for Formatting Theses, Dissertations, and D.M.A. Documents](#), available from the Graduate School.

Thesis Oral Defense for Master's Degree in Genetic Counseling

Students writing a thesis must take an oral examination defending their thesis. This oral examination is the final validation of performance for the master's degree. It is not a second examination on material covered in individual courses. Rather it is an examination of the student's full knowledge in the field of Genetic Counseling and the student's ability to integrate that knowledge as it relates to the thesis.

The examination must be taken during the semester in which the student plans to graduate. The student must be registered for at least three graduate credit hours during that semester. The thesis defense is administered by the student's thesis committee under the auspices of the Graduate Studies Committee of the College of Medicine OSU GCGP. The student must determine that the Thesis Advisor and at least one member of their committee are category M or P members of the graduate faculty and willing to participate in the thesis defense as specified in this section. The student must provide a copy of the Graduate Examination Procedures to any outside members of his or her thesis committee. Examination procedures are available from the School's Graduate Program Office.

Before a student defends their thesis, the student must have submitted the Application to Graduate electronic form to the Graduate School (247G University Hall) by the deadline set for the *semester in which the student wishes to graduate*. Usually this is the Friday of the third week of classes. The student, advisor and the chair of the Graduate Studies Committee of the OSU GCGP must all electronically sign the form. The form is available on the Graduate School website at gradforms.osu.edu.

Results of the Master's Thesis Examination

Decision: The decision on the outcome of the master's examination is reached in the student's absence immediately following the oral examination. Only the master's examination committee members are to be present for discussion of the student's performance and the decision about the outcome. Each examiner indicates judgment by signing the Master's Examination Report form that must be submitted to the Graduate School by the published deadline for the semester or summer term of graduation. The advisor notifies the student and the Graduate Studies Committee of the master's examination committee's decision.

- **Satisfactory:** The student is considered to have completed the master's examination successfully only when the decision of the master's examination committee is unanimously affirmative.
- **Unsatisfactory:** If the examination is judged unsatisfactory, the master's examination committee must decide whether the student will be permitted to take a second master's examination in that graduate program and must record that decision on the Master's Examination Report form.

Second Master's Examination: If a second examination is held, the master's examination committee must be the same as the original one, unless a substitution is approved by the Dean of the Graduate School. A student who has failed the master's examination twice in one graduate program is not permitted to take another master's examination in that program. The second examination may be held in the same semester as the first examination, although this is usually not advisable.

Review: On written appeal by the student or a member of the master's examination committee, the Graduate School Grievance Committee reviews the master's examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Graduate Council has established review procedures called "Graduate Student Grievance Review Guidelines" ([Appendix D of the Graduate School Handbook](#)).

Approval

After making changes to the thesis that are satisfactory to the student's committee, the student must obtain the signatures of all the committee members on the electronic Thesis Approval Form at gradforms.osu.edu indicating that the thesis is acceptable in meeting the requirements of the master's degree. Changes to the thesis after the oral defense must be clearly marked (e.g. via "track changes") so that the committee will be able to quickly locate and approve these revisions. The Thesis Approval form must be submitted to the Graduate School by the published deadline for the semester or summer term of graduation (see Graduate School Handbook for exact details).

Submission

The thesis must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation. The final thesis must be **submitted electronically** as a PDF document to OhioLink, the Ohio Library and Information Network. In addition to copies required by the Graduate School, the student should offer to provide a copy of the bound thesis to the advisor so that he/she is able to approve the document and keep a copy for his or her records.

Post-graduate Publication/Presentation of Thesis

While submitting an abstract of their thesis work and/or publication of a thesis project is not a graduation requirement, the OSU GCGP strongly encourages students to disseminate their work. In fact, abstract submission and publications are direct measures of the OSU GCGP's Curricular Goal related to Scholarship. To this end, we recommend the following:

- That Academic Advisors and students work to submit an abstract of thesis findings to the NSGC Annual Conference or another appropriate national conference prior to graduation.
- Submit thesis work for publication. To accomplish this aim, students and Academic Advisors are urged to discuss expectations for publication so that reasonable timelines for submission can be established. It is important to keep in mind when establishing timelines that graduates of the program are often transitioning in to new locations for employment, establishing themselves as new professionals and preparing to sit the ABGC Board Examination. Therefore, it is not unreasonable for it to take up to 1-2 years to submit for publication.

The OSU GCGP appreciates the importance of publication for faculty members who have devoted their time to mentor and advise students in the completion of their thesis project. Thus, if a graduate of the program fails to adhere to the agreed upon publication time line, the Academic Advisor has the right to move forward with publishing the thesis data. However, the graduate student should still be listed as an author (although they do not have to be first author in this situation).

WRITTEN COMPREHENSIVE EXAMINATION

The OSU GCGP requires all second year students to sit for a written comprehensive examination in the final semester prior in which they are expected to graduate. This examination is usually proctored in the second week of the semester on the Tuesday after the Martin Luther King Holiday.

The examination represents an assessment of the student's overall acquisition of knowledge and skills within the OSU GCGP curriculum. The questions have been designed similar to the ABGC Board Examination format, where questions are developed to test student's recall of knowledge, as well as their ability to appropriately and correctly apply and analyze information to address problems and scenarios learned throughout the graduate program curriculum. Questions are derived from the OSU GCGP coursework and fieldwork placement experiences.

The examination consists of 120-150 multiple-choice questions, for which students are asked to select the one best answer from four options provided for each question. Students have four (4) hours to complete the examination. Students must receive a 70% or above in order to pass the examination.

Should a student fail to successfully pass the written comprehensive examination they will be required to take the examination again at a date mutually decided upon by the OSU GCGP Leadership and the student. If a student cannot successfully pass the written comprehensive examination after two attempts, the student's case will be brought before the OSU GCGP Leadership for recommendation regarding remediation, if any is warranted or dismissal from the OSU GCGP.

ORAL COMPREHENSIVE EXAMINATION

The OSU GCGP requires all second year students to sit an oral comprehensive examination in the final semester prior in which they are expected to graduate. This examination is usually proctored in the second week of the semester on the Friday after the Martin Luther King Holiday.

The oral comprehensive examination represents an assessment of the student's overall acquisition of knowledge, skills and ability-based outcomes within the OSU GCGP curriculum. The oral examination is designed as a case preparation encounter. Students will receive case information (reason for referral, medical and family history, and other pertinent details). They will then be given a set amount of time to case prep. They will then provide their rationale for their differential diagnosis, counseling agenda, and testing recommendations before a panel of OSU Faculty Members. Students will be scored on their oral defense using a grading rubric, which will be provided to the students prior to the examination. Students must achieve a grade of 70% to pass the oral defense component of the oral comprehensive evaluation.

Upon completion of the oral defense, the student will then be provided with some type of additional case information (i.e. test result, counseling issue, and/or counseling scenario). The student will then present to the Clinical Skills Center for a standardized patient encounter. Again, the student's interaction with the standardized patient will be scored using a grading rubric, which will be provided to the students prior to the standardized patient encounter. Students must receive a 70% or above in order to pass the standardized patient encounter portion of the examination.

Should a student fail to successfully pass a component of the oral comprehensive examination they will be required to take that component of the examination again at a date mutually decided upon by the OSU GCGP Leadership and the student, and dependent on availability of faculty examiners. If a student cannot successfully pass the oral comprehensive examination after two attempts, the student's case will be brought before the OSU GCGP Leadership for recommendation regarding remediation, if any is warranted or dismissal from the OSU GCGP.

GRADUATION

[From Section 6.5 of The Graduate School Handbook](#)

It is the dual responsibility of the GSC and the Dean of the Graduate School to review the student's record and ensure that all degree requirements are completed at the end of the expected semester or summer term of graduation.

Requirements

In addition to the master's degree requirements set forth by the OSU GCGP GSC, described in this section, the student:

1. Must have earned a cumulative point-hour ratio of at least 3.0 with receipt of final grades in the University Registrar's Office by the published deadline.
2. Must have final grades for all courses received in the University Registrar's Office by the published deadline.
3. Must have fulfilled all other requirements by the deadlines established by the Graduate School, including but not limited to:
 - A. Registration for at least three graduate credit hours during the semester in which graduation is expected.
 - B. Eighty (80) percent of required credit hours must be completed at this university over a period of at least two semesters.
 - C. Satisfactory completion of the master's thesis examination.
 - D. Submit and verify that Thesis Committee has approved and submitted the Report on Final Examination via GRADFORMS immediately following conclusion of oral thesis examination.
 - E. Undergo Thesis Format Check via current approved process as outlined by the OSU Graduate School. Convert final thesis document to embedded-font PDF and submit to OhioLINK by the published deadline for the semester or summer term of graduation.
 - F. Submission of the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of summer term) in which graduation is expected.
4. Must have completed all master's degree requirements established by the OSU GCGP Graduate Studies Committee. This includes:
 - A. Completion of a minimum of 68 graduate credit hours.
 - B. Successful submission of an approved and signed fieldwork placement Typhon portfolio
 - C. Satisfactory completion of OSU GCGP Written and Oral Comprehensive Examinations during the semester in which graduation is expected.

Application to Graduate

The following procedures pertain to a master's candidate's last semester of enrollment, which is also the semester of graduation. Students should also consult the complete listing of deadlines and application requirements at <https://gradsch.osu.edu/final-semester-procedures-and-timelines>. Forms related to graduation and degree examinations are accessed electronically at <gradforms.osu.edu>.

Per the [Graduate School's Final Semester Procedures Guidelines](#) to graduate, Master's students must:

1. Submit an Application to Graduate **by the third Friday of the semester** (or third Friday of May session for summer term commencement). The application is valid for that semester or summer term only. Submitting this application indicates that the student is expected to complete all degree requirements that semester or summer term. The form must be signed by the student, the advisor, and the Graduate Studies Committee chair. The degree plan the student is pursuing and the proposed master's examination committee members must be listed on the form.

2. Complete the master's thesis examination no later than the published deadline for the semester or summer term of graduation. Specific dates for graduation deadlines can be found on the Graduate School Web Site at <https://gradsch.osu.edu/calendar/graduation>.
3. Verify the Report on Final Examination has been completed by the master's thesis examination committee by the published deadline for the semester or summer term of graduation.
4. Once the Graduate Studies Committee approves the final copy, the student is ready to submit the thesis.
5. Convert the thesis document to an embedded-font PDF. Undergo Thesis Format Check via current approved process as outlined by the OSU Graduate School
6. Submit the thesis document to [OhioLINK](#). All students must submit the bibliographic information, abstract, and full text. The abstract submitted on OhioLINK is limited to 500 words or less. This requirement does not impact the length of the abstract in the actual document. In the section Publication information, master's students must select the first option in the UMI section – **DO NOT UPLOAD MY ETD** – before exiting the OhioLink website.
7. Look for an e-mail from the Graduate School Graduate School about the submission of the document. Within a few hours of the document submission, the Graduate School will either: notify the student that the document has formatting problems that need to be corrected. If so, the student must make the corrections and upload the revised version to the OhioLINK site or notify the student that the document has been accepted. If so, the student should proceed to step 9.
8. Complete the following items:
 - a. Report on Final Document completed by all members of the committee
 - b. Commencement Absence form (if applicable). If not attending commencement, indicate how diploma should be issued on the Application to Graduate on gradforms.osu.edu.
 - c. Delay of Final Document (if applicable). Complete this form on gradforms.osu.edu.

NOTE: It is possible to request a delay of the publication of the thesis with OhioLINK. This should be done when the electronic accessibility of the thesis would hinder the student in publishing his or her work with a journal or if the student is waiting on a patent. Students must talk to their advisor about this option. If a student wants to request a delay, a Delay of Final Document form must be completed and submitted on gradforms.osu.edu. These are not sent to UMI/ProQuest for archiving purposes.

RESEARCH COLLOQUIUM

The OSU GCGP will have a Research Colloquium the Friday prior to The Ohio State University Commencement Ceremony. **Students will be required to present brief synopsis of their thesis projects as part of the completion of their Master's degree.** Parents, friends, and relatives are invited to attend.

PRE-COMMENCEMENT CEREMONY

The OSU GCGP will hold an annual private graduation ceremony for the graduating class. This pre-commencement ceremony will occur the Friday prior to the University Graduation Ceremony, barring unforeseen circumstances, so that the graduates can attend both ceremonies.