

COMPARATIVE STUDIES

GRADUATE HANDBOOK

2023-2024

The Ohio State University

Department of Comparative Studies

451 Hagerty Hall

1775 College Road

Columbus, Ohio 43210-1340

Phone: (614) 292-2559

Fax: (614) 292-6707

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1. The Department of Comparative Studies

The Department of Comparative Studies promotes comparative, interdisciplinary, and cross-cultural research and teaching in the arts and sciences. The Department offers an interdisciplinary graduate and undergraduate curriculum that encourages comparative perspectives on a wide range of cultural and historical discourses and practices: literary, aesthetic, folkloric, technological, scientific, religious, political, material. Faculty and faculty associates work closely with other units at Ohio State, as well as with faculty at other colleges and universities. At the graduate level, the Department offers the Master of Arts in Comparative Studies, the Doctor of Philosophy in Comparative Studies, and, for graduate students across the University, a Graduate Minor in Comparative Cultural Studies. For undergraduates, the Department offers the Bachelor of Arts in Comparative Studies with specializations in Comparative Cultural Studies, Comparative Ethnic and American Studies, Comparative Literature, Folklore, and Science and Technology Studies. The Department also coordinates new interdepartmental majors in World Literatures and in Religious Studies. Several undergraduate interdisciplinary minors are also housed in Comparative Studies: American Studies, Folklore, and Religious Studies. Formerly a Center, the Department of Comparative Studies has been offering an interdisciplinary curriculum in the humanities at Ohio State for more than fifty years.

2. The Graduate Programs in Comparative Studies

The Department of Comparative Studies offers interdisciplinary graduate degree programs in the study of culture at both the M.A. and the Ph.D. levels. For graduate students enrolled in other departments at Ohio State, the Department offers the Graduate Minor.

Graduate work in Comparative Studies is interdisciplinary and cross-cultural, addressing complex processes of cultural change, stability, and interaction, with particular attention to the construction of knowledge and the dynamics of power and authority. Questions of difference—racial, gender, sexual, class, ethnic, national—and the ways in which those categorizations inform and are informed by other discourses and practices are central to scholarship in comparative studies.

Such an interdisciplinary, comparative approach to the study of culture assumes both flexibility and rigor in terms of theory, methodology, and object of study. The M.A. and Ph.D. in Comparative Studies are designed for students whose scholarly interests require them to call upon the resources of several academic disciplines, and whose intellectual commitments include an orientation toward public humanities. Each graduate student, with the help of faculty advisors, designs an individualized academic program to meet specific research interests that cut across departmental and college boundaries. As a part of this process, students are encouraged to question the configuration of disciplinary boundaries and to place in historical context the development of disciplinary structures and their objects of study.

Students must develop a clear area of concentration and sound theoretical foundations for their individual programs in order to attain depth of knowledge, as well as breadth. Expertise of Comparative Studies faculty members is similarly focused in comparative ethnic and American studies; comparative literature; critical race theory; cultural anthropology; cultural studies; folklore; postcolonial studies; religious studies; science and technology studies; social and cultural theory; urban studies; and visual culture, with specific attention to the interrelatedness among the cultural and historical domains these fields represent. Within their focus areas, students are encouraged to develop inquiries that attend to the cultural and historical contexts of the particular subject in question.

The element of comparison, both within and across cultures and borders, is important to faculty and student research. Comparisons may be drawn among the several discourses and practices of a single society, group of people, geographical region, or historical era. Research projects may also involve the comparison of specific genres and media—textual, performative, material—across cultures. Both approaches to comparative work are

encouraged; most projects will involve elements of both, since contextualization is integral to all such studies. The function of comparison is not to discover differences and similarities, but to understand more comprehensively the political, social, economic, and aesthetic dimensions of the various discourses and practices that constitute social and individual life. The work graduate students do should, in turn, circulate beyond the academy, in ways that allow specialized knowledge to benefit broader publics.

3. The Graduate Studies Committee

The Comparative Studies Graduate Studies Committee oversees the graduate program. Currently, the graduate committee is working on an ad hoc basis to assist the Director of Graduate Studies. The Committee is composed of faculty members primarily from the Department of Comparative Studies but may include faculty members from other departments as well. The Graduate Studies Committee is appointed by the Chair of the Department of Comparative Studies and is responsible for making admissions decisions, acting on students' petitions, making fellowship and associateship nominations, determining procedures and guidelines, and acting as liaison between the graduate program and the [Graduate School](#). The Graduate Studies Committee and its policies are subject to Graduate School rules, as described in the [Graduate School Handbook](#).

The *Comparative Studies Graduate Handbook* is designed to provide information about the Master of Arts, Doctor of Philosophy, and Graduate Minor programs to prospective students, to students already enrolled, and to faculty advisors. Please send inquiries or requests for more information to the Graduate Studies Chair, Professor Miranda Martinez (martinez.475@osu.edu), or to the Academic Program Coordinator at the following address:

Department of Comparative Studies
451 Hagerty Hall
1775 College Road
Columbus, OH 43210-1340
Phone: (614) 292-2559
Fax: (614) 292-6707
<http://comparativestudies.osu.edu/>

4. Criteria for Admission to the Graduate Program in Comparative Studies

Students may be admitted to the graduate program in Comparative Studies after completing a baccalaureate degree in a relevant field. Students who have completed a master's degree in a relevant field ordinarily apply directly to the Ph.D. program. At the time of admission, the Graduate Studies Committee will decide the number of credits from the student's M.A. program that may be applied to the doctoral program (typically no more than 30 credits). Students will need to request credit transfer through the Graduate School by using GRADFORMS (link to [.pdf](#)).

Students with the B.A. degree only may apply either to the M.A. program or to the M.A./Ph.D. program.

Criteria for admission to both the M.A. and the Ph.D. programs in Comparative Studies include the following:

1. A minimum of 3.0 cumulative point-hour ratio (on the 4.0 scale used at this University) in all previous undergraduate work. Students with an undergraduate cumulative ratio below 3.0 who wish to be considered for admission must petition the Comparative Studies Graduate Studies Committee for special consideration. The committee then petitions the Graduate School for permission to accept the applicant. Acceptance is contingent on the success of both petitions.
2. A minimum of 3.0 in all previous graduate work.

3. Minimum TOEFL score of 79 (internet-based), 213 (computer-based), or 550 (paper-based); or MELAB score of 82; or IELTS score of 7.0 for non-native speakers of English.

4. **Applicants are advised to contact the Graduate Studies Chair, a Comparative Studies faculty member with whom they are interested in working, or the Academic Program Coordinator in the Department of Comparative Studies before applying. The purposes of this contact, whether by telephone, e-mail, videoconferencing, or in person, are to clarify the student's research interests, needs, and goals; determine the suitability of the Comparative Studies program to the student's intellectual and professional goals; and to advise the student in completing the statement of purpose required for admission to the graduate program in Comparative Studies. Students should make such contact well in advance of the application deadline.**

5. Admission Procedures and Deadlines for the M.A. and Ph.D. in Comparative Studies

5.1 Application procedures for internal continuation from the M.A.

Students already in the M.A. in Comparative Studies program may continue beyond the M.A. only upon the recommendation of the Graduate Studies Committee and the approval of the core faculty. To apply for continuation in the following year, M.A. students must submit:

- A statement of purpose (1-2 pages, single space) outlining their research plans, specified areas of study, including a sense of the disciplinary and interdisciplinary fields in which the student is working, a potential dissertation project, a timeline for completion of the Ph.D., and any potential plans for careers after graduation
- A current Advising Report
- A CV
- A written statement from their faculty advisor as well as from a second faculty member (which may include external faculty from another department).

Students seeking to transition into the Ph.D. program must meet with their advisors to discuss their statement of purpose, plans to build from their M.A. work, preparation for advanced graduate work, and the fit between their needs and the advisor's areas of expertise. They are encouraged to draft the proposal and solicit recommendations well in advance of the deadline.

Advisors do not need to write a letter of recommendation, but their statement should address the student's statement of purpose and their ability to build on their M.A. work, the student's preparation for advanced graduate work, and the fit between the student's needs and the faculty's expertise. They will also be expected to discuss the student's transition into the Ph.D. program at the faculty meeting devoted to admissions for the coming year.

All documents should be submitted to the Graduate Studies Chair for circulation to the Graduate Studies Committee **by November 30.**

5.2 Application procedures for other than internal continuation from the M.A.

New students apply to the graduate program in Comparative Studies by submitting a graduate school application (see 5.2.1) and all supporting documents (see 5.2.2) to the [Office of Admissions](#). The applicant must submit these documents online. Recommendation forms and letters should be submitted online by recommenders.

Please note: **Graduate Record Examination (GRE) scores are *not* required** for consideration for admission to the graduate program in Comparative Studies.

5.2.1 Materials required by the Graduate School

The Graduate School admissions application form **MUST** be submitted online. The Graduate School admissions application includes:

(1) Completed OSU Graduate School online application form

(2) IELTS, TOEFL, or MELAB test scores (where applicable)

(3) Transcripts for all previous undergraduate and graduate work

Transcripts for all previous undergraduate and graduate work and all test scores must be submitted to the Admissions Office. Unofficial transcripts for all previous undergraduate and graduate work may be submitted at the time of application; official transcripts must be submitted if provisional acceptance is granted, preferably during the admissions process and before enrollment. Please use the appropriate address from the following:

Domestic Applicants:

Email: domestic.grad@osu.edu

Regular U.S. postal mail:

Graduate Admissions Office
The Ohio State University
P.O. Box 182004
Columbus, OH 43218-2004

Special delivery mail service (express mail):

Graduate Admissions Office
The Ohio State University
SAS Building, 1st Floor
281 West Lane Avenue
Columbus, OH 43210-1132

Graduate Admissions Office

Phone: 614-292-9444

Fax: 614-292-3895

E-mail: gradadmissions@osu.edu

International Applicants:

Email: international.grad@osu.edu

Regular U.S. postal mail:

International Graduate Admissions Office
The Ohio State University
P.O. Box 182083
Columbus, OH 43218-2083

Special delivery mail service (express mail):

Graduate Admissions Office
The Ohio State University
SAS Building, 1st Floor
281 West Lane Avenue
Columbus, OH 43210-1132

Graduate Admissions Office

Phone: 614-292-9444

Fax: 614-292-3895

E-mail: gradadmissions@osu.edu

5.2.2 Supplemental materials required by the Department of Comparative Studies

In addition to the application materials indicated above, applications to the M.A. and Ph.D. programs in Comparative Studies must include a statement of purpose, a writing sample, and three letters of recommendation. These materials must also be submitted online following instructions for the application process. Recommendation letters and forms are submitted online by recommenders who are sent a link once identified by the applicant. Recommenders will be directed to include the Graduate Application Recommendation form supplied by the Admissions Office, as well as a recommendation letter on official letterhead.

(1) Statement of Purpose

The principal element of the Department's application is the Statement of Purpose essay of approximately five pages (1200-1500 words). This essay may substitute for the autobiographical statement required by the Graduate School and it should discuss in detail the fields of study and research that the student expects to explore in this graduate program. The applicant should be as specific as possible in explaining how their intellectual project would benefit from the comparative, cross-cultural, and interdisciplinary perspectives offered by the Department and from the resources (faculty, courses, programs, collections) of The Ohio State University. Information about academic background, special experiences, and career goals may also be included. In preparing the statement, the [Course Catalog](#) can be viewed by individual department online; more detailed information is posted on departmental webpages (University directory or department listings on the [College of Arts and Sciences website](#)). If admitted, students will design, with the help of faculty advisors, a program of coursework to fit their research needs. (See sections VII., IX., and XI. below for sample programs and for a listing of courses in Comparative Studies.)

(2) Writing sample

In addition to the Statement of Purpose, applicants should submit an academic paper, preferably of approximately 12-15 pages. Ordinarily, this will be a paper submitted previously for undergraduate or graduate credit—for example, a chapter of a senior or M.A. thesis or a substantial paper written for an advanced undergraduate class or graduate seminar. The writing sample should represent the student's best work. The writing sample should also be submitted online using the graduate school's application procedures.

(3) Three letters of recommendation

An [OSU Reference Form](#) must accompany each letter. Letters should address the applicant's academic abilities and preparation for graduate work in the student's chosen area. Instructions for online submission of these letters are available via the graduate school application webpage.

5.2.3 Deadlines

Admission to the graduate program is for Autumn Semester only. **The deadline for admission for Autumn 2024 is November 30, 2023** for all applicants. All required documents—the Graduate School application; official transcripts and test scores; letters of recommendation; and the Comparative Studies supplemental materials, including the five-page statement of purpose and the writing sample—**must be available to the Comparative Studies Graduate Studies Committee by November 30. Because the Graduate School application, transcripts, test scores, and other documents must be processed first by the Admissions Office, ideally all of these documents should be submitted well in advance of the November 30 deadline.**

5.3 Transfer procedures for graduate students enrolled in other OSU departments

Students currently enrolled in a graduate degree program at The Ohio State University who wish to transfer to the graduate program in Comparative Studies or begin the Ph.D. program after completing the M.A. in another department should take the following steps:

1. Arrange a meeting with the Graduate Studies Chair in the Department of Comparative Studies. If the student's research needs and interests cannot be accommodated within the student's department and if the M.A. or Ph.D. in Comparative Studies is an appropriate

alternative, the student is directed to an appropriate faculty member for further advice. Transfer applicants are subject to the same admissions criteria and deadlines as external applicants.

2. File with the Graduate School a [Request for Transfer of Graduate Program form](#) if the transfer is deemed appropriate.
3. Submit a five-page statement of purpose and a 10-15 page writing sample to the department. Applicants should specify which courses already taken they wish to apply toward the M.A. or Ph.D. in Comparative Studies. If the student is admitted, the Graduate Studies Committee will determine which courses already taken, if any, will count toward the M.A. or Ph.D. in Comparative Studies.
4. Submit to the Comparative Studies office at least two new letters of recommendation from graduate faculty with whom they have studied and arrange for the home department to send the student's file to the Academic Program Coordinator in the Department of Comparative Studies.
5. Students wishing to transfer to Comparative Studies from other departments are subject to the same deadlines as new applicants. This deadline is November 30, 2023 for admission in Autumn 2024.

The Comparative Studies Graduate Studies Committee acts on both the request for transfer and the request for specific courses to be counted toward the M.A. or Ph.D. in Comparative Studies. Approval of the transfer of graduate program does not ensure approval of credit for specific courses.

5.4 Graduate student status

Ordinarily, applicants are admitted to the graduate program as "regular" graduate students, and only those who are admitted with "regular" status may receive the M.A. or Ph.D. degree. In some cases, however, applicants may, for various reasons, be more appropriately assigned to other categories. Admission under any of the following categories does not ensure regular admission at a future date. See [Graduate School Handbook](#), Section 2, for more information. Additional categories are as follows:

a. *Non-degree status*: Students who do not intend to pursue a graduate degree may apply to the Graduate School for "non-degree" status provided they meet appropriate admission requirements.

Domestic students (U.S. citizens or approved permanent residents of the United States, or those who have been granted asylee or refugee status in the United States) may apply for non-degree status by submitting an application and supplying proof of completion of the baccalaureate degree.

For international students (those who are not U.S. citizens, permanent residents, refugees, or political asylees and need to obtain a visa in order to study in the United States), eligibility for admission as a non-degree student is limited to those who are either participants in approved exchange programs or those who are enrolled in a graduate program in another U.S. university and wish to study for one semester as a transient student and transfer the credit back to their home institution. See application instructions at <http://gpadmissions.osu.edu/pdf/gndinst.pdf>.

Non-degree students may apply for admission to a Comparative Studies graduate program as "regular" students. If admitted, non-degree students may ask to apply a maximum of ten (10) hours of graduate non-degree coursework toward the degree. Admission as a non-degree student does not imply regular admission to any degree-granting program at a future date.

b. *Conditional admission status:* Applicants who are accepted into the program on the condition that they demonstrate abilities in specified areas within a given period of time are granted “conditional” admission status. For example, some students may be required to maintain a certain grade-point average for several semesters of graduate study before being accepted into the graduate program; others may be required to complete some undergraduate coursework in preparation for the graduate program. Conditionally admitted students cannot be admitted as “regular” students until all conditions are satisfactorily completed. Failure to satisfy conditions of admission will result in dismissal from the program.

c. *Provisional status:* Applicants for whom the verification of degree(s) or transcripts has not yet been completed, received, or evaluated may be granted “provisional” status if all other application materials are acceptable to the Comparative Studies Graduate Studies Committee. If the material outstanding is judged satisfactory when submitted, the Committee may offer regular admission. Students are not permitted to enroll for a second semester while listed as provisional. Admission as a provisional student does not ensure regular admission once the student’s file is complete.

For further information on admissions, students should consult Section 2 of the [Graduate School Handbook](#) and the [Graduate and Professional Admissions Office website](#).

6. Requirements for the M.A. in Comparative Studies

See the [Graduate School Handbook, Section 6.1](#) for general information on Graduate School requirements for the M.A., including Credit Hours and Residency requirements.

6.1 Coursework

The M.A. requires 30 coursework credits, or a minimum of ten courses. Specific requirements are as follows:

- 6 credits** COMPSTD 6100/6200/6300/6400
Critical Foundations sequence
Choice of two classes (taken in first year)
- 3 credits** COMPSTD 6500 Teaching Seminar (offered every other year)
- 12 credits** 7000-8000 level
Including **6 credits** in COMPSTD 8100/8200 Interdisciplinary Learning Lab (two-semester sequence)
and including **6 credits** in Comparative Studies at the 7000-8000 level
- 6 credits** 5000-8000 level in any department
Limit of one course at the 5000-level; see Section 6.1.1 below for more information
- 3 credits** COMPSTD 7999 Thesis
* Students who are not taking a terminal M.A. or writing an M.A. thesis may instead take an additional 3 credits in coursework at the 5000-8000 level

30 credits

6.1.1 5000-level courses

A limit of one 5000-level course will typically count toward required coursework. In consultation with their advisor, students may petition to have no more than two 5000-level courses be included as required coursework. In submitting a brief written rationale, students will need to demonstrate that: 1) the 5000-level course contributes to their research and fields of study; 2) the course either already includes material and requirements for graduate students or that they have, in consultation with the instructor, established a course syllabus that includes graduate level work; and 3) the course material cannot be found in another class 6000-level or above that the student can take.

6.1.2 Cross-Listed Courses

Cross-listed courses may count in any department cross-listing the course, regardless of where the student is enrolled.

6.1.3 Independent Studies

No more than 3 hours of non-graded (Satisfactory/Unsatisfactory) coursework (ordinarily taken as independent study) may count toward the M.A. degree. It is highly recommended that this option be used strategically to maintain progress towards degree. The Independent Study option and credits are not related to non-graded 7000-level hours taken as thesis hours. All Comparative Studies Independent Study (COMPSTD 7193/8193) courses must be approved by the Graduate Studies Committee. Students will submit a copy of agreement between the student and faculty member supervising the Individual Study outlining goals, expected readings and assignments, and number of meetings in advance of the beginning of the semester.

6.1.4 Side-by-Side Comparison of the Current Curriculum Requirements and the Revised Curriculum Requirements

The requirements for the M.A. were revised in 2020. The table below presents a side-by-side comparison of the old and new requirements. For the transition plan, please see Appendix B in this handbook.

Old Requirements		New Requirements	
6 credits	COMPSTD 6390/6391	6 credits	Two of COMPSTD 6100/6200/6300/6400 (Critical Foundations sequence) Both courses must be taken in first year.
		3 credits	COMPSTD 6500 (Teaching Seminar) Offered in alternate years.
6 credits	5000-8000 level in any department	6 credits	5000-8000 level in any department
15 credits	6000-8000 level Including 9 credits in Comparative Studies, with 3 at 7000 level; 6 credits in any department.	12 credits	7000-8000 level Including 6 credits in COMPSTD 8100/8200 (Interdisciplinary Learning Laboratory); 6 credits in Comparative Studies.
3 credits	COMPSTD 7999 Research in Comparative Studies: Thesis	3 credits	COMPSTD 7999 Research in Comparative Studies: Thesis

6.2 Advisors

Students planning to complete the terminal M.A. must choose at least one academic advisor from the core Graduate Faculty in the Department of Comparative Studies by the end of the first year. Students in the M.A./Ph.D. program must select at least one academic advisor from the core Graduate Faculty in the Department of Comparative Studies by the end of their third semester. Core faculty are those appointed in Comparative Studies for at least 25% of their tenure line. The Graduate Studies Chair or a designated member of the Graduate Studies Committee will serve as advisor for incoming students until they have chosen an advisor. The chosen advisor or co-advisors serve as Chair or Co-Chairs of the Master's Defense Committee.

6.3 Language Requirement

As of March 2023, the department of Comparative Studies has eliminated a foreign language requirement for M.A. and Ph.D. students. Students are no longer required to demonstrate reading competence in a language other than English. However, languages other than English play a prominent role in the department of Comparative Studies and the research undertaken by both faculty and students. Also, some scholarly and (inter)disciplinary fields require knowledge of specific languages; language proficiency might include not just a specific national/literary/spoken language, but another language based on the scholarship in a given field or discipline. Students must plan to be able to demonstrate relevant language competency if their research interests or future professional plans entail knowledge of a language, or languages, other than English. Students are encouraged to speak with their advisors regarding strategies to acquire and demonstrate competency in a language relevant to their research. This may include incorporating coursework or pursuing a GIS that incorporates demonstrated language competency in the relevant language(s).

6.4 Professionalization

Students are expected to participate in department and university workshops designed to prepare them for professional life after graduation. In addition, students are well advised to take advantage of ongoing lectures, exhibits and workshops taking place across the university that may offer them a wider perspective on the university as an intellectual and professional environment.

6.5 Progress Toward Degree

Students with GTA appointments will generally take 9 graduate credit hours or three classes each semester and complete the M.A. within three to four semesters.

Students on fellowship must take 12 graduate credit hours per semester and 6 graduate credit hours in summer, completing the M.A. within twelve months.

Continuation in the program is contingent upon sufficient progress toward completion. Every spring semester, and in line with department guidelines for annual review distributed by the Graduate Studies Committee, students will meet with their advisor and/or committee to discuss progress to degree. The advisor/committee then presents a report of that student's progress to a meeting of core graduate faculty. During this meeting, input will be sought from the entire faculty about the progress of each student. After the meeting, the results of this conversation will be communicated to each student by the advisor. The goal of these conversations is to provide timely and meaningful feedback to each student about their work and potential for advancement in the program. If, at any time during the annual review, advisors or faculty determine that sufficient progress has not been made, the advisor and the student will draft an agreement as to what constitutes sufficient progress to continue in the program for the subsequent semester. Failure to comply with the agreement may result in the student's discontinuation in the program.

See also Section 6.6 of the [Graduate School Handbook](#) for a summary of Master's Degree Graduation

Requirements.

6.6 End-of-Master's-Degree Decision

Students already in the M.A. in Comparative Studies program may continue beyond the M.A. only upon the recommendation of the Graduate Studies Committee and the approval of the core faculty. To apply for continuation in the following year, M.A. students must submit:

- A statement of purpose (1-2 pages, single space) outlining their research plans, specified areas of study, including a sense of the disciplinary and interdisciplinary fields in which the student is working, a potential dissertation project, a timeline for completion of the Ph.D., and any potential plans for careers after graduation
- A current Advising Report
- A CV
- A written statement from their faculty advisor, as well as from a second faculty member (which may include external faculty from another department).

Students seeking to transition into the Ph.D. program must meet with their advisors to discuss their statement of purpose, plans to build from their M.A. work, preparation for advanced graduate work, and the fit between their needs and the advisor's areas of expertise. They are encouraged to draft the proposal and solicit recommendations well in advance of the deadline.

Advisors do not need to write a letter of recommendation, but their statement should address the student's statement of purpose and their ability to build on their M.A. work, the student's preparation for advanced graduate work, and the fit between the student's needs and the faculty's expertise. They will also be expected to discuss the student's transition into the Ph.D. program at the faculty meeting devoted to admissions for the coming year.

All documents should be submitted to the Graduate Studies Chair for circulation to the Graduate Studies Committee **by November 30**.

6.7 Terminal M.A.

Students seeking a terminal M.A. should choose between the thesis or non-thesis option in consultation with their advisor and their committee.

- **Thesis Option:** Students, under the supervision of their advisor, write a thesis of around 30-60 pages that is based on substantial research and makes an original contribution to scholarship.
- **Non-thesis Option:** Students who do not wish to complete a Master's thesis can choose between these two non-thesis options:
 - Exam: a four-hour written exam that demonstrates advanced knowledge of the field, including at least one question from each of two faculty advisors.
 - Substantial written paper: a paper of publishable length and substance that demonstrates advanced knowledge of the field written under the guidance of at least one faculty advisor and two committee members who meet with the student to discuss the paper's development as it is being written and who then agree upon its readiness for publication.

All students in the terminal M.A. must also successfully defend their work in a two-hour oral exam in order to complete the degree.

6.8 Master's Thesis / Non-Thesis Committee

The full master's committee should consist of three faculty members with graduate faculty standing; in addition to the advisor or co-advisor, at least one other M.A. committee member must be a member of the core Graduate Faculty in the Department of Comparative Studies. The members of the committee should be identified as the thesis or substantial written paper is being prepared, or before the student begins preparing for the final exam.

6.9 Continuation to Ph.D.

Students who continue to the Ph.D. and have not chosen to receive their M.A. via the methods described above will be awarded the M.A. upon successful completion of the Ph.D. candidacy exam.

6.10 Sample Maps for the M.A. in Comparative Studies

Sample map to M.A., for a student entering with a B.A. in humanities, social sciences, or interdisciplinary field, supported through a graduate teaching associateship.

Year One

Fall

Critical Foundations (3 s.h.)
 Interdisciplinary Learning Lab (3 s.h.)
 5000-Level or Above, Any Department (3 s.h.)
 Language Study (if required)

Spring

Critical Foundations (3 s.h.)
 Interdisciplinary Learning Lab (3 s.h.)
 7000-Level or Above, Comparative Studies (3 s.h.)
 Language Study (if required)

Year Two

Fall

Teaching Seminar (3 s.h.)
 5000-Level or Above, Any Department (3 s.h.)

 7999 Research for Thesis (3 s.h.)
 Language Study (if required)

Spring

7000-Level or Above, Comparative Studies (3 s.h.)
 Thesis Writing, Directed Readings, Additional Coursework according to student interest (6 s.h.)

 Language Study (if required)

Sample map to M.A., for a student entering with a B.A. in humanities, social sciences, or interdisciplinary field, supported through a fellowship.

Year One

Fall

Critical Foundations (3 s.h.)

 Interdisciplinary Learning Lab (3 s.h.)
 5000-Level or above, Any Department (3 s.h.)
 Teaching Seminar (3 s.h.)

 Language Study (if required)

Spring

Critical Foundations (3 s.h.)

 Interdisciplinary Learning Lab (3 s.h.)
 7000-Level or above, Comparative Studies (3 s.h.)
 5000-Level or above, Any Department (3 s.h.)

 Language Study (if required)

Summer

7000-Level or above, Comparative Studies (3 s.h.)
 7999 Research for Thesis (3 s.h.)

7. Requirements for the Ph.D. in Comparative Studies

Students who have completed the M.A. at other institutions or in other departments at OSU may in some cases be required to complete the M.A. in Comparative Studies before proceeding to the doctoral program. The number of credits earned in other M.A. programs that may be used to fulfill requirements for the Ph.D. in Comparative Studies will be determined by the Graduate Studies Committee at the time of admission.

Students already in the M.A. in Comparative Studies program may continue beyond the M.A. only upon the recommendation of the Graduate Studies Committee.

To apply for continuation in the following year, M.A. students must submit:

- A statement of purpose (1-2 pages, single space) outlining their research plans, specified areas of study, including a sense of the disciplinary and interdisciplinary fields in which the student is working, a potential dissertation project, a timeline for completion of the Ph.D., and any potential plans for careers after graduation
- A current Advising Report
- A CV
- A written statement from their faculty advisor as well as from a second faculty member (which may include external faculty from another department).

Students seeking to transition into the Ph.D. program must meet with their advisors to discuss their statement of purpose, plans to build from their M.A. work, preparation for advanced graduate work, and the fit between their needs and the advisor's areas of expertise. They are encouraged to draft the proposal and solicit recommendations well in advance of the deadline.

Advisors do not need to write a letter of recommendation, but their statement should address the student's statement of purpose and their ability to build on their M.A. work, the student's preparation for advanced graduate work, and the fit between the student's needs and the faculty's expertise. They will also be expected to discuss the student's transition into the Ph.D. program at the faculty meeting devoted to admissions for the coming year.

All documents should be submitted to the Graduate Studies Chair for circulation to the Graduate Studies Committee **by November 30**.

7.1 Coursework

All graduate students at OSU are required to take a total of 80 semester credit hours for completion of the Ph.D. In Comparative Studies, credits earned in the Comparative Studies M.A. program or up to 30 credits earned in another M.A. program and approved by the Comparative Studies Graduate Studies Committee may count toward fulfilling the requirement of 80. M.A. Students in Comparative Studies who earned more than 30 credits are required to submit a "Status Beyond Masters" form to ensure all credits earned in the M.A. are applied to the Ph.D.

See the [Graduate School Handbook, Section 7.1](#) for general information on Graduate School requirements for the Ph.D., including Credit Hours and Residency requirements.

The Ph.D. in Comparative Studies requires **80 credit hours**. Specific requirements are as follows:

7.1.1 Students who have *not* completed the M.A. in Comparative Studies must take the following in their first and second years of enrollment:

15 credits COMPSTD 6100/6200/6300/6400/6500
Critical Foundations sequence
Two classes each year over two years, plus the Teaching Seminar (6500), offered every other year

If a student has transferred **30 credits** of an M.A. from either another university or another department at OSU, then an additional **35 credits** are needed:

12 credits COMPSTD 8100/8200 Interdisciplinary Learning Lab (two-semester sequence)
6-credit course, two courses required

6 credits 5000-8000 level in any department
Limit of one course at the 5000-level; see Section 7.1.3 below for more information

6 credits 7000-8000 level in Comparative Studies

8+ credits 8 credits in COMPSTD 8998
Candidacy Exam Preparation

2+ credits COMPSTD 8990 "Dissertation Writing Workshop" *each* semester post-candidacy
8 credits taken on average

1+ credit COMPSTD 8999 "Dissertation Research" *each* semester post-candidacy
4 credits taken on average

80 credits

7.1.2 Students who have completed the M.A. in Comparative Studies (30 credits) must complete an additional 50 credits toward the Ph.D. as follows:

6 credits COMPSTD 6100/6200/6300/6400
Remaining courses in the Critical Foundations sequence
(two "Foundations" classes already completed as part of the M.A. requirements)

6 credits COMPSTD 8100/8200 Interdisciplinary Learning Lab (two-semester sequence)
6-credit sequence, one sequence required (one having already been completed as part of the M.A. requirements)

12 credits 5000-8000 level in any department
Limit of one course at the 5000-level; see Section 7.1.3 below for more information

6 credits 7000-8000 level in Comparative Studies

8+ credits 8 credits in COMPSTD 8998
Candidacy Exam Preparation

2+ credits COMPSTD 8990 "Dissertation Writing Workshop" *each* semester post-candidacy
8 credits taken on average

1+ credit COMPSTD 8999 “Dissertation Research” *each* semester post-candidacy
4 credits taken on average

80 Credits

7.1.3 5000-level courses

A limit of one 5000-level course will typically count toward required coursework. In consultation with their advisor, students may petition to have no more than two 5000-level courses be included as required coursework. In submitting a brief written rationale, students will need to demonstrate that: 1) the 5000-level course contributes to their research and fields of study; 2) the course either already includes material and requirements for graduate students or that they have, in consultation with the instructor, established a course syllabus that includes graduate level work; and 3) the course material cannot be found in another class 6000-level or above that the student can take.

7.1.4 Cross-Listed Courses

Cross-listed courses may count in any department cross-listing the course, regardless of where the student is enrolled.

7.1.5 Independent Studies

No more than 6 hours of non-graded (Satisfactory/Unsatisfactory) coursework (ordinarily taken as independent study) may count toward the Ph.D. degree. It is highly recommended that this option be used strategically to maintain progress towards degree. The Independent Study option and credits are not related to non-graded 8000-level hours taken as examination, thesis, or dissertation hours. All Comparative Studies Independent Study (COMPSTD 7193/8193) courses must be approved by the Graduate Studies Committee. Students will submit a copy of agreement between student and faculty member supervising the Individual Study outlining goals, expected readings and assignments, and number of meetings in advance of the beginning of the semester.

7.1.6 Graduate Interdisciplinary Specialization or Minor

Up to 9 credits or three courses taken in fulfillment of Comparative Studies degree requirements may also count toward a Graduate Interdisciplinary Specialization or Minor. See: <https://gradsch.osu.edu/degree-options> for more information.

7.1.7 Side-by-Side Comparison of the Current Curriculum Requirements and the Revised Curriculum Requirements

The requirements for the Ph.D. were revised in 2020. The table below presents a side-by-side comparison of the old and new requirements. For the transition plan, please see Appendix B in this handbook.

For students who have <i>not</i> completed the M.A. in Comparative Studies			
Old Requirements		New Requirements	
6 credits	COMPSTD 6390/6391	15 credits	COMPSTD 6100/6200/6300/6400/6500 (Critical Foundations sequence) Two classes each year over two years, plus Teaching Seminar

			(6500), offered every other year
If a student has transferred 30 credits of an M.A. from either another university or another department at OSU, then an additional 44 credits are needed:		If a student has transferred 30 credits of an M.A. from either another university or another department at OSU, then an additional 35 credits are needed:	
15 credits	6000-8000 level in Comparative Studies incl. 9 credits at 7000-8000 level incl. 3 credits at 7000 level	12 credits	5000-8000 level in any department incl. 6 credits in Comparative Studies at the 7000-8000 level incl. 6 credits at the 5000-8000 level in any department (limit of one course at the 5000 level; see note on 5000-level courses)
9 credits	6000-8000 level in Comparative Studies or another department	12 credits	7000-8000 level Including 6 credits in COMPSTD 8100/8200 (Interdisciplinary Learning Laboratory); 6 credits in Comparative Studies.
9 credits	Up to 9 credits in COMPSTD 8998 (Candidacy Exam Preparation)	8+ credits	Up to 8 credits in COMPSTD 8998 (Candidacy Exam Preparation)
2 credits	COMPSTD 8990 (Dissertation Writing Workshop) each semester post-candidacy (8 credits taken on average)	2+ credits	COMPSTD 8990 (Dissertation Writing Workshop) each semester post-candidacy (8 credits taken on average)
1 credit	COMPSTD 8999 (Dissertation Research) each semester post-candidacy (4 credits taken on average)	1+ credit	COMPSTD 8999 (Dissertation Research) each semester post-candidacy (4 credits taken on average)

7.2 Advisors

The Graduate Studies Chair or a designated member of the Graduate Studies Committee will serve as advisor for incoming students, but each student will choose at least one academic advisor from among the core Graduate Faculty of the Department of Comparative Studies by the end of the second or third semester of graduate study. Core faculty are appointed in Comparative Studies for at least 25% of their tenure line. Additional advisors to serve on the Advisory Committee for Candidacy Exams must include at least one other member of the Comparative Studies Graduate Faculty and may include additional faculty with courtesy appointments in Comparative Studies. If a student wishes to choose an advisor from an academic unit represented in the student's curriculum but who is not a member of the Comparative Studies associated faculty, that advisor must be approved by the Graduate Studies Committee and the Graduate School for graduate faculty status in Comparative Studies.

In most cases, the dissertation advisor will be a member of the student's Candidacy Examination Committee. Any change of the dissertation advisor requires the approval of the Graduate Studies Committee and the Graduate School.

7.3 Language Requirement

As of March 2023, the department of Comparative Studies has eliminated a foreign language requirement for M.A. and Ph.D. students. Students are no longer required to demonstrate reading competence in a language other than English. However, languages other than English play a prominent role in the department of Comparative Studies and the research undertaken by both faculty and students. Also, some scholarly and (inter)disciplinary fields require knowledge of specific languages; language proficiency might include not just a specific national/literary/spoken language, but another language based on the scholarship in a given field or discipline. Students must plan to be able to demonstrate relevant language competency if their research interests or future professional plans entail knowledge of a language, or languages, other than English. Students are encouraged to speak with their advisors regarding strategies to acquire and demonstrate competency in a language relevant to their research. This may include incorporating coursework or pursuing a GIS that incorporates demonstrated language competency in the relevant language(s).

7.4 Candidacy Examination

After coursework and before concentrated work on the dissertation begins, students are expected to pass a Candidacy Examination. The Candidacy Examination consists of three written examinations relevant to the student's proposed dissertation research and general preparedness to enter post-candidacy, and an oral examination. The Candidacy examination should be completed within two semesters of the completion of all coursework, normally by the end of the second year after the completion of the student's M.A., and ideally within one semester.

All qualifying examinations will comprise three examination fields and be structured to qualify students in two ways: 1) to pursue a specific dissertation research agenda; and 2) to situate the student as a researcher, teacher, or professional in at least two significant academic fields. In consultation with their advisory committee, the student will design the examinations in a way that best achieves these two objectives. A reading list indicating texts that will be covered on the exams should be developed and approved by the student's candidacy examination committee well in advance of the exam date.

The Comparative Studies exam format is highly individualized, guided by the needs of the student and the advice of the Candidacy Examination Committee.

One of the examination areas must be Critical, Social, and Cultural Theory. The reading list for this exam will build on syllabi from the Critical Foundations sequence, among others, but may be modified by the Candidacy Examination Committee to meet the particular needs and interests of the individual student. The goal of this exam is to provide the student with the opportunity to demonstrate knowledge of current positions in Critical, Social, and Cultural Theory and facility in conceptualizing research questions informed by these positions.

The second and third exams should provide the student with the opportunity to articulate the specificity of their research interests and to situate those research interests and general preparedness for scholarly or professional employment in the context of at least two significant academic fields. Before the exam, the student will be required to name the targeted fields of qualification. Candidacy Examination Committee members with expertise in those targeted areas will be responsible for ensuring that the examination process, including the definition of the examination fields, will qualify the student to use methods from those targeted areas in the dissertation research, to situate that research convincingly in debates in those areas, and to teach in those areas. The committee member responsible for overseeing the student's preparation in a particular targeted area may, at their discretion, deem it necessary for an examination field to be devoted in its entirety to that area. For example, it could be possible to devote one exam to the specific area of dissertation research, saving the second exam to allow the student to demonstrate their ability to articulate that work to two fields.

Another possible structure would ask students to articulate the relationships between their work and two different fields in two different exams.

Students are also asked to write a rationale for the reading lists in which they explain how the individual three reading lists cohere, how they aid the student to prepare for their dissertation, and how they each engage with various theoretical and methodological debates. The rationale is also meant to describe the dissertation project in a general manner and should be about 1000 words in length total.

The actual examination process will be determined by each student's Candidacy Examination Committee and approved by the Graduate Studies Committee. The goal of the process is to enable the student to demonstrate their capacity to perform interdisciplinary scholarly work at the highest level, but within a constrained framework. The length of time allowed for the writing of the exams and the conditions under which the exams are written should be set with that goal in mind. For example, the student could take three exams, one in each of the three areas, over a period of three weeks and with a specified page limit. Alternatively, the student could write three formal papers over the course of a semester, discussing the state of the field in each of the three areas. Or the student could take the exams in a very concentrated period of time, such as in three four-hour exams over the course of one week.

The Candidacy Examination Committee must include four graduate faculty members. At least two members of the Candidacy Examination Committee must be Comparative Studies Graduate Faculty. The Graduate Studies Committee must approve any members of the Candidacy Examination Committee who are not graduate faculty at OSU and petition the Graduate School for inclusion on the committee. These members will be in addition to the required number.

Students must communicate their intent to take their Candidacy exams through GRADFORMS at least two weeks prior to the start of the exam. Before the student begins the written portion of the candidacy examination, the chair of the candidacy examination committee proposes the names of the candidacy examination committee to the Graduate Studies Committee and the Graduate School and informs them of the date the written portion will begin and the date of expected completion of the written portion. A two-hour Oral Examination is required by the Graduate School and must take place within one month of completion of the written portion of the examination. The Graduate School must be formally notified at least two weeks in advance through GRADFORMS of the oral's proposed time and place by submitting a Notification of Doctoral Candidacy Exam form. The candidacy examination must take place during announced university business hours, Monday through Friday.

Oral Examination Procedure: Because the oral examination is a very important qualifying event in a student's progression to the Ph.D., it should be approached with appropriate gravity. At the outset of the oral examination, students are often asked to leave the room so that the candidacy exam committee can consult on how to proceed with the oral examination, in light of the student's written exams. Once students are invited back into the room, the exam committee is likely to ask students to clarify or expand upon their written answers and/or to further demonstrate their knowledge of a particular subject. It is customary to also pursue questions relating to students' dissertation plans. At the end of the oral examination, students are again asked to leave the room so that the examination committee can deliberate.

The outcome of the Candidacy Examination is reached in the absence of the student. The decision to judge the examination satisfactory or unsatisfactory must be unanimous and all examiners must affirm that vote through GRADFORMS. Satisfactory completion of the Candidacy Examination indicates the student is deemed sufficiently prepared to undertake dissertation research, and the student then proceeds to candidacy for the Ph.D. Students are invited back into the room immediately after deliberation to hear the committee's decision.

If the Candidacy Examination Committee finds the student's performance unsatisfactory, the examination may be retaken with the approval of the Graduate School. No substitutions may be made on the student's Candidacy Examination Committee if a second examination is required and a second oral examination must be scheduled.

Once students have completed the Candidacy Examination, they must be enrolled continuously (excluding

Summer) until graduation. Full-time enrollment for students who have entered candidacy is three credits. The department requires a 2-credit writing colloquium (COMPSTD 8890) in Autumn and Spring terms, with 1 credit of Dissertation Research (COMPSTD 8999) typically making up the third hour. All students who have passed their candidacy exams must enroll in the writing colloquium. Students may petition for exemption while they conduct fieldwork or archival research for their dissertation that requires them to be away from Columbus.

See the [Graduate School Handbook](#), Section 7.3-7.6 for additional details on the Candidacy Examination.

7.5 Dissertation Prospectus

Within two months of the successful completion of the Candidacy Exams, the student must develop a dissertation committee (which might be the same as the Candidacy Examination Committee but need not be) and submit a dissertation prospectus. This prospectus should outline a research problem, indicate the research problem's theoretical significance, briefly review the most relevant past and current scholarship relating to the problem, and identify a relevant theoretical framework and research strategy. The dissertation committee will determine the proper length for each student's prospectus, but it typically consists of a minimum of fifteen and a maximum of thirty pages. In a meeting arranged with the student, the dissertation committee will determine the extent to which the prospectus represents a comprehensive and comprehensible plan for the completion of the dissertation. It is not required to notify the Graduate School through GRADFORMS that the prospectus has been submitted or approved by the dissertation committee.

A dissertation prospectus is a paradoxical piece of writing. It is not an abstract (which is to say, a summary of a completed dissertation) or an introductory chapter of a dissertation, but rather an attempt to describe what is planned before it has actually been done. Since it is meant to be submitted soon after completion of the candidacy examination, it need not be a lengthy document. Indeed, it could be around fifteen double-spaced

pages in length (roughly 3500-4000 words) with up to ten further pages of bibliography. As indicated, the prospectus should provide a preliminary description of the proposed dissertation. It should delineate what topic and area the dissertation will explore; discuss why this topic and area merit such exploration; and include a provisional chapter outline and as complete a bibliography as possible. The outline should be as precise as possible, even if it is very likely to be modified in the course of writing the dissertation.

Finding, defining, and communicating a topic that is at once significant and of realistic scope are tasks that require discussion and cooperation between the dissertation writer and faculty members. Therefore, the dissertation writer is encouraged to show drafts of the prospectus to their dissertation committee and other faculty members. After these initial consultations, the writer will submit the final version of the prospectus for formal approval by the committee. The committee will then meet collectively with the candidate to discuss the project and its implementation.

There is no single recipe for a good dissertation prospectus. But all writers should answer, to the best of their abilities at this early stage of research, certain fundamental questions:

- What is the central problem that the dissertation will address? This problem can be theoretical, critical, or historical; but it should, in most cases, be presented as a question or related set of questions to which the dissertation will attempt to find answers. It is important that the problem and hypothetical answers be stated from the outset, so that your research will not risk becoming random, and your exposition will not lapse into mere description. The sense that an argument is being made should be constantly kept in mind.
- To persuade your reader that you are not just reinventing the wheel or restating what has already been said, you should include a brief review of the present "state of the art" with respect to your topic. Has this topic been treated before? How does your approach differ from earlier ones? Has new evidence appeared (for example, a new primary source) since previous treatments?

Outlining a sequence of potential chapters will help you clarify the argument of your dissertation and check the balance of its parts in relation to one another. A chapter should be conceived as approximately 30-40 double-

spaced pages. If the major sections of your dissertation seem likely to exceed this length, plan to subdivide them. A finished dissertation is generally 200-300 pages long. You will find that developing an outline helps your thinking to move forward substantially, so that the actual writing of the dissertation is more clearly focused.

Once you have drafted your prospectus under the guidance of your dissertation committee, you might want to have it read by someone who knows nothing about your topic, to see whether you have clearly set out your problem and defined a workable method. Seeking out a general reader right at the start is a good reminder that although you may be writing on a specialized topic, your dissertation should be written in clear, intelligible prose. Make sure you define the theoretical categories you are introducing and try to avoid technical jargon unless it is necessary to the intricacies of your argument.

Prospectuses and dissertations tend either to lose themselves in detail, or to be too general. To avoid this, try to do what you would in any paper you write: make sure that your main argument remains clearly above ground, and that each paragraph has a clear connection with the ones preceding and following it. The prospectus is not a mini-dissertation and need not involve more time in writing and revising than another paper of comparable length. Yet, enough care and stylistic grace should be exercised so that the prospectus clearly and concisely articulates the project, its arguments, methods, and special considerations in a manner that anyone in interdisciplinary studies can grasp.

7.6 Dissertation

The dissertation is a scholarly document requiring independent research under the guidance of faculty advisors. It should demonstrate the student's competence in interdisciplinary research and should demonstrate strong

potential for future publication. The dissertation must be completed within five years of completing the Candidacy Examination, and **students admitted in AU 2008 or later must be continuously enrolled while working on the dissertation.**

The dissertation advisor or co-advisors serve as chair(s) of the Dissertation Committee. At least one advisor must be a member of the Graduate Faculty in Comparative Studies. Co-advisors and other members of the committee must be approved by the Graduate Studies Committee and have Graduate Faculty status with the Graduate School. The Dissertation Committee must include a minimum of three members, at least two from the Comparative Studies Graduate Faculty (including Courtesy-Appointed Faculty). All members of the Dissertation Committee must be approved by the Comparative Studies Graduate Studies Committee. Because of the interdisciplinary nature of the Comparative Studies Ph.D. program, some students choose additional committee members, which may include an external reader from another university. External members of the committee (those who are not graduate faculty at OSU) are included by petition to the graduate school and are in addition to the required number of internal graduate faculty (3).

All students are required to take a final oral examination (usually referred to in this handbook as "the defense") of approximately two hours. The Final Oral Examination Committee includes all members of the Dissertation Committee and a Graduate Faculty Representative appointed by the Graduate School. See the [Graduate School Handbook](#), Section 7.8-7.13 for additional details about the dissertation, the final oral examination, and a summary of Ph.D. graduation requirements.

7.7 Professionalization

Students are expected to participate in department and university workshops designed to prepare them for professional life after graduation. In addition, students are well advised to take advantage of ongoing lectures, exhibits and workshops taking place across the university that may offer them a wider perspective on the university as an intellectual and professional environment.

7.8 Progress to Degree

Students with GTA appointments will generally take at least 9 graduate credit hours or three classes each semester until advancing to candidacy, and 3 graduate credit hours each semester thereafter.

Students on fellowship must take 12 graduate credit hours per semester and 6 graduate credit hours in summer until advancing to candidacy, and 3 graduate credit hours each semester thereafter.

Students must be registered for at least three graduate credit hours during the autumn or spring semester(s) or summer term(s) of the candidacy examination, the autumn or spring semester or summer term of the final oral examination, and the autumn or spring semester or summer term of expected graduation.

Students on the M.A./Ph.D. track are typically guaranteed five years of funding as a GTA appointment and, if taking at least 9 credit hours per semester, will complete M.A. coursework in the third or fourth semester, complete Ph.D. coursework in the sixth semester, take the Candidacy Examination in the seventh or eighth semester, prepare the prospectus and begin dissertating in the eighth semester, and complete the dissertation by the end of the tenth semester. If students take courses in one or two summer terms, they will complete coursework and begin exams and dissertation earlier.

Students on the M.A./Ph.D. track with one year of fellowship funding and four years of GTA funding will typically complete M.A. and Ph.D. coursework in the fifth semester, take the Candidacy Examination in the sixth semester, prepare the prospectus and begin dissertating in the seventh semester, and complete the dissertation by the end of the tenth semester.

Students entering with M.A. transfer credits typically receive four years of guaranteed funding as a GTA, and will complete coursework in the third semester, take the Candidacy Examination in the fourth semester, prepare the prospectus and begin dissertating in the fifth semester, and complete the dissertation by the end of the eighth semester.

Continuation in the program is contingent upon sufficient progress toward completion. Every spring semester, and in line with department guidelines for annual review distributed by the Graduate Studies Committee, students will meet with their advisor and/or committee to discuss progress to degree. The advisor/committee then presents a report of that student's progress to a meeting of core graduate faculty. During this meeting, input will be sought from the entire faculty about the progress of each student. After the meeting, the results of this conversation will be communicated to each student by the advisor. The goal of these conversations is to provide timely and meaningful feedback to each student about their work and potential for advancement in the program. If, at any time during the annual review, advisors or faculty determine that sufficient progress has not been made, the advisor and the student will draft an agreement as to what constitutes sufficient progress to continue in the program for the subsequent semester. Failure to comply with the agreement may result in the student's discontinuation in the program.

7.9 Sample Maps for the Ph.D. in Comparative Studies

Sample map to Ph.D. for a student on the M.A./Ph.D. track, supported exclusively through graduate teaching associateships.

Year One

Fall

Critical Foundations (3 s.h.)
Interdisciplinary Learning Lab (3 s.h.)
5000-Level or above, Any Department (3 s.h.)
Language Study (if required)

Spring

Critical Foundations (3 s.h.)
Interdisciplinary Learning Lab (3 s.h.)
7000-Level or above, Comparative Studies (3 s.h.)
Language Study (if required)

Summer

Graduate level coursework of the student's choice (4 s.h.)

Year Two

Fall

Critical Foundations (3 s.h.)
Teaching Seminar (3 s.h.)
5000-Level or above, Any Department (3 s.h.)
Language Study (if required)

Spring

Critical Foundations (3 s.h.)
7000-Level or above, Comparative Studies (3 s.h.)
7999 Research for Thesis (3 s.h.)
Language Study (if required)

Year Three

Fall

Interdisciplinary Learning Lab (3 s.h.)
5000-Level or above, Any Department (3 s.h.)
7000-Level or above, Comparative Studies (3 s.h.)

Spring

Interdisciplinary Learning Lab (3 s.h.)
5000-Level or above, Any Department (3 s.h.)
7000-Level or above, Comparative Studies (3 s.h.)

Year Four*Fall*

8998 Candidacy Examination Preparation (8 s.h.)

Spring

8998 Candidacy Examination Preparation (8 s.h.)

Year Five*Fall*

8990 Dissertation Writing Workshop (2 s.h.)

8999 Dissertation Research (1 s.h.)

Spring

8990 Dissertation Writing Workshop (2 s.h.)

8999 Dissertation Research (1 s.h.)

Sample map to Ph.D. for a student on the M.A./Ph.D. track, supported through a fellowship in the first year and graduate teaching associateships thereafter.

Year One*Fall*

Critical Foundations (3 s.h.)

Interdisciplinary Learning Lab
(3 s.h.)5000-Level or above,
Any Department (3 s.h.)

Teaching Seminar (3 s.h.)

Language Study (if required)

Spring

Critical Foundations (3 s.h.)

Interdisciplinary Learning Lab
(3 s.h.)7000-Level or above,
Comparative Studies (3 s.h.)5000-Level or above,
Any Department (3 s.h.)

Language Study (if required)

*Summer*7000-Level or above,
Comparative Studies (3 s.h.)7999 Research for Thesis
(3 s.h.)**Year Two***Fall*

Critical Foundations (3 s.h.)

Interdisciplinary Learning Lab (3 s.h.)

5000-Level or above, Any Department (3 s.h.)

7000-Level or above, Comparative Studies (3 s.h.)

Spring

Critical Foundations (3 s.h.)

Interdisciplinary Learning Lab (3 s.h.)

5000-Level or above, Any Department (3 s.h.)

5000-Level or above, Any Department (3 s.h.)

Year Three*Fall*

5000-Level or above, Any Department (3 s.h.)

7000-Level or above, Comparative Studies (3 s.h.)

8998 Candidacy Examination Preparation (3 s.h.)

Spring

8998 Candidacy Examination Preparation (8 s.h.)

Year Four*Fall*

8990 Dissertation Writing Workshop (2 s.h.)

8999 Dissertation Research (1 s.h.)

Spring

8990 Dissertation Writing Workshop (2 s.h.)

8999 Dissertation Research (1 s.h.)

Year Five*Fall*

8990 Dissertation Writing Workshop (2 s.h.)

8999 Dissertation Research (1 s.h.)

Spring

8990 Dissertation Writing Workshop (2 s.h.)

8999 Dissertation Research (1 s.h.)

Sample map to Ph.D. for a student entering with 30 graduate credit hours transferred from the M.A. at a different institution, supported through graduate teaching associateships.

Year One*Fall*

Critical Foundations (3 s.h.)

Interdisciplinary Learning Lab (3 s.h.)

5000-Level or above, Any Department (3 s.h.)

Language Study (if required)

Spring

Critical Foundations (3 s.h.)

Interdisciplinary Learning Lab (3 s.h.)

7000-Level or above, Comparative Studies (3 s.h.)

Language Study (if required)

Year Two*Fall*

Critical Foundations (3 s.h.)

Interdisciplinary Learning Lab (3 s.h.)

5000-Level or above, Any Department (3 s.h.)

Teaching Seminar (3 s.h.)

Spring

Critical Foundations (3 s.h.)

Interdisciplinary Learning Lab (3 s.h.)

7000-Level or Above, Comparative Studies (3 s.h.)

Year Three*Fall*

8998 Candidacy Examination Preparation (8 s.h.)

Spring

8990 Dissertation Writing Workshop (2 s.h.)

8999 Dissertation Research (1 s.h.)

Year Four*Fall*

8990 Dissertation Writing Workshop (2 s.h.)

8999 Dissertation Research (1 s.h.)

Spring

8990 Dissertation Writing Workshop (2 s.h.)

8999 Dissertation Research (1 s.h.)

8. The Graduate Minor in Comparative Cultural Studies

The Graduate Minor is designed for graduate students in any department at Ohio State. It allows students to supplement their graduate studies with a broader understanding of the theoretical, historical, and methodological concerns related to interdisciplinary studies of cultural and cross-cultural issues. The Graduate Minor requires 12 credit hours of coursework, to include any two of the Critical Foundations sequence (COMPSTD 6100/6200/6300/6400), examining the history, theory, and practice of comparative and interdisciplinary studies of culture. Six additional credits are to be chosen from courses in Comparative Studies at the 6000 level or above. The latter are chosen according to the specific interests of each student, in

consultation with the student's own advisor and the Minor Program advisor. Graduate students may enroll in the Graduate Minor in Comparative Cultural Studies by completing the [Graduate Minor Program Form](#). Graduate Transcript Designation Forms should be submitted upon successful completion of the proposed coursework.

9. Financial Aid

The University makes financial aid available on a competitive basis to prospective graduate students in the form of fellowships and graduate associateships. **All applicants who want to be considered for any kind of financial aid must check the appropriate box on the Graduate School admissions application.** If you qualify for a Graduate Enrichment Fellowship, please pay special attention to the application section asking for you for the reasons you believe you would contribute to the diversity of the university graduate community.

9.1 Fellowships

All fellowship consideration is conducted at the university-wide level. Students with exceptional academic records may be nominated by the Comparative Studies Graduate Studies Committee for consideration for the award of a University Fellowship or, for students who are members of underrepresented groups, a Graduate Enrichment Fellowship by the Graduate School. Special Graduate Enrichment Fellowships may also be considered for members of underrepresented groups who show evidence of high potential for graduate study, but whose previous education requires supplementary coursework.

The stipend for University fellows runs for 12 months; resident and nonresident fees are waived. Some other fees remain the responsibility of students. Graduate fellows must enroll for at least 12 hours of graduate credit each semester they hold an appointment (with the exception of 6 hours in summer) and must be in residence at The Ohio State University. Students are expected to follow Grad School rules outlined in the Handbook about accepting other types of employment. Fellows may hold a concurrent Graduate Associateship at a maximum of 25% time. Students must continue to meet all fellowship requirements.

Please consult the [Graduate School website](#) and the [Graduate School Handbook](#), Section 10, for further information on graduate fellowships.

9.2 Graduate Associateships

Graduate Teaching, Graduate Research, and Graduate Administrative Associateships (GTAs, GRAs, and GAAs) are available through University departments, centers, and other units. Duties and responsibilities of GAs appointed by units other than the Department of Comparative Studies are determined by the employing unit. All Graduate Associateships are subject to the continuing availability of funds.

9.2.1 Graduate Teaching Associateships

A small number of Graduate Teaching Associateships are available through the Department of Comparative Studies, and these positions are offered to especially qualified candidates. Students are also encouraged to inquire about Teaching Associateships in other departments. Applicants with backgrounds and skills of interest to a particular department (such as experience in teaching elementary foreign languages, mathematics, the sciences, or composition) should contact the appropriate graduate studies chair about the availability of GTA positions, eligibility requirements, and application procedures.

Within the Department, GTAs sometimes have full responsibility for their own classes and sometimes assist faculty in teaching large lecture classes. GTAs employed as teachers will be expected to take full responsibility for all aspects of the class they are teaching. New GTAs will be observed and evaluated by Comparative Studies faculty at least once during the first semester of teaching and at least once during the semester in which a class is being taught for the first time. GTAs assisting faculty instructors will

determine their specific duties in consultation with the instructor of the class. GTAs will be assigned office space, but in some instances may be required to share desk space with other GTAs.

GTAs submit student evaluations of their performance—both the University's *Student Evaluation of Instruction* and the Department's *Student Evaluation of Teaching*—each semester to the Department Chair. Student and observer evaluations will be made available to GTAs, and GTAs will be expected to improve areas of weakness. If student or observer evaluations reveal serious problems with GTA performance, appropriate means of improvement will be determined in consultation with the Chair. All GTAs are assigned a faculty teaching mentor who will observe classes and be available to discuss pedagogical issues.

9.2.2 Graduate Research Associateships

Duties and responsibilities of GRAs will be determined in consultation with the faculty or staff member to whom they are assigned. Means of evaluating GRA performance are the responsibility of the faculty or staff member with whom the GRA is working.

9.2.3 Graduate Administrative Associateships

GAAs work as program assistants in offices throughout the University, and those offices assign their duties and responsibilities. However, because there is no central listing of University-wide GAA positions, applicants themselves must often locate them. The Department brings such positions to the attention of students whenever possible. These positions are usually filled in March, April, and May, but GAA positions sometimes become available during the rest of the year, as well. The unit in which the student is employed establishes procedures for evaluation of job performance.

9.2.4 Criteria for Appointment and Minimum Enrollment Requirements

To hold any Graduate Associate appointment, a student must be pursuing a graduate degree at the University; must be registered in the Graduate School for at least eight credit hours during each semester of appointment (except teaching during the Summer term, when students can be registered for four credit hours, and except for students who have completed Ph.D. Candidacy Exams, who must be registered for three credits each semester); must be in good standing in the Graduate School when the appointment or reappointment becomes effective; must maintain reasonable progress toward a graduate degree; and must certify proficiency in spoken English before assuming GTA duties involving direct student contact.

9.2.5 Reappointment Criteria

Reappointment as a Graduate Associate depends upon reasonable academic progress as determined by their Advisor and the Chair, as well as satisfactory job performance. Comparative Studies students appointed by departments other than the Department of Comparative Studies are subject to the procedures and criteria of the employing unit for appointment and reappointment. Termination of employment will occur only after reasonable attempts have been made to resolve the specific problems leading to termination.

9.3 Time Limitation on Funding

Students who enroll in the graduate program with a B.A. and who are in pursuit of an M.A. will be assured of two years of funding. Students who enter with a B.A., complete the M.A., and continue on to pursue the Ph.D. will be assured of a total of five years of funding. Students who enter with an M.A. and are in pursuit of a Ph.D. will be assured of four years of funding. Each of these assurances depends upon the availability of funds and presumes that the student remains in good standing and is making sufficient progress toward their degree. Students may also petition for an additional year of funding, which will be considered on a year-by-year and case-by-case basis. The Chair and Graduate Studies Committee will decide the merit of all such petitions.

9.4 Grievances

When grievances of any kind cannot be resolved through discussion with an advisor, supervisor, the Chair of the Graduate Studies Committee, the Chair, or Academic Program Coordinator of the Department, or a dean of the College of Humanities, the Graduate Associate is advised to consult with Graduate School officials in order to undertake grievance procedures as established by the Council on Research and Graduate Studies.

9.5 Additional Funding Opportunities for Graduate Students

All opportunities are dependent upon the availability of funds.

Travel Reimbursement: Students must be officially enrolled in the M.A. or Ph.D. program. Every effort will be made to provide eligible students with support to attend conferences, depending upon the availability of funds. Funding is for paper presentation at conferences only. Travel funds may be combined with other awards.

All graduate students requesting funds must be **currently enrolled or under university/department support** (defined as “active”). Unused funds may not be transferred to another student. All funding opportunities depend on availability and allocation level from ASC.

For further information about Graduate Associate appointments, fellowships, and financial aid in general, please consult the [Graduate School website](#) section on Funding.

10. Graduation Procedures for M.A. and Ph.D. Students

All students must be registered for at least three credits during the expected semester or term of graduation.

Both M.A. and Ph.D. students must submit an **Application to Graduate** to the Graduate School through GRADFORMS no later than the third Friday of the semester in which graduation is expected. The form must include the date and time of the Final Oral Examination. The form is valid only for that semester. The form must be signed electronically by the student, the student’s advisor, and the Chair of the Comparative Studies Graduate Studies Committee.

Ph.D. students must also submit an **Application for Final Examination** through GRADFORMS, which must be signed electronically by all members of the Dissertation Committee, indicating that the student is adequately prepared to defend the dissertation; the form must be submitted to the Graduate School at least two weeks before the defense. Ph.D. students must also submit a complete, paper copy of the dissertation to the Graduate School at least two weeks before the defense, for a **Dissertation Format Review**. Students may opt for electronic format review by sending an email request including their full name and University ID number to grad-schoolgraduationservices@osu.edu. See <https://gradsch.osu.edu/document-preparation> for more information on preparing the dissertation for the format check.

M.A. students must successfully complete either a thesis, a written examination, or a substantial written paper, as well as a final oral examination. They must verify that their committee has approved and submitted the **Report on Final Examination** to the Graduate School immediately following the conclusion of the exam, and verify that their committee has approved and submitted the **Report on Final Document** to the Graduate School by the posted deadline.

Ph.D. students must successfully complete the dissertation and the final oral examination, verify that their committee has approved and submitted the **Report on Final Examination** to the Graduate School immediately following the conclusion of the exam, and verify that their committee has approved and submitted the **Report on Final Document** to the Graduate School by the posted deadline.

Students are responsible for arranging a time for the oral examination that is convenient for all members of the Master's Examination Committee or the Final Oral Examination Committee.

The final, approved copy of the master's thesis or doctoral dissertation, with formatting approved by the Graduate School, must be converted to embedded-font PDF and submitted to OhioLink by no later than 8 a.m. on the date of the posted deadline.

Detailed instructions for formatting and submitting these documents may be found on the Graduate School website section on [document preparation](#). When submitting the final copy of the thesis to the Graduate School, students should be sure to give themselves time to correct any errors in formatting.

In addition to the above procedures, all students are responsible for fulfilling the following requirements for graduation:

1. Students must attain a cumulative point-hour ratio of at least 3.0 for all graduate credit hours taken at this university.
2. Students must fulfill all requirements established by the Comparative Studies Graduate Studies Committee as stated in this document.
3. Students must be sure that the Graduate School receives final grades by the deadline published by the [Registrar](#).
4. Students must fulfill all requirements as described in the [Graduate School Handbook](#), by the deadlines established by the [Graduate School](#).

Please consult the [Graduate School Handbook](#), Section 6 (M.A.) and Section 7 (Ph.D.) for detailed information about graduation requirements, and see the [Graduate School's Final Semester Procedures and Timelines page](#) for a checklist of milestones and deadlines to meet in the final semester.

11. Core Faculty, Affiliated Faculty, and Courses

Please see the [Comparative Studies website](#) for a list of Core Faculty, Affiliated Faculty, and courses.

12. Staff of the Department of Comparative Studies

Mark Anthony Arceño is Academic Program Coordinator and Associated Faculty.

Katie Kotal manages HR and fiscal concerns for the department.

Appendix A: Spring Advising Sheet

Updated versions of this form will also be available as downloadable .docx files through the Comparative Studies website, in the [Graduate Handbook](#) section.

Advising Sheet—General Information and Milestones

Evaluation for:					
Email and alternate email:					
US status/Country of origin:					
Year entered:		Years of funding promised:		Years received:	

Funding Sources (year and type):			
Years & Semesters	Planned/Completed	Type (UF,EF, Folklore, GTA, etc.)	Other Comments

Evaluating Advisors Committee, if known (also include P or M status, external, will be off campus, etc.):

Milestones Please note the date on which these milestones were reached or will be reached:
Language proficiency requirement met:
Second language proficiency requirement met (if applicable):
GIS or graduate minor (if applicable):
Coursework complete (see worksheet below):
For PhD students—Exam areas defined, directors identified:
Area 1: _____ Director: _____
Area 2: _____ Director: _____
Area 3: _____ Director: _____
For PhD students—Reading list approved:
For PhD students—Candidacy Examination date:
For PhD students—Dissertation prospectus approved:
IRB submitted/approved (if applicable):
For MA students—Thesis or Examination Defense date:
For PhD students—Dissertation Defense date:
Thesis or Dissertation title (if applicable):

If milestones have been missed from last review, please explain circumstances:

Teaching

Please list the courses you have taught so far at OSU:

Considerations for future planning—please list courses you could teach for the best preparation moving forward, and any other special considerations:

Teaching Mentors:

Semester/Year	Teaching Mentor	Letter on File

Achievements

Please record all of your professional activities and achievements this year:

1. Workshops, colloquia, conferences, other engagements in primary research area (please indicate whether you attended, participated, presented)
2. Workshops, colloquia, conferences, other engagements outside primary research area
3. Participation in learning communities outside the classroom context
4. Professional development activities
5. New opportunities for collaboration identified or initiated
6. Publications
7. Grants and other funding applied for
8. Service to the department or university
9. Organizing efforts and community engagement
10. Other efforts meaningful to you

Learning Outcomes for Discussion

1. At this point, how would you assess your own competencies (linguistic, methodological, theoretical) and the possibilities and limitations they present?
2. What are the opportunities, requirements, and constraints that will shape your work next year? What do you hope to do to position yourself to best take advantage of opportunities and resources, working within requirements and acknowledging constraints?
3. Reflecting on what you've done this year, how do you think about the ways the individual projects you've completed so far—and the projects you are continuing to pursue—relate to one another?
4. In a sentence or two, how would you advocate for the merits of your work so far? What do you see as important and/or interesting about the questions you're pursuing? What might others say is important and/or interesting about the questions you're pursuing?
5. At this stage, what are your career goals? How are you thinking about the relationship between your research and the professional contexts that interest you? How might you articulate how your research establishes ability or credibility in relation to the professional contexts that interest you?

For committee: Please comment on student's progress toward degree completion:

Has student made sufficient progress toward completion? **Yes** **No**

(If no, please attach a progress agreement detailing what will be completed in the subsequent semester for continuation in the program.)

Student Signature

Date

Evaluating Advisor

Date

Evaluating Advisor

Date

Evaluating Advisor

Date

Appendix B: Transition Plan

Students who were in post-candidacy prior to Autumn 2020 will finish their programs under the guidelines of the 2019 Graduate Handbook. Students still in course work (pre-candidacy) admitted prior to Autumn 2020 will have the option to transition to the new 2022 Handbook requirements or finish out the requirements detailed in the 2019 Handbook.

Students who matriculated prior to Autumn 2020 and who opt to transition to the 2022 Handbook requirements can petition to have their COMPSTD 6390 and 6391 courses count as replacements for COMPSTD 6100, 6200, 6300, or 6400 (one old course replacing one new course, up to 2 eligible). These students can also petition to be exempted from the COMPSTD 6500 teaching course requirement (in favor of any other relevant graduate course) with evidence of 1+ years of successful GTA teaching. Students who matriculated prior to Autumn 2020 and who wish to continue with the old 2019 Handbook requirements are able to do so. Courses other than the COMPSTD 6390 and 6391 series (taken by all incoming students in the first year) will continue to be offered and will count toward the program requirements as detailed in the 2019 Handbook. New courses developed under the new program can be taken for credit under the guidelines established in the 2019 Handbook according to the criteria already established there, except in the case of the Critical Foundations courses. Students planning to continue under 2019 Handbook guidelines should find courses other than the COMPSTD 6100/6200/6300/6400 Foundations courses to meet the remainder of their course requirements, except by permission of the Graduate Studies Chair. All students admitted in Autumn 2020 and subsequently are subject to the guidelines detailed in this proposal.