


Student Views in Grad Forms

Grad Forms

Grad Forms Application

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Graduation and Examination Forms

This section includes forms pertaining to graduation and the scheduling of doctoral examinations, as well as enrollment in a gradate minor or graduate Interdisciplinary specialization program. Forms include the Application to Graduate, the Application for Candidacy and the Application for Final Examination for Ph.D and DMA students, the Application for Professional Exam for professional students, and the Minor and Interdisciplinary Specialization form. For general questions regarding these forms, please contact grad-schoolgraduationservices@osu.edu.

[View Graduation and Examination Forms](#)

Enrollment Forms

Forms located in this section of GRADFORMS cover various aspects of and changes to a student's academic record during their enrollment in a degree program. These types of changes include: Changes in enrollment past the deadline, simultaneous pursuit of an additional degree, change of degree and evaluation of graduate credit taken at another institution. For general questions regarding these forms, please contact grad-schoolregistrationservices@osu.edu.

[View Enrollment Forms](#)

Graduation and Examination Forms

Application for Candidacy Exam

[Help](#)

This form, when completed, must be submitted to the Graduate School no later than two weeks prior to the proposed date for the oral portion of the candidacy exam. [Section 7.4](#) in the Graduate School Handbook pertains to the candidacy examination.

[+ Create New Application for Candidacy](#)

Report on Candidacy

[Help](#)

This form is created by the Graduate School on the oral date and time of an approved candidacy exam. The results of the exam should be recorded by the committee and submitted to the Graduate School immediately after completion of the oral exam. [Section 7.7](#) in the Graduate School Handbook pertains to the result of the candidacy examination.

Application for Certificate Completion

[Help](#)

This form must be submitted to the Graduate School no later than the third Friday of the semester in which the certificate program is expected to be completed. This application is valid for this semester only. [Section 8.2](#) in the Graduate School Handbook pertains to graduate certificate programs.

[+ Create New Application For Certificate Completion](#)

Application to Graduate

[Help](#)

This form must be submitted to the Graduate School no later than the third Friday of the semester in which graduation is expected. This application is valid for this semester only. Sections [7.5](#) (masters) and [7.13](#) (doctoral) in the Graduate School Handbook pertain to the application to graduate.

[+ Create New Application to Graduate](#)

Application for Final Examination

[Help](#)

This form, when completed, must be submitted to the Graduate School at least two weeks prior to the final oral date. In addition, at least two weeks before the final oral exam date a complete paper draft copy of the dissertation must be brought to the Graduate School for a format review. Upon approval of this form, the Graduate School will be assigning a Graduate Faculty Representative for the defense exam. No less than one week before the final oral examination, a complete, word-processed dissertation or D.M.A. document draft must be presented to the Graduate Faculty Representative for review and approval. [Section 7.10](#) in the Graduate School Handbook pertains to the Final Oral Examination.

[+ Create New Application for Final Examination](#)

Report on Final Examination

[Help](#)

This form is produced by the Graduate School and sent to a student's graduate program prior to the final exam. The results of the final exam are recorded on the form by the exam committee and submitted back to the Graduate School by the posted deadline in the semester degree requirements will be completed.

Report on Final Document

[Help](#)

This form is produced by the Graduate School and sent to the student's graduate programs along with the Report on Final Exam form. The approval of the final thesis/dissertation is recorded on the form by the document committee and submitted back to the Graduate School by the posted deadline in the semester degree requirements will be completed.

Minors & Interdisciplinary Specializations

[Help](#)

Graduate students interested in obtaining a minor or interdisciplinary specialization must indicate this intent. This form serves as the application to enroll. See [Section 8.4](#) in the Graduate School Handbook for general criteria. Consult the Graduate School's website for a listing of the available programs.

[+ Create New Minors & Interdisciplinary Specializations Form](#)

Report on Transcript Designation

[Help](#)

Once the minor or interdisciplinary specialization has been completed, return to the approved Minors and Interdisciplinary Specializations form to initiate the request for a transcript designation. Progress of the request can be determined through this link.

Delay of Final Document

[Help](#)

Submission of this form will allow a student to place an embargo on the dissemination of their thesis or dissertation through OhioLink for a period of not more than five years. This form should be submitted once the Graduate School has approved the student's final document submission.

[+ Request Delay of Final Document](#)

Committee and Examination Petition

[Help](#)

The Committee and Examination Petition will allow a student to request additions or changes to an exam committee, videoconferencing of an exam, or to request a waiver of Graduate School policy. All petition requests must be approved by the student's advisor and Graduate Studies Chair in order to be reviewed by the Graduate School.

[+ Create New Committee and Examination Petition](#)

Application for Professional Examination

[Help](#)

This form, when completed, must be submitted to the Graduate School no later than two weeks prior to the proposed examination date. [Section 7.17](#) in the Graduate School Handbook pertains to the professional examination.

[+ Create New Application for Professional Examination](#)

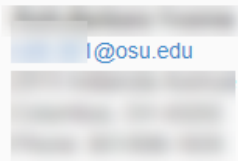
Report on Professional Exam

[Help](#)

This form is produced by the Graduate School and sent to a student's graduate program prior to the professional exam. The results of the professional exam are recorded on the form by the exam committee and submitted back to the Graduate School by the posted deadline in the semester degree requirements will be completed.

Create Application to Graduate

Student Information (as of 2018 Autumn)



l@osu.edu

OSU ID [Redacted]
Academic Plan POLSCI-PH
Admit Term Autumn 2016
Semester
Degree PHD

Withdrawn NWD
Fees Paid ✓ Yes
Post-candidacy No

Earned Hours 48
Cumulative Hours 48
Cumulative GPA 3.8
Missing Grades No

The information above is from the student information system. Please contact your graduate program office for help with incorrect information.

Please fill in the following information

[Help](#)

Graduation Term

2019 Spr

☐ End of Semester Option

Graduation Level

Master's-Non-thesis

Graduation Level

Select Graduation Level
Select Graduation Level
Doctoral
DMA
Educ Specialist
Master's-Candidacy exam
Master's-Non-thesis
Master's-Thesis
Master's-Course based
Professional

Graduation Plan

Select Graduation Plan

Graduation Degree

MA

Graduation Plan

Select Graduation Plan
POLSCI-MA - Molecular Virology Immunology
NELC-MA - Near Eastern Languages and Cultures
NEUROGS-MS - Neuroscience Graduate Program
NUCLENG-MS - Nuclear Engineering
NURSING-MS - Nursing
PATHOL-MS - Pathology
PCMB-MS - Plant Cellular and Molecular Biology
PHARM-MS - Pharmaceutical Sciences
PHARMCO-MS - Pharmacology
PHILOS-MA - Philosophy
PHYSICS-MS - Physics
PHYSIOL-MS - Physiology
PLHLTM-MPH - Plant Health Management
PLNTPTH-MS - Plant Pathology
POLSCI-MA - Political Science
PORTUGS-MA - Portuguese
PSYCH-MA - Psychology
PUBADM-MA - Public Policy and Management
PUBHLTH-MS - Public Health
RSPTHR-MRT - Respiratory Therapy
SLAVESL-MA - Slavic and East European Languages and Cultures

Commencement

- ☒ I will attend commencement.
- ☐ I will pick up my diploma within one week after commencement.
- ☐ I am authorizing the person(s) below to pick up my diploma
- ☐ Please mail my diploma to the permanent address below

continued

Application to Graduate (continued)

Committee

Advisor Information

Advisor

Bear F. Braumoeller - POLSCI-MA - Category P

Co-Advisor (if applicable)

Type co-advisor last name and select from dropdown

Advisor Information

Advisor

Brice Douglas Lawrence Acree - POLSCI-MA - Category P

Brice Douglas Lawrence Acree - acree.11@osu.edu
POLSCI-MA Category P

Bear F. Braumoeller - braumoeller.1@osu.edu
POLSCI-MA Category P

Sarah Marie Brooks - brooks.317@osu.edu
POLSCI-MA Category P


Bradley Holland - holland.415@osu.edu
POLSCI-MA Category P

Committee Members Graduate Faculty committee members

(M)aster's level faculty selection will require approval of the graduate studies chair.

1. Sarah Marie Brooks brooks.317@osu.edu
POLSCI-MA Category P

2. Type faculty member last name and select from dropdown

 Remove

*Student begins typing
last name of advisor
and committee
members then selects
from drop down menu*

External Members Non-Graduate Faculty committee members

For each external committee member, completion & submission of [Committee and Examination Petition](#) is required

1.

Add


Save and Continue

**Important!: student must click
Save and Continue to get to
Submit page**

[Home](#) [Graduation & Examination Forms](#) [Enrollment Forms](#) [Application to Graduate Forms](#)

[Help](#)

[Feedback](#)

 Barbara Roth

Your application has been saved but not submitted. Please review the application and click "Submit Application" when you are ready.

Barbara Roth

barbara.roth@osu.edu

Application to Graduate

NEW

[Student Information](#)

[Application to Graduate](#)

[History](#)

[Comments \(0\)](#)

[Actions](#)

Graduation Term

Spring 2019 Semester

Graduation Level

Master's-Non-thesis


Graduation Plan

POLSCI-MA - Political Science

Graduation Degree

MA

End of Semester Option

 No

Commencement

I Will Attend Commencement.

Continue To PHD

Committee

Advisor

Bear F. Braumoeller (braumoeller.1@osu.edu) - POLSCI-MA, Category P, Faculty Type: CURR

Co-advisor

(none)

Committee Members

Sarah Marie Brooks (brooks.317@osu.edu) - POLSCI-MA, Category P, Faculty Type: CURR

External Members

(none)

[Edit](#)

[Submit Application](#)

[Cancel Application](#)

You have successfully submitted the Application to Graduate

If you started or required a Committee and Exam Petition form as part of this application, you'll need to complete and submit it using the [Committee and Exam Petition](#) link on the Grad Forms homepage.

[View PDF](#)

[View Status](#)

Monitoring Forms

Grad Forms

Forms Search

[Home](#) [Graduation & Examination Forms](#) [Enrollment Forms](#) [Graduation Dashboard](#)

Search Forms

Help

Feedback

Search

Filter

Student

Academic Plan

Approval Status

Form Type

Apply Filters

Reset

Clear

Direct students to monitor forms using **Search Forms** button:

Search Forms > Apply Filters > View > History tab


6 result(s) found.

Actions

Name	OSUID	Form	Date Created	Approval Status	Actions
		Application to Graduate <ul style="list-style-type: none">Graduation Term: Spring 2019 SemesterGraduation Level: Master's-Non-thesisGraduation Plan: POLSCI-MAGraduation Degree: MAEOS: No	Sep 26, 2018 02:04 PM	PENDING*	<div>View</div>
		Application to Graduate <ul style="list-style-type: none">Graduation Term: Spring 2019 SemesterGraduation Level: Master's-Non-thesisGraduation Plan: POLSCI-MAGraduation Degree: MAEOS: No	Sep 26, 2018 01:51 PM	CANCELLED	<div>View</div>
		Report on Final Document <ul style="list-style-type: none">Oral Exam:Academic Plan: POLSCI-MA	Sep 7, 2018 12:25 PM	CANCELLED	<div>View</div>

Monitoring Forms

Barbara Roth (b. 1988) @osu.edu

Application to Graduate **PENDING** 

Submitted: Sep 26, 2018 02:04 PM Help


[Student Information](#) [Application to Graduate](#) [History](#) [Comments \(0\)](#) [Actions](#)

Graduation Term Spring 2019 Semester **Commencement** I Will Attend Commencement.

Graduation Level Master's-Non-thesis

Graduation Plan POLSCI-MA - Political Science **Continue To PHD** ☒ Yes

Graduation Degree MA

End of Semester Option  No

Committee


Advisor Bear F. Braumoeller (braumoeller.1@osu.edu) - POLSCI-MA, Category P, Faculty Type: CURR

Co-advisor (none)

Committee Members Sarah Marie Brooks (brooks.317@osu.edu) - POLSCI-MA, Category P, Faculty Type: CURR

External Members (none)

Monitoring Forms


 @osu.edu

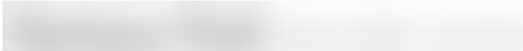
Application to Graduate PENDING

Submitted: Sep 26, 2018 02:04 PM [Help](#)

[Student Information](#) [Application to Graduate](#) [History](#) [Comments \(0\)](#) [Actions](#)

History

Task	User	Completion Time	Resolution
Initiate Application		September 26, 2018 2:04 PM	COMPLETED
Grad Chair/Coordinator Approval	Sanders,Courtney Leigh	September 26, 2018 2:05 PM	APPROVED
Advisor Approval	Braumoeller,Bear F.	September 26, 2018 2:06 PM	APPROVED
Final Approval			

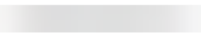
 @osu.edu

Application to Graduate APPROVED

Submitted: Sep 26, 2018 02:04 PM [Help](#)

[Student Information](#) [Application to Graduate](#) [History](#) [Comments \(0\)](#) [Actions](#)

History

Task	User	Completion Time	Resolution
Initiate Application		September 26, 2018 2:04 PM	COMPLETED
Grad Chair/Coordinator Approval	Sanders,Courtney Leigh	September 26, 2018 2:05 PM	APPROVED
Advisor Approval	Braumoeller,Bear F.	September 26, 2018 2:06 PM	APPROVED
Final Approval	Wendel,Sarah Ann	September 26, 2018 2:14 PM	APPROVED
Completion			

Monitoring Forms

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Search

Filter

Student

Academic Plan
All

Approval Status
All

Form Type
All

[Apply Filters](#) [Reset](#) [Clear](#)

Note that the *Report on Final Examination* has generated upon Graduate School approval; this student is "non-thesis." Had this been a "thesis" student, the *Report on Final Document* would have generated as well. Remember: PhD report forms generate when *Application for Final Examination* is approved.

Student will monitor progress of report form(s) the same way she viewed *Application to Graduate* details:
Search Forms > Apply Filters > View > History tab


7 result(s) found.

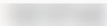
[Actions](#)

Name	OSUID	Form	Date Created	Approval Status	Actions
		Report on Final Examination <ul style="list-style-type: none">Oral Exam:Academic Plan: POLSCI-MA	Sep 26, 2018 02:14 PM	PENDING	View
		Application to Graduate <ul style="list-style-type: none">Graduation Term: Spring 2019 SemesterGraduation Level: Master's-Non-thesisGraduation Plan: POLSCI-MAGraduation Degree: MAEOS: No	Sep 26, 2018 02:04 PM	APPROVED	View
		Application to Graduate <ul style="list-style-type: none">Graduation Term: Spring 2019 SemesterGraduation Level: Master's-Non-thesis	Sep 26, 2018 01:51 PM	CANCELLED	View

Create Application for Candidacy Exam

Student Information (as of 2018 Autmn)


@osu.edu
4
C
F

OSU ID 
Academic Plan MECHENG-PH
Admit Term Autumn 2011
Quarter
Degree PHD

Withdrawn NWD
Fees Paid ☒ Yes
Post-candidacy Yes

Earned Hours 158.15
Cumulative Hours 40.06
Cumulative GPA 3.914
Missing Grades No

The information above is from the student information system. Please contact your graduate program office for help with incorrect information.

Please fill in the following information

[Help](#)

Term

2018 Autmn

Candidacy Type

Select Candidacy

Candidacy Type

Select Candidacy

Select Candidacy

First Candidacy

Second Candidacy

Supplemental Candidacy

☐ I would like to request a **Graduate Faculty representative** (Required for Second Candidacy).

Written portion of candidacy examination

Begin Date

MM-DD-YYYY

End Date

MM-DD-YYYY

Oral portion of candidacy examination

Oral Exam must be on a University business day and must be no earlier than **7:30 AM**, but end no later than **5:30 PM**, and must be at least **2 hours** in length.

Date

MM-DD-YYYY

Begin Time

End Time

Room #

Room Number

Building

Building Info

☐ I would like to **video conference** this examination (If more than one committee member will participate by video conference, completion & submission of [Committee and Examination Petition](#) is required).

continued

Application for Candidacy (continued)

Candidacy Committee

Advisors

Advisor

Type plan advisor last name and select from dropdown

Co-Advisor (if applicable)

Type co-advisor last name and select from dropdown

Committee Members Graduate Faculty committee members

(Master's level faculty selection will require approval of the graduate studies chair.

1. Type faculty member last name and select from dropdown

2.

External Members Non-Graduate Faculty committee members

For each external committee member, completion & submission of [Committee and Examination Petition](#) is required

1. First Name

Last Name

Email address

Add

Save and Continue

Create Application for Final Examination

Student Information (as of 2018 Autmn)

@osu.edu

OSU ID
Academic Plan MECHENG-PH
Admit Term Autumn 2011
Quarter
Degree PHD

Withdrawn NWD
Fees Paid ✓ Yes
Post-candidacy Yes

Earned Hours 158.15
Cumulative Hours 40.06
Cumulative GPA 3.914
Missing Grades No

The information above is from the student information system. Please contact your graduate program office for help with incorrect information.

Please fill in the following information

[Help](#)

Graduation Term

2018 Autmn

Graduation Level

Doctoral

Graduation Level

Doctoral

Select Graduation Level

Doctoral

DMA

Graduation Plan

MECHENG-PH - Mechanical Engineering

Graduation Degree

PHD

Final Examination Type

First Final Exam

Draft Dissertation/D.M.A.

The Dean of the Graduate School appoints the Graduate Faculty Representative after the Graduate School is notified of the proposed date for the final oral examination. No less than one week before the Final Oral Examination, a completed, typed dissertation/DMA draft must be presented to the graduate faculty representative by the student or his/her representative.

Please note that a complete paper draft copy of your dissertation must be submitted to the Graduate School for a format review at least two weeks before the exam date. Your exam cannot be approved to go forward until the format review has been completed.

Draft Dissertation Title

Dissertation Title

continued

Application for Final Examination (continued)

Oral portion of final examination

Please note that if you will conduct a presentation of your dissertation research before the actual two hour defense exam, only indicate the time frame of the actual defense on this form. Oral Exam must be on a University business day and must be no earlier than 7:30 AM, but end no later than 5:30 PM, and must be at least 2 hours in length.

Date

MM-DD-YYYY

Begin Time

End Time

Room #

Room Number

Building

Building Info

☐ I would like to video conference this examination (If more than one committee member will participate by video conference, completion & submission of [Committee and Examination Petition](#) is required).

Committee

Advisor Information

Advisor *Please choose a graduation plan first.*

Co-Advisor (if applicable)

Type co-advisor last name and select from dropdown

Committee Members

Graduate Faculty committee members

(Master's level faculty selection will require approval of the graduate studies chair.

1.

Type faculty member last name and select from dropdown

2.

External Members

Non-Graduate Faculty committee members

For each external committee member, completion & submission of [Committee and Examination Petition](#) is required

1.

First Name

Last Name


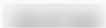
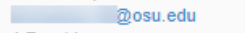

Email address

Add

Save and Continue

Create Committee and Examination Petition

Student Information (as of 2018 Autumn)

	OSU ID		Withdrawn	NWD	Earned Hours	158.15
	Academic Plan	MECHENG-PH	Fees Paid	✓ Yes	Cumulative Hours	40.06
	Admit Term	Autumn 2011	Post-candidacy	Yes	Cumulative GPA	3.914
		Quarter			Missing Grades	No
	Degree	PHD				

The information above is from the student information system. Please contact your graduate program office for help with incorrect information.

Please fill in the following information

 [Help](#)

If any member of your committee has retired or left the university, for any reason, completion of the Committee and Examination Petition is required. Use the Continuing Graduate Committee Service Request option. Only one member of your committee can be so authorized.

Please select the option that pertains to your request.

If the request is related to an examination, this form must be submitted to the Graduate School at least two weeks before the exam date.

- ☐ A one semester extension of the candidacy period
- ☐ A waiver of the following rule in the Graduate School Handbook
- ☐ Permission to include a non-member of the OSU graduate faculty on an exam committee. This person will be in addition to the required current Graduate Faculty members needed for a valid committee. In the Reasons section, list the committee member's name and reason for service.
(Requires a copy of person's CV with the petition; Add Attachment below.)
If this person is a retired or former member of the OSU graduate faculty, and was a member of your post-candidacy doctoral committee or master's committee prior to their retirement or departure, please use the Continuing Graduate Committee Request option. (Applies only to PHD/DMA Final Defense exams and Master's exams).
- ☒ Continuing Graduate Committee Request option to have a former or retired member of the OSU graduate faculty continue to serve on the Ph.D. defense or master's exam committee and count towards the required faculty membership as:
 - 1) The retired or former faculty member's name and reason for inclusion on the committee
 - ☐ Co-Advisor or
 - ☐ Committee Member
 - In the Reasons section, list
 - 1) The retired or former faculty member's name.
 - 2) If request is for co-advisor status, a co-advisor must also be listed that is a current OSU Graduate Faculty member..
Only one member of your committee can be authorized under this option.
- ☐ Permission to video conference my examination.
List required information in Reason section.
 - 1) Why a conference is necessary.
 - 2) Committee member who will be video conferenced.
 - 3) Location of member who will be video conferenced.
 - 4) Video conference method, i.e. Skype, WebEx, in-house video conference facility, etc.
- ☐ Other (Use Reason section below; be specific)

Reason For Petition

Reason for Petition required for all requests. Add attachment below if necessary.

Information in this request is viewable and subject to disclosure under the Ohio public records statute and rules of discovery.

Committee and Examination Petition (continued)

Attachments
Multiple attachments can be selected using control key.
 No file chosen

ApplicationType
Application To Graduate ▼

Graduation Level
Master's-Non-thesis ▼

Graduation Plan
ANATOMY-MS - Anatomy ▼

Graduation Degree
MS

Advisor Information
Advisor
Type plan advisor last name and select from dropdown

ApplicationType
Select Application Type ▼
Select Application Type
Application For Candidacy
Application For Final Exam
Application To Graduate
Application For Professional Exam

Graduation Level
Select Graduation Level ▼
Select Graduation Level
Doctoral
DMA
Educ Specialist
Master's-Candidacy exam
Master's-Non-thesis
Master's-Thesis
Master's-Course based
Professional

Note: Master's students should only ever select "Application To Graduate" here