Application to Graduate Process—MS, Ph.D.

Student and advisor are to meet and review student’s plans to receive a degree. Final Examination Committee membership is to be confirmed at this time:
MS = Category M or P advisor in ISE and at least one Category M or P faculty member from any Graduate Program
Ph.D. = Category P advisor in ISE and at least two Category M or P faculty members

Student logs in to GradForms.osu.edu using OSU username and submits an Application to Graduate. The deadline to approve graduation is the third Friday of the term (applications to graduate include both regular term and those planning to use the End-of-Semester deadline), students should apply far enough in advance to allow time for both the Faculty Advisor and the Graduate Studies Chair or Graduate Program Coordinator to confirm. At least two weeks prior to the third Friday of the term is highly recommended.

Advisor is to post approval of the Application to Graduate on GradForms.

Graduate Studies Chair or Graduate Program Coordinator If all requirements have been met, and the advisor has posted approval on GradForms, the student’s Graduate Studies Chair will post his approval on GradForms. This is to occur on or before the third Friday of the term; the student is to plan accordingly.

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**Notes:**
- * Non-OSU committee members—the student must file a Committee and Examination Petition through GradForms. This person is to be listed on the Application to Graduate.
- * * See Grad School site for Examination and Graduation Deadlines. If deadlines are missed, student has until last business day of the term to complete all requirements. Degree would then be conferred at following term Commencement (enrollment not required in following term).
- “Approve” = Satisfactory; “Deny” = Unsatisfactory
- Grad School will provide student with Commencement info
- Contacts:
  Graduate School’s Graduation Services Office—292-6031

Further information can be found in the Graduate School Handbook or the ISE Graduate Handbook

5/8/15
Application for Final Examination [Ph.D.]

The Final Examination Committee is to consist of 1) the student’s Category “P” advisor (and co-advisor, if applicable), 2) at least two faculty members who hold a minimum of category “M” status, and 3) [optionally] other OSU faculty of category “M” status and/or Graduate School approved people from outside OSU. For those outside OSU, the student must file a Committee and Examination Petition that includes the individual’s CV through GradForms. These committee members are to be listed on the student’s Application to Graduate.

Student establishes with the committee a date, time, and location for the Final Examination. Consult the Graduate School’s Examination and Graduation Deadlines to determine dates for graduation eligibility.

--- These timeframes are “on or before” deadlines ---

Three weeks before Final Examination date:

<table>
<thead>
<tr>
<th>Application for Final Examination</th>
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</thead>
<tbody>
<tr>
<td>Student submits an Application for Final Examination on GradForms.osu.edu. Submission opens access for Final Examination committee members to post decisions on GradForms.</td>
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</tbody>
</table>

| Student is to provide the Final Examination committee with a draft of the dissertation. |

Two weeks before Final Examination date:

Each committee member is to log in to GradForms and post an approve / deny decision for the Application for Final Examination regarding the draft on or before this date. An “approve” posting indicates the committee member’s decision that the dissertation warrants holding a Final Examination.

- **DRAFT REVIEW:** Student is to provide the dissertation draft to staff at Grad School for formatting review. The review will occur while you wait at the Grad School.

Once all committee members have posted approval, and the draft review has occurred, the Grad School will 1) make available to the committee members GradForms access to the Report on Final Examination and Report on Final Document and 2) assign a Grad Faculty Representative to the student’s committee.

Student provides the Graduate Program Coordinator with an electronic copy of the Abstract and the date, time and location of the Final Examination.

- Failure to provide an electronic Abstract at least two weeks prior to Final Examination date will result in the exam being rescheduled.

One week before Final Examination date:

Student provides the Grad Faculty Rep with a draft of the dissertation as soon as the Grad School provides the student with the rep’s name and contact info.

On the Final Examination date:

Report on Final Examination

Each committee member logs in separately to GradForms to post approve/deny decision at or immediately following the exam.

Committee posts by deadline for term of graduation (see Grad School’s Examination and Graduation Deadlines).

On or before the graduation deadline or by last business day of term:

Report on Final Document

Often during an exam the committee will suggest/require changes to the dissertation before the committee members will grant final approval through the Report on Final Document.

Student is to make any changes and distribute the updated dissertation to the full committee for review and approval / denial. Please permit sufficient time for the committee to review prior to their posting deadline.

Each committee member logs in separately to GradForms to post approve/deny decision.

Committee posts by deadline for term of graduation (see Grad School’s Examination and Graduation Deadlines).

Upload Dissertation to OhioLink

Student is to upload dissertation following committee approval of final document. See Grad School site for instructions and deadline [Current Students >> Dissertations and Theses]

Further information can be found in the Graduate School Handbook or the ISE Graduate Handbook 5/8/15
Application for Candidacy [Ph. D]

The Candidacy Exam gauges the student’s readiness to enter the Ph.D. Candidacy. If at all possible, the Candidacy Examination will not be administered until the student has fulfilled the University’s residency requirements (a minimum of 2 consecutive pre-candidacy full-time semesters while in residence at OSU) The student should determine readiness in conjunction with the faculty advisor. Readiness should be determined by completion of appropriate coursework and a Preliminary Research Proposal. The format of the Preliminary Research Proposal will be determined by the student and faculty advisor. The Candidacy Exam consists of written and oral examinations.

No Less than three weeks prior to the written Candidacy Exam:

Student should determine the ISE Category “P” faculty member (typically the faculty advisor) to serve as the Advisor Examination Committee Chair and 3 additional Category “P” or “M” faculty members to serve as the Candidacy Examination Committee. A date for the written Candidacy exam should be set.

No Less than two weeks prior to the written Candidacy Exam:

Student should provide the Candidacy Examination Committee with an electronic copy of the Preliminary Research Proposal.

The Oral Candidacy Exam must occur within 30 days of the Completion of the Written Exam

No less than two weeks before the Candidacy Oral Exam date:

Student is to file an Application for Candidacy through GradForms.osu.edu (the exam date, time, and room are required in order to submit the Application for Candidacy).

On the Candidacy Oral Exam date:

The exam is to be approximately two hours in length.

Candidacy Examination Committee members will be granted access to the student’s Report on Candidacy in GradForms.osu.edu to post a satisfactory / unsatisfactory decision, once the exam has begun. A decision must be posted by each committee member before the Report on Candidacy will be accepted by the Graduate School.

Further information can be found in the Graduate School Handbook or the ISE Graduate Handbook 5/8/15