

Application for Final Examination [Ph.D.]

The Final Examination Committee is to consist of the student's advisor (who must be OSU category "P") and

MSE: two MSE graduate faculty (substitutions made via petition of MSE GSC)

WE: at least two OSU category "P" graduate faculty, at least one of whom must be a member of the WE graduate faculty. If co-advised, the co-advisor is a fourth member of the committee.

Additional committee members may be added. Non-OSU faculty require the **student** to file a *Committee and Examination Petition* through GradForms. Committee members are to be listed on the student's *Application to Graduate* at the time of submission.

Student establishes with the committee a date, time, room/video link for the Final Examination. Consult the Graduate School's *Graduation Calendar* to determine dates for graduation eligibility. (<https://gradsch.osu.edu/calendar/graduation>)

-- These timeframes are "on or before" deadlines --

At least three weeks before Final Examination date:

Application for Final Examination

Student submits an *Application for Final Examination* on GradForms.osu.edu. Submission opens access for Final Examination committee members to post decisions on GradForms.

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 by the Graduate School:** **Student** is to provide the dissertation draft to staff at the 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 access to the *Report on Final Examination* and *Report on Final Document* in GradForms and 2) assign a Grad Faculty Representative to the student's committee.

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.

Student uses online form to provide title, abstract, bio, etc. for public announcement of Dissertation presentation.

On the Final Examination date:

[Link](#)

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 *Graduation Calendar*).

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

Report on Final Document

Often during an exam the committee will require changes to the dissertation before the committee members will grant their final approval by way of 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 and post a decision.

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 *Graduation Calendar*).

Upload Dissertation to OhioLink

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