**Application to Graduate Process—MS, Ph.D.**

See also “Completing your degree” on the Graduate School site: [gradsch.osu.edu/completing-your-degree](https://gradsch.osu.edu/completing-your-degree)

**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** = advisor and at least one faculty member from the student’s Graduate Program (MSE or WE) *
- **Ph.D.** = advisor and at least two OSU category “P” graduate faculty (per MSE or WE requirements) *

**Student** requests to graduate/receive a degree by way of the MSE site on-line form.

**Graduate Studies Coordinator** reviews student’s course work and other degree requirements and provides to the student, advisor, and GSC Chair a **Student Status Summary** with further instructions regarding the graduation requirements for the degree requested.

**Student** logs in to [GradForms.osu.edu](https://GradForms.osu.edu) using OSU username and submits an **Application to Graduate**.

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

**Graduate Studies Chair** If all requirements have been met, **and the advisor has posted approval on GradForms**, the student’s **Graduate Studies Chair** will post 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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**MS with Thesis**  
One week before Final Examination date:  
**Student** is to provide the Master’s thesis document to Final Examination committee.

On Final Examination date:  
**Report on Final Examination**  
Each committee member logs in separately to GradForms to post approve/deny decision at or immediately following exam.

Before graduation deadline:  
**Report on Final Document**  
Each committee member logs in separately to GradForms to post approve/deny decision.

Before graduation deadline:  
**Upload Thesis to OhioLink**  
**Student** is to upload thesis following committee approval of final document. See Grad School site for instructions & deadline. [Completing your degree | Dissertations and Theses]

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**MS w/o Thesis**  
On Final Examination date:  
**Report on Final Examination**  
Each committee member logs in separately to GradForms to post approve/deny decision at or immediately following exam.  
**Post** by deadline for term of graduation* *

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**Ph.D.**  
Approved by GSC Chair and advisor on or before 3rd Friday of term

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**Application to Graduate to Grad School for processing; awaiting results from the Report on Final Examination and Report on Final Document.**

With these Report results, and the upload of the dissertation to OhioLink, the degree can be conferred.

See “Application for Final Examination [Ph.D.]” for steps involved.

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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**.
- * * Deadlines—See Grad School site for **Graduation Calendar**.  
If deadlines are missed, student has until last business day of term to complete requirements. Degree 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 614-292-6031, Grad-SchoolGraduationServices@osu.edu

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