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** = 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 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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**Master’s** ← Approved by GSC Chair and advisor on or before 3rd Friday of term → **Ph.D.**

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**MS with Thesis** ← Following Grad School approval of the Application to Graduate, access to Report(s) is opened to committee members. **Student** sets Final Examination date, time, and location after consulting with student’s Final Examination committee.

**MS w/o Thesis** → Application to Graduate to Grad School for processing; awaiting results from the Report on Final Examination and Report on Final Document.

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  

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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**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.
- **Ph.D.** Deadlines—See Grad School site for Graduation Calendar. 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 614-292-6031, Grad-SchoolGraduationServices@osu.edu

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**Important:** If the **student** does not complete all graduation requirements on or before the last business day before the start of the next term the **student** must re-apply to graduate and enroll appropriately.