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 faculty members from the student’s Graduate Program (MSE or WE) *

**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** [Dr. Ramirez (WE) or Dr. Dregia (MSE)]—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.**

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.

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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 at least one week before exam date.

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.  
**Post** by deadline for term of graduation* *

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.  
[Current Students >> Dissertations and Theses]

**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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**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 process 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.  
* * 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