

GRADFORMS A Quick Reference for Faculty

Site: <https://gradforms.osu.edu>

Applications: Should be acted on as soon as possible after receiving notice that the form is available.

- If you know a student is submitting an application but you have not received an e-mail, log into the GRADFORMS site and check your task list. The notification e-mail may have gone to your junk box or been caught by filters in your e-mail system.
 - **Application to Graduate** - Must be received to the Graduate School, having been approved by advisor and program, by the posted deadline.
 - **Application for Candidacy Exam** - Must be to the Graduate School, having been approved by advisor and program, at least two weeks prior to the oral exam date.
 - **Application for Final Exam** - Must be to the Graduate School, having been approved by the advisor, program, and all committee members, at least two weeks prior to the exam date.

Report on: Should be acted on only after the appropriate exam has been completed

- **Report on Candidacy Exam** – this reports the results of the exam, both written and oral; the form becomes available at the time of the exam
- **Report on Final Exam** – this reports the results of the final examination; the form becomes available once the appropriate application is approved by the Graduate School (Application to Graduate [Master's] or Application for Final Exam [Doctoral])
- **Report on Final Document** – by signing this form you are indicating that the document is in its final form and complete; the form becomes available once the appropriate application is approved by the Graduate School (Application to Graduate [Master's] or Application for Final Exam [Doctoral])

PENDING: the form is waiting for someone at the program level to take action; this may be the Graduate Studies Chair/Program coordinator, advisor, or committee member

PENDING*: the form has been received by the Graduate School and, depending on the form, is waiting final processing or pending resolution of a problem, a look at the comments on the form will clarify the reason