

GRADFORMS

Applications Workflow

(Application to Graduate; Application for Candidacy Exam; Application for Final Exam)

Student Initiates Application

- **NEW Status:** Student has created and saved an application but has not submitted the form
- **PENDING Status:** Student has submitted the application for program/advisor/committee approval and an e-mail has been sent to the appropriate approvers
- **Application** is only good the one semester. If unable to meet graduation deadline, regular or end-of-semester, student needs to cancel the application and submit a new application for the new semester

Program Review

- **Application for Graduation:** Approved by the advisor and the program coordinator/Grad Chair
 - o Application must be submitted by the student and approved by the advisor and program by the posted application deadline in the semester of graduation
 - Graduation Level: correct degree and plan?
 - EOS: if marked remind student they will not graduate this semester
 - Continue to Ph.D.: (Master's only) will the student continue to the Ph.D.? Select 'No' if a decision has not yet been made
- **Application for Candidacy:** Approved by the advisor and the program coordinator/Grad Chair
 - o Application must be submitted by the student and approved by the advisor and program at least two weeks before the oral exam date
- **Application for Final Exam:** Approved by all members of the final exam committee
 - o Application must be submitted by the student and approved by all members of the exam committee at least two weeks before the defense date
 - o The student must bring to the Graduate School a complete formatted hard copy draft of the dissertation at least two weeks before the defense date

Graduate School (GS) Review: Applications are at PENDING* status waiting for approval

- **Application for Graduation:** Approval of the form is adding the student to the graduation list. This is not an approval that the degree will be awarded.
 - o Approval will generate the Report on Final Exam and Report on Final Document (Thesis only) for Master's students.

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- **Application for Candidacy:** Approval of the form is validation of the exam going forward
 - Approval will generate the Report on Candidacy Exam which will be available to all committee members at the start time of the oral portion of the exam.

- **Application for Final Exam:** Approval of the form is validation of the exam going forward.
 - Approval will generate the Report on Final Exam and Report on Final Document for doctoral level exams.
 - **Report on Final Exam** should not be signed by committee members until after the exam is completed
 - **Report on Final Document** should be signed by committee members after they feel the document is in its final form and complete

Consult Graduation Deadlines sheet at:

http://gradsch.osu.edu/Depo/PDF/Deadlines_ProfD.pdf