



# Application to Graduate - Doctoral Degree

A summary of doctoral degree graduation requirements is printed on the back of this form. This form must be submitted to the Graduate School no later than the second Friday of the quarter in which graduation is expected. This application is valid for this quarter only. Part II, Section 6 of the *Graduate School Handbook* pertains to the Doctoral Degree Programs.

*Graduate School*  
247 University Hall  
230 North Oval Mall  
Columbus, Ohio 43210-1366  
(614) 292-6031  
gradsch-gradsrv@osu.edu

## Student Information *List the name under which you are officially registered at OSU. Please type or print all information.*

_____	_____	_____	_____
Last Name	First Name	Middle Name	Social Security Number
_____			_____
Local Address			Home Phone Number
_____	_____	_____	_____
City	State	Zip Code	Business or Cell Phone Number
_____	_____	_____	_____
Home Town	State	Zip Code	E-mail Address

## Previous Education

_____	_____
Undergraduate Degree (B.A., B.S., etc.)	Undergraduate Institution
_____	_____
Graduate/Professional Degree (M.A., M.S., etc.)	Graduate/Professional Institution
_____	_____
Graduate/Professional Degree (M.D., J.D., etc.)	Graduate/Professional Institution

## Graduation Information

_____	Degree Expected Quarter/Year: _____
Academic Unit and/or Department	
Dissertation or D.M.A. Examination Committee Members: (Please type or print full name)	Ph.D
_____	D.M.A.
Adviser or Chair	
_____	
_____	

The signatures below indicate that the student is expected to complete both the graduate program and the Graduate School requirements for the doctoral degree by the end of the quarter indicated above.

_____	_____
Signature, Student (required)	Date
_____	_____
Signature, Adviser (required)	Date
_____	_____
Signature, Graduate Studies Committee Chair (required)	Date

## Office Use Only

Hold _____	Sex _____	
Registration Fees Paid _____		
Current Registration		
Course(s)	Credit	Final Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Previous Registration		
Incomplete(s)	Qtr./Yr.	Final Grade
_____	_____	_____
_____	_____	_____
Missing Grades	Qtr./Yr.	
_____	_____	
_____	_____	
Progress	Qtr./Yr.	
_____	_____	
_____	_____	
Graduate Credit Hours		
Earned Hours	_____	
Additional Hours required	_____	
Total hours	_____	
Cumulative Point-Hour Ratio		
Current CPHR	_____	
Final CPHR	_____	
Candidacy Examination		_____
Residence Completed		_____
3 out of 4	_____	
Post Candidacy	_____	



## Instructions

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1. Satisfactory completion of and submission of the Candidacy Examination Report form to the Graduate School.
2. Registration for at least three graduate credit hours during the quarters when the Candidacy and Final Oral Examinations are taken and during the quarter in which graduation is expected.
3. Submission of the Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which graduation is expected.
4. Completion of a minimum of 135 graduate credit hours, at least 90 of which must be completed beyond the master's degree.
5. Completion of the following residence requirements after the master's degree has been earned or after the first 45 hours of graduate credit have been completed:
  - a. a minimum of 45 graduate credit hours at this university.
  - b. a minimum of three out of the four consecutive quarters with an enrollment of at least ten graduate credit hours per quarter at this university.
  - c. a minimum of 20 graduate credit hours over a period of at least two quarters after admission to candidacy
6. Graduate cumulative point-hour ratio of at least 3.0.
7. Approval of dissertation draft (D.M.A. document draft) by the Dissertation Committee (D.M.A. Document Committee) members and submission of the Draft Approval form and the dissertation draft (D.M.A. document draft) to the Graduate School at least two weeks before the date of the Final Oral Examination.
8. Satisfactory completion of the Final Oral Examination and submission of the Final Oral Examination Report form to the Graduate School no later than Wednesday two weeks before commencement.
9. Submission of the approved dissertation (or D.M.A. document if appropriate) and other required forms to the Graduate School no later than Wednesday one week before commencement.
10. Completion of Ph.D or D.M.A degree requirements within five years after being admitted to candidacy.
11. Receipt of final grades in the Graduate School by the deadline published in the Master Schedule of Classes.
12. Completion of the Ph.D. or D.M.A. requirements established by the Graduate Studies Committee.
13. Payment of doctoral hood and microfilming fees no later than Wednesday one week before commencement.

Note:

1. Further information regarding these requirements is contained in Part II, Section 6 of the *Graduate School Handbook*.
2. Graduation deadlines are available in the Graduation Services area of the Graduate School or [www.gradsch.ohio-state.edu](http://www.gradsch.ohio-state.edu).
3. Graduate students are responsible for being aware of all current rules.



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*Graduate School*  
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