



# Application to Graduate - Doctoral Degree

Graduate School  
247H University Hall  
230 North Oval Mall  
Columbus, OH 43210-1366  
Phone 614-292-6031

**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.

Section 9 of the Graduate School Handbook pertains to Doctoral Degree Programs.

## Student Information (please type or print)

Name\* Last, First Middle Soc. Sec. No.

Local Address

City State Zip Code Home Phone

Home town State Country Business Phone

\*List the name under which you are officially registered at OSU.

## 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

Ph.D.  D.M.A.

Academic Unit and/or Department

Date of Oral Candidacy Examination: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Dissertation or D.M.A. Committee Members:  
Please type or print

Adviser and Chairman

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, Missing, or Progress Grade(s) Qtr/Yr Final Grade

Graduate Credit Hours \_\_\_\_\_

Earned hours \_\_\_\_\_

Addnl. hours required \_\_\_\_\_

Total hours \_\_\_\_\_

Cumulative Point-Hour Ratio \_\_\_\_\_

Current CPHR \_\_\_\_\_

Final CPHR \_\_\_\_\_

Candidacy Examination \_\_\_\_\_

Residence Completed \_\_\_\_\_

3 Out of 4 \_\_\_\_\_

Post Candidacy \_\_\_\_\_

Final Oral Examination \_\_\_\_\_

Dissertation: \_\_\_\_\_

Final copy \_\_\_\_\_

Abstract \_\_\_\_\_

Approval Form \_\_\_\_\_

Fees \_\_\_\_\_

D.M.A. Document: \_\_\_\_\_

Score/tapes & programs \_\_\_\_\_

Final copy \_\_\_\_\_

Abstract \_\_\_\_\_

Fees \_\_\_\_\_

## Summary of Ph.D. and D.M.A. Degree Graduation Requirements

1. Satisfactory completion of and submission of the Candidacy Examination Report form to the Graduate School
2. Registration for at least three 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 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 two abstracts and the Final Approval form to the Graduate School no later than 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, microfilming, and binding fees no later than one week before commencement

Note: 1). Further information regarding these requirements is contained in Section 9 of the **Graduate School Handbook**.

2). Graduation deadlines are available in the Graduation Services area of the Graduate School.

3). Graduate students are responsible for being aware of all current rules.