

# Doctoral Students

All forms can be found online at <http://ehe.osu.edu/paes/studentservices/studentforms.htm>

## First Year

### **Ph.D. Degree Program Sheet ([Doctoral Appendix A](#))**

- Submitted to A100 PAES Building by the completion of 28 hours of coursework or the end of the 4<sup>th</sup> quarter of enrollment in the doctoral program
- Signed by you and your advisor
- Changes in the program are summarized by the student in writing and approved by the doctoral program committee.

## One Quarter before the Candidacy Exam is Written

### **Written Format of Candidacy Examination ([Doctoral Appendix B](#))**

- Submitted to A100 PAES Building at least 1 month before the start of the quarter in which the exam is written.
- Lists the candidacy exam committee and each member's area for the exam.
- **You must be enrolled for at least 3 credit hours the quarter you will be writing your exam.**
- Briefly outlines the exam format.
- Is signed by you and your advisor.

### **Student Agreement on Academic Honesty ([Doctoral Appendix C](#))**

- Submitted to A100 PAES Building at least one week before the date that you start writing your candidacy exam.
- This form is required only if you are writing an exam via computer
- Signed by you and your advisor.

## Two Weeks before the Oral Candidacy Exam

### **Doctoral Notification of Candidacy Examination ([Graduate School Form](#))**

- Submitted to the Graduate School at least 2 weeks before the date of your oral candidacy exam.
- Used to report the date, time and location of your oral candidacy exam to the Graduate School.
- The Graduate School assigns a representative from Ohio State's graduate faculty to serve on the oral exam committee.
- The Doctoral Notification of Candidacy Examination form is signed by your advisor before it is submitted to the Graduate School

- Must be signed by the Graduate Studies Committee Chair for PAES showing approval of the candidacy exam committee if any committee member **does not** advise doctoral students at Ohio State.
- Program Coordinators in A100 PAES and the Graduate Services staff in 247 University Hall can verify whether committee members advise doctoral students
- The Doctoral Notification of Candidacy Examination form, with your advisor's signature, is to be brought to A100 PAES Building at least one week before it is due to the Graduate School 247 University Hall if it needs the Graduate Studies Chair signature.
- Staff in A100 PAES will forward the Doctoral Notification of Candidacy Examination form to the Graduate School if it needs to be signed by the PAES Graduate Studies Committee Chair.

### **After Taking the Exam**

#### **Candidacy Examination Report (Form prepared by the Graduate School)**

- The Graduate School sends this form to your advisor prior to the exam.
- Signed by your candidacy exam committee and the Graduate Schools representative to indicate whether you passed the oral portion of the candidacy exam.
- The original is delivered to the Graduate School, 247 University Hall.
- A copy of the form is to be delivered to A100 PAES.
- Note: the Graduate School doesn't forward any copies to A100 PAES Building.

### **One Week before the Dissertation Colloquium**

#### **Announcement of Dissertation Colloquium ([Doctoral Appendix D](#))**

- Signed by your advisor
- Original copy is submitted to A100 PAES Building
- E-mail the announcement to your faculty advisor, who forwards the announcement to the PAES listserv ([paes@lists.acs.ohio-state.edu](mailto:paes@lists.acs.ohio-state.edu)).

### **Following the Dissertation Colloquium**

#### **Dissertation Proposal Acceptance Form ([Doctoral Appendix E](#))**

- Signed by you and your dissertation committee once the revisions suggested in the dissertation colloquium have been completed by you and approved by your committee.
- Staff in A100 PAES will obtain the signature of the Graduate Studies Chair.
- The Dissertation Proposal Acceptance form is kept in your student file.

## THE QUARTER OF GRADUATION - 2<sup>nd</sup> Friday of the Quarter

### Application to Graduate ([Graduate School form](#))

- Signed by you, your faculty advisor and the PAES Graduate Studies Chair.
- Lists your dissertation committee, which must have at least 3 members
- Shows the date of the oral candidacy exam; **is not** used to report the date of the dissertation defense.
- Staff in A100 PAES will obtain the signature of the Graduate Studies Chair and forward this form to the Graduate School once it has been completed and signed by both you and your advisor.
- Is due to A100 PAES by 12:00 Noon on the day that Applications to Graduate are due to the Graduate School.
- **Earlier submission of Applications to Graduate is encouraged!**

## THE QUARTER OF GRADUATION - 2 Weeks or More before the Final Oral Examination

### Doctoral Draft Approval/Notification of Final Oral Examination ([Graduate School form](#))

- Students schedule the room for their final oral exam. Staff in A100 PAES and your section or specialization support staff can let you know who schedules classrooms and conference rooms for the PAES building.
- The Doctoral Draft Approval/Notification of Final Oral Examination lists the dissertation committee members and is signed by the dissertation committee members to indicate that the dissertation draft is sufficiently developed to warrant the final oral exam.
- The final oral exam must be scheduled on or before the 9<sup>th</sup> Wednesday of the quarter that a student plans to graduate to meet graduation deadlines.
- This form is used to report the date, time and location of the final oral exam to your exam committee and the Graduate Schools faculty representative.
- The form must be signed by the Graduate Studies Committee Chair for PAES showing approval of the dissertation committee if any of your committee members don't serve as advisors to doctoral students at Ohio State
- Program Coordinators in A100 PAES and Graduation Services staff in 247 University Hall can verify whether faculty advise doctoral students.
- The form is submitted to the Graduate School, 247 University Hall at least 2 weeks before the final oral exam for the dissertation.
- Students whose committee needs approval from the PAES Graduate Studies Chair are to make arrangements to pick up the form in time to deliver it to the Graduate School at least 2 weeks before the date of their exam.
- Students need to have the format of their dissertation checked by staff in the Graduate School, 247 University Hall before the oral exam, usually in conjunction with submitting this form.

- If you cannot take your dissertation to the Graduate School for a format check, find someone to do it for you who will let you know if any changes are needed. Staff in A100 PAES and section/specialization support staff will not take care of this task for you.

### **THE QUARTER OF GRADUATION - One Week before the Oral Exam**

#### **Announcement of Dissertation Final Oral Exam ([Doctoral Appendix F](#))**

- The exam announcement is signed by your adviser.
- Original is submitted to A100 PAES Building for your file.
- E-mail the announcement to your faculty advisor, who forwards the announcement to the PAES listserv ([paes@lists.acs.ohio-state.edu](mailto:paes@lists.acs.ohio-state.edu)).

### **THE QUARTER OF GRADUATION - Wednesday, two weeks before commencement**

#### **Final Oral Examination Report (Form prepared by the Graduate School)**

- The Graduate School sends this to your advisor, along with the Final Approval form for the dissertation.
- Signed by your dissertation committee and the Graduate Schools representative to indicate whether you passed the oral exam for the dissertation.
- The original due to the Graduate School, 247 University Hall the Wednesday, two weeks before commencement
- A copy of the form is to be delivered to A100 PAES.
- Note: the Graduate School doesn't forward any copies to A100 PAES.

### **THE QUARTER OF GRADUATION - Wednesday, one week before commencement**

#### **Final Approval Form (Form prepared by the Graduate School)**

- Signed by your dissertation committee to indicate that the dissertation has been approved.
- The Final Approval form does not need to be signed by the Graduate School Representative who was present at your final oral exam.
- The original is delivered to the Graduate School 247 University Hall
- A copy of the form is to be delivered to A100 PAES.
- Note: the Graduate School doesn't forward any copies to A100 PAES.
- ([see Graduate School steps](#))

**NOTE:** Beginning Autumn Quarter 2002, all dissertations will be submitted to the Graduate School electronically. Information about electronic submission of dissertations is on the Graduate Schools website, at <http://www.gradsch.ohio-state.edu/Content.aspx?Content=27&itemid=1>