

Master's Students NOT Writing a Thesis

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

First Quarter of First Year

Master's Degree Program Sheet ([Master's Appendix A](#))

- Submitted to A100 PAES Building by the completion of 15 hours of coursework or the end of the 2nd quarter of enrollment in the master's program.
- Is signed by you and your advisor.
- Changes in the program are summarized by the student in writing and approved by the advisor.

Quarter of Graduation - by the 2nd Friday of the Quarter

Master's Application to Graduate ([Master's Application to Graduate](#))

- Is signed by you, your advisor, and the PAES Graduate Studies Chair.
- Staff in the A100 PAES will obtain the signature of the Graduate Studies Chair and forward the Application to Graduate to the Graduate School for processing.
- Students should deliver completed Applications to Graduate, signed by them, 2nd reader and their advisor, to A100 PAES by 12:00 Noon on the day that applications are due to the Graduate School. **Earlier submission of Applications to Graduate is encouraged!**
- The master's exam and/or comprehensive paper are evaluated by the faculty advisor and at least one other faculty member (2nd reader). Even if a student is completing a final project that is evaluated by a number (or all) of the program faculty, the Graduate School expects two faculty members to verify successful completion of an "exam" (paper, project, or written exam) for the master's degree.
- The exam committee (faculty advisor and a second reader) is reported to the Graduate School on the Application to Graduate. The Graduate School uses information from the Application to Graduate to prepare the Masters Examination Report Form for the evaluation of the "exam" (paper, project or written exam).
- Any changes to the exam committee must be reported to the Graduate School in writing by the PAES Graduate Studies Chair. The faculty advisor should notify the Graduate Studies Chair of any committee changes via e-mail, giving the reason for the change.

Quarter of Graduation - 3rd Week of the Quarter

Statement of Intent to Take the Master's Examination ([Master's Appendix C](#))

- Before completing the Statement of Intent for the master's exam, students meet with the faculty advisor to set a date for the exam and discuss the exam format ("exams" for students

- who aren't writing a thesis may take the form of a longhand written exam, a written exam taken via computer, a comprehensive paper or a final project).
- If participating in the PAES group comprehensive exam, students will be taking a longhand exam. Dates for the PAES exam are sent to PAES students prior to the start of each quarter via email.
 - The exam is usually during the 5th or 6th week of the quarter.
 - Faculty will sometimes arrange computer exams for their advisees or for a group of students in the same master's program. Students should check with their advisor about whether accommodations will be made for a computer exam.
 - The Statement of Intent to Take the Master's Exam is signed by the student, the faculty advisor.
 - The form is to be submitted to A100 PAES by Friday of the 3rd week of the quarter.

Student Agreement on Academic Honesty ([Master's Appendix D](#))

- Is submitted to A100 PAES when students take the master's comprehensive exam on a computer.
- Is signed by the student and faculty advisor.

Quarter of Graduation - Wednesday, two weeks before commencement

Master's Examination Report Form (Form prepared by the Graduate School)

- This form is generated by the Graduate School when it receives the Application to Graduate and it is sent to A100 PAES.
- The staff in PAES sends this form directly to faculty advisors.
- The form is signed by the student exam committee (faculty adviser and a second reader) to indicate whether the "exam" (written exam, comprehensive paper or final project) was satisfactory.
- The original copy is due to the [Graduate School](#) the Wednesday, two weeks before commencement.