

Master's Students 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.

One Week before the Thesis Colloquium

Announcement of Thesis Colloquium ([Master's Appendix B](#))

- Master's students who are writing a thesis present their proposed research at a colloquium.
- Some PAES specializations have students present their research during a colloquium course. Others have individual students schedule a room for their colloquia.
- The Colloquium announcement is signed by your advisor.
- Original copy is submitted to A100 PAES Building.
- Students e-mail the colloquium announcement to their faculty advisor, who forwards the announcement to the PAES listserv (paes@lists.acs.ohio-state.edu).

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!**
- Master's student thesis committees consist of your advisor and at least one other committee member.
- The thesis committee is listed on the Application to Graduate. Committee members listed are required to sign paperwork indicating whether you have passed the oral exam and successfully completed the thesis.

- Any changes to the thesis 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 - One Week before the Thesis Oral Exam

Announcement of Thesis Final Oral Examination ([Master's Appendix E](#))

- Students schedule the room for their final oral exam. Staff in A100 PAES and your section or specialization secretary can let you know who schedules classrooms and conference rooms for the PAES building.
- The oral exam must be scheduled on or before the 9th Wednesday of the quarter that you graduate to meet graduation deadlines.
- The exam announcement is signed by your advisor.
- Original copy is submitted to A100 PAES Building for your file.
- Students e-mail their announcement to their faculty advisor, who forwards the announcement to the PAES listserv (paes@lists.acs.ohio-state.edu).

Quarter of Graduation - 9th Week of the Quarter

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.

The Quarter of Graduation - Last Week of the Quarter

Master's Thesis Approval Form (Form prepared by the Graduate School)

- Staff in A100 PAES sends this form to your advisor, along with the Master's Examination Report Form.
- Is signed by your thesis committee to indicate that your thesis is complete and all changes suggested during the oral exam have been resolved.
- Is due to the Graduate School the Wednesday one week before commencement.
- Submit the final thesis to the Graduate School along with the Thesis Approval Form, and a \$12 check or money order for microfilming. ([see Graduate school steps](#))
- The Graduate School will not accept this form unless it is accompanied with the final copy of your thesis.
- Electronic filing of theses is required for master's students.