

Applying to Graduate: Ed.S. Students

T&L Ed.S. students are required by the department to submit their Applications to Graduate by **the 10th Friday of the term prior to graduation**. See table below for deadlines for the 2015-2016 academic year. In addition, **you must be registered for a minimum of 3 hours of graduate credit the term of your graduation**.

Term of Anticipated Graduation	Ed.S. Deadline for submitting materials
Autumn 2016	July 15, 2016
Spring 2017	October 28, 2016
Summer 2017	March 17, 2017

STEP ONE: The Ed.S. Program Sheet


Prior to the steps below, please submit a completed copy (with your faculty advisor’s signature) of your [Ed.S. Program Sheet](#) to T&L Academic Services. We will accept hard copies in 227 Arps Hall or an electronic copies to tl-academicservices@osu.edu. Be sure to confirm that you have met the requirements in the “Graduation Checklist” on the second page of the document.

Please note that your Application to Graduate will not be approved by T&L Academic Services until the completed and signed document is submitted.

STEP TWO: Application to Graduate

- Log into <https://gradforms.osu.edu>.

-Select 

-Scroll down to “Application to Graduate” and click on 

-**Graduation Term:** The “End of Semester Option” (EOS) will automatically be selected should you complete and submit this form after the Graduate School’s deadline for that specific term (3rd Friday). “EOS” as defined by the Graduate Student Handbook: A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following semester or summer term may graduate the following semester or summer term without registering or paying fees.



-**Graduation Level:** select “Educ Specialist”.

-**Graduation Plan:** Select “EDUTL-ES – Education: Teaching and Learning”.

-**Commencement:** If EOS option is selected, please note that you will only be eligible to participate in commencement at the end of the following term (i.e. EOS summer 2016 → Commencement autumn 2016).

-**Committee:** Type the first and last name of your assigned faculty advisor in the “Advisor” box and be sure to select the correct person in the drop-down menu. (Skip the Co-Advisor)

-**Committee Member:** Type the first and last name of your second committee member and be sure to select the correct person in the drop-down menu. Please consult with your faculty advisor for recommendations as to who should serve as your committee member.

-You can  to submit it OR you can  your application and complete it later.