

Applying to Graduate: M.A. Students

T&L M.A. students are required by the department to submit the Application to Graduate by **the 10th Friday of the term prior to graduation**. See table below for deadlines for 2017-2018. In addition, **you must be registered for a minimum of 3 hours of graduate credit the term of your graduation**.

Term of Anticipated Graduation	Department Deadline	Commencement Date
Summer 2017	March 17, 2017	August 6, 2017
Autumn 2017	July 14, 2017	December 1, 2017
Spring 2018	October 27, 2017	TBD

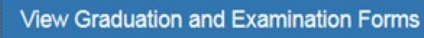
STEP ONE: The M.A. Program Sheet


Prior to the steps below, please submit a completed copy (with your faculty advisor's signature) of your [M.A. 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 the department until the completed and signed document is submitted.

STEP TWO: The 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 either "Master's-Non-Thesis" or "Master's-Thesis," depending on how you have chosen to complete your Master's Examination.

-**Graduation Plan:** Select "EDUTL-MA" or "TCHLRN-MA": **Students admitted to the M.A. program in Spring 2016 and beyond should select "TCHLRN-MA."**

-**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 2017 → Commencement Autumn 2017)

-**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 Members:** Type the first and last name of your second committee member and be sure to select the correct person in the drop-down menu. **You will need to consult your faculty advisor for recommendations as to who should serve as your committee member (second reader).**

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