

T&L Ph.D. Examination and Graduation Process

CANDIDACY

- **Candidacy Committee:** Composed of **at least 4** authorized Graduate Faculty (all must have category P with Graduate School) **including the student's faculty advisor.**
- **Written Portion of Candidacy Examination:** To be completed **at least 7 days prior** to oral portion of exam.
- **Application for Candidacy Examination:** Complete & submit in GRADFORMS.OSU.EDU **at least 2 weeks prior** to proposed date for **oral portion of exam.**
- **Report on Candidacy:** Generated in GRADFORMS.OSU.EDU, the report becomes available to the candidacy committee on the date of the oral portion of exam for immediate recording of the results.

POST-CANDIDACY

- **Dissertation Committee:** Composed of the **faculty advisor and at least 2 other authorized Graduate Faculty members** (all must have Category P with Grad School). Graduate School will assign Graduate Faculty Representative closer to defense date.
- **Approval of Dissertation Proposal**:** Submit to T&L Academic Services (227 Arps or tl-academicsservices@osu.edu).
- **Dissertation Research (EDUTL 8999):** Candidate must enroll **in at least 6 credit hours** with his/her faculty advisor **over two consecutive terms:** Autumn/Spring, Spring/Summer, or Summer/Autumn. Please note that Summer Term is composed of May and Summer Sessions.
- **\$20 Microfilming Fee:** One-time required fee charged to your account.

APPLICATION TO GRADUATE

- **Ph.D. Program Sheet**:** Complete & submit to **T&L Academic Services (227 Arps)** before submitting Application to Graduate.
- **Application to Graduate:** Complete & submit in GRADFORMS.OSU.EDU **by 3rd Friday of term of graduation.**

FINAL EXAMINATION

- **Application for Final Examination:** To be submitted online by candidate AND approved by all members of the dissertation committee in GRADFORMS.OSU.EDU **at least 2 weeks prior** to defense date.
- **Dissertation Draft Format Check:** A complete, paper copy of the dissertation draft must be brought to the Graduate School at 247 University Hall for format feedback **at least 2 weeks prior** to defense date. Allow at least 30 minutes: office closes at 4:30 pm in AU/SP and at 4 pm in SU.
- **Graduate Faculty Representative (GFR):** Assigned by Graduate School **7 to 10 days before** the defense date. Candidate is notified by email as to this person's name & contact information. Candidate must contact and deliver a copy of the dissertation to the GFR **at least 7 days prior** to the exam.
- **Report on Final Examination:** Generated in GRADFORMS.OSU.EDU and becomes available to T&L and dissertation committee prior to final defense date. The results must be recorded by the committee immediately after the final defense.
- **Report on Final Document:** Generated in GRADFORMS.OSU.EDU where committee members indicate that the dissertation is complete and final. The approved final document must also be submitted by the student through OhioLINK (refer to the **Final Semester Procedures and Timeline** information in the Graduate School website) and approved by the Graduate School by the **Approved Thesis & Dissertation**** deadline for the semester/term of graduation.

**These forms are T&L requirements only that can be found in our department's [Resources webpage](#).

**Please refer to the Graduate School's [Final Semester Procedures and Timelines](#) for more detailed information and the [Graduation Deadlines](#) listed in the "Semester Deadlines" section where one should select the "Graduation" option.

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Room Change: Please have your faculty advisor email GSGFR@osu.edu to confirm.

Committee and Examination Petition: Complete & submit in GRADFORMS.OSU.EDU *more than 2 weeks prior to* date of candidacy or final examination. This form must be approved by student's faculty advisor and T&L Graduate Studies Chair before it is reviewed by the Graduate School. Petition requests include:

- Addition(s) of an inactive faculty member, non-member of OSU graduate faculty, or external individual to university to a candidacy or dissertation committee
- Changes to a candidacy or dissertation committee
- Videoconferencing of an exam
- Waiver of Graduate School policy

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