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-academicservices@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.**
**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

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

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