

GRADUATION CHECKLIST—DOCTORAL

In order to graduate, each doctoral student must:

- _____ Satisfactorily complete the candidacy examination and have the approval of all committee members on the Report on Candidacy.
- _____ Register and enroll for at least three graduate credit hours during the semester in which the final oral examination is taken and the semester in which graduation is expected.
- _____ Submit an Application to Graduate on [GRADFORMS.OSU.EDU](https://gradforms.osu.edu) no later than the third Friday of the semester or summer term in which graduation is expected.
- _____ Complete a minimum of 80 graduate credit hours. At least 50 of these must be completed beyond the master's degree. For a master's degree earned at another institution to count toward the 80 hours, it must be officially transferred.
- _____ Complete the following requirements after the master's degree has been earned or after the first 30 hours of graduate credit have been completed. (The latter applies to programs where a master's degree will not be transferred.)
 - A minimum of 24 graduate credit hours at The Ohio State University.
 - A minimum of two consecutive pre-candidacy semesters or one semesters and a summer term with full-time enrollment.
 - A minimum of six graduate hours over a period of at least two semesters after admission to candidacy.
 - Earn a graduate cumulative point-hour ratio of at least 3.0.
- _____ The Application for Final Examination on [GRADFORMS.OSU.EDU](https://gradforms.osu.edu) must be submitted and approved by the defense committee at least two weeks before the date of the final oral examination. The complete, typed dissertation draft also needs to be submitted to the Graduate School at least two weeks before the defense date to be reviewed for format compliance in the presence of the student (or the student's agent).
- _____ Satisfactorily complete the final oral examination and verify that the Report on Final Examination has been approved by all committee members by the published deadline for the semester or summer term of graduation.
- _____ Convert final dissertation or DMA document to embedded font PDF and submit to the Graduate School through OhioLINK (<https://etdadmin.ohiolink.edu>). Receive email acceptance of document from the Graduate School.

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Once the electronic submission has been accepted, make sure the following items have been completed:

- _____ Report on Final Document completed by all committee members
- _____ Microfilming and processing of the dissertation is required. The fee is \$20, which will be posted to the student's Ohio State account about the fourth week of the semester. It is only charged the first time that a student applies to graduate.
- _____ Complete the Survey of Earned Doctorates form <http://survey.norc.uchicago.edu/doctorate> and the Doctoral Exit Survey listed on the student's Carmen account.
- _____ Final grades for all previous and current courses need to be posted to a student's university record by the grade submission deadline for graduation.

If you are unable to complete the requirements within the deadlines, notify the Graduate School as soon as possible.

614-292-6031
grad-schoolgraduationservices@osu.edu

CONTINUOUS ENROLLMENT NOTICE: Doctoral students who have been admitted to the Graduate School during the 2008 autumn quarter or after, or who have not been enrolled for a period of more than two years, will be required to be continuously enrolled in every semester, excluding summer, once they attain candidacy status. Consult the *Graduate School Handbook* for more information.

