

Final Semester Procedures and Timeline, Doctoral

PhD Degree Requirements

The Graduate School uses these requirements to audit your record to determine if you are eligible to graduate. *Note this version has been updated with additional information by Kris Dunlap, Physics Grad Prog. Coord.*

Students are enrolled and employed for the ENTIRE semester.

ALL early termination dates must be emailed to the Physics Grad Studies Office to be forwarded **for Preapproval by the Graduate School.** (Your graduate appointment dates can be found on your graduate appointment document you sign annually in early summer.)

You should not set a formal start date for your post doc or other position during the semester you defend your thesis until you have discussed this the Physics Grad Studies office (Physics Grad Prog. Coord. or Chair of Grad Studies.)

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- Submit Application to Graduate (You must be enrolled to be eligible for graduation)

via **GRADFORMS**

Due: Third Friday of the semester or summer term (**graduation calendar**)

- Pay \$20 Required Microfilming Fee

Due: Payment is due by the **posted deadline** during the semester it is charged. Students who postpone graduation and pay the fee will not be charged again. You will be notified via email midway through the semester of graduation once the fee has been added to your Statement of Account in Buckeye Link.

See below “**Microfilming Fee”

- Deliver copy of dissertation to your committee for their review.

Due: at least three weeks (21 days) before the defense

- Submit Application for Final Examination

via **GRADFORMS**

Due: At least two weeks (14 days) before the defense

Must be submitted by the student and **approved by the entire defense committee at least two weeks (14 days) before the defense date.**

*Note if scheduled for date after the semester’s Examinations and Reports completed by date for the term, the thesis defense will automatically become an End of Semester option to finish the degree requirements. See below “*End of Semester”

- Undergo Dissertation Format Check

Due: At least two weeks (14 days) before the defense

Bring a complete, paper copy of your document to the Graduate School, Graduation Services office. Autumn and Spring semester hours: 9 a.m.-4:30; Summer hours: 9 a.m.-4 p.m.

Learn more about [format review and submission](#), and [format guidelines](#). Found at <https://gradsch.osu.edu/completing-your-degree/dissertations-theses>

- Deliver copy of dissertation to Graduate Faculty Representative as soon as you receive GFR assignment email notice from Graduate School.

Contact your outside Graduate Faculty Representative to find out preferred format for delivering your dissertation copy.

Due: At about 1 week (5 to 7 days) before the defense date

- Day of Final Examination

Verify that your committee has approved and submitted Report on Final Examination (on [GRADFORMS](#))

Due: Immediately following conclusion of exam

- Make required revisions to dissertation document

- Report on Final Document

Verify that your committee has approved and submitted Report on Final Document by posted deadline

via [GRADFORMS](#)

- Convert final dissertation document to embedded-font PDF and submit to [OhioLink](#)

[OhioLink](#) ETD (Electronic Theses and Dissertations) submission site

<https://etdadmin.ohiolink.edu>

Due: 8 a.m. on Graduation Calendar date for Approved Thesis and dissertation submitted and accepted by date. (Or by 8 a.m. on the end of semester date for that term.)

See “***Format Revisions” below

- Request Delay of Final Document (if applicable)

via [GRADFORMS](#)

Learn more about [access and distribution](#) of your document.

- Take the Survey of Earned Doctorates and submit the Certificate of Completion form to the Graduate School

When complete, email certificate to Grad-SchoolETD@osu.edu

See “+Survey of Earned Doctorates” below

- Complete the Ohio State Doctoral Exit Survey

Via [Carmen](#)

- Commencement

If attending, come to Graduate School and provide an audio recording of your name so your name is pronounced appropriately at commencement.

If not attending, complete the commencement section on the application to graduate on **GRADFORMS** to indicate how the diploma should be disbursed.

See <https://gradsch.osu.edu/completing-your-degree/final-semester/commencement>

- Order regalia

All graduates must wear the proper academic regalia to participate in the commencement ceremony. See <https://commencement.osu.edu/for-graduates/academic-costume.html>

PhD caps and gowns may be purchased or rented at Ohio State Bookstores only. PhD regalia purchase orders must be placed at the Ohio State Bookstore by 4:30 PM, Friday 2 weeks before the Examination deadline for that semester. PhD regalia rental orders must be placed at the Ohio State Bookstore by 4:30 PM, Friday, 1 week before the Examination deadline for that semester.

Due: The fee is due at the time the order is placed

- Check your advising report for your Final Grade(s) for the semester by the first day of finals. (All grades must be posted before the Friday before the Graduation ceremony.)

- Complete Physics Department

Complete Physics Department survey AND turn in your office and lab keys to Kris Dunlap, Research Admin or HRP. (desk/cabinet keys stay in the office.)

***End-of-Semester**

- Students who apply to graduate in a given semester and find that they cannot complete degree requirements by the posted deadlines can opt to utilize an option at Ohio State called End-of-Semester.
- Students who take this option have until the last business day before the start of the next semester to complete all degree requirements, including defending a dissertation or thesis, submitting the final approved document, and taking care of all related paperwork and fees. *(Note ALL due by 4 p.m. on last business day of the current term.)*
- Meeting the End-of-Semester deadline means that a student will officially graduate the following semester and will not have to be enrolled in that semester, nor re-apply to graduate. The student's degree is conferred at the next commencement ceremony, and this is the date of graduation that will appear on the student's official transcript.

****Microfilming Fee**

- The microfilming fee must be paid by all PhD and DMA students during the semester that you first submit an Application to Graduate.
- It must be paid by final submission deadline for your dissertation. If you choose to graduate at a later time, you must still pay the fee; you will not be charged again.

*****Format Revisions**

See <https://gradsch.osu.edu/format-review-and-submission>

- Within a few hours of the document submission, the Graduate School will notify the student via email that the document has either been accepted or that the document needs revisions.
- If the document needs revisions, the student must make the corrections and upload the revised version to the OhioLINK site.

+Survey of Earned Doctorates

- The Survey of Earned Doctorates began in 1958 as an annual survey and has evolved as the definitive source of information on the nation's new research doctorates.
- Sponsors are the National Science Foundation, National Institutes of Health, Department of Education, National Endowment for the Humanities, USDA, and NASA.
- Data collected are shared with colleges and universities across the United States to assist in decisions about funding and advocating for graduate education. The information is confidential; none of the data will personally identify a respondent.
- Ohio State doctoral candidates may complete the survey any time during their semester of graduation.

Contact

*** Graduation Services, 614-292-6031**

grad-schoolgraduationservices@osu.edu