

Planning to graduate Spring term? Please read and SAVE THIS EMAIL!

physics-grad <physics-grad-bounces+smith.8391=buckeyemail.osu.edu@lists.osu.edu>
on behalf of

Dunlap, Kristina <dunlap.151@osu.edu>

Mon 12/30/2019 11:38 AM

To: physics-grad@lists.osu.edu <physics-grad@lists.osu.edu>

Cc: Moloney, Crystal <moloney.38@osu.edu>; Dunlap, Kristina <dunlap.151@osu.edu>; Pelz, Jonathan <pelz@physics.osu.edu>

📎 2 attachments (246 KB)

Final Semster Checklist.pdf; Graduation Calendar 2020.pdf;

Hello, If you are planning to graduate **Spring 2020** semester, please file your Application to Graduate on [GRADFORMS.OSU.EDU](https://gradforms.osu.edu) BEFORE the 3rd Friday of the term, **Jan 24th and SAVE THIS EMAIL for the attachments as they will help you with your final semester to do list and deadlines.** (note this email includes the New and Improved “Final Semester Checklist” that has major revisions from the prior versions emailed.)

Your advisor and the Physics Grad Studies office (either me, Crystal or Prof. Jon Pelz)

MUST approve your form online before 4 pm on the 3rd Friday after the start of the semester.

- The application to graduate only registers your intent to schedule your defense during the semester and you can later cancel your application if you decide to extend 1 semester but you will need to refile your application for the new semester after you cancel the old one.
- The Graduate School will do their approval of graduation application AFTER you successfully complete your other requirements that are approved by ALL of your committee members: Thesis oral defense and final written thesis approval. Further info about the Application to Graduate form process is below.

Please be sure to monitor the status of ANY FORM you file on Gradforms to make sure **ALL DEPARTMENT approvals are completed by their associated deadlines**. The Graduate School's approval comes later so your form(s) will remain at “Pending” until the next steps are completed within the department. **The status changes to “PENDING-GS”**, and that **notes that the form is over at the Graduate School pending their approval**, which will come AFTER the 14 day deadline they have for department approvals. **Monitoring the status of your forms is your responsibility.**

*Please remember your post candidacy period only lasts for 5 years and you can only **extend it only by 1 semester** by filing a Committee and Examination Petition on gradforms.osu.edu BEFORE the end of the semester your candidacy expires. Check your General Info tab in SIS under “Student Groups” to note the date of your exam.*

Please see the deadline info in the table below for those planning to do their thesis defense during the term as well as you should print and save the Final Semester Checklist document attached. Everything you need to know is covered in these attachments, which have been revised by me to include some key deadlines not covered in the Graduate School's version available on their website.

On your Application to Graduate, please do NOT check the box “EOS” for end of semester even if you know for sure you won't be defending by April 10th as this can cause problems if you check it and you do end up defending before the semester deadline to

have your degree awarded for **Spring**. If you will schedule after **April 10** the system will automatically switch you over to “EOS” for End of Semester as your graduation option so *you don’t need to do anything to select that as an option*.

After you submit your form, it will notify both Jon and myself for approving it as well as it will route to your advisor to electronically sign it online. It will also tell you if you are missing any grades so you can access your advising report (via Buckeyelink) and work on getting those updated with a Change of Grade form. Either Jon or I approve your form for further processing at the Graduate School AFTER your advisor approves the form and **all approvals must be done by 4 pm on Friday of the deadline**. Please note that we often hold on reviewing these forms for approval until a few days before the deadline so that we can process everyone as a batch to verify that the students have met all department requirements.

Important Deadlines to keep in mind: your **form to schedule your PhD thesis defense exam (Application for Final Exam)** is also online on **gradforms.osu.edu** and it is **required to be APPROVED by ALL committee members at least 2 weeks (14 calendar days) before the date of your oral defense** therefore you need to submit your **thesis draft to your committee 3 weeks (19-21 days) BEFORE your oral defense or 1 week (5 to 7 days) before the 14 day approval deadline for the Application for Final Exam**. These milestone deadlines are included in the attachments for easier tracking.

ALSO, you will still need to take your thesis draft over to the Graduate School in University Hall for formatting review no later than 14 days before your Final Exam date . You should still see that noted as a requirement when you are filling out the form to schedule your defense. You only need to do format review once and you will not go back for a 2nd time BUT your final thesis is reviewed for formal when you upload it on OhioLink. With this Graduate School formal review deadline in mind, you need to give your committee at least 5 to 7 days to read your final thesis draft so that they can approve you as ready to defend 14 days before your oral exam date.

The Application for Final Exam form you file on gradforms will generate the Final Oral Exam report and the Final Thesis report forms that will be available online about 1 week before your defense date. **ALL committee members MUST approve your Final Oral exam form within 24 hours of your defense and you should remind them of this at the end of your defense**. You should check the next day and if one or more of your committee has not signed off on the Oral Exam, you will need to remind them of this task. Your Final Thesis report form for your thesis should be approved after you upload it on Ohiolink and you should monitor your committee approvals for this form as well to make sure you meet the appropriate deadlines for the current term.

Again please note that **it your responsibility to monitor the status of your documents on Gradforms.osu.edu** and make sure all your committee members have approved them online before the deadlines below.

And again a reminder that the status of **“PENDING-GS”** notes that the form is over at the Graduate School pending their approval so all department level approvals have been completed.

Thank you, Kris Dunlap

Deadlines from Graduation Calendar:

Applications to Graduate	Examinations and Reports	Approved thesis and dissertation	Commencement ⁴	End-of- Semester
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Due¹	completed by²	submitted and accepted by³	Deadline⁵
January 24, 2020	April 10, 2020	April 17, 2020	May 5, 2020
		May 3, 2020	

¹ Applications to graduate include current semester or End-of-Semester deadline. Applications must be received by close of business.

² Doctoral degree candidates must submit a complete paper dissertation draft to the Graduate School, and the Application for Final Examination must be approved by all committee members at least two weeks prior to the defense date.

³ Approved documents must be submitted via OhioLINK and accepted by the Graduate School by the close of business before the Report on Final Document will be processed.

⁴ Students not attending commencement must complete the commencement section on the Application to Graduate to indicate how their diploma should be disbursed.

⁵ A degree applicant 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 will graduate the following semester or summer term without registering or paying fees

Links

1. <https://gradsch.osu.edu/calendar>
2. <https://gradsch.osu.edu/calendar/graduation>