

# Application to Graduate - Master's

247 UNIVERSITY HALL, 230 NORTH OVAL MALL  
COLUMBUS, OH 43210-1366  
P: 614-292-6031 F: 614-292-3656  
GSGFR@OSU.EDU

This form must be submitted to the Graduate School no later than the third Friday of the semester in which graduation is expected. This application is valid for this semester only.

**Student information** List the name under which you are officially registered at Ohio State. Please type or print.

Last name		First name		Middle name
Local address		Ohio State name.# e-mail (required)		Ohio State I.D. number
City	State	Zip code	Business or cell phone number	
Home town	State/country	Zip code	Home phone number	

Office use only

Fees paid:

Total hours of enrollment,  
Current Semester:

Total graduate credit hours  
earned :

Total hours  
required by program:

Cumulative G.P.A.:

Missing or incomplete grades:

## Previous education

Undergraduate degree (B.A., B.S., etc.)	Undergraduate institution
Graduate/professional degree (M.A., M.S., M.D., J.D., etc.)	Graduate/professional institution

## Graduation information

Graduate program	Degree name (M.A., M.S., etc.)
Master's Examination Committee Members: (Please type or print full name.)	Degree expected semester/Year
Student's advisor	<input type="checkbox"/> Thesis
Advisor Ohio State name.# email	<input type="checkbox"/> Non-Thesis
Committee member	<input type="checkbox"/> Based on satisfactorily completing the <b>Ph.D., D.M.A</b> candidacy examination*
Committee member	Date of <b>Ph.D., D.M.A</b> candidacy examination*

The signatures below indicate that the student is expected to complete both the graduate program and the Graduate School requirements for the master's degree by the end of the semester indicated above.

Signature, student (required)	Date
Signature, advisor (required)	Date
Signature, graduate studies committee chair (required)	Date

Graduate studies committee chair:

Will this student continue in this program for the Ph.D.? ☐ Yes ☐ No

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1. Submission of the application to graduate form to the Graduate School no later than the third Friday of the semester in which the graduation is expected.
  2. Registration for at least three graduate credit hours during the semester in which graduation is expected.
  3. Completion of a minimum of 30 graduate credit hours, at least 24 of which must be completed at this university, or for master's degree programs requiring more than 30 graduate credit hours, a minimum of 80 percent of those hours must be completed at this university.
  4. Graduate cumulative point-hour ratio of at least 3.0.
  5. Satisfactory completion of the master's examination and submission of the master's examination report form to the Graduate School by the published deadlines for the semester of graduation.
  6. For students writing a thesis, acceptance of the final thesis, submitted electronically, by the Graduate School. Submission of the thesis approval form and payment of library processing fee by the published deadline.
  7. Receipt of final grades in the Graduate School by the deadline published in the master schedule of classes.
  8. Completion of the master's degree requirements established by the graduate studies committee.
- \* A student may earn a master's degree on the basis of satisfactorily completing the candidacy examination for the doctoral degree. If the student's advisor and the graduate studies committee recommend this plan, they may indicate their recommendation by entering the following information in the graduation information section: complete the academic unit, degree name, and degree expected lines; enter only the advisor's name for the master's examination committee members; mark either thesis nor non-thesis option, note "candidacy exam (date passed)" on the date of candidacy examination line.

**Note:**

1. Refer to Section 7 in the *Graduate School Handbook*, for additional information.
2. Graduate students are responsible for being aware of all current rules.
3. Graduation deadlines are available in the graduation services area of the Graduate School or [www.gradsch.ohio-state.edu](http://www.gradsch.ohio-state.edu).