

PhD CHECKLIST

Pre-Candidacy Exam

- _____ Have you met with your faculty advisor to review all degree requirements (e.g. GPA, credit hours, core courses, research methodology and/or research apprenticeship or professional internship course requirements?)
- _____ Have you submitted your **Ph.D. Degree Plan and Annual Review (or Transition Plan and Annual Review)** to the Office of Student Services? Please check your Advising Report at <http://buckeyelink.osu.edu/> for a complete list of your classes.
- _____ Have you and your advisor submitted a memo with your doctoral **Candidacy Exam** schedule to the Office of Student Services if you need us to proctor the exam? Student Services can electronically proctor your exam. Please contact the office for more information.
- _____ Are you registered for a minimum of three graduate credit hours during the semester(s) when you will be taking your candidacy exam? You may need to register for more hours if you are a Graduate Associate or using student loans.
- _____ Have you paid your fees?
- _____ Is your GPA at least a 3.00?
- _____ Have you gone online to <http://gradforms.osu.edu> to submit your **Application for Candidacy** form to the Graduate School (approval by your advisor and Graduate Studies Committee chair must be completed no later than 2 weeks prior to your oral exam)?
- _____ Has your advisor approved your **Application for Candidacy**?
- _____ Have you satisfactorily completed the Candidacy Exam and has your committee electronically submitted the results of your exam to the Graduate School via gradforms?

Post-Candidacy Exam

- _____ Are you required to be registered continuously (excluding summers) post-candidacy?
- _____ Have you submitted your approved **Dissertation Proposal** (the form can be found online at <http://ehe.osu.edu/downloads/educational-studies/students/degree-information/phd-dissertation-proposal-approval-form.pdf>) to the Office of Student Services?
- _____ Have you submitted your IRB paperwork?
- _____ Have you gone online to <http://gradforms.osu.edu> to submit your **Application to Graduate**?
- _____ Have you completed a minimum of 80 credit hours (including Master's Degree)? Of your 50 post-master's hours, are at least 24 hours completed at Ohio State? (Some programs require more hours)
- _____ Have you checked the **Doctoral Student Procedures- Final Semester** document on the Graduate School web site at <http://www.gradsch.ohio-state.edu/Depo/PDF/PhDProceduresFinalSemester.pdf>?
- _____ Are you registered for at least three credit hours the semester you plan to graduate?
- _____ Have you paid your fees for the semester you plan to graduate?
- _____ Is your GPA at least a 3.00?
- _____ Do you have any outstanding fines that need to be resolved (e.g. library, transportation and parking, etc)?

Pollead://Degree Information/PhD/Ed Studies Semester Documents/PhD Advising Checklist



THE OHIO STATE UNIVERSITY

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- _____ Have you completed your student loan exit interview (if applicable)?
- _____ Have you taken care of the incompletes and courses with no grades on your advising report?
- _____ Have you gone online to <http://gradforms.osu.edu> to submit the **Application for Final Exam**?
- _____ Have you taken a copy of your dissertation draft to the Graduate School by the date indicated in your online Application for Final Exam for the format review?
- _____ Have you received an email from the Graduate School with the name of your Graduate Faculty Representative?
- _____ Have you delivered a copy of your dissertation to your Graduate Faculty Representative?
- _____ Have your advisor and your committee logged into submit the results of your **Final Oral Examination** to the Graduate School by the published deadline for the semester you want to graduate?
- _____ Have you completed the revisions to your dissertation?
- _____ Has the final version of your dissertation been approved by your advisor and committee?
- _____ Have you submitted your dissertation electronically to Ohio Link (<http://www.ohiolink.edu/etd>) by the published deadline? +
- _____ Have you received an email from the Graduate School notifying you that your dissertation has been accepted?
- _____ Have you submitted the following items electronically no later than one week before commencement?
- _____ **Ohio State Doctoral Exit Survey** (via Carmen)? <http://gradsch.osu.edu/graduation.html> and the
- _____ **Survey of Earned Doctorates** (link will be sent by the Graduate School after your dissertation is uploaded and accepted by the Graduate School.)
- _____ **Commencement Absence** (as part of your **Application to Graduate**)?
- _____ **Delay of Final Document** (if applicable)? (available at <https://gradsch.osu.edu/completing-your-degree/dissertations-theses/access-distribution>)
- _____ Have you paid your graduation fees that were added to your account?
- _____ Have you reviewed the information on the Commencement web site? (<http://commencement.osu.edu>)

Check the Calendar on the Graduate School web site at http://www.gradsch.ohio-state.edu/Depo/PDF/Calendar/Grad_deadlines.pdf for exact university deadline dates or changes to previously published deadlines.

- + The Graduate School Guidelines: Access to and Distribution of Ohio State Dissertations through OhioLink and ProQuest/ UM1 can be downloaded from the Graduate School website at <http://www.gradsch.ohio-state.edu/Depo/PDF/GuidelinesSubmissionandAccess.pdf>.

