Compatible with all current web browsers.
Pop-up blockers should be disabled for the site for proper functioning of the forms.

7/7/2014
GRADFORMS overview
The Graduate School’s forms for examinations, dissertations and theses, and graduation have been streamlined and transformed into online forms available at GRADFORMS.OSU.EDU.

- Forms are initiated by graduate students or result from a previous form submission (i.e. a Report on Final Exam produced for a master’s student after an application to graduate is approved).
- Approvals and form status are managed by the system and can be viewed at any time by students, coordinators, chairs, and committee members.
- Email confirmations and alerts are sent automatically at various points in the process including submission and final determination. Approvers will act on the submitted forms in their personal work list.
- Search Forms enables a search for forms under your control.
- Forms are supported on most mobile devices using current web browser versions. (Not compatible with Internet Explorer versions prior to version 10.)

GRADFORMS site navigation
A navigation bar provides access to Home, Search, and Logout. The navigation bar is also available on all forms.

- Home, located on the left side of the navigation bar, returns you to the homepage.
- Logout is a dropdown option available by clicking your name on the right side of the navigation bar.
- Search, located near the center of the navigation bar, provides advanced search capabilities for forms under your authorization.

GRADFORMS categories
There are three categories of forms. Each form is represented by a form link, brief description and, in some cases, a Create button.

Applications have a green Create button and are initiated by graduate students
- Application to Graduate
- Application for Candidacy
- Application for Final Exam

Reports are created automatically as part of a student-initiated form or action
- Report on Candidacy
- Report on Final Examination
- Report on Final Document
- Report on Transcript Designation

Special forms have a green Create button and are student-initiated
- Minors and Interdisciplinary Specializations
- Delay of Final Document
- Committee and Examination Petition

To begin filling in a new form, click the green Create button for that form.
To view an existing form, click the form name.
Application for Candidacy Exam
This form, when completed, must be submitted to the Graduate School no later than two weeks prior to the proposed date for the oral portion of the candidacy exam. Section VII.4 in the Graduate School Handbook pertains to the candidacy examination.

Report on Candidacy
This form is created by the Graduate School on the oral date and time of an approved candidacy exam. The results of the exam should be recorded by the committee and submitted to the Graduate School immediately after completion of the oral exam. Section VII.7 in the Graduate School Handbook pertains to the result of the candidacy examination.

Application to Graduate
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. Sections VII.5 (masters) and VII.13 (doctoral) in the Graduate School Handbook pertain to the application to graduate.

Application for Final Examination
This form, when completed, must be submitted to the Graduate School at least two weeks prior to the final oral date. In addition, at least two weeks before the final oral exam date a complete paper draft copy of the dissertation must be brought to the Graduate School for a format review. Upon approval of this form, the Graduate School will be assigning a Graduate Faculty Representative for the defense exam. No less than one week before the final oral examination, a complete, word-processed dissertation or D.M.A. document draft must be presented to the Graduate Faculty Representative for review and approval. Section VII.10 in the Graduate School Handbook pertains to the Final Oral Examination.

Report on Final Examination
This form is produced by the Graduate School and sent to a student’s graduate program prior to the final exam. The results of the final exam are recorded on the form by the exam committee and submitted back to the Graduate School by the posted deadline in the semester degree requirements will be completed.

Report on Final Document
This form is produced by the Graduate School and sent to the student’s graduate programs along with the Report on Final Exam form. The approval of the final thesis/dissertation is recorded on the form by the document committee and submitted back to the Graduate School by the posted deadline in the semester degree requirements will be completed.
Minors & Interdisciplinary Specializations
Graduate students interested in obtaining a minor or interdisciplinary specialization must indicate this intent. This form serves as the application to enroll. See Section VIII.4 in the Graduate School Handbook for general criteria. Consult the Graduate School’s website for a listing of the available programs.

+ Create New Minors & Interdisciplinary Specializations Form

Report on Transcript Designation
Once the minor or interdisciplinary specialization has been completed, return to the approved Minors and Interdisciplinary Specializations form to initiate the request for a transcript designation. Progress of the request can be determined through this link.

Delay of Final Document
Submission of this form will allow a student to place an embargo on the dissemination of their thesis or dissertation through OhioLink for a period of not more than five years. This form should be submitted once the Graduate School has approved the student’s document submission.

+ Request Delay of Final Document

Committee and Examination Petition
The Committee and Examination Petition will allow a student to request additions or changes to an exam committee, videoconferencing of an exam, or to request a waiver of Graduate School policy. All petition requests must be approved by the student’s advisor and Graduate Studies Chair in order to be reviewed by the Graduate School.

+ Create New Committee and Examination Petition
GRADFORMS information
Each form, once saved or submitted, shows form name, status, four information tabs, and an Action button.
Form status can be new, pending, approved/denied/cancelled, or completed.
The Action button, when active, provides a PDF view of the form information or link to a related form.

Information tabs (examples below)
- **Student Information** – address, phone, email, current academic information
- **Form name** – information entered on the form
- **History** – list of approvals, resolution, and timestamp
- **Comments** – comments entered by anyone in the workflow chain

Student information tab:

![Student Information Form]

Form information tab:

![Form Information Form]
History information tab:

<table>
<thead>
<tr>
<th>Task</th>
<th>User</th>
<th>Completion Time</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate Application</td>
<td>Sharp, Molly Louise</td>
<td>March 04, 2014 3:07 PM</td>
<td>COMPLETED</td>
</tr>
<tr>
<td>Advisor Approval</td>
<td>Kline, Susan Lee</td>
<td>March 04, 2014 3:59 PM</td>
<td>APPROVED</td>
</tr>
<tr>
<td>Grad Chair/Coordinator Approval</td>
<td>Knobloch-Westenwick, Silvia</td>
<td>March 04, 2014 4:21 PM</td>
<td>APPROVED</td>
</tr>
<tr>
<td>Final Approval</td>
<td>Koulkoski-Waldin, Sandra L.</td>
<td>March 04, 2014 4:26 PM</td>
<td>APPROVED</td>
</tr>
<tr>
<td>Completion</td>
<td>Koulkoski-Waldin, Sandra L.</td>
<td>March 04, 2014 4:31 PM</td>
<td>COMPLETED</td>
</tr>
</tbody>
</table>

Comments tab:

No comments

Information in this request is viewable and subject to disclosure under the Ohio public records statute and rules of discovery.

Add Comments

Comments are visible to Everyone

Save
Academic dropdown selections

Selections available in the dropdown boxes are set by the rules of the particular form. In some cases, selections are filtered based on a choice in an earlier dropdown. There are three primary selection areas where this is the case.

1. Graduation Plan is dependent on Graduation Level (if Graduation Level* is a field on the form.)
2. Graduation Degree is automatically determined by the Graduation Plan selected.
3. Advisor selections are filtered on Graduation Plan. Only graduate faculty for the graduation plan are available for selection.

*Graduation Levels are
- Doctoral
- DMA
- Education Specialist
- Master’s – Candidacy Exam
- Master’s – Non-thesis
- Master’s – Thesis
- Master’s – Course-based
- Professional
Committee dropdown selections
Faculty selections originate from the Graduate School’s graduate faculty database. Selections are filtered based on the first 3-4 characters of the faculty last name. Selections MUST be made from the dropdown list. If you believe that you have entered the last name correctly and no entries appear, please contact your graduate program office to verify that the faculty member is part of the graduate faculty database.

Select a faculty member by clicking on a listed academic plan line. Some, if not most, faculty will have multiple academic plans listed. Where possible, select the academic plan that matches your own.

External committee members
A section for listing external committee members is provided. Enter the first name, last name, and email address then click the Add button. **It is extremely important that a valid email address be entered** since all communications, **including approval links**, will be sent to that address.
Committee and examination petition
Where appropriate, a link to the Committee and Examination Petition is provided (see above). This is an abbreviated pop-up version of the form that allows for its initial creation. To complete and submit the form, click on the Committee and Examination Petition form name on the GRADFORMS homepage. The saved form should be listed. Click on View then Edit to continue processing.
GRADFORMS submission, error-checking, approvals, and notifications

Form initiators can Save or Save and continue a form.
- Save is used for partially completed forms.
- Save and continue is used if the intent is to Submit or Cancel a form.
- Initiators can Cancel an application until it has been submitted.

Error-checking takes place after Save or Save and Continue when Edit becomes an additional option.
- Error and warning messages will be displayed after clicking Save or Save and Continue.
- Edit returns the form to input mode.

Upon submission, the status changes to Pending, a confirmation page with PDF and Status views is displayed, and the review process begins.
- For some forms, only one of that type can exist in the system at a time (i.e. application to graduate). A message will be displayed if an active form exists.
- Email notifications are sent at various points of the process (below).
- Coordinators, chairs, and faculty will view the forms on their respective work list when an action is required.
- Status changes to approved, denied, cancelled, or complete once the Graduate School has finished its review.
- The status of complete is for the internal use of the Graduate School and indicates that all processes related to that form have been completed.

General approval sequence, actions, and status changes (varies by form)

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
<th>Potential approvers:</th>
<th>Initiated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submitted by student</td>
<td>New until submitted</td>
<td>Advisor Committee members External members Chair/Coordinator</td>
<td>system</td>
</tr>
<tr>
<td>Confirmation email sent to student, notification email sent to approvers and form appears on approvers’ worklists.</td>
<td>2.</td>
<td>After all approvers review and approve or deny, form appears on Graduate School worklist.</td>
<td>3. Reviewed by Graduate School</td>
</tr>
<tr>
<td>Pending</td>
<td>Approved/Denied Cancelled/Complete</td>
<td>Notification email sent to student after Graduate School review and determination.</td>
<td>Matching Report form initiated (where appropriate).</td>
</tr>
</tbody>
</table>

Status of individual approvals can be reviewed by opening form and selecting History tab.
The Search Forms facility can be used to search forms by student, academic plan (approvers only), form status, and form name.

When a form type is selected, additional filters specific to that form will also be available. For example,
GRADFORMS FAQ

Q. Who gets email notifications of a form submission/approval?
A. Each approver for that particular form receives notice of submission. The form initiator (usually the student) receives notification of approval/denial. Grad chairs/coordinators can always use search to see all forms in their program(s) and their status.

Q. As a student, how do I cancel an application?
Contact the Graduate School’s Graduation Services at Grad-SchoolGraduationServices@osu.edu or 614-292-6031.

Q. As a student, how do I change information on a submitted app?
A. Only the Application to Graduate can be modified after submission and that is limited to commencement attendance or cancellation of graduation. This modification capability ends two weeks prior to graduation. For all other changes or cancellations, contact the Graduate School’s Graduation Services at Grad-SchoolGraduationServices@osu.edu or 614-292-6031.