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

4/18/2014
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.

- Most 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 act on the submitted forms in their personal work list.
- Search Forms provides search for forms under approver authorization.
- 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, Help, and Logout. The navigation bar is also available on all forms.

- Home, located on the left side of the navigation bar, returns to the worklist 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.

Applications are initiated by graduate students.
- Application to Graduate
- Application for Candidacy (doctoral, DMA only)
- 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 are also student-initiated with the exception of Specializations
- Specializations
- Minors and Interdisciplinary Specializations
- Delay of Final Document
- Committee and Examination Petition
GRADFORMS Student homepage

**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.

+ Create New Application for Candidacy

**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.

+ Create New 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.

+ Create New Application for Final 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 VII.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 approvers
There are 5 categories of approvers

- Graduate studies chair/coordinator
- Advisor
- Co-advisor
- Committee members (OSU graduate faculty)
- External [committee] members

- Approvals can take place in parallel, i.e., all approvals can take place at the same time.
- Email notification of a form submission (with a link to that form) is sent to all approvers.
- A list of forms awaiting approval can be viewed by logging into GRADFORMS.OSU.EDU. (Not available to external members.)
- Forms do not appear on the Graduate School’s worklist until all approvals have occurred.

Approvers by form

<table>
<thead>
<tr>
<th>Form</th>
<th>Chair/coord</th>
<th>Advisor</th>
<th>Co-adv*</th>
<th>Committee</th>
<th>External*</th>
</tr>
</thead>
<tbody>
<tr>
<td>App for Candidacy</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>App to Graduate</td>
<td>x</td>
<td></td>
<td></td>
<td>(notified)</td>
<td></td>
</tr>
<tr>
<td>App for Final Examination</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Rept on Candidacy</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Rept on Final Examination</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Rept on Final Document</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Rept on Transcript Desig.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialization (initiator)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minors and Interdis. Spec.</td>
<td>(minor/IS dept)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee and Exam Petition</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Delay of Final Document</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

*if listed on the originating application
GRADFORMS worklist
With the exception of external committee members, approvers can login to GRADFORMS.OSU.EDU to view items in their worklist or to Search Forms.

Claimed Tasks and Unclaimed tasks tabs
Claiming a form puts it in the claimant’s task list for processing.
A graduate program chair or coordinator can claim and approve a form by clicking Claim or Start in the Action column of the unclaimed list of forms.

Claim assigns it to the worklist of the claimant for later processing while the Start button claims and begins processing the form immediately. Claimed forms can be viewed by clicking on the Claimed Tasks tab.
GRADFORMS information
Each form, once saved or submitted, displays form name, status, and five information tabs. Form status can be pending, approved/denied/cancelled, or completed. An Action button, when present, provides a PDF view of the form information or link to a related form.

Information tabs (examples below)
- **Student Information** – address, phone, email, and (some forms) current academic information
- **Form information** – information entered on the form
- **History** – list of approvals, resolution, and timestamp
- **Comments** – comments entered by anyone in the workflow chain
- **Remarks** – (approvers only) Graduate School remarks; accessible by approvers only

**Student information**

![Application for Candidacy Exam](image)

**Form information**

![Form Information](image)
History information

<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>Krolske-Waldn, Sandra L.</td>
<td>March 04, 2014 4:26 PM</td>
<td>APPROVED</td>
</tr>
<tr>
<td>Completion</td>
<td>Krolske-Waldn, Sandra L.</td>
<td>March 04, 2014 4:31 PM</td>
<td>COMPLETED</td>
</tr>
</tbody>
</table>

Comments

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

Remarks

No remarks

Add Remarks

Remarks are only visible to Approvers and Graduate School Staff
GRADFORMS error-checking, approvals, and notifications

Graduate School approvers can Save, Approve, Deny, or Cancel a form. (Satisfactory or Unsatisfactory for report forms.)

- **Comments** can be added by clicking the Comments tab, adding text, then clicking Save.
- **Remarks** can be added by clicking the Comments tab, adding text, then clicking Save.

Error-checking takes place after Save, Approve, or Deny.
- On some forms, approvers have additional options to check. Error messages will be displayed if they are required and not answered.

![Application for Final Examination](image)

By clicking on approve, the members of the dissertation or D.M.A. committee judge that the dissertation/D.M.A. document draft of the student named above is of sufficient merit to warrant holding the Final Oral Examination.
Once all approvers have completed the workflow, the status remains **Pending**, but the form appears on the Graduate School worklist for processing. The History tab will show if it only remains pending with the Graduate School.

- The status changes to **approved (satisfactory)**, **denied (unsatisfactory)**, **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>1. Submitted by Student</th>
<th>2. Reviewed by Advisor Committee members External members Chair/Coordinator</th>
<th>3. Reviewed by Graduate School</th>
<th>4. Initiated by System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Confirmation email sent to student, notification email* sent to approvers, and form appears on approvers’ work lists.</td>
<td>After all approvers review and approve or deny, form appears on Graduate School work list.</td>
<td>Notification email sent to student after Graduate School review and determination.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>New until submitted</th>
<th>Pending</th>
<th>Approved/Denied Cancelled/Complete</th>
</tr>
</thead>
</table>

*Status of individual approvals can be reviewed by opening form and selecting History tab.*

### *Sample notification email*

Doug Brownfield:

Report On Final Document generated for Yue Hua requires your action. The Oral Exam for Report On Final Document is scheduled on Apr 15, 2014 at 01:45 PM.

Please visit the following link to view the Report On Final Document.

https://gradforms-qas-ext.erp.osu.edu/grad-forms/task/myTaskList?oKeyU=3&oKey=BZ0kqCH%252Fv9d9i4i4cSoRvcKFGsLuUTnamUukAmYToE%253D

Thanks,

Graduate School
GRADFORMS Special Form Actions: COMPLETE
Note: For all of these actions, adding comments will be an important step. This will help record why the action was taken.

When to use COMPLETE on the History tab
Abigail Shoben just called from India and she cannot get wireless connection. She knows she has some approvals, but doesn’t want to hold up the process. She asks if you can simply complete her “approval” for her.
GRADFORMS Special Form Actions REVOKE
Note: For all of these actions, adding comments will be an important step. This will help record why the action was taken.

When to use REVOKE on the History tab
Mark Partridge is unable to approve Yue Hua’s application. You want to revoke his approval, but need to add in another Advisor. Mark will still approve the report(s) that is generated from the application.

Notice that it shows that Tim Watson revoked the form. Under Task Actions now is the option to Assign Committee Member.

Tim has selected Ian Sheldon.
GRADFORMS Special Form Actions REVOKE and EDIT

Note: For all of these actions, adding comments will be an important step. This will help record why the action was taken.

When to use REVOKE on the History tab and EDIT the application

Joyce Chen has left the university. You realize that she is the committee members on several applications and Steven Lower has replaced her. You want to revoke Joyce’s approval and reassign that approval to Steven. You also need to Edit the original application so Steven can also approve the report(s) that is generated from the application.

Notice that it shows that Tim Watson revoked the form. Under Task Actions now is the option to Assign Committee Member.

Tim has select Seven Lower.
Under Actions, click on Edit and scroll down to the Committee Members section and click on the Remove button next to Joyce Chen

Then type in Lower in the Member field and select

Notice that Lower is now added as a Committee Member and he will then be able to approve the report(s) that is generated from the application.
GRADFORMS Special Form Actions: REGENERATE
Note: For all of these actions, adding comments will be an important step. This will help record why the action was taken.
**GRADFORMS search forms**

The Search Forms function 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,
Application for Candidacy Filters

Oral Date After

Oral Date Before

Candidacy Type

Category M Approved

Apply Filters  Clear