



Application to Graduate - Master's Degree

A summary of master's degree graduation requirements is printed on the back of this form. This form must be submitted to the Graduate School no later than the second Friday of the quarter in which graduation is expected. This application is valid for this quarter only. Part II, Section 5 of the *Graduate School Handbook* pertains to the Master's Degree Programs.

Graduate School
247 University Hall
230 North Oval Mall
Columbus, Ohio 43210-1366
(614) 292-6031
gradsch-gradsrv@osu.edu

Student Information *List the name under which you are officially registered at OSU. Please type or print all information.*

Last Name	First Name	Middle Name	Social Security Number
Local Address			Home Phone Number
City	State	Zip Code	Business or Cell Phone Number
Home Town	State	Zip Code	E-mail Address

Previous Education

Undergraduate Degree (B.A., B.S., etc.)	Undergraduate Institution
Graduate/Professional Degree (M.A., M.S., etc.)	Graduate/Professional Institution
Graduate/Professional Degree (M.D., J.D., etc.)	Graduate/Professional Institution

Graduation Information

Academic Unit and/or Department	Degree Name (M.A., M.S., etc.)
Master's Examination Committee Members: (Please type or print full name)	Degree Expected Quarter/Year:
Student's Adviser	Thesis
	Non-Thesis
	Based on satisfactorily completing the Ph.D, D.M.A Candidacy Examination
	Date of 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 quarter indicated above.

Signature, Student (required)	Date
Signature, Adviser (required)	Date
Signature, Graduate Studies Committee Chair (required)	Date

Office Use Only

Hold _____	Sex _____	
Registration Fees Paid		_____
Current Registration		
Course(s)	Credit	Final Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Previous Registration		
Incomplete(s)	Qtr./Yr.	Final Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
Missing Grades	Qtr./Yr.	
_____	_____	
Progress	Qtr./Yr.	
_____	_____	
Graduate Credit Hours		
Earned Hours	_____	
GND Transferred	_____	
Time Limit Past	_____	
Additional Hours required	_____	
Total hours	_____	
Cumulative Point-Hour Ratio		
Current CPHR	_____	
Final CPHR	_____	



Summary of Master's Degree Graduation Requirements

1. Submission of the Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which the graduation is expected.
2. Registration for at least three graduate credit hours during the quarter in which graduation is expected.
3. Completion of a minimum of 45 graduate credit hours, at least 36 of which must be completed at this university, or for master's degree programs requiring more than 45 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 no later than Wednesday two weeks before commencement.
6. For students writing a thesis, submission of the Thesis Approval form and approved thesis to the Graduate School, along with payment of microfilming and binding fees no later than Wednesday one week before commencement.
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 adviser 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 adviser's name for the Master's Examination Committee Members; mark neither thesis nor non-thesis option, note "Candidacy Exam. (date passed)" on the Date of Candidacy Examination line.

Note:

1. Refer to Part II, Section 5 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.



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