Log into GRADFORMS (https://gradforms.osu.edu) using your OSU username and password.

Select Graduation and Examination Forms, locate the appropriate form and then click on the green “+Create New ...” button.

Candidacy Exam = PhD only  
Professional Exam = DNP only  
“Final Examination” = PhD Dissertation defense or DNP Final Project defense

In the Committee section, type in your advisor’s last name and wait for a drop down menu to pop-up. Find your advisor’s name from the generated list and click on it. Repeat this process for ALL “Committee Members”.

If you have a committee member who is not part of the OSU Graduate Faculty, put that person’s name and e-mail address in the spaces provided under External Members, and click ‘Add.’ If you have more than one external member, repeat the process. External members do not count toward the required graduate faculty members for a valid committee. For each external member you must submit a Committee and Examination Petition (also available at https://gradforms.osu.edu) explaining why you want this person on your committee.

At this point you can ‘Save’ your application for further review and discussion or you can click ‘Save and Continue’ for the next steps. NOTE: The application must still be submitted!

Once you submit the application it must be approved before going to the Graduate School. Allow sufficient time between creating your application and the deadline by which it must be to the Graduate School for your committee members and program to review and act on it.

You always have the ability to monitor your form and see who has or has not approved it. To do so, log into GRADFORMS and select ‘Search Forms’ and then click the blue ‘Apply Filters’ button. Locate the form on the list that generates. You can determine the status by looking at the ‘Approval Status’ columns. **PENDING** means your program or committee members still needs to act on the form. **PENDING** means the Graduate School has received the form by the deadline. **APPROVED** means the form has been approved by the Graduate School - this may occur after the deadline.

To check the ‘History’ click the white ‘View’ button in the far right column, then click the ‘View name of form’ button that will pop up. When the form shows on your computer screen, you should see five tabs: Student Information, form name, History, Remarks, and Comments. Click on the ‘History’ tab to see who has or has not acted on the form or the ‘Comments’ tab to see if there are any issues noted.

To cancel an application for any reason
Log into GRADFORMS, and select ‘Search Forms’, then click the blue ‘Apply Filters’ button. When the results from the search show up on your screen, scroll down the list and locate your form. Go to the far right column and click ‘View’ and then click the name of your form button. When your application comes on screen, click the blue ‘Actions’ button and select ‘Cancel Application’.