

Scripps College of Communication Graduate Forms (rev. September 2014)

GRAD FORM	TITLE	INITIATED BY, NOTES	WEBSITE LINKS
1	Graduate Student Departmental Graduation Clearance	Dean's Office , completed by School and returned by deadline	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
2	Authorization of Transfer Credit	School, requires Dean's signature, Dean sends to Graduate College.	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
3	Report on the Comprehensive Exam for the Master's degree	Advisor, School sends original to Dean's Office and copies	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
4	Report on the Oral Thesis Examination/Dissertation Defense	Advisor, Dean's Office sends to TAD, TAD sends copies, including registrar for PR's to grades	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
4A	Report on the Master's Thesis Proposal	Advisor, optional for School (do not send to Dean's Office)	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
5	Report on the Prof'l Project, Research Paper or Readings for Master's Degree	Advisor, School sends original to Dean and copies, advisor must submit special grade reports to change PR's to grades	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
6A	Report on the Written Comprehensive Exam for the PhD Degree	Advisor, optional for School internal (do not send to Dean's Office)	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
6B	Report on the Oral Comprehensive Exam for the PhD Degree	Advisor, optional for School internal (do not send to Dean's Office)	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
7	Report on the Comprehensive Exam/Portfolio Review for the PhD Degree	Advisor, School sends original to Dean's Office and copies	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
8	Report on the Dissertation Committee and Dean's Representative	Advisor, School sends original (w/copy of Gradform 7 attached) to Dean for signature, Dean's Office sends approved copies	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
9	Report on the Approval of the Dissertation Proposal	Advisor, School sends original (w/copies of Gradforms 7 & 8 attached) to Dean's Office and copies	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
10	Certificate of Doctoral Candidacy	Requires Dean's signature, Dean's Office sends approved copies when Gradforms 7, 8 and 9 on file	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
11	Arrangements for the Oral Thesis Examination/Dissertation Defense	Advisor, at least 14 days in advance of scheduled event with names & signatures, Dean's Office sends e-mail announcement to College faculty and graduate students	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
13	Approval of Time Extension	Student to advisor, then School to Dean for approval, Dean's Office sends copies	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
14	Evaluation by the Dean's Outside Representative of the Dissertation Process	School gives to Outside Representative, who submits to Dean	http://www.ohio.edu/scrippscollege/currentstudents/forms.cfm
	Graduate College Forms		http://www.ohio.edu/graduate/gradForms.cfm