

## Checklist for Ph.D. Graduation Requirements

- Pass the Ph.D. Qualifying Examination.
- If you graduated with the M.S.E.E. degree from Ohio State, you were required to submit a **Statement of Intent**, your thesis, and two (pink) letters of recommendation. Based upon these, you were admitted to the Ph.D. program as a Special Student until you passed the Ph.D. Qualifying Examination or as a Regular Student (the latter if you already passed the Ph.D. Qualifying Examination).
  - If applicable, as soon as you pass the Ph.D. Qualifying Examination, submit the **Transfer of Excess Master's Hours to the Doctoral Degree** form to transfer any course hours you earned over and above the 36 required for the M.S. degree into your Ph.D. program.
- If you obtained your M.S.E.E. degree at another university, you were accepted into the Ph.D. program as a Special Student until you pass the Ph.D. Qualifying Examination at which time you automatically become a Regular Student.
  - As soon as you pass the Ph.D. Qualifying Examination use the **Transfer of Graduate Credit** form to transfer 45 hours of credit for your M.S. degree into your Ph.D. program. If you have any credit taken at another university beyond the M.S. degree, use the same form to request transfer of those credits too.
- As soon as you pass the Ph.D. Qualifying Examination, submit your **Petition for Approval of Ph.D. Plan**. If any of this plan must change as you proceed through the program, have your advisor request such changes by writing a letter to the Graduate Studies Chairman.
- Take first two credits of ECE 881 before Candidacy Examination.  Satisfy **Residency Requirement**
- When you have completed your planned courses, submit the **Request for Candidacy Examination Committee** through your advisor. Include your Ph.D. Research Proposal. This should be done at least a two weeks before the first written examination.
- Submit the form **Doctoral Notification of Candidacy Examination** to the Graduate School.
- Pass General Examination and submit the **Candidacy Examination Report** to the Graduate School at least two weeks before the oral examination. (There must be at least one week between the written and the oral examination.)
- Take second two credit hours of ECE 881.
- Submit **Application to Graduate—Doctoral Degree** no later than the second Friday of the quarter of graduation. If you have not already submitted Resumé with a passport style photo attached, do so along with your application to graduate. This form also acts as your Dissertation Reading Committee Approval form.
- Submit the form **Submission of a Paper**, along with a copy of the paper and proof of submission.
- Notify the Graduate School of the date and location of your dissertation defense at least two weeks in advance with the form, **Doctoral Draft Approval/Notification of Final Oral Examination** along with a complete draft copy of your dissertation.
- Pass the oral defense of your dissertation and submit the **Final Oral Examination Report** form to the Graduate School no later than Wednesday two weeks before commencement.
- Submit the dissertation and **Final Approval** form to the Graduate School no later than one week before commencement.
- Graduate with Ph.D. degree.