

# Graduate Program Milestones

## Autumn 2023 – PLNTPTH 8899

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Monica Lewandowski

9/01/2023

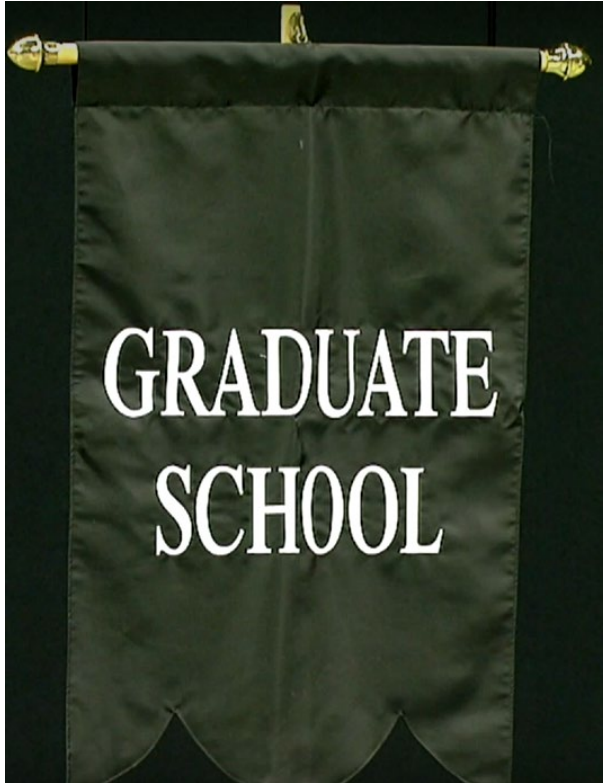


**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

## Autumn 2023

- 13 M.S. Plant Pathology
- 23 Ph.D. Plant Pathology
- 1 Environmental Science Grad Program
- ≈ 30 Master in Plant Health Management (Professional degree)



## Spring and Summer 2023 Graduates (including end of semester Summer)

Isabel Emanuel

Amy Miller

Caleb Kime

Lijing Zhao

Daniela Gutierrez Yanez

Ersan Selvi

Brittany Heigley

Ian Rabinowitz

Olivia Lang

Conner Johnson

Rachel Cochran

# Understand your paycheck

**In Workday.osu.edu**

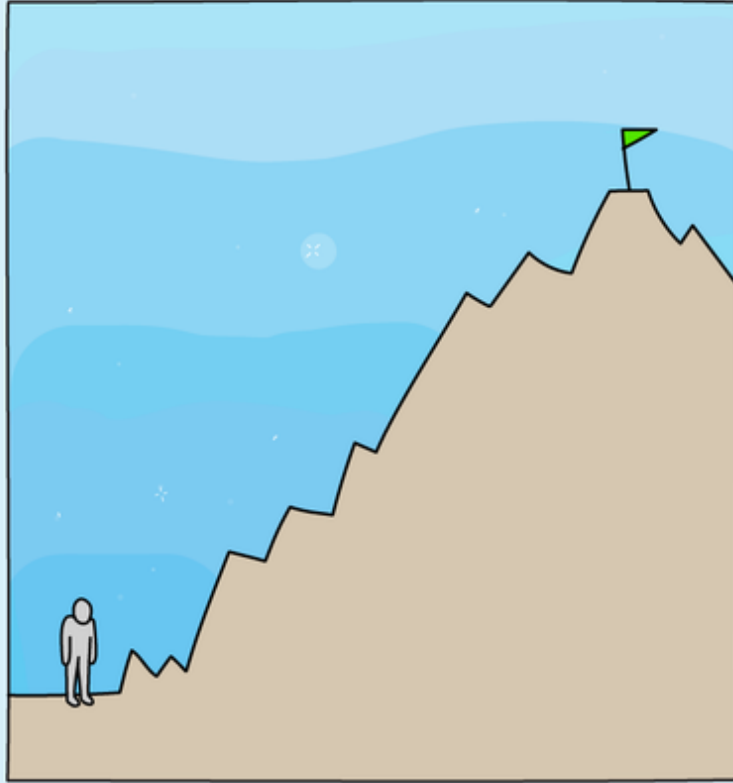
Pay app

Payslips

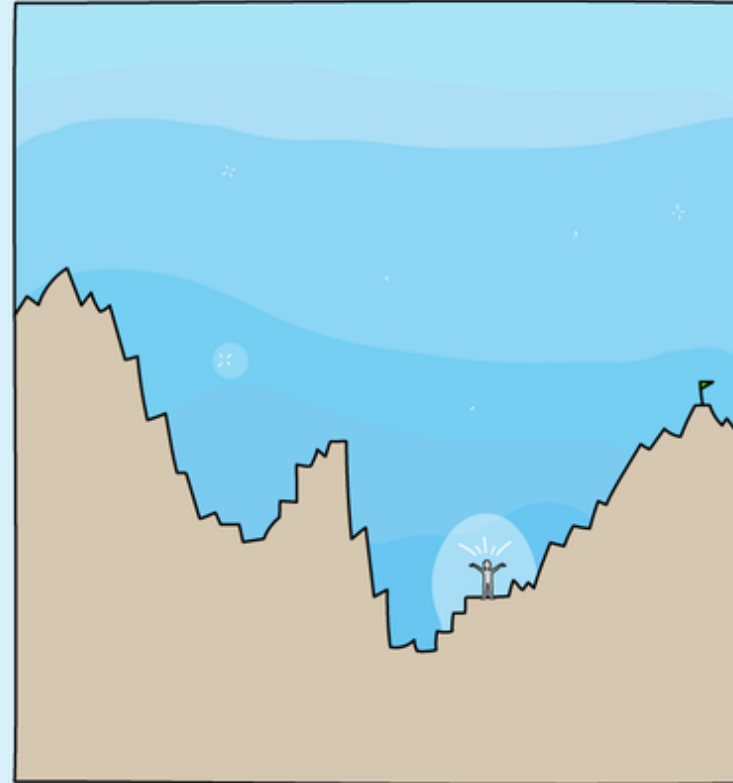
# Today we will highlight:

- ✓ For all students: to do items
- ✓ For graduating students
- ✓ For the candidacy exam

WHEN WHAT'S AHEAD  
FEELS DAUNTING



REMEMBER WHAT YOU'VE  
ALREADY OVERCOME



LIZ FOSSLIE

All students

Friday, Sept. 15, 2023 (the fourth Friday of the semester):

Last day to **drop** a full semester course without receiving a W (withdrawn) on the student's record

Last day to **drop** a full semester course using online registration

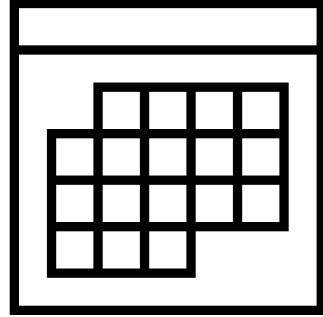


## All Students:

- Maintain a minimum 3.0 GPA
- Make reasonable progress to degree

[gradsch.osu.edu/graduate-school-handbook-gsh/gsh-section-5-academic-and-professional-standards](https://gradsch.osu.edu/graduate-school-handbook-gsh/gsh-section-5-academic-and-professional-standards)

All Students:



## All Students:

- Establish your Student Advisory Committee (SAC)
  - Usually 3-5 faculty
    - At least 2 from Plant Pathology
- Meet regularly with your Advisor and Student Advisory Committee

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- Establish your Student Advisory Committee
- Meet regularly with your Advisor and Student Advisory Committee

## Form 1:

Your Advisor and SAC can help you with:

- Your research plan
- Your class schedule

Documented on **Form 1**

(forms can be found on the Grad Corner website:

[plantpath.osu.edu/grad-corner](http://plantpath.osu.edu/grad-corner) )

## All Students:

- Establish your Student Advisory Committee
- Meet regularly with your Advisor and Student Advisory Committee

## Form 3:

Your Advisor and SAC can also help you with:

- Goal setting and timelines

Documented on Form 3 -  
Student Evaluation, Goal  
Setting and Progress  
([plantpath.osu.edu/grad-corner](http://plantpath.osu.edu/grad-corner) )

## All Students:

- Keep record of your activities, accomplishments for your CV

## Form 4:

Annual accomplishments are documented on Form 4 – Student Accomplishments

This is important for department reporting (put this in a Word document so I can copy and paste into reports)

## All Students:

### Annual seminars or presentations

Many local opportunities in addition to professional society meetings:

- CFAES Annual Research Forum
- OSU Plant Sciences Symposium
- Kowlett Seminars
- Hayes Advances Research Forum (Council of Graduate Students)
- Plant Pathology Spring Symposium
- MPHM Webinars

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## First-Year Students:

### End of Spring/Early Summer

Plant Pathology Spring Symposium

First Year Students present research proposals (15-20 minutes)



# First Year

## Form 1

\_\_\_ Work with advisor to establish SAC

\_\_\_ Plan coursework

\_\_\_ Discuss research

\_\_\_ Plan Research Proposal

\_\_\_ Present Proposal  
(15-20 min., Spring Symposium)

## First Year

### Form 1

- \_\_\_ Work with advisor to establish SAC
  - \_\_\_ Plan coursework
  - \_\_\_ Discuss research
- \_\_\_ Plan Research Proposal
- \_\_\_ Present Proposal  
(15-20 min., Spring Symposium)

## Annually

- \_\_\_ Form 3 - Student Evaluation,  
Goal Setting and Progress
- \_\_\_ Form 4 -Accomplishments
- \_\_\_ Seminar

# When you are planning to graduate . . .

# Graduate School

[About ▾](#)[Future Students ▾](#)[Current Students ▾](#)[Postdocs ▾](#)[Faculty and Staff ▾](#)[News and Events](#)[Home](#) | [Current Students](#) | [Final Semester](#)

## Final Semester

*The final semester of a student's career at Ohio State must be planned carefully.*

A graduate student's last semester of study is a busy time with many milestones and deadlines.

[See Deadlines on the Graduate School Website](#)

[Graduate Student Experience](#)[Graduate Handbook \(GSH\)](#)[Funding](#)[Course Registration](#)[GRADFORMS](#)[Final Semester](#)[Examinations](#)[Dissertations and Theses](#)

*A graduate student's career at Ohio State has many activities and require*

*ment for her semester of graduation. Graduating students are responsible fo*

# GRADFORMS

*GRADFORMS is an online portal for the graduate community at Ohio State that provides submission and storage of graduate forms that pertain to programmatic, registration and graduation process within a student's academic career.*

## Quick Reference for Students

A quick reference guide for students needing support to submit various forms the GRADFORMS.

[Student Guide](#)

## Quick Reference for Faculty

A quick reference guide for faculty and program coordinators that walks through basics of approving applications and submitting reports.

[Faculty Guide](#)

## Application Workflow

Quick guide for support Applications to Graduate, Applications for Candidacy Exams and Applications for Final Exams.

[Application Guide](#)

## Support Resources

[How to: Apply to Graduate \(Student\)](#)

[How to: File a Petition](#)

[How to: Schedule an Exam](#)

[How to: Check Your Name for Graduation](#)

[How to: Transfer of Graduate Credit](#)

[How to: Dual Degree](#)

[How to: Course Petitions](#)

[How to: Combined Degree](#)

## Final Semester

*The final semester of a student's graduate career at Ohio State has many activities and requirements that must be planned carefully.*

A graduate student's last semester of enrollment is also his or her semester of graduation. Graduating students are responsible for meeting important milestones and deadlines.

[See Deadlines on the Graduate School Calendar](#)

### Examinations

Graduate degree examinations are a major milestone in all graduate students' pursuit of their graduate degree. Much hinges on the successful completion of these examinations, including the ability to continue in a graduate program.

The rules and processes set by the Graduate School ensure the integrity of these examinations for graduate students, the graduate faculty, and for Ohio State.

[Examination Information](#)

### Dissertation and Theses

The dissertation is the hallmark of the research expertise demonstrated by a doctoral student. It is a scholarly contribution to knowledge in the student's area of specialization.

A thesis is a hallmark of some master's programs. It is a piece of original research, generally less comprehensive than a dissertation and is meant to show the student's knowledge of an area of specialization.

[Dissertation and Thesis Information](#)

## Examinations

*Graduate degree examinations are a major milestone in all graduate students' pursuit of their graduate degree. Much hinges on the successful completion of these examinations, including the ability to continue in a graduate program.*

The rules and processes set by the Graduate School ensure the integrity of these examinations for graduate students, the graduate faculty and for Ohio State. Graduate students are expected to follow all rules and processes pertaining to examinations. Please see below for more information on deadlines, and degree rules for different graduate degree types.

Prior to scheduling an exam, students must coordinate with their advisor and examination committee to determine a mutually acceptable date and time for the oral exam. Exams must take place during university business hours, Monday through Friday. Exams may be held on Ohio State's campus or via video conference, dependent upon unanimous agreement by the student and committee

### Doctoral Examinations

All PhD and DMA degrees require a candidacy examination and a final examination. Some graduate programs also require a preliminary examination.

Doctoral Examination

### Professional Doctoral Examination

Professional doctorate students must submit their Application for Professional Exam via GRADFORMS and have this approved by their program and advisor at least two weeks prior to the proposed exam date.

GRADFORMS

### Master's Examination

The master's examination is administered under the auspices of the local program's graduate studies committee.

Master's Examination

## Dissertations and Theses

*The dissertation is the hallmark of the research expertise demonstrated by a doctoral student. It is a scholarly contribution to knowledge in the student's area of specialization. By researching and writing a dissertation, the student is expected to demonstrate a high level of knowledge and the capability to function as an independent scholar.*

A thesis is a hallmark of some master's programs. It is a piece of original research, generally less comprehensive than a dissertation, and is meant to show the student's knowledge of an area of specialization.

✓ Templates

✓ Format Check  
(Grad School)

### Document Preparation

PhD and master's students are responsible for meeting all requirements for preparing theses and dissertations. They are expected to confer with their advisors about disciplinary and program expectations and to follow Graduate School procedure requirements.

Document Preparation

### Submission

The Graduate School's format review is in place to help the document submission process go smoothly for the student. This format check must be done in person at 247 University Hall and cannot be accomplished electronically. The format review is required at or before the two-week notice of the final defense.

Dissertation and Thesis  
Submission

### Access and Distribution

Ohio State has agreements with two organizations—OhioLINK and ProQuest/UMI Dissertation Publishing—that store and provide access to Ohio State theses and dissertations.

Access and Distribution

### Examinations

Graduate degree examinations are a major milestone in all graduate students' pursuit of their graduate degree. Much hinges on the successful completion of these examinations, including the ability to continue in a graduate program.

Examination Information

### Final Semester

During your final semester as a graduate student there are many activities that lead up to commencement and receiving your degree. Complete the final semester checklist and learn more about commencement activities.

Final Semester



## Gradforms.osu.edu

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Applications to Graduate are initiated by grad students

If you are planning to graduate in Autumn 2023:

- Application to Graduate, Due 3<sup>rd</sup> Friday: Sept. 8, 2023

Advisor and GSC chair (Dr. Qu) approval  
(but you need to list entire committee on the form)



Communicate with your advisor and GSC Chair before submitting the Gradform.

Advisor and the GSC chair (Feng Qu) will get an e-mail with a link to the form (for approval).

Then, *YOU* can MONITOR the progress of your Gradform.

# Application to Graduate (Gradforms)

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On the Gradform, “End of Semester” means you will finish after the graduation deadline but before first day of Spring semester.

The End-of-Semester deadline for the exam and thesis/dissertation is January 5, 2023.

## Application to Graduate



Do *not* check ☒ End-of-Semester option unless you are planning for that option.

If it turns out that you can't complete degree requirements by the graduation deadline, just contact the Grad School. You can still use the End-of-Semester option.

## Committee and Examination Petition (Gradforms)



This is the Gradform to add external faculty to your Final Examination Committee

For Ph.D. Exams, you'll need the CV of your external member

On the form, explain WHY (expertise of the member) and indicate their availability (e.g., USDA labs co-located in same building on campus, or readily available via Zoom)



Applications to Graduate Due :	September 8, 2023
Examinations and Reports completed by:	November 22, 2023
Approved thesis and dissertation submitted and accepted by:	December 1, 2023
Commencement:	December 17, 2023
End of Semester Deadline:	January 5, 2024



## Scheduling your Exit Seminar and Oral Exam

Work with your committee to determine your final seminar date + oral exam.

- Schedule a room reservation

For PhD students (but not required for M.S. students):

You must submit the *Application for Final Exam* (Gradform)  
2 weeks before your Oral Exam date

# For PhD students

Application for Final Exam

Need committee approval 2 weeks before Oral Defense

MS and PhD students

Give your committee members *at least 2 weeks* to go over your thesis/dissertation before the final exam.

For PhD students, that means you'll need to have dissertation done 4 weeks before your planned Oral Defense.



## For Graduation

- \_\_\_ Application to Graduate (Gradform)
- \_\_\_ Committee and Examination Petition (if needed) Gradform)
  
- \_\_\_ Determine date for your Exit Seminar and Oral Exam
  - \_\_\_ Schedule room reservations
  
- \_\_\_ PhD students: Submit Application for Final Exam Gradform)

If you are planning to take the candidacy exam this year

# PhD Candidacy Exam

[gradsch.osu.edu/graduate-school-handbook-gsh/gsh-section-7-doctoral-degrees#section7.3](https://gradsch.osu.edu/graduate-school-handbook-gsh/gsh-section-7-doctoral-degrees#section7.3)

- Candidacy exam: minimum 4 Graduate Faculty members, including your advisor (Graduate School rule)
  - Graduate faculty are generally the tenure-track faculty who are approved to serve as graduate advisors and committee members
  - You can have more than 4 members
    - You can also add external members (e.g. USDA, or non-OSU faculty)

# PhD Candidacy Exam

[gradsch.osu.edu/graduate-school-handbook-gsh/gsh-section-7-doctoral-degrees#section7.3](https://gradsch.osu.edu/graduate-school-handbook-gsh/gsh-section-7-doctoral-degrees#section7.3)

- Work with your Candidacy Exam committee to establish a time frame and format (exam or proposal)

# PhD Candidacy Exam

[gradsch.osu.edu/graduate-school-handbook-gsh/gsh-section-7-doctoral-degrees#section7.3](https://gradsch.osu.edu/graduate-school-handbook-gsh/gsh-section-7-doctoral-degrees#section7.3)

- Work with your Candidacy Exam committee to establish a time frame and format (Exam or Proposal)
- Check your committee members' availability:
  - Establish dates for the written exam and the oral exam (oral exam normally 2-4 weeks after the written exam)

After you pass your candidacy exam:

You can file for an **MS in Plant Pathology** on the basis of passing your candidacy exam –

To do this, you must fill out an Application to Graduate  
([gradforms.osu.edu](http://gradforms.osu.edu))

Forms need to be *approved* (by all who need to approve it)  
by the DEADLINE!

## For Candidacy Exam

- \_\_\_ Discuss with your SAC: the format (grant proposal or examination format\_
- \_\_\_ Submit Committee and Examination Petition (if needed) (Gradform)
- \_\_\_ Establish dates for the Written Exam and the Oral Exam
  - \_\_\_ Schedule room reservations
- \_\_\_ Submit Application for Candidacy at least 2 weeks before the Oral Exam (Gradform)





## Where to find help (not necessarily in this order)

Your advisor, other faculty

Grad studies chair, Department chair

Plant Pathology Graduate Students

CFAES Graduate Advisory Council

Student Advocacy Center ([advocacy.osu.edu](http://advocacy.osu.edu))

Counseling and Consultation Services ([ccs.osu.edu](http://ccs.osu.edu))

Individual counseling, support groups

Columbus and Wooster each have a CFAES dedicated counselor

Reporting Discrimination, etc.: [equity.osu.edu/](http://equity.osu.edu/)

Graduate School Ombuds

Keep seeking help! ♥