

## Thesis Completion Award

### *Nomination Form Overview*

The Graduate School is pleased to offer the Thesis Completion Award to support outstanding domestic or international master's students who are in the final stages of their theses. This award is offered on a quarterly basis, and is useful in situations where graduate assistantship opportunities do not exist or where grant funding is insufficient to fund the student's final term. The intent of this award is to enable students to focus on research and writing with the goal of improving the quality of their work and expediting time to degree completion.

### **In the online nomination form, be prepared to provide the following information:**

1. Is the nominee a master's student in the final year of their degree and completing a thesis?
2. Is the nominee making satisfactory academic progress?
3. Has the nominee completed all coursework requirements?
4. Has the nominee passed written (if required) and oral preliminary exams (if required)?
5. Are you confident that the nominee will be able to successfully defend their thesis and complete their degree within the award period?
6. Will the nominee be receiving any tuition support from the college, academic unit, or external training grant during the award period?
7. Does the nominee intend to enroll in at least three graduate credits during the term in which the funds are being requested?
8. Nominee first name
9. Nominee last name
10. Nominee OSU ID
11. Nominee degree type
12. Nominee college
13. Nominee program
14. Nominee OSU email
15. Submitter first name
16. Submitter last name
17. Submitter OSU email
18. Submitter title/position at OSU
19. Award contact first name (this person will be notified of any award decisions)
20. Award contact last name
21. Award contact OSU email
22. What is the nominee's anticipated defense date? *Responses such as 'NA' or 'TBD' will be not be viewed as serious nominations for consideration.*
23. What is the nominee's residency status at OSU?

24. **Nomination Materials** – Nominators will be required to prepare the following materials as **one PDF document** and upload it to the nomination form:
- a. A joint nomination letter (one letter total, no more than 2 pages) from the unit chair/head or graduate program director and thesis advisor. The nomination letter must address each of the eligibility/ineligibility requirements above and describe:
    - i. the nominee’s research, including its quality and likely contributions to the field of study or discipline.
    - ii. the nominee’s timeline for completion of the thesis including the likelihood the nominee will successfully defend the thesis within the award period.
  - b. A statement from the nominee describing:
    - i. how the award will assist them in their final term and why the funds are necessary for degree completion.
    - ii. the status of their thesis including their proposed timeline for completing their degree during the award period.
  - c. A copy of the nominee’s résumé or curriculum vitae.
  - d. Abstract of the nominee’s thesis or dissertation.
  - e. Optional: a signed/completed copy of the nominee's Exam Scheduling Form.

*\*The information on this handout is subject to change at any time. Please review the award page and nomination form for the most current award information/requirements. All nominations must be submitted electronically through Qualtrics.*