Thesis or Dissertation Completion Award
Nomination Form Overview 2019-2020

The Graduate School is pleased to offer the Thesis or Dissertation Completion Award to support outstanding domestic or international master’s and doctoral students who are in the final stages of their theses or dissertations. 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 or doctoral student in the final year of their degree and completing a thesis or dissertation?
2. Is the nominee making satisfactory academic progress, as determined by the student's graduate program?
3. Has the nominee completed all coursework requirements?
4. Has the nominee passed all written (if required for the degree) and/or preliminary exams (if required for the degree)?
5. Has the nominee passed a dissertation proposal defense (if required for the degree)?
6. Are you confident that that nominee will be able to successfully defend the thesis/dissertation within the award period?
   - Please note: Thesis and Dissertation Awards are competitive funds and intended only for those students who are in the final stages of their degrees. In cases where awardees do not successfully defend their thesis or dissertation within the award period, the Graduate School may choose to restrict or exclude the nominating unit from submitting future nominations for this award.
7. Does the nominee have any tuition support from the college, academic unit, or external training grant during their final academic term?
8. First name of the nominee
9. Last name of the nominee
10. OSU ID of the nominee (ex. 111222333, do not include dashes)
11. Nominee email address
12. Nominees anticipated defense date
   - Please note: Students who have formally scheduled exams with the Graduate School demonstrate a greater likelihood that they will be able to successfully defend during the award period. Nominees who have not submitted an Exam Scheduling Form with the Graduate School are encouraged to do so prior to the submission of this nomination.
13. Nominee residency status at OSU
14. Nominee degree type
15. Nominee college
16. Nominee program
17. Your first name
18. Your last name
19. Your email
20. Your title
21. Award contact first name (this person will be responsible for distributing the award letter to the student)

*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.*
22. Award contact last name
23. Award contact email
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 or dissertation advisor. The nomination letter must address each of the eligibility/ineligibility requirements above and describe:
      - the student’s research, including its quality and likely contributions to the field of study or discipline.
      - the student’s timeline for completion of the thesis/dissertation including the likelihood the student will successfully defend the thesis/dissertation within the award period.
   b. A copy of the student’s résumé or curriculum vitae.
   c. Abstract of the student’s thesis or dissertation.
   d. Optional: a signed/completed copy of the student’s Exam Scheduling Form.