

Thesis and Dissertation Processing Steps

To: Graduate Students

Subject: Current Thesis and Dissertation (TAD) Procedures

1. **Student applies for graduation and completes the required TAD Submission Form(s)** at www.ohio.edu/etd and emails to etd@ohio.edu. Doctoral students also complete the Online Survey of Earned Doctorates and the signed ProQuest/UMI Form. All forms are emailed or dropped off the TAD Services, McKee House or Haning Hall 117.
2. **Student emails manuscript in Word format for a pre-oral defense check to etd@ohio.edu** (TAD Services). TAD Services emails back recommended format changes to student.
3. **Student orally defends** and student/faculty member provides signed oral defense form to College Contact. The student is responsible for providing one copy of the oral defense form to TAD Services. **College Contact holds original Oral Defense Form until student completes the Thesis and Dissertation (TAD) Process.**
4. **Student makes all manuscript revisions and obtains the advisor's final approval.** Student emails the final post-oral defense manuscript to etd@ohio.edu for a final format review. TAD Services communicates with student via email until the manuscript format is accepted. Once document format is accepted, TAD Services emails student with instructions to upload electronically to OhioLINK or print to paper, and to print the approval pages on regular paper.
5. **Student prints two approval pages and one abstract page on regular paper**, obtains the advisor's signature, and drops these off to TAD Services.
6. Once the student uploads to OhioLINK or prints to paper and drops off the signed approval pages, **TAD Services emails the College Contact, advisor, and student that the TAD Process is complete** and forwards the signed approval pages to the College Contact for processing.
7. Once the College Contact receives the TAD Process Complete sheet with the two signed approval pages and one signed abstract page attached, the **College Contact checks to see that the student has met all other graduation requirements.** If the student has, the College Contact obtains the Dean's signature on the approval pages, sends one copy of the approval page back to TAD Services and files the other approval page and abstract page in the student's file. **The College Contact also forwards the Oral Defense Form to the Registrar's office for the grade to be posted.**