



THESIS AND DISSERTATION (TAD) FORMS CHECKLIST

All forms are online can be obtained at www.ohio.edu/tad under **Step 2**. Email all forms to tad@ohio.edu or drop them to the front desk of Graduate Studies, TAD Services, Research and Technology Center, Room 220, Athens OH, 45701.

1. Submit to TAD Services at tad@ohio.edu:

Form	Required for:	Requested Due date
<input type="checkbox"/> TAD Submission form	Master and Doctoral students	Graduation application deadline
<input type="checkbox"/> Survey of Earned Doctorates (SED)	Doctoral students	Graduation application deadline
<input type="checkbox"/> Proquest/UMI Upload	Doctoral students	After PDF is approved.
Optional forms for Master and Doctoral students:		
<input type="checkbox"/> To register your copyright go to www.copyright.gov/eco and follow the online instructions. A \$35 fee must be paid online. (<i>due after final document upload to OhioLINK</i>)		
<input type="checkbox"/> To register for a publication delay , go to www.ohio.edu/tad to fill out the Publication Delay Request form, sign and return to TAD Services. (<i>due by final document deadline</i>)		

2. Pre-oral defense document format review:

- Email the pre-oral defense draft in Microsoft Word format to tad@ohio.edu (if document is **larger than 17 MB**, send the document through www.yousendit.com).

3. After the oral defense:

- Provide one **Copy or Scan** of the oral defense form signed by all committee members to TAD Services (Research and Technology Center, Room 220).
- Final Document***: Email the final/revised, post-defense Word file to tad@ohio.edu

*To be completed by the final document deadline, no further content changes can be made at this point.

4. TAD Services accepts the final format*:

- TAD Services accepts the final format and returns the document for the student to review and convert to PDF.
- Student returns the final Word and PDF
- TAD Services reviews and places approval page in the final PDF file and emails the student using the subject: "Document Format Accepted" with instructions to upload to OhioLINK, (and ProQuest for doctoral students) or print to paper.
- Student:**
 - o uploads the final PDF file to OhioLINK
 - o for those filing in hard copy, student uploads abstract *only* to OhioLINK and prints to paper as instructed (and drops this off to TAD Services)
- TAD Services** sends an email titled "TAD Process Complete" to the college, advisor, graduate director, and student with the final document attached.

*Most documents require at least two format reviews (see *Document Review Checklist*).

The processing period for thesis/dissertation documents to appear online in OhioLINK, ProQuest, and Alden Library's ALICE database is usually one quarter after the degree is posted to the transcript.