

# TAD Services Guide to Submitting your Dissertation

## Two Quarters before Intended Graduation

Begin formatting your dissertation. Attend a TAD Workshop and use a template.

Complete TAD Submission form.

Download TAD Template for your College.



## The Quarter before Intended Graduation

Begin arranging your dissertation defense.

Download and complete the Oral Defense Arrangement and Report forms.



## Beginning of the Quarter of Graduation

Finalize your Defense date.

Complete Survey of Earned Doctorates.

Attend TAD Graduation Workshop.



## Two Weeks before Oral Defense

Present your dissertation to your committee for review before the Oral Defense.

Send your dissertation to TAD Services for a pre-oral defense review.



## After Oral Defense

Make all committee and TAD Services suggested revisions.

Send final, advisor approved version of dissertation to TAD Services for final review.

Provide copy of Oral Defense Report to TAD Services.



## After Document Format is Accepted

Upload to OhioLINK and ProQuest.

Provide Publication Delay Form if necessary.



**TAD Services sends TAD Process Complete Email**