

# TAD Services Guide to Submitting your Thesis

## Two Quarters before Intended Graduation

Begin formatting your thesis. 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 thesis defense.

Download and complete the Oral Defense Arrangement and Report forms.

## Beginning of the Quarter of Graduation

Finalize your Defense date.

Attend TAD Graduation Workshop.

## Two Weeks before Oral Defense

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

Send your thesis 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 thesis to TAD Services for final review.

Provide copy of Oral Defense Report to TAD Services.

## After Document Format is Accepted

Upload to OhioLINK.

Provide Publication Delay Form if necessary.

TAD Services sends TAD Process Complete Email