



THESIS AND DISSERTATION (TAD) FORMS CHECKLIST

All forms are online can be obtained at www.ohio.edu/etd under **Step 2**. Email all forms to etd@ohio.edu or drop them to the front desk of Graduate Studies, TAD Services, McKee House, 44 University Terrace, Athens OH, 45701 or Research and Technology Center, Room 114.

1. Submit to TAD Services at etd@ohio.edu at the time you apply for graduation:

Required for Master Students: <input type="checkbox"/> TAD Submission Form	Required for Doctoral Students: <input type="checkbox"/> TAD Submission Form <input type="checkbox"/> Online Survey of Earned Doctorates (SED) <input type="checkbox"/> Online Proquest/UMI Submission Form (a \$65 fee must be paid online to ProQuest/UMI)
For Master and Doctoral students: To register your copyright (optional) go to www.copyright.gov/eco and follow the online instructions. A \$35 fee must be paid online.	

2. Pre-oral defense document format review:

<input type="checkbox"/> Email the pre-oral defense draft in Microsoft Word format to etd@ohio.edu (if document is larger than 17 MB, send the document through www.yousendit.com).

3. After the oral defense:

<input type="checkbox"/> Provide one Xerox Copy of the oral defense form signed by committee members to TAD Services (at McKee House or Research and Technology Center, Room 114). <input type="checkbox"/> Final Document* : Email the final/revised, post-defense Word file to etd@ohio.edu Signed approval pages are no longer required by the Graduate College. (The College of Education still requires students to obtain these and give these to Ramona Mott.)
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*Usually completed within two-weeks of the oral defense, except in unusual circumstances.

4. TAD Services accepts the final format*:

<input type="checkbox"/> TAD Services accepted the final format and: <ul style="list-style-type: none">o converts final Word document to PDF (electronically signs the PDF file)o emails student with instructions to upload to OhioLINK or print to paper <input type="checkbox"/> Student: <ul style="list-style-type: none">o uploads the final PDF file (received via email) to OhioLINKo <u>if a Publication Delay is requested</u>, student prints one full copy on regular paper (and drops this off to TAD Services)o <u>for those filing in hard copy paper</u>, student uploads abstract <i>only</i> to OhioLINK and prints to paper as instructed (and drops this off to TAD Services) <input type="checkbox"/> TAD Services sends an email titled "TAD Process Complete" to the college, advisor, graduate director, and student with the final document attached.
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*Most documents require at least three 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 within six months after the degree is posted to the transcript.