

Thesis and Dissertation (TAD) Services Process Information Sheet

Go to www.ohio.edu/etd, steps include:

1. **Format thesis or dissertation:** attend a TAD Word/PDF Training if needed, use a template document or see sample of the front of document and follow the document format checklist, or take the Online TAD Word/PDF Training course if needed.
2. **Complete TAD Submission Form(s)** at the time the student applies for graduation and attend a TAD Graduation Workshop (to understand the document review and paperwork process) if needed.
3. **Student emails document for pre-oral defense format check** to etd@ohio.edu.
4. **Student orally defends**, make all revisions, obtains advisor's approval, and emails final document to etd@ohio.edu. **Student provides Xerox copy** of the oral defense form signed by committee and drops this off to TAD Services.
5. **For students filing electronically**, the full-text document is uploaded to OhioLINK.
For students filing in paper, the abstract only is uploaded to OhioLINK and paper copies are printed and dropped off to TAD Services.
6. **TAD Services sends an email** titled "TAD Process Complete" to the college, advisor, graduate director, and student (with the final document attached).