Procedures Checklist for Completing Thesis/Dissertation Requirements

- Check the deadlines for the oral defense at the Graduate College TAD (Thesis and Dissertation Services) website and determine whether or not you will complete and defend your dissertation/thesis in time to graduate.
  - TAD website: [http://www.ohio.edu/graduate/etd/index.cfm](http://www.ohio.edu/graduate/etd/index.cfm)

If so, apply for graduation by the published deadline at [www.ohio.edu/registrar](http://www.ohio.edu/registrar)

- Questions regarding graduation application and deadlines - Email: graduation@ohio.edu

Visit the TAD website for the PCOE template, TAD checklist, deadlines, and procedures.

- [http://www.ohio.edu/graduate/etd/index.cfm](http://www.ohio.edu/graduate/etd/index.cfm)

Before the final defense, complete the online TAD submission form, then email the approved proposal to TAD for a format check. Email: tad@ohio.edu

Reminder, each member of your dissertation/thesis committee must have the edited copy of the dissertation/thesis in their possession at least two weeks before the oral defense, and the defense must be publicly posted. If not publicly posted, the committee can choose to cancel the defense.

Two weeks in advance of the defense notify PCOE Student Affairs Graduate Records office (mott@ohio.edu) Date, Time of Defense, Room, Dissertation/Thesis Title, after all confirmed by the Committee.

Include current Committee membership in the email. To reserve Lindley Conference rooms: Dean’s Office, 740-593-9449; to reserve Tupper classrooms: 740-593-4424.

For Lindley projector, conferencing, laptop, etc., contact CTC help desk 593-4451, or Beth Backes, backese@ohio.edu, 593-4450. Bring your OU ID.

Receive written verification of defense arrangements from PCOE Student Affairs Records (R. Mott)

Be sure your oral defense is held at least two weeks before the required deadline found on the TAD website, if you plan to graduate in a specific semester.

Corrections, suggestions on the dissertation/thesis must be approved by your Committee.

When the document is approved, the Committee Chair submits the fully signed defense report to Student Affairs Graduate Records Manager, 068 Lindley Hall, attention Ramona Mott.

Committee Chair electronically submits the dissertation/thesis & the tracking form to Chip Rice, Grants Development Coordinator, ricker@ohio.edu, 597-9007, Lindley N178N.

- Next, the Department Chair and Sr. Associate Dean must approve the plagiarism check.

The fully approved tracking form is submitted to PCOE Student Affairs Graduate Records by the Dean’s office.

PCOE Graduate Records (Ramona Mott) emails the approved defense report to the TAD office, upon receipt of the approved plagiarism tracking form.

Student submits the fully approved dissertation/thesis through TAD. *This must occur by the deadline on the TAD website Deadlines chart, for degree conferral.*

TAD emails approval of the submission process to student, Committee chair, PCOE Graduate Records.

TAD emails the defense report to the Registrar to change the Dissertation/Thesis grade.