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.
- Be sure your oral defense is held at least two weeks before the required term deadline found on the TAD Deadlines chart, if you plan to graduate in a specific semester.
- 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
  - 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.
- NOT LESS THAN TWO WEEKS IN ADVANCE of the defense, when all is confirmed by your Committee, email the Defense Arrangements Oral Exam for Dissertation & Thesis form, located at [https://www.ohio.edu/education/resources/forms.cfm](https://www.ohio.edu/education/resources/forms.cfm), to PCOE Graduate Records (mott@ohio.edu).
  - To request McCracken 126 Dissertation/Thesis Defense room: email your confirmed Defense Arrangements form to Ramona Mott, mott@ohio.edu. If all is in order for final defense, request will be submitted for room.
  - To reserve classrooms: email Jenn Martin, martinj@ohio.edu.
  - To reserve conference & seminar rooms, contact your Department Admin. Specialist. For McCracken projector, conferencing, laptop, etc., contact the CTC help desk 593-4451.
  - Receive emailed verification of defense arrangements from PCOE Student Affairs Records (R. Mott). Corrections, suggestions on the dissertation/thesis document 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, 125D McCracken Hall, attention Ramona Mott.
- Committee Chair electronically submits the dissertation/thesis document, & TII tracking form to Chip Rice, Grants Development Coordinator, ricer@ohio.edu, 597-9007, for a plagiarism check (TII).
  - Next, the Department Chair and Sr. Associate Dean for Graduate Studies must approve the plagiarism check. The fully approved TII 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 TII plagiarism tracking form.
- Student submits the fully approved dissertation/thesis through TAD. *This must occur by the deadline on the TAD website “Deadlines Academic Year…..” chart, for degree conferral.*
  - TAD emails “TAD PROCESS COMPLETE” message to student, Committee chair, PCOE Graduate Records.
  - TAD emails the defense report to the Registrar to change the Dissertation/Thesis grades.