**Final Thesis/Dissertation Defense Procedure**

* Deadlines for applying for graduation are well in advance of actual graduation. Visit www.ohio.edu/registrar/grd.cfm to find out more.
* **NOTE: Be sure to familiarize yourself with Thesis and Dissertation Services and its Web page,**[**www.ohio.edu/graduate/etd**](http://www.ohio.edu/graduate/etd/)**, particularly the Full TAD Guidelines (https://**[**www.ohio.edu/graduate/manage/loader.cfm?csModule=security/getfile&amp;PageID=2901799**](http://www.ohio.edu/graduate/manage/loader.cfm?csModule=security/getfile&amp;PageID=2901799)**)** **and the TAD deadlines for this academic year. The final version of your thesis or dissertation must be submitted by the Post-Defense Format Review Deadline for the semester in which you graduate.**

* **6 weeks before your anticipated defense *(or earlier)***
  + Confirm with the graduate chair or Tom Riggs, the graduate program assistant, that you have met all procedural requirements to this point. (Thesis-Dissertation Committee Form, Final Course of Study, Research Proposal, Qualifying Exam results (for Ph.D.), Comprehensive Exam Results (for Ph.D.), completion of ET 602/ET 6020).
  + Set day and time of your defense.  Suggest to your advisor that he/she use the university's Oracle Calendar system.
* **4 weeks before your anticipated defense *(or earlier)***
  + Reserve room, computer (if needed) and projector.  The ChBE conference room (room 175) and ChBE equipment may be reserved by appearing in person in the ChBE office.
  + Inform Mr. Riggs of the time and place of your defense, and begin to complete the Arrangements for Oral Defense form, which is found here: www.ohio.edu/engineering/chemical/gradtools/documents.cfm. Obtain signatures on the form from the graduate committee chair and the graduate chair. Mr. Riggs can help you secure the signature of the graduate chair.
* **14 days** **before your anticipated defense *(or earlier)***
  + Submit electronic copy of thesis / dissertation in PDF format (and hard copy if requested) to each committee member personally.
  + Submit electronic copy of thesis / dissertation in PDF format to Jyl Mullins (mullinsj@ohio.edu) in the dean’s office and the Statement of Originality form to Mr. Riggs. (The form is found here: www.ohio.edu/engineering/chemical/gradtools/documents.cfm.)  Ms. Mullins will initiate preliminary screening of your thesis/dissertation for plagiarism.
  + Submit electronic copy of thesis/dissertation in PDF format to TAD Services for pre-defense format check. If you haven't already submitted the TAD Submission form to TAD Services, do so at this time.
  + Submit the Arrangements for Oral Defense form to Mr. Riggs. He will place a copy in your file and take the original to the dean's office. This process formally informs the dean's office of your intent to defend, and the dean's office will prepare public announcements of your defense and send letters to your committee members announcing the defense. (The form is found here: www.ohio.edu/engineering/chemical/gradtools/documents.cfm.)
* **1 day before your anticipated defense**
  + Prepare and print out the [Report on the Oral Thesis Examination/Dissertation Defense](http://www.ohio.edu/chemical/graduate/documents.cfm). (The form is found here: [www.ohio.edu/engineering/chemical/gradtools/documents.cfm](http://www.ohio.edu/engineering/chemical/gradtools/documents.cfm).) You will need to take this form with you to your defense.
  + Double-check availability of room and equipment.
  + Remind committee members via e-mail of time and place.
* **At your defense**
  + Briefly (20 to 30 minutes) present an overview of your work.
  + Answer questions from your committee about your work and its relationship to the broader body of knowledge in the field.
  + Wait outside the examination room until the committee invites you back in to hear the decision.

* **After your defense**
* You are responsible for obtaining signatures of the committee members and the graduate chair on the Report on the Oral Thesis Examination/Dissertation Defense form.  Mr. Riggs can help you secure the graduate chair's signature. (A committee member may decline to sign the form until he/she has the final, corrected thesis or dissertation if called for.) When you have all the necessary signatures, submit the form to Mr. Riggs. Be sure to submit the form to Mr. Riggs no later than the next step listed below.

* **When you are ready to submit your final, revised thesis or dissertation (before the Post-Defense Format Review Deadline for your graduation semester)**
  + Submit your thesis or dissertation to [TAD Services](http://www.ohio.edu/graduate/etd/) and to Jyl Mullins (mullinsj@ohio.edu) in the dean's office, then immediately notify Tom Riggs that you have done so. At that point, he will submit your Report of Oral Thesis Examination and Dissertation Defense form to the dean's office, which will then secure the associate dean's signature and submit the form to TAD Services.

**Notes**

A member of your committee may refuse to approve the thesis/dissertation if (s)he feels that the proposed work or its presentation does not meet the standard for the degree.  In such a case, the committee member must give reason for refusal.  A student having difficulty understanding the reasons for the refusal or the actions on his/her part required to resolve them may consult the graduate chair in the department for assistance or the department chair if the graduate chair is involved directly in the situation.  If the scope of work in the final document is consistent with the scope of work in the approved research proposal, insufficient scope of work will not be grounds for withholding approval.

Any appearance of plagiarism may result in a delay of the defense, delay of submission of the final copy for TAD Services approval, or refusal to approve the thesis/dissertation.  Avoid problems by thorough referencing and by carefully following the Russ College Policy on Plagiarism ([www.ohio.edu/engineering/chemical/gradtools/upload/Policy-on-Technical-Writing-and-Plagiarism.pdf](http://www.ohio.edu/engineering/chemical/gradtools/upload/Policy-on-Technical-Writing-and-Plagiarism.pdf)).