

**Russ College of Engineering and Technology**  
**Thesis Submission Checklist**

This checklist is in addition to the Graduate College Thesis and Dissertation (TAD) Process Checklist.

**First Year**

**Recommended:**

- Meet faculty members who are doing research that interests you and take their classes.
- Get advice on which courses to take.
- Search for funding and employment opportunities.
- Seek an advisor and work together to finalize a research topic.

**Required:**

- Attend orientation session.
- By the end of your first year, submit a course of study to your graduate chair for approval.
- Submit the approved final course of study to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email.

**Second Year**

- Take steps to develop and defend your thesis.
- Take the Russ College's graduate writing course.
- Select faculty members to serve on your thesis committee. Submit the MS Committee & External Representative form to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email for approval by the Associate Dean for Research and Graduate Education.

**Thesis Defense Preparation**

- Submit Arrangement for Thesis Proposal Defense to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email for approval by the Associate Dean for Research and Graduate Education at least 14 days prior to the proposed defense date. (Chem, ISE, and ME Only)
- Submit a Report on Thesis Defense Proposal to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email. (Chem, ISE, and ME Only)

**Submit the following 3 items at the same time to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email.**

- Statement of Originality
- Your thesis for pre defense plagiarism check by Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email.
- Final Arrangement for Thesis Defense form for approval by the Associate Dean for Research and Graduate Education at least 14 days prior to the proposed defense date to Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email.

**After the Thesis Defense**

- Submit your thesis for post defense plagiarism check by Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email after any corrections or changes are completed.
- Submit Report on Final Thesis Defense to the Russ College Graduate Program Administrators (russgradinfo@ohio.edu) via email for approval by the Associate Dean for Research and Graduate Education.

Upon completion of all Russ College of Engineering and Technology requirements the Russ College Graduate Program Administrators will submit your approved final thesis defense report along with a statement regarding your plagiarism check to the Graduate College, Thesis and Dissertation (TAD) Office.