

## Thesis and Dissertation Deadlines: Academic Year 2011-12

- Deadlines apply to **all thesis and dissertation filers** and are the same for all colleges. **Graduation Application and Final Document deadlines are FIRM.**
- All students should obtain a pre-oral defense format check and the required post-defense format check/approval by emailing their documents in Word format to [tad@ohio.edu](mailto:tad@ohio.edu).
- Students need to confirm with their department/college that they have fulfilled all other graduation requirements.
- While the Alden Library no longer requires a printout of the final document (unless the student selects to file in paper or requests a publication delay for the electronic filers), some advisors and departments may request students to print a copy of the final document for their records.

Quarter	Year	Graduation Application and TAD Submission Form Due	Document submitted to Committee (recommended)	Oral Defense (recommended)	Final Document*	Final Document Early Filers for next quarter graduation**
Fall	2011	Wed, Sept 28, 2011	Fri, Oct 14 2011	Fri, Oct 28, 2011	Thur, Nov 10, 2011	Wed, Dec 14, 2011
Winter	2012	Mon, Jan 23, 2012	Fri, Feb 10, 2012	Fri, Feb 24, 2012	Fri, Mar 9, 2012	Wed, Mar 21, 2012
Spring	2012	Tues, April 17, 2012	<i>Dissertation Deadline</i> Fri, Apr 6, 2012	<i>Dissertation Deadline</i> Fri, Apr 20, 2012	<i>Dissertation Deadline</i> Fri, May 4, 2012	Wed, Jun 13, 2012
			<i>Thesis Deadline</i> Fri, May 4, 2012	<i>Thesis Deadline</i> Fri, May 18, 2012	<i>Thesis Deadline</i> Fri, Jun 1, 2012	
Summer	2012	Thurs, July 26, 2012	Fri, Jul 6, 2012	Fri, July 20, 2012	Fri, Aug 3, 2012	Fri, Aug 17, 2012
<b>Additional Details:</b> For Summer Quarter the deadline is one week before the last day of classes.		* All forms available at <a href="http://www.ohio.edu/tad">www.ohio.edu/tad</a> under Step 2. * Application date set by registrar and is firm.	Send final document to committee member one or two weeks before the oral defense or as directed by advisor.	Avoid scheduling the defense with less than two weeks to the deadline.	Email final post-oral defense document to <a href="mailto:tad@ohio.edu">tad@ohio.edu</a> before 3:00 p.m. (*See below.)	Email <a href="mailto:tad@ohio.edu">tad@ohio.edu</a> before 10 a.m. Document must be updated with the following quarter's graduation month and year. (*See below.)

**\*Attention College of Health Sciences and Professions students:** Your document must be sent to Jennifer Horner at [hornerj@ohio.edu](mailto:hornerj@ohio.edu) one week before the deadline for a document review and edits. For this reason, we recommend scheduling your oral defense one week earlier.

**\*\*Attention Early Filers:** The deadline for the *Final Document* cannot be moved, but if you missed the *Final Document* deadline for your intended quarter of graduation, you may avoid paying tuition in the following quarter if you meet the following requirements:

- 1) You are currently registered for graduation and thesis/dissertation hour(s).
- 2) All international students are required by immigration regulations to be registered for the quarter in which they graduate. There are provisions for limited exceptions so students who would like to early file should meet with an international student advisor regarding enrollment requirements. 740-593-7330.
- 3) **You submit the final post-oral defense document (with the following quarter's month and year of graduation) to [tad@ohio.edu](mailto:tad@ohio.edu) before 10:00 a.m. on the Wednesday** before the first day of the quarter (include a message that you would like to be processed as an early filer). You should have previously had an initial format check on your document to assure your document can be processed in two days.
- 4) You respond to TAD Services requests for format revisions to have your **document in final form before 11:00 on the Friday** before the first day of the quarter.
- 5) You have all **forms and processes completed by 12 noon on the Friday** before the first day of the quarter as follows:
  - a) For Master students: TAD Submission and upload to OhioLINK is complete (when request via email).
  - b) For Doctoral students: TAD Submission, Online Survey of Earned Doctorates, Online ProQuest/UMI, and upload to OhioLINK (when requested via email).
  - c) For all students: If the optional Publication Delay was selected, the signed form and the final printed document are in the TAD Services office.
- 6) If students receives any services from any office on campus in the following quarter, they must register and pay tuition in that quarter.