

Graduate School Guidelines

• Master's Student Procedures – Final Quarter

The following procedures pertain to a master's candidate's last quarter of enrollment (quarter of graduation). Students should also consult the complete listing of deadlines and graduation requirements at www.gradsch.osu.edu. Master's students must:

1. Submit application to graduate by the second Friday of the quarter
2. Complete the master's examination no later than the published deadline for the quarter of graduation. See the graduation deadlines for the specific date.
3. Have his or her committee sign the Master's Examination Report. Students must deliver this form to the Graduate School and provide a copy of the signed form for his or her program.
4. If the student is writing a thesis, continue to Step 5. If the student is not writing a thesis, go to step 10.
5. Bring a draft of the thesis to the Graduate School for a format check. Guidelines for thesis formatting are available on the Graduate School website at [Guidelines for Formatting Theses, Dissertations, and D.M.A. Documents](#). There is also a separate document that shows sample pages at [Sample Pages](#).
6. Make corrections to the thesis. Once the committee approves the final copy, the student is ready to submit.
7. Convert the thesis to a PDF* and submit it to OhioLINK (<http://etd.ohiolink.edu/>). (a) As part of the OhioLINK submission, the student is required to submit a version of the abstract that is 500 words or less. This requirement does not impact the length of the abstract in the actual thesis. (b) In the section "Permissions and UMI Publication," master's students should select the first option at the bottom of the page, "Do not upload my paper to UMI." Master's theses are not archived through UMI. **Note:** Be sure to press the button "submit my paper now" before exiting the OhioLINK website.
8. Look for an e-mail from the Graduate School about the submission of the document. Within a few hours of the thesis submission the Graduate School will either:
 - Notify the student that the document has formatting problems that need to be corrected. If so, the student must make the corrections and repeat the submission process again (starting with Step 7). **OR**
 - Notify the student that the document has been accepted. If so, the student should follow Step 9.
9. Bring the following items to the Graduate School:
 - Thesis Approval form (signed by all members of the committee).
 - Commencement Absence form (if applicable).
 - Request for Delay of Publication** (if applicable). This form is available on the Graduate School web site.
 - Processing fee (\$12.00). The Graduate School accepts checks or money order only made payable to The Ohio State University.
10. Bring the Commencement Absence form to the Graduate School (if applicable).

*Instructions for PDF conversion can be downloaded from the Graduate School's website. Acrobat Distiller, a PDF conversion software program, is available in campus computing labs.

**It is possible to request a delay of the publication of the thesis with OhioLINK. This should be done when the electronic accessibility of the thesis would be a hindrance to the student in publishing his or her work with a journal or if he or she is waiting on a patent. Students must talk to their advisor about this option. If a student wants to request a delay, he or she must complete the "Request to Delay Dissemination" form and submit it to the Graduate School with his or her final paperwork. Theses are not sent to UMI/ProQuest for archiving purposes.