

Graduate School Guidelines

• Doctoral Student Procedures – Final Quarter

The following procedures pertain to a doctoral 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. Doctoral students must:

1. Submit the application to graduate by the second Friday of the Quarter.
2. There will be a \$45 microfilming fee applied to your OSU account that all PHD/DMA students are required to pay online, in the quarter of graduation, by the posted final submission deadline.
3. Submit the completed Doctoral Draft Approval form to the Graduate School at least two weeks before the defense date. This form is available from the Graduate School web site or in the student's home department. The student must also bring a complete, paper copy of his or her dissertation to the Graduate School for a format review. **Plan to arrive at least 30 minutes before the office closes** (by 4:30pm AU, WI and SP, by 4:00pm SU).
4. The Graduate School will assign a Graduate Faculty Representative to the defense. Students are notified of this assignment by email and must deliver a copy of the dissertation to the representative as soon as he or she is notified of the assignment.
5. After the defense, the student must have the committee (including the Graduate Faculty Representative) sign the Final Oral Examination Report form. The student must deliver this form to the Graduate School within one working day after the final oral examination has been completed. The student must give a copy of the signed form to his or her program office.
6. Make corrections to the dissertation. Once the dissertation committee approves the final copy, the student is ready to convert the document to PDF format for electronic submission.*
7. Submit the PDF document to OhioLINK (<http://etd.ohiolink.edu/>). Fonts need to be embedded when converting to a PDF. Here are the steps most students will follow to embed fonts:
 - Select 'Save As'
 - Select PDF or XPS/PDF
 - Click on 'Options'
 - Select 'ISO 19005-1 compliant (PDF/A)'
 - Select okayContinue saving as normal. 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 dissertation. In the section *Permissions and UMI Publication*, the student should select the second option at the bottom of the page, "Upload my paper to UMI for traditional publishing." Note: Be sure to press the button "submit my paper now" before you exit the OhioLINK website. **Complete your submission no later than 8:00am on the deadline date to allow for technical difficulties and format correction requests.**
8. Look for an email from the Graduate School about the submission of the document. The email 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 go back to Step 5.
 - OR**
 - Notify the student that the document has been accepted. If so, go to Step 8.
9. Bring the following items to the Graduate School:
 - Final Approval Form (signed by the dissertation committee)

- Commencement Absence form (if applicable). This form is available on the Graduate School web site.
- Request for Delay of Publication (if applicable). This form is available on the Graduate School web site.
- Fees for microfilm processing (\$45) which is charged to your OSU account needs to be paid online by the same deadline that the Final Approval is due.
- Completion page from Survey of Earned Doctorates. Complete on line at: <http://survey.norc.uchicago.edu/doctorate>
- OSU Doctoral Exit Survey found on your Carmen Home page at <https://carmen.osu.edu/> .

**It is possible to request a delay of the publication of the student's dissertation with OhioLINK. This should be done when the electronic accessibility of the dissertation would be a hindrance in publishing work with a journal or if the student is waiting on a patent. Students must talk to their advisor about this option. If a student wants to request a delay, the student must complete the "Request to Delay Dissemination" form, and submit it to the Graduate School with his or her final paperwork. All dissertations are also sent to UMI/ProQuest for archiving purposes. If a student wishes to delay the electronic dissemination of his or her dissertation through ProQuest, he or she must contact them directly (www.umi.com) or 1-800-521-0600 after an email from OhioLink is received stating that the document has been "published" on OhioLink. If you've submitted the Petition to Delay form, only the Abstract will be viewable on OhioLink at this point. Students should also request that a restriction of sale notation be placed on his or her document.