

FINAL SEMESTER PROCEDURES—MASTER'S

The following procedures pertain to a master's candidate's last semester of enrollment, which is also the semester of graduation. Students should also consult the complete listing of deadlines and graduation requirements at www.gradsch.osu.edu. Forms related to graduation and degree examinations are accessed electronically at GRADFORMS.OSU.EDU.

Master's students must:

1. Submit an Application to Graduate by the third Friday of the semester or summer term.
2. Complete the master's examination no later than the published deadline for the semester or summer term of graduation. See the graduation deadlines for specific dates.
3. Verify that the Report on Final Examination has been completed by the master's examination committee by the published deadline for the semester or summer term of graduation.
4. If the student is writing a thesis, continue to step 5. If the student is not writing a thesis, proceed to step 10.
5. Bring a complete, paper copy of the formatted thesis document to the Graduate School for a format check. Guidelines for document formatting and sample pages are available on the Graduate School website at gradsch.osu.edu/guidelines.html.

NOTE: For format checks, plan to arrive at least 30 minutes before the office closes. 4:30 p.m. for autumn and spring semesters. 4 p.m. for summer term.

6. Once the committee approves the final copy, the student is ready to submit the thesis.
7. Convert the thesis document to an embedded-font PDF.

Instructions for users of Word 2007 or 2010 for PC.

1. Have the document open and on screen
2. Select **FILE...SAVE AS**
3. Select **PDF OR XPS/PDF** (in **SAVE AS TYPE** dropdown)
4. Click on **OPTIONS**
5. Select **ISO 19005-1 COMPLIANT (PDF/A)**
6. Select **OKAY**
7. Click **SAVE**

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8. Submit the thesis document to OhioLINK <https://etdadmin.ohiolink.edu/>. All students must submit the bibliographic information, abstract, and full text. The abstract submitted on OhioLINK is limited to 500 words or less. This requirement does not impact the length of the abstract in the actual document. In the section Publication Information, master's students must select the first option in the UMI section—**DO NOT UPLOAD MY ETD**—before exiting the OhioLINK website.

NOTE: After you have uploaded your document be sure to press the button **SUBMIT MY ETD** before exiting the OhioLINK website. Complete your submission no later than 8 a.m. on the deadline day to allow for technical difficulties and format correction requests. Documents are reviewed in the order in which they are received. **The Graduate School cannot guarantee that documents submitted after 8 a.m. will be processed in time to meet the 5 p.m. deadline (4:30 p.m. during the summer).**

9. Look for an e-mail from the Graduate School about the submission of the document. Within a few hours of the document 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 upload the revised version to the OhioLINK site.

OR

notify the student that the document has been accepted. If so, the student should proceed step 10.

10. Complete the following items:

Report on Final Document completed by all members of the committee (for thesis students only)

Commencement Absence form (if applicable). If not attending commencement, indicate how your diploma should be issued on the Application to Graduate on GRADFORMS.OSU.EDU.

Delay of Final Document (if applicable). Complete this form on GRADFORMS.OSU.EDU.

NOTE: 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 hinder the student in publishing his or her 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, a Delay of Final Document form must be completed and submitted on GRADFORMS.OSU.EDU. Theses are not sent to UMI/ProQuest for archiving purposes.

