

FINAL SEMESTER PROCEDURES, DOCTORAL

The following procedures pertain to a doctoral 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.

Doctoral students must:

1. Submit an **Application to Graduate** by the third Friday of the semester or summer term.
2. Pay the **\$20 microfilming fee** all PhD/DMA students are required to pay, in the semester it is charged, by the posted final submission deadline—whether they graduate that semester or not. The fee is charged only once and will not appear again.
3. The **Application for Final Examination** on GRADFORMS.OSU.EDU must be submitted and approved by the defense committee at least two weeks before the defense date. Also, at least two weeks before the defense, the student must bring a complete, paper copy of the formatted dissertation/DMA document to the Graduate School for a format review. Guidelines for document formatting and sample pages are available on the Graduate School website at gradsch.osu.edu/guidelines.html.
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. The Report on Final Examination and the Report on Final Document will be generated by the Graduate School and made available to the exam committee on GRADFORMS.OSU.EDU at the start time of the defense.
5. The **Report on Final Examination** must be completed by the committee immediately following the conclusion of the exam.
6. Make **corrections** to the dissertation/DMA document. Once the committee approves the final copy, the student is ready to submit.
7. **Convert** the dissertation/DMA document to an embedded-font PDF.

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. summer term.

To convert to PDF for Word 2007 or 2010 for PC.

- A. Have the document open and on screen
- B. Select **FILE...SAVE AS**
- C. Select **PDF OR XPS/PDF** (in **SAVE AS TYPE** dropdown)
- D. Click on **OPTIONS**
- E. Select **ISO 19005-1 COMPLIANT (PDF/A)**
- F. Select **OKAY**
- G. Click **SAVE**

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8. Submit the dissertation/DMA 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**, doctoral students must select the second option in the UMI section: **UPLOAD MY PAPER TO UMI FOR THE TRADITIONAL PUBLISHING OPTION**.

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 to step 10.

10. Complete the following items:
- Submit the Certificate of Completion from Survey of Earned Doctorates <https://sed.norc.org/showRegister.do> to the Graduate School
 - Completion of the Ohio State Doctoral Exit Survey www.carmen.osu.edu
 - If attending commencement, come to the Graduate School to **record your name** so the dean can pronounce your name appropriately at the ceremony.
 - **Commencement Absence form** (if applicable). If not attending commencement, indicate how your diploma should be issued on your electronic 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 dissertation with OhioLINK. This should be done when the electronic accessibility of the dissertation would be a hindrance to 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. A publication delay that is approved on OhioLink means that your document will not be sent to ProQuest/UMI until the OhioLink delay expires. If at that time a ProQuest delay is still desired moving forward, this can be requested directly through ProQuest. A separate form, the UMI Publishing Agreement (<http://www.proquest.com/products-services/dissertations/submitted-dissertation-proquest.html>), must be completed and e-mailed directly to UMI/ProQuest at disspub@proquest.com to request a delay of publication on the Proquest Dissertation Publishing database.

