

Thesis and Dissertation (TAD) Services

Creating a Timeline for Finishing your Thesis* in Fall semester. Adjust timeline for Spring and Summer semesters.

Final Clearance Deadline: TAD Process Complete is Friday of week 15*

We strongly recommend using your college's template. Begin using your college's template as early in the writing process as possible as doing so will format your dissertation according to university guidelines.

[Link to Templates](#)

Planning for 6 Months to Completing the TAD Process (Thesis): Begin in June (these dates are only suggestions. The process may take more, or less, time than allotted in this sample schedule).

4th week of full Summer semester:

Schedule Oral Defense (see early deadlines* for PCOE and CHSP)

[Link to TAD Deadlines](#)

9th week of full Summer semester:

Send TAD Submission Form with your pre-defense document (80%) of content complete to tad@ohio.edu for a pre-defense format review. Be sure to place your draft document into your college's template.

[Link to TAD Submission Form](#)

Your email to TAD will begin a virtual conversation with TAD. This exchange will include emails back and forth and meeting on Teams if that is helpful to you. Once we are back on campus, we will work with students in-person as allowable.

13th week of full Summer semester:

Send document to TAD for post-defense format review after you have made the changes your committee instructs you to make.

3rd week of Fall semester:

Once you make all formatting changes instructed by TAD, we will ask you finalize and send your final document in Microsoft Word and PDF formats.

7th week of Fall semester:

Check with your College about sending Oral Defense Report to TAD (if it has not already been sent to TAD).

11th week of Fall semester:

Check with your College about sending Oral Defense Report to TAD (if it has not already been sent to TAD by your College).

Upload to OhioLINK.

TAD will instruct you when to upload and will send you a link to do so.

TAD Process Complete: TAD will send you, your advisor, your graduate chair, and the Registrar an email signifying your completion of the TAD Process.

Congratulations!

***Patton College of Education students:** An electronic copy of your document (following post-defense edits) must be submitted by your Committee Chair to The Patton College no less than two weeks before the Final Clearance Deadline. For this reason, please schedule your oral defense accordingly.

College of Health Sciences and Professions students: Your document must be sent to Dr. Sally Marinellie (marinels@ohio.edu) for document edits and College approval no less than two weeks before the Post-Defense Format Review Deadline. For this reason, please schedule your oral defense at least two weeks earlier than the date shown in the table above.

Planning tips: Start with the end date (final deadline) and work backwards setting your own internal deadlines.

These sample planning documents are only intended as examples. Students should create their own planning documents according to their own timelines in coordination with their advisor, as necessary.

Keep in mind: semester breaks, when your advisor and committee members will be available to review your document, and when to schedule your defense, etc.

This timeline is subject to change. This is only a sample. Students are responsible for knowing the deadlines and work with their college to confirm dates.

Planning for 3 Months to Completing the TAD Process (Thesis): Begin in *September* (these dates are only suggestions. The process may take more, or less, time than allotted in this sample schedule).

We strongly recommend using your college's template. Begin using your college's template as early in the writing process as possible as doing so will format your dissertation according to university guidelines.

[Link to Templates](#)

13th week of full Summer semester:

Schedule Oral Defense (see early deadlines* for PCOE and CHSP)

[Link to TAD Deadlines](#)

3rd week of Fall semester:

Send TAD Submission Form with your pre-defense document (80%) of content complete to tad@ohio.edu for a pre-defense format review. Be sure to place your draft document into your college's template.

[Link to TAD Submission Form](#)

Your email to TAD will begin a virtual conversation with TAD. This exchange will include emails back and forth and meeting on Teams if that is helpful to you. Once we are back on campus, we will work with students in-person as allowable.

7th week of Fall semester:

Send document to TAD for post-defense format review after you have made the changes your committee instructs you to make.

9th week of Fall semester:

Once you make all formatting changes instructed by TAD, we will ask you finalize and send your final document in Microsoft Word and PDF formats.

11th week of Fall semester:

Check with your College about sending Oral Defense Report to TAD (if it has not already been sent to TAD by your College).

Upload to OhioLINK.

TAD will instruct you when to upload and will send you a link to do so.

TAD Process Complete: TAD will send you, your advisor, your graduate chair, and the Registrar an email signifying your completion of the TAD Process.

Congratulations!

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College of Health Sciences and Professions students: Your document must be sent to Dr. Sally Marinellie (marinels@ohio.edu) for document edits and College approval no less than two weeks before the Post-Defense Format Review Deadline. For this reason, please schedule your oral defense at least two weeks earlier than the date shown in the table above.

Planning tips: Start with the end date (final deadline) and work backwards setting your own internal deadlines.

These sample planning documents are only intended as examples. Students should create their own planning documents according to their own timelines in coordination with their advisor, as necessary.

Keep in mind: semester breaks, when your advisor and committee members will be available to review your document, and when to schedule your defense, etc.

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Planning for 1 Month to Completing the TAD Process (Thesis): Begin in November (these dates are only suggestions. The process may take more, or less, time than allotted in this sample schedule).

We strongly recommend using your college's template. Begin using your college's template as early in the writing process as possible as doing so will format your dissertation according to university guidelines.

[Link to Templates](#)

11th week of Fall semester:

Schedule Oral Defense (see early deadlines* for PCOE and CHSP)

[Link to TAD Deadlines](#)

11th week of Fall semester:

Send TAD Submission Form with your pre-defense document (80%) of content complete to tad@ohio.edu for a pre-defense format review. Be sure to place your draft document into your college's template.

[Link to TAD Submission Form](#)

Your email to TAD will begin a virtual conversation with TAD. This exchange will include emails back and forth and meeting on Teams if that is helpful to you. Once we are back on campus, we will work with students in-person as allowable.

12th week of Fall semester:

Send document to TAD for post-defense format review after you have made the changes your committee instructs you to make.

13th week of Fall semester:

Once you make all formatting changes instructed by TAD, we will ask you finalize and send your final document in Microsoft Word and PDF formats.

14th week of Fall semester:

Check with your College about sending Oral Defense Report to TAD (if it has not already been sent to TAD by your College).

Upload to OhioLINK.

TAD will instruct you when to upload and will send you a link to do so.

TAD Process Complete: TAD will send you, your advisor, your graduate chair, and the Registrar an email signifying your completion of the TAD Process.

Congratulations!

***Patton College of Education students:** An electronic copy of your document (following post-defense edits) must be submitted by your Committee Chair to The Patton College no less than two weeks before the Final Clearance Deadline. For this reason, please schedule your oral defense accordingly.

College of Health Sciences and Professions students: Your document must be sent to Dr. Sally Marinellie (marinels@ohio.edu) for document edits and College approval no less than two weeks before the Post-Defense Format Review Deadline. For this reason, please schedule your oral defense at least two weeks earlier than the date shown in the table above.

Planning tips: Start with the end date (final deadline) and work backwards setting your own internal deadlines.

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