

DISSERTATION/THESIS PUBLICATION CHECKLIST

REQUIREMENTS:

- [Approval form](#) on file with Graduate Studies
- Apply for graduation [CampusNet](#) – Graduation tab
- Defend by the last day of the semester. You must be registered for dissertation credit the term you are defending
- After defense incorporate committee changes, have committee members sign signature page
- Schedule format review meeting with Graduate Studies; make revisions as needed
- Doctoral Only.** Submit \$65 receipt and certificate of completion
- Verify *Notice of Completion* and *Signature Page* have been submitted to Graduate Studies. Must come from the department or program
- Upload *pdf.* to OhioLINK for publication. Once submitted, Graduate Studies will publish or return for corrections
- All above must happen prior to graduation audit



1. Defending: Once your supervising committee agrees that your dissertation is ready to be defended.

- Schedule your defense before the last day of class of the term in which you are graduating. You must be registered for dissertation credit the term you are defending.
- Present your oral defense. After your defense, all your committee members will sign your dissertation signature page.
- Incorporate any requested changes from your committee members (members may opt to sign dissertation signature page after changes have been approved).

2. Final Format Check and Required Documentation: The format review may require multiple revisions, please plan accordingly.

- Schedule meeting(s) via [Starfish](#). Submit **dissertation** to phddissertation@csuohio.edu, and **thesis** to masterthesis@csuohio.edu
- Dissertation/Thesis signature page. **Program must submit to Graduate Studies**, grad@csuohio.edu, or original with ink signatures can be dropped off to Parker Hannifin Hall, 3rd floor.
- Notice of Completion. **Program must submit to Graduate Studies.**
- Doctoral Only.** Receipt for \$65 UMI Publishing Fee. Students can pay at CSU Cashier's Office or online via ShopNet at <https://campusnet.csuohio.edu/ShopNet/>. Select "Bursar's Office" (which is the 2nd one from the top), scroll down to enter your name and ID then hit continue. Add the "dissertation fee" to the cart, and checkout with credit card. Submit receipt to Graduate Studies.
- Doctoral Only.** Certificate of Completion of the Earned Doctorates from National Science Foundation <https://sed-ncses.org>. Complete online and forward a copy of the confirmation of submission to Graduate Studies.
- After you have received format approval, upload dissertation or thesis for publication to OhioLINK (instructions will be provided when you receive format approval from the College of Graduate Studies).

Note: Publication on OhioLINK is a degree requirement. The deadline to publish is approximately 6 weeks following the last day of class for your degree to be conferred for the proposed term. Failure to publish by the established deadline can delay the conferral of your degree.