

Thesis + Dissertation Suggested Timeline* subject to change
(for SP25 degree conferral, note deadline dates)

January

- Apply for graduation - [CampusNet](#) graduation tab
- Program/department submits [approval form](#) to Graduate Studies for dean's signature. The form must include the department chair and academic college dean's signatures.
- **Student schedules defense. SP25's last date to defend is Friday, March 28.**
 - The earlier you defend, the more time you will have to complete the remaining steps.
Note: you must be registered for thesis or dissertation credit the term you defend.

February

See the dissertation/thesis [publication](#) checklist for additional information.

- Present your oral defense. Have committee members sign signature page.
- Incorporate requested changes from your committee members.
- Edit your paper; follow Graduate Studies [format guidelines](#).
- Schedule via [StarFish](#), format meeting with the College of Graduate Studies.
 - The format review may require multiple revisions; plan accordingly.
- Send a Word draft of your paper prior to your meeting.
 - Dissertation: phddissertation@csuohio.edu
 - Thesis: masterthesis@csuohio.edu

March

- Academic college or program forwards notice of completion *and* signature page to Graduate Studies.
- *Doctoral Only: submit receipt and certificate of completion to Graduate Studies.*
- Deadline to schedule format review meeting is **March 14**.

April

- Create an account and upload *pdf* to [OhioLINK](#) for publication. Instructions will be provided.
- Graduate Studies will officially publish to OhioLINK or return for corrections.
 - You will receive confirmation email.
- Graduate Studies conducts degree audit.
- **April 4** is deadline to ensure SP25 degree conferral.
 - *Note: Publication on OhioLINK is a degree requirement. The deadline to publish is approximately four 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.*