

# Master's Student Procedures

## Final Semester

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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](http://www.gradsch.osu.edu).

Master's students must:

1. Submit application to graduate by the third Friday of the semester.
2. Complete the master's examination no later than the [published deadline](#) for the semester of graduation. See the graduation deadlines for specific date.
3. Have the student's committee sign the Master's Examination Report. Students must deliver this form to the Graduate School and provided a copy of the signed form to their graduate program.
4. If the student is writing a theses, continue to step 5. If the student is not writing a theses, go to step 10.
5. The student must also bring a complete, paper copy of the formatted thesis document to the Graduate School for a format check. Guidelines for document formatting are available on the Graduate School website at [Guidelines for Formatting Theses, Dissertations, and D.M.A. Documents](#). There is also a separate document that shows [sample pages](#).

**When bringing a draft for a format check plan to arrive at least 30 minutes before the office closes (by 4:30 p.m. AU and SP; by 4:00 p.m. SU).**

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. The fonts need to be embedded when converting to a PDF. Here are the steps to follow to create an embedded-font PDF for those using Word 2007 or 2010 for PC. With your document open on your screen:

Select "Save As "

Select "PDF or XPS/PDF "

Click on "Options "

Select "ISO 19005-1 compliant (PDF/A)"

Select "okay "

Continue save as usual



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," master's students must select the first option in the UMI section: "Upload my ETD" before exiting the OhioLINK website.

**Complete your submission no later than 8:00 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 documents submitted after 8:00 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 follow Step 10.

10. Bring the following items to the Graduate School:

- Thesis Approval form signed by all members of the committee (if applicable).
- Commencement Absence form (if applicable).
- [Request for Delay of Publication](#) \*\* (if applicable). This form is available on the Graduate School web site.

\*\*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 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 [Request to Delay Dissemination](#) form must be completed and submitted to the Graduate School with the approval form. Theses are not sent to UMI/ProQuest for archiving purposes.