Purdue University
Department of Chemistry

Date: July 26, 2017

To: December 2017 M.S. and Ph.D. Graduates

From: Liz Hewitt-Thesis Format Advisor
BRWN 5171, hewitte@purdue.edu, X45259

RE: Fall 2017 Graduation and Thesis Format Deadlines

Your thesis advisor MUST sign off on your thesis on the internal format form at least 3 weeks before your defense. Get a copy from the Thesis Format Advisor.

Please remember this is a “last day to…” schedule. Be sure to allow yourself plenty of time to make corrections after your first departmental thesis check.

*You need to have your thesis format approved and schedule the defense with the Main Office at least 15 business days prior to your defense.

*We suggest making your deposit appointment (with the dissertation office) early in the semester. If you wait to make your appointment, there may not be any appointment available. See deposit information below.

**Sunday, August 20**
August 20, 2017, is the last day for a plan of study to be received by the Graduate School to graduate in December. (This means that the plan of study must be submitted by the student, signed by all advisory committee members and all appropriate departmental staff, and is awaiting only Graduate School processing by 11:59 p.m. on this date.) For Ph.D. students: You have already submitted your plan, you may wish to check to make sure everything is correct. You Do Not need to add your 4th committee member to the plan.

**Friday, September 15**
Exam Only – Last day for department thesis format approval

**Wednesday, September 20**
September 20, 2017, is the last day to declare candidacy for a degree for December 2017 graduation.

**Friday, October 13**
Last day for thesis-option master’s and doctoral students registered as Exam/Degree Only for fall to submit the appropriate Report of the Final Examination, and to finalize all aspects of the deposit process for the thesis/dissertation. As part of the deposit process, students are required to submit and obtain full approval on an Electronic Thesis Acceptance Form, and complete the required Graduate School survey(s), including the Exit Questionnaire (thesis-option master’s and doctoral students) and the Survey of Earned Doctorates (doctoral students only), prior to a mandatory Online Deposit Appointment. A finalized version of the thesis/dissertation must be submitted at least 24 hours before the Deposit Appointment through ProQuest ETD Administrator.

**Last day to make an appointment for department thesis format approval.**
(First formatting appointment can be no later than Friday, Oct. 20th for corrections to be made and final format check by the Nov. 8th deadline.)

*Wednesday, Nov. 8*
**November 23-24**
Thanksgiving - University Holiday

**Friday, December 1**
Final examination reports must be received for all graduating students by 5:00 pm, by the Graduate School. Students for whom a final report is not received will not be able to graduate in December.

**Friday, December 8**
Ph.D. candidates and Masters candidates must submit their theses/dissertation via Electronic Thesis Deposit (ETD), as well as make sure all required electronic forms are signed prior to your mandatory, scheduled, final deposit appointment with the Thesis/Dissertation Office in YONG.

Exit Questionnaires (Master’s and Doctoral) and Survey of Earned Doctorates (Doctoral only) must be completed before your thesis final deposit appointment. Save a copy of completion certificate as a pdf. Deposit appointments can be made by going to the following web site:
http://www.purdue.edu/gradschool/research/thesis/
(You will not have to attend this appointment.)