Purdue University  
Department of Chemistry  

Interoffice Memorandum  

Date: November 16, 2015  

To: May M.S. and Ph.D. Graduates  

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

RE: Spring 2016 Graduation and Thesis Format Deadlines  

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.  

Sunday, 01/10/2016  
Last day for a plan of study to be received by the Graduate School to graduate in May.  
For Ph.D. students: If 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, 02/05/2016  
*Exam Only Registration – Last day for Thesis Format Approval in the Department. (“Exam Only – must deposit by 3/04/16)  

Wed., 02/17/2016  
Last day to declare candidacy for degree for May graduation.  

Friday, 02/26/2016  
*Exam Only” If you pass format by 02/05/16, you may defend on Friday, 02/26/2016  

Friday, 03/04/2016  
Last day to make an appointment for departmental thesis format approval.  
(First formatting appointment can be no later than 3/18/16, for corrections to be made and final format check by the 04/01/2016 deadline.)  

“Exam Only” – Must deposit by this day.  
Last day for students who register for “exam/degree only” to submit the appropriate Report of Final Examination and the Thesis Receipt forms.  
If these two forms are not received in the Graduate School, the registration will be revised to research credits. (Does not apply to non-thesis master’s candidates.)  

*Friday, 04/01/2016  
Last day for thesis format approval in the Department. (Not an April Fool’s Joke)  

Friday, 04/22/2016  
Last day for students to pass the final examination. (by 12:00 pm)  
Final examination reports must be received for all graduating students by the Graduate School, Room B-80, YONG. Students for whom a final report is not received will not be able to graduate in December. (Final examination reports are not required for nonthesis master’s students in graduate departments with approved alternative graduation criteria.)  

Friday, 04/29/2016  
Ph.D. candidates and Masters candidates must submit their theses/dissertation via Electronic Thesis Deposit (ETD), as well as have all required forms electronically signed by their mandatory, scheduled final deposit appointment. When Scheduling your appointment make a Distance Appointment.” Since your deposit is electronic, it is not necessary to physically show up for an appointment.  
Exit Questionnaires (Master’s and Doctoral) and Survey of Earned Doctorates (Doctoral only) must be completed before your thesis final deposit appointment. Save the completed certificate as a PDF to upload with your thesis.  

Deposit appointments can be made by going to the following web site:  

http://www.purdue.edu/gradschool/research/thesis/