Purdue University
Department of Chemistry

**Date:** October 18, 2022
**To:** Spring M.S. and Ph.D. Graduates
**From:** Lynn Rider, irider@purdue.edu, Deirdre Ryan, dhr@purdue.edu
**RE:** Spring 2023 Graduation and Thesis Format Deadlines

Chemistry Thesis Website can be found at https://www.chem.purdue.edu/academic_programs/thesisformat.php.

*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 date.*

*We encourage you to deposit your thesis with the graduate school the week following your defense but it MUST be uploaded no later than 3/10/2023 for exam only and 4/26/2023 for regular registration.*

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**Sunday, 1/8/2023**
By 11:59 PM

**Last day for a plan of study** to be received by the Graduate School to graduate in May (Ph.D. students already have a plan and DO NOT need to add your 4th committee member).

**Thursday, 2/9/2023**
By 5 PM

**Last day to declare candidacy** for May graduation to meet the 2/10/2023, 5 PM Graduate School deadline. (Enter CAND CRN on Registration form). If you should decide not to graduate in May after registering as a candidate, contact Deirdre to remove you from the Candidate roster.

**Friday, 2/10/2023**

**EXAM ONLY REGISTRATION** (This is a special registration with shortened deadlines).

**Thursday, 3/9/2023**
By 5 PM

**Last day to submit** a finalized version of the thesis/dissertation to HammerRR and the appropriate Report of the Final Examination to meet the 3/10/2023, 5 PM Graduate School deadline.

**Regular Registration**

**Thursday, 3/2/2023**

**Last day to set appointments for departmental thesis format approval.**
You must be on the format calendar by this date. Contact chemoffice@purdue.edu. If you have had a format appointment before this date, you must set your final appointment by this date. If this is for your first formatting appointment, it must be no later than 3/16/2023.

**Thursday, 3/30/2023**

**Last day for thesis approval in the Department.**
Your thesis must be complete, corrections made and your advisor’s signature obtained by your final format check to pass format.

**Thursday, 4/20/2023**
By 5 PM

**Last day to hold your final exam (defense) to meet the 4/21/23, 5 PM Graduate School deadline.**

**Tuesday, 4/25/2023**
By 5 PM

**Last day to submit a finalized version of the thesis/dissertation to HammerRR to meet the 4/26/2023, 5PM Graduate School deadline.**

**As part of the deposit process,** students are required to submit and obtain full approval on an Electronic Thesis Acceptance Form 9, and complete the required Graduate School survey(s), including the Exit Questionnaire (all students) and the Survey of Earned Doctorates (doctoral students only) found in the plan of study generator.

Thesis-option master’s and doctoral students who miss this deadline but who still wish to graduate must submit a request for a deposit extension (endorsed by major professor and department head) to the Graduate School in Young Hall, Room 170, for consideration. If approved, the student should expect to pay a Late Graduation Deadline Fee of $200.