Interoffice Memorandum

Date: May 2, 2018

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

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

RE: Summer 2018 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.

*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 appointments available. Deposit appointments can be made by going to the following web site: http://www.purdue.edu/gradschool/research/thesis/

Sunday 05/13/2018 Last day for a plan of study to be received by the Graduate School to graduate in August, no later than 11:59 pm.

Thursday, 05/24/2018 *Exam Only Registration – Last day for Thesis Format Approval in the Department. (Submit a positive Report and thesis receipt of the Final Examination by June 22, 2018.)

Friday, 06/01/2018 Last day to make an appointment for departmental thesis format approval.
(First formatting appointment can be no later than 06/08/2018, for corrections to be made and final format check by 06/28/2018 deadline.)

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, 06/22/2018 Last day for thesis-option master's and doctoral students registered as Exam/Degree Only for summer 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 48-24 hours before the Deposit Appointment through http://www.etdadmin.com/cgi-bin/home.

Thursday, 06/28/2018 Last day for thesis format approval in the Department.

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

Friday, 07/20/2018 Last day to pass the final exam.

Students for whom a final examination is required must complete all requirements for the examination by July 20, 2018. If the examining committee approves of the student passing the final examination, the report form reflecting satisfactory results must be signed by all examining committee members and department representatives by 5:00 PM on July 20th. Students for whom a final report form is not received by this date will be removed as degree candidates for the current session.

Friday, 07/27/2018 Last day for thesis-option master's and doctoral students registered as CAND 99100 for summer 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 (all 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 48-24 hours before this Deposit Appointment through ProQuest ETD Administrator. 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.