

Purdue University

Department of Chemistry

Interoffice Memorandum

Date: June 3, 2019
To: Fall M.S. and Ph.D. Graduates
From: Lynn Rider, 45202; Debbie Packer, 45200
RE: Fall 2019 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 Thursday, 10/10/2019 for exam only and 12/05/2019 for regular registration.

Sunday, 08/18/2019 **Last day for a plan of study** to be received by the Graduate School to graduate in December (Ph.D. students already have a plan and DO NOT need to add your 4th committee member).
 By 11:59 PM

Thursday, 09/12/2019 **Last day to declare candidacy** for December graduation. (Enter CAND CRN on Registration form).

Friday, 09/13/2019 **EXAM ONLY REGISTRATION** (This is a special registration with shortened deadlines).
 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.
 You should plan to defend no later than **10/04/2019 and deposit no later than 10/10/2019.**

Thursday, 10/10/2019 **Last day to submit** a finalized version of the thesis/dissertation to HammerRR and the appropriate Report of the Final Examination to meet the *10/11/2019 deadline*.

REGULAR REGISTRATION

Tuesday, 10/08/2019 **Last day to make an appointment for departmental thesis format approval.**
 You must be on the format calendar by this date. If you have had a format appointment before you must make your final appointment by this date. If this is your first formatting appointment, it must be no later than **10/22/2019.**

Tuesday, 11/5/2019 **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, 11/28/2019 **Last day to hold your final exam** (defense) to assure the electronic exam forms reach Grad School by the *11/29/2019 deadline*.

Thursday, 12/05/2019 **Last day to submit a finalized version of the thesis/dissertation to HammerRR** to meet the *12/06/2019 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.