Purdue University  
Department of Chemistry  
Interoffice Memorandum

Date: January 25, 2019

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

From: Lynn Rider, 45202; Debbie Packer, 45200

RE: Summer 2019 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 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, 06/20/2019 for exam only and 07/25/2019 for regular registration.

Sunday, 05/12/2019  Last day for a plan of study to be received by the Graduate School to graduate in August.  
(Ph.D. students already have a plan and DO NOT need to add your 4th committee member).

Tuesday, 06/05/2019  Last day to declare candidacy for August graduation. (Enter CAND CRN on Registration form).

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

Thursday, 05/23/2019 Last day for Thesis Format Approval in the department. You should plan to defend no later than 06/14/2019 and deposit no later than 06/20/2019.

Thursday, 06/20/2019 Last day to submit a finalized version of the thesis/dissertation to HammerRR and the appropriate Report of the Final Examination.

REGULAR REGISTRATION

Wednesday, 05/29/2019 Last day to make an appointment for departmental thesis format approval.  
You must be on the format calendar by this date with an appointment after this date with first formatting appointment no later than 06/12/2019.

Wednesday, 06/26/2019 Last day for thesis format 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, 07/18/2019 Last day to hold your final exam (defense) to assure the electronic exam forms reach Grad School by the 07/19/2019 deadline.

Thursday, 07/25/2019 Last day to submit a finalized version of the thesis/dissertation to HammerRR to meet the 07/26/2019 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.