

**NEW THESIS REVIEW GUIDELINES:** PUWL degree candidates with theses need to schedule thesis format consultation with the Purdue Thesis & Dissertation Office *prior* to the defense date. This service is available only until 4 weeks before the end of the semester. After that time, contact the SOS Dean's Office at [scigrad@iupui.edu](mailto:scigrad@iupui.edu) for thesis format review. In addition, a final *post-defense* thesis format review is provided by [scigrad@iupui.edu](mailto:scigrad@iupui.edu). That office will also provide approval to proceed with thesis deposit at PUWL. See the attached document, SOS Thesis Deposit Process.

**SPECIAL NOTE FOR FALL 2019 CALENDAR:** Classes on the PUWL campus start on 8/19/19 while classes on the IUPUI campus start one week later on 8/26/19. The PUWL deadline dates shown here are based on their calendar.

| FALL 2019 GRAD DEADLINE CALENDAR for PURDUE UNIVERSITY DEGREES |   | Certificate students   | Master's degree students |           | PhD degree students   |   |   |
|--|---|--|--------------------------|-----------|---|---|---|
|  |   |  |                          |           | Group 1   | Group 2   | Group 3   |
| Dates  | Activity or Event   | Graduate Certificates in Computing Science (does not require a thesis) | MS non-thesis            | MS thesis | Clinical Psych PhD students; and Biology and Chemistry PhD students who began in Spring 2016 or later | PhD students who have indicated <b>Indianapolis</b> on the Declaration of Intent form for their diploma | PhD students who have indicated <b>West Lafayette</b> on the Declaration of Intent form for their diploma |
| 4 weeks before thesis defense                                  | <b>PhD students in Group 3 electronically submit Form 8 to PUWL.</b>  | n/a  | n/a                      | n/a       | n/a   | n/a   | ✓   |
| 2 weeks before thesis defense                                  | <b>MS thesis students and PhD students in Group 1 and Group 2 electronically submit Form 8 to the IUPUI Grad Office.</b>  | n/a  | n/a                      | ✓         | ✓   | ✓   | n/a   |
| As soon as possible  | 1) Complete the <b>Graduation Application and Survey</b> found at <a href="http://www.science.iupui.edu/academics/preparing-graduation">http://www.science.iupui.edu/academics/preparing-graduation</a> . | ✓  | ✓                        | ✓         | ✓   | ✓   | ✓   |
|  | (Note: if you completed this for a previous IU degree, the system will not allow you to complete it again. In that case, email <a href="mailto:Scigrad@iupui.edu">Scigrad@iupui.edu</a> .)                |  |                          |           |   |   |   |
|  | 2) if you <b>plan to graduate in this semester, register for a CAND course</b> (usually CAND 99100; the class number for Fall 2019 is 23749) + <b>1 credit hour of a fee-bearing course.</b>              | ✓  | ✓                        | ✓         | ✓   | ✓   | ✓   |
|  | Contact the IUPUI Grad Office at <a href="mailto:pugrad@iupui.edu">pugrad@iupui.edu</a> or 274-1577 for questions about CAND courses.   |  |                          |           |   |   |   |
| Fri. Aug. 16, 2019   | Last day for a <b>fully approved Plan of Study</b> to be received by the IUPUI Graduate Office to graduate in Fall 2019.  | ✓  | ✓                        | ✓         | ✓   | ✓   | ✓   |
|  | Contact your Grad Advisor or the IUPUI Grad Office at <a href="mailto:pugrad@iupui.edu">pugrad@iupui.edu</a> or 274-1577 for questions about Plans of Study.  |  |                          |           |   |   |   |
| Mon. Aug. 26, 2019   | <b>Classes Start for Fall Term 2019</b>   | ✓  | ✓                        | ✓         | ✓   | ✓   | ✓   |
|  | <b>Last day to register without a late fee. This includes registering for CAND for Dec. 2019 graduation without a late fee.</b>   | ✓  | ✓                        | ✓         | ✓   | ✓   | ✓   |

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| Mon. Sept. 2, 2019 to Wed. Sept. 18, 2019                      | Students may <b>still add CAND 99100 using the eDrop/Add form. IUPUI will add a late fee of approx. \$25</b> to the student's Bursar account.   | ✓  | ✓                        | ✓         | ✓   | ✓   | ✓   |
|  | Also, <b>PhD students in Group 3 need to request addition to the Candidate Roster.</b> The request needs to be emailed to the respective PUWL department, which will then need to send an email to the PUWL Graduate Office.                                      | n/a  | n/a                      | n/a       | n/a   | n/a   | ✓   |
| Fri. Sept. 13, 2019 11:30 a.m. in IT 152                       | <b>Thesis Format Pre-Check Workshop.</b> Mandatory for all thesis students, whether MS or PhD, who plan to graduate in Fall 2019 or Spring 2020. Registration information will be included when the announcement is made.   | n/a  | n/a                      | ✓         | ✓   | ✓   | ✓   |
| Thurs. Sept. 19, 2019 to Thurs. Oct. 31, 2019                  | <b>Students with extenuating circumstances may still add CAND 99100 with the payment of a \$200 Late Graduation Deadline Fee</b> assessed by PUWL. Use the eDrop/Add form. <b>IUPUI will also add a late fee of approx. \$25</b> to the student's Bursar account. | ✓  | ✓                        | ✓         | ✓   | ✓   | ✓   |
|  | Also, <b>PhD students in Group 3 need to request addition to the Candidate Roster.</b> The request needs to be emailed to the respective PUWL department, which will then need to send an email to the PUWL Graduate Office.                                      | n/a  | n/a                      | n/a       | n/a   | n/a   | ✓   |
| Wed. Sept. 25, 2019  | <b>Last day for PhD students in Group 3 to submit Form 380</b> to Molly Rondeau in LD 222   | n/a  | n/a                      | n/a       | n/a   | n/a   | ✓   |

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| Fri. Oct. 11, 2019   | <b>Last day to complete Exam/Degree only requirements</b> (for those enrolled in CAND 99200 or CAND 99300)   | n/a  | n/a                      | ✓         | ✓   | ✓   | n/a   |
| Sun. Oct. 31, 2019   | <b>Last day to add CAND registration</b> for Dec. 2019 graduation  | ✓  | ✓                        | ✓         | ✓   | ✓   | ✓   |
| Fri. Nov. 1, 2019  | No student may be added to the CAND list. This means <b>students not already on the CAND list will not graduate in Dec. 2019.</b>  | ✓  | ✓                        | ✓         | ✓   | ✓   | ✓   |
| Fri. Nov. 8, 2019  | <b>Last day to submit thesis to PUWL Thesis Office for formatting consultation.</b> After that date, contact the SOS Dean's Office at <a href="mailto:scigrad@iupui.edu">scigrad@iupui.edu</a> for thesis format review and approval to process the thesis deposit. See the attached document, SOS Thesis Deposit Process. | n/a  | n/a                      | ✓         | ✓   | ✓   | ✓   |
| Fri. Nov. 29, 2019   | <b>Last Day to return Final Exam Reports. Last day for depts to return signed Audit/Certification forms.</b>   |  |                          |           |   |   |   |
|  | Electronic Form 7 must be <i>received</i> at the Purdue Graduate School for <u>all</u> MS students (thesis and non-thesis).  | n/a  | ✓                        | ✓         | n/a   | n/a   | n/a   |
|  | Electronic Form 11 must be <i>received</i> at the Purdue Graduate School for <u>all</u> PhD students.  | n/a  | n/a                      | n/a       | ✓   | ✓   | ✓   |
| Mon. Dec. 2, 2019  | Last day for MS thesis students and PhD students in Group 1 and Group 2 to contact the SOS Dean's Office at <a href="mailto:scigrad@iupui.edu">scigrad@iupui.edu</a> for a post-defense thesis format review. The SOS Dean's Office will also provide approval to begin the thesis deposit process.                        | n/a  | n/a                      | ✓         | ✓   | ✓   | n/a   |

Updated 08/05/19

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| Fri. Dec. 6, 2019  | <b>Deadline for Thesis / Dissertation Deposit.</b> HOWEVER: the thesis needs to be <b>uploaded no later than 24 hours in advance of this deadline</b> , to allow for all approvals to be processed in time.<br><b>Thesis Deposit forms are now electronic and available through <a href="http://mypurdue.purdue.edu">mypurdue.purdue.edu</a>.</b> | n/a  | n/a                      | ✓         | ✓   | ✓   | n/a   |
| Sat. Dec. 14, 2019   | <b>For Fall 2020 PhD graduates:</b> all PhD students need to pass the preliminary exams by this date to be eligible for Fall 2020 graduation (assuming the student registers for Spring 2020 and Summer 2020).  | n/a  | n/a                      | n/a       | ✓   | ✓   | ✓   |
| Sun. Dec. 22, 2019   | <b>Official Graduation Date for all grad certificate, MS and PhD students.</b> (This is based on the IUPUI calendar. For Fall semester, this is the last day of exams.)   | ✓  | ✓                        | ✓         | ✓   | ✓   | ✓   |
| <b>COMMENCEMENT:</b>   | IUPUI has only one commencement program per year, in May. Students graduating in December 2019 will be invited to attend the ceremonies on <b>Saturday, May 16, 2020</b> .  |  |                          |           |   |   |   |
| <b>DIPLOMA DISTRIBUTION:</b>                                   | Diplomas for December graduates are usually ready by the end of February. The Dean's Office will notify you when your diploma is available. You may choose to either pick it up in person or have it mailed to the address you indicate.  |  |                          |           |   |   |   |

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| <b>CONTACTS:</b>   | IUPUI Grad Office  | (317) 274-1577   | <a href="mailto:pugrad@iupui.edu">pugrad@iupui.edu</a>  |           |   |   |   |
|  | Anita Sale at IUPUI Grad Office  | (317) 274-1577   | <a href="mailto:aasale@iupui.edu">aasale@iupui.edu</a>  |           |   |   |   |
|  | CAND course questions: IUPUI Grad Ofc.                                 | (317) 274-1577   | <a href="mailto:gradoff@iupui.edu">gradoff@iupui.edu</a>  |           |   |   |   |
|  | Purdue Graduate Office   | (765) 494-2600   |   |           |   |   |   |
|  | Purdue Thesis Dissertation Office:                                     |  | <a href="https://www.purdue.edu/gradschool/research/thesis/">https://www.purdue.edu/gradschool/research/thesis/</a> |           |   |   |   |
|  | Ashlee Messersmith, Thesis Manager                                     | (765) 496-3312   | <a href="mailto:amiley@purdue.edu">amiley@purdue.edu</a>  |           |   |   |   |
|  | SOS Dean's Office for thesis format review and thesis deposit approval |  | <a href="mailto:scigrad@iupui.edu">scigrad@iupui.edu</a>  |           |   |   |   |
|  | Purdue Registrar's Office  | (765) 494-6165   | <a href="mailto:registrar@purdue.edu">registrar@purdue.edu</a>  |           |   |   |   |
|  | School of Science Dean's Office  |  |   |           |   |   |   |
|  | Molly Rondeau:   | (317) 274-0672   | <a href="mailto:mrondeau@iupui.edu">mrondeau@iupui.edu</a>  |           |   |   |   |
|  | Form 380   |  |   |           |   |   |   |
|  | Diploma distribution   |  |   |           |   |   |   |
|  | Mary Harden:   | (317) 278-0214   | <a href="mailto:mharden@iupui.edu">mharden@iupui.edu</a>  |           |   |   |   |
|  | general grad student information                                       |  |   |           |   |   |   |
|  | IUPUI Registrar  | (317) 274-1519   | <a href="mailto:iupuireg@iupui.edu">iupuireg@iupui.edu</a>  |           |   |   |   |
|  | IUPUI Bursar   | (317) 274-2451   | <a href="mailto:bursar@iupui.edu">bursar@iupui.edu</a>  |           |   |   |   |
| <b>GRAD ADVISOR AND FACULTY INFORMATION</b>                    |  |  |   |           |   |   |   |
| Tues. Dec. 17, 2019 - Tues. Dec. 24, 2019                      | Grade rosters open for Fall 2019                                       | ✓  | ✓   | ✓         | ✓   | ✓   | ✓   |
| Tues. Dec. 24, 2019  | Last day to change an "I" or "R" grade to a letter grade               | ✓  | ✓   | ✓         | ✓   | ✓   | ✓   |
| Tues. Dec. 24, 2019  | Last day to submit Fall 2019 grades                                    | ✓  | ✓   | ✓         | ✓   | ✓   | ✓   |
| <u>Tentative date</u> :<br>Fri. Jan. 10, 2020                  | Last day to award December 2019 degrees                                | ✓  | ✓   | ✓         | ✓   | ✓   | ✓   |

# THESIS DEPOSIT PROCESS

## For SCHOOL OF SCIENCE CANDIDATES

Effective 8/1/19

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### [1] SCHEDULE FORMAT CONSULTATION WITH THE PURDUE THESIS & DISSERTATION OFFICE

- Before you submit your document to your examining committee prior to your defense date, schedule an online formatting consultation with the Purdue Thesis Office using their [online booking calendar](#).
- They will review your file and provide feedback/help make edits to your document to ensure that you enter your final defense 100% formatted.
- Note: this service is available only until 4 weeks before the end of the semester. After that time, contact [scigrad@iupui.edu](mailto:scigrad@iupui.edu) for thesis formatting review.

### [2] DEFEND YOUR RESEARCH (SUCCESSFULLY)

### [3] EMAIL [SCIGRAD@IUPUI.EDU](mailto:SCIGRAD@IUPUI.EDU) FOR A THESIS FORMAT REVIEW BY THE SCHOOL OF SCIENCE DEAN'S OFFICE

- After you successfully defend your research, make any post-defense content edits that your committee assigns.
- Once you've completed these content edits, send your thesis to [scigrad@iupui.edu](mailto:scigrad@iupui.edu) for format review by the SOS Dean's Office. (This step is needed even if the SOS Dean's Office reviewed the thesis before the defense.) The Dean's Office will provide approval to deposit the thesis.
- Once the SOS Dean's Office provides approval and the document is ready for deposit, you will need to initiate Form 9 (ETAF) through your Plan of Study portal.

### [4] COMPLETE FORM 9 [ETAF] AND REQUIRED SURVEY-(PHD-ONLY)

- You will not be able to make edits to a submitted Form 9. If edits are needed, [contact Purdue](#).  
**Click here for a helpful guide to initiate your ETAF.**
- **Doctoral candidates:** complete the Survey of Earned Doctorates before defense and forward a copy of the certificate of completion to [thesishelp@purdue.edu](mailto:thesishelp@purdue.edu).

### [5] SUBMIT YOUR ELECTRONIC THESIS DEPOSIT TO HAMMER RESEARCH REPOSITORY (HammerRR)

- Once your Form 9 [ETAF] is approved through the 'Thesis Form Head', you will receive an email containing a notification that you may proceed with the deposit process. Proceed to your Plan of Study portal and find the link to submit your thesis to the Graduate School.
- After you have created a submission profile on HammerRR and have uploaded your electronic thesis deposit, a staff member of the Purdue Thesis & Dissertation Office will review your submission for any formatting errors and will contact you regarding necessary changes. This process will continue until you have met a satisfactory formatting condition.

**\*\* UPLOAD YOUR THESIS NO LATER THAN 24 HOURS IN ADVANCE OF THE DEPOSIT DEADLINE \*\***

# THESIS DEPOSIT PROCESS, continued

## [6] UPLOAD APPROVED THESIS VERSION TO IUPUI SCHOLARWORKS

- A ScholarWorks account will be created for you during the semester. Do not upload your thesis to this repository until you have received the approval email from Hammer. You will need to deposit the same version that was approved through Hammer.
- After your ScholarWorks submission is approved, the Processor will process your Form 9, which concludes the deposit process.

[7] **PAY THE DEPOSIT FEE:** You will receive an emailed bill following the successful thesis deposit.

- **Master's Thesis Fee \$90.00**
- **Ph.D. Dissertation Fee \$125.00**

**ONLINE RESOURCES:** [PUWL Thesis & Dissertation Office website](#); [Hammer Research Repository \(HammerRR\)](#)

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### ADDITIONAL DEPOSIT RESOURCES:

- Υ **Educate** yourself on choosing the **most appropriate license** for your thesis publication.
  - Υ **Become familiar with HammerRR** (a [Figshare](#) platform).
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