

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 for thesis format review. In addition, a final *post-defense* thesis format review is provided by scigrad@iupui.edu. That office will also provide approval to proceed with thesis deposit at PUWL. See the "SOS Thesis Deposit Process" information at the bottom of this document, .

SPECIAL NOTE FOR SPRING 2020 CALENDAR: The PUWL Grad Deadlines were not available at the time of this document preparation in August 2019. We will update and re-distribute the document if changes are needed once the Purdue information is available.

SPRING 2020 GRAD DEADLINE CALENDAR for PURDUE UNIVERSITY DEGREES		Certificate students	Master's degree students		PhD degree students		
			MS non-thesis	MS thesis	Group 1	Group 2	Group 3
Dates	Activity or Event	Graduate Certificate (does not require a thesis)			Clinical Psych PhD students; Biology and Chemistry PhD students who began in Spring 2016 or later; all other Purdue PhD students who began in Spring 2017 or later	PhD students who have indicated Indianapolis on the Declaration of Intent form for their diploma	PhD students who have indicated West Lafayette on the Declaration of Intent form for their diploma
4 weeks before thesis defense	PhD students in Group 3 electronically submit Form 8 to PUWL.	n/a	n/a	n/a	n/a	n/a	✓
2 weeks before thesis defense	MS thesis students and PhD students in Group 1 and Group 2 electronically submit Form 8 to the IUPUI Grad Office.	n/a	n/a	✓	✓	✓	n/a
As soon as possible	1) Complete the Graduation Application and Survey found at http://www.science.iupui.edu/academics/preparing-graduation .	✓	✓	✓	✓	✓	✓
	(Note: if you completed this for a previous IU degree, the system will not allow you to complete it again. In that case, email Scigrad@iupui.edu .)						
	2) if you plan to graduate in this semester, register for a CAND course (usually CAND 99100; the class number for Spring 2020 is 24490) + 1 credit hour of a fee-bearing course.	✓	✓	✓	✓	✓	✓
Contact the IUPUI Grad Office at pugrad@iupui.edu or 274-1577 for questions about CAND courses.							
Fri. Jan. 3, 2020	Last day for a fully approved Plan of Study to be received by the IUPUI Graduate Office to graduate in Spring 2020.	✓	✓	✓	✓	✓	✓
Contact your Grad Advisor or the IUPUI Grad Office at pugrad@iupui.edu or 274-1577 for questions about Plans of Study.							
Mon. Jan. 13, 2020	Classes Start for Spring Term 2020	✓	✓	✓	✓	✓	✓
	Last day to register without a late fee. This includes registering for CAND for May 2020 graduation without a late fee.	✓	✓	✓	✓	✓	✓

SPRING 2020 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 Certificate (does not require a thesis)	MS non-thesis	MS thesis	Clinical Psych PhD students; Biology and Chemistry PhD students who began in Spring 2016 or later; all other Purdue PhD students who began in Spring 2017 or later	PhD students who have indicated Indianapolis on the Declaration of Intent form for their diploma	PhD students who have indicated West Lafayette on the Declaration of Intent form for their diploma
<i>Date, time, and location to be announced</i>	Thesis Format Pre-Check Workshop. Mandatory for all thesis students, whether MS or PhD, who plan to graduate in Spring 2020 or Summer 2020. Registration information will be included when the announcement is made.	n/a	n/a	✓	✓	✓	✓
Sat. Jan. 18, 2020 to Wed. Feb. 19, 2020	Students may still add CAND 99100 using the eDrop/Add form. IUPUI will add a late fee of approx. \$25 to the student's Bursar account.	✓	✓	✓	✓	✓	✓
	Also, PhD students in Group 3 need to request addition to the Candidate Roster. 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. Feb. 19, 2020	Last day for PhD students in Group 3 to submit Form 380 to Molly Rondeau in LD 222	n/a	n/a	n/a	n/a	n/a	✓

SPRING 2020 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 Certificate (does not require a thesis)	MS non-thesis	MS thesis	Clinical Psych PhD students; Biology and Chemistry PhD students who began in Spring 2016 or later; all other Purdue PhD students who began in Spring 2017 or later	PhD students who have indicated Indianapolis on the Declaration of Intent form for their diploma	PhD students who have indicated West Lafayette on the Declaration of Intent form for their diploma
Thurs. Feb. 20, 2020 to Mon. Apr. 6, 2020	<p>Students with extenuating circumstances may still add CAND 99100 with the payment of a \$200 Late Graduation Deadline Fee assessed by PUWL. Use the eDrop/Add form. IUPUI will also add a late fee of approx. \$25 to the student's Bursar account.</p> <p>Also, PhD students in Group 3 need to request addition to the Candidate Roster. The request needs to be emailed to the respective PUWL department, which will then need to send an email to the PUWL Graduate Office.</p>	✓	✓	✓	✓	✓	✓
		n/a	n/a	n/a	n/a	n/a	✓
Fri. Mar. 20, 2020	Last day to complete Exam/Degree only requirements (for those enrolled in CAND 99200 or CAND 99300)	n/a	n/a	✓	✓	✓	✓
Fri. Apr. 3, 2020	Last day to submit thesis to PUWL Thesis Office for formatting consultation. After that date, contact the SOS Dean's Office at scigrad@iupui.edu for thesis format review and approval to process the thesis deposit. See the attached document, SOS Thesis Deposit Process.	n/a	n/a	✓	✓	✓	n/a
Mon. Apr. 6, 2020	Last day to add CAND registration for May 2020 graduation	✓	✓	✓	✓	✓	✓
Tues. Apr. 7, 2020	No student may be added to the CAND list. This means students not already on the CAND list will not graduate in May 2020.	✓	✓	✓	✓	✓	✓

SPRING 2020 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 Certificate (does not require a thesis)	MS non-thesis	MS thesis	Clinical Psych PhD students; Biology and Chemistry PhD students who began in Spring 2016 or later; all other Purdue PhD students who began in Spring 2017 or later	PhD students who have indicated Indianapolis on the Declaration of Intent form for their diploma	PhD students who have indicated West Lafayette on the Declaration of Intent form for their diploma
Fri. Apr. 24, 2020	Last Day to return Final Exam Reports. Last day for depts to return signed Audit/Certification forms.						
	Electronic Form 7 must be <u>received</u> 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 <u>received</u> at the Purdue Graduate School for <u>all</u> PhD students.	n/a	n/a	n/a	✓	✓	✓
Mon. Apr. 27, 2020	Last day for MS thesis students and PhD students in Group 1 and Group 2 to contact the SOS Dean's Office at scigrad@iupui.edu 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
Fri. May 1, 2020	Deadline for Thesis / Dissertation Deposit. HOWEVER: the thesis needs to be uploaded no later than 24 hours in advance of this deadline , to allow for all approvals to be processed in time. Thesis Deposit forms are now electronic and available through mypurdue.purdue.edu.	n/a	n/a	✓	✓	✓	✓
Sat. May 2, 2020	For Spring 2021 PhD graduates: all PhD students need to pass the preliminary exams by this date to be eligible for Spring 2021 graduation (assuming the student registers for Summer 2020 and Fall 2020).	n/a	n/a	n/a	✓	✓	✓
Sat. May 16, 2020	Official Graduation Date for all grad certificate, MS and PhD students. (This is based on the IUPUI calendar. For Spring semester, it is the same day as commencement.)	✓	✓	✓	✓	✓	✓

SPRING 2020 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 Certificate (does not require a thesis)	MS non-thesis	MS thesis	Clinical Psych PhD students; Biology and Chemistry PhD students who began in Spring 2016 or later; all other Purdue PhD students who began in Spring 2017 or later	PhD students who have indicated Indianapolis on the Declaration of Intent form for their diploma	PhD students who have indicated West Lafayette on the Declaration of Intent form for their diploma
COMMENCEMENT:	IUPUI has only one commencement program per year, in May. Students graduating in May 2020 will be invited to attend the ceremonies on Saturday, May 16, 2020 .						
DIPLOMA DISTRIBUTION:	Diplomas for May graduates are usually ready by the end of July. 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.						
CONTACTS:	IUPUI Grad Office	(317) 274-1577	pugrad@iupui.edu				
	Anita Sale at IUPUI Grad Office	(317) 274-1577	aasale@iupui.edu				
	CAND course questions: IUPUI Grad Ofc.	(317) 274-1577	pugrad@iupui.edu				
	Purdue Graduate Office	(765) 494-2600					
	Purdue Thesis Dissertation Office:		https://www.purdue.edu/gradschool/research/thesis/				
	Ashlee Messersmith, Thesis Manager	(765) 496-3312	amiley@purdue.edu				
	SOS Dean's Office for thesis format review and thesis deposit approval		scigrad@iupui.edu				
	Purdue Registrar's Office	(765) 494-6165	registrar@purdue.edu				
	School of Science Dean's Office						
	Molly Rondeau:	(317) 274-0672	mrondeau@iupui.edu				
	Form 380						
	Diploma distribution						
	Mary Harden:	(317) 278-0214	mharden@iupui.edu				
	general grad student information						
	IUPUI Registrar	(317) 274-1519	iupuiereg@iupui.edu				
	IUPUI Bursar	(317) 274-2451	bursar@iupui.edu				
GRAD ADVISOR AND FACULTY INFORMATION							
<i>Tentative dates:</i> Tues. May 5, 2020 - Tues. May 12, 2020	Grade rosters open for Spring 2020	✓	✓	✓	✓	✓	✓
<i>Tentative date:</i> Tues. May 12, 2020	Last day to change an "I" or "R" grade to a letter grade	✓	✓	✓	✓	✓	✓
<i>Tentative date:</i> Tues. May 12, 2020	Last day to submit Spring 2020 grades	✓	✓	✓	✓	✓	✓
<i>Tentative date:</i> Fri. May 22, 2020	Deadline to complete awarding Spring 2020 degrees	✓	✓	✓	✓	✓	✓

THESIS DEPOSIT PROCESS

For SCHOOL OF SCIENCE CANDIDATES

Effective 8/1/19

[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 for thesis formatting review.

[2] DEFEND YOUR RESEARCH (SUCCESSFULLY)

[3] EMAIL 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 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.

[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 \(HammerRR\)](#)

ADDITIONAL DEPOSIT RESOURCES:

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