M A S T E R S

Policies & Procedures

Manual

for

Graduate Students

Updated 9/11/2017
GUIDE FOR MASTER GRADUATE STUDENTS

A normal chronological sequence of events from entry to the final awarding of the M.S. degree in the Department of Biological Sciences.

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Department of Biological Sciences
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Purdue University

Updated 9/11/2017
FOREWORD

The Office of the Committee on Graduate and Advanced Studies of the Department of Biological Sciences provides service to our graduate students throughout their years of study with us. Whenever information or advice on policy and procedures is required the Graduate Office staff is your recommended source. This manual outlines the normal sequence of events leading to your advanced degree.

Each graduate student is expected to satisfy the various requirements no later than their respective deadlines. The Graduate Office will publish timely reminders. However, it remains the responsibility of each student to fulfill all deadlines. Failure to meet deadlines will automatically prevent the student's registration for the subsequent semester and, thus, jeopardize continued participation in the graduate program. Delays in meeting deadlines can result in late registration fees and a delay in receiving financial support.

The scheduling of annual Advisory Committee Conferences (including Preliminary Exams and Thesis Defenses) is also the responsibility of the graduate student. We encourage students to begin soliciting available dates from their Advisory Committee members at least three months in advance. We also encourage Graduate Faculty to cooperate fully with students to accomplish these important opportunities for evaluation and mentoring of thesis research.

Exceptions to the normal sequence of events may be requested by writing to the Convener of the Graduate and Advanced Studies Committee. Any request should detail a justification for the exception and be approved, in advance, by the student's Advisory Committee.
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<td>20-21</td>
</tr>
</tbody>
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### Masters - Thesis / Non-Thesis

#### Normal Sequence of Events

#### For Meeting Degree Requirements

<table>
<thead>
<tr>
<th>From start date</th>
<th>2nd mo.</th>
<th>3rd mo.</th>
<th>4th mo.</th>
<th>5th mo.</th>
<th>1 yr 9 mos.</th>
<th>2 yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thesis</strong> M.S.</td>
<td>Enter</td>
<td>Form Advisory Committee by 2nd week of October</td>
<td>Submit Draft EPOS by 2nd week of November</td>
<td>Submit Final EPOS by 2nd week of December</td>
<td>Initial research conference to be held by end January</td>
<td>Guaranteed Dept. support limit</td>
</tr>
</tbody>
</table>

Research conferences are to be held at least yearly until completion.

<table>
<thead>
<tr>
<th>From start date</th>
<th>2nd mo.</th>
<th>3rd mo.</th>
<th>4th mo.</th>
<th>5th mo.</th>
<th>1 yr 9 mos.</th>
<th>2 yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Thesis</strong> MS</td>
<td>Enter</td>
<td>Select research director by 2nd week of October</td>
<td>Form Advisory Committee by 2nd week of November</td>
<td>Submit Draft of EPOS by 2nd week of December</td>
<td>Submit Final EPOS by 2nd week of January</td>
<td>Guaranteed Dept. support limit</td>
</tr>
</tbody>
</table>

Completion of ThMS or NThMS Thesis in three years - requires Department Approval

If you find you are out of step in meeting the normal sequence of events, please check with the Graduate and Advanced Studies Office or the Convener of the Committee on Graduate and Advanced Studies to be certain it will not create a problem in meeting your next requirement(s).

EPOS - Electronic Plan of Study

Updated: 9/11/2017
# M.S. Degree Objective

## General Requirements

1. **Time limitation.**

   Under normal circumstances, registration for M.S. candidates will be terminated after six semesters of graduate studies in the Department of Biological Sciences (not including summer sessions). Failure to meet deadlines will result in non-approval of registration for subsequent sessions.

2. **Credit hours.**

   A total of 30 credit hours are required. The student’s Advisory Committee arranges the specific courses taken on an individual basis for each student, using guidelines established for their specific area of biology, and approved by the Convener of the Graduate Studies Committee. A maximum of 6 course credit hours at the 40000-level may be included.

   At least one-half of the total credit hours used to satisfy degree requirements must be earned in residence on the Purdue campus where the degree is to be granted.

<table>
<thead>
<tr>
<th>Thesis M.S.</th>
<th>Total Course Work Credit hrs.</th>
<th>BIOL 698</th>
<th>Thesis Defense</th>
<th>Time Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microbiology or Ecology</td>
<td>21 B or higher</td>
<td>9 Satisfactory</td>
<td>An acceptable thesis is required.</td>
<td>3 yrs from entry date</td>
</tr>
<tr>
<td>General Biology</td>
<td>21 at least 15 must be in Life Sciences B or higher</td>
<td>9 Satisfactory</td>
<td>Oral defense of the thesis is also required unless waived by the Convener of the Graduate Studies Committee upon recommendation of the Advisory Committee</td>
<td></td>
</tr>
</tbody>
</table>

Obtaining two Unsatisfactory grades for thesis research is grounds for dismissal from the graduate program.

**Support Limit:** Academic year – guaranteed two years. Additional year and summer sessions on a case–by-case basis. It is possible to take classes with tuition waived under certain conditions.

**BIOL 66200 & 66300 (formerly 2008-09 695F & 695Y):** Are required the first year; however, these courses are pass/fail and do not count toward the 30 total credit hours required for a Theses Masters.

<table>
<thead>
<tr>
<th>Non-Thesis M.S.</th>
<th>22 B or higher</th>
<th>Not Required</th>
<th>3 yrs from entry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 59500: Maximum number of credits allowed per the guidelines of the area of your non-thesis M.S. Cluster-specific guidelines may supersede these general guidelines.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Support Limit:** Academic year – guaranteed two years. Additional year and summer sessions on a case-by-case basis. It is possible to take classes with tuition waived under certain conditions.

**BIOL 66200 & 66300 (formerly 2008-09 695F & 695Y):** Are required the first year, they do not count toward the 30 total credit hours required for a Non-Theses Masters.
3. Grades and index requirement.

Only grades of B (3.0) or higher are acceptable on a plan of study. The student’s Advisory Committee (consisting of at least 3 members of the graduate faculty, at least two of which are from the Department of Biological Sciences)

The Student is expected to maintain a cumulative index of B (3.0). Indices below this level are marked “low” on grade reports. The Graduate School, the Convener of the Graduate and Advanced Studies Committee, and the Advisory Committee will review the student’s progress each semester. A student who fails to perform at a satisfactory level may be required to discontinue graduate study at Purdue. All courses approved on the plan of study for which grades are given will be used in computing indices. Thesis Masters or Non-Thesis Masters must be completed in six (6) semesters, including summer semesters.

4. Residence requirement.

Two units of residence are required for the M.S. (30 credit hours beyond the baccalaureate degree. At least ½ of the total credit hours used to satisfy degree requirements must be earned in residence on the Purdue campus where the degree is to be authorized)
M.S. Degree Objective
Basic Steps

1. Select major professor/research director.

The major professor/research director-student relationship must be a mutually acceptable one. The major professor/research director will act as chairperson of the student’s Advisory Committee and will be in charge of the student’s research. If the student cannot find a research director, the Convener of the Graduate Studies Committee should be consulted.

The major professor/research director’s name should be reported to the Graduate Coordinator in Lilly 1-120. The Graduate Coordinator needs to be informed of any change in major professors/research directors.

2. Select Advisory Committee

Thesis-M.S. Advisory Committees must have three members from the graduate faculty with at least two from within the Department of Biological Sciences. The committee membership must be reported on the departmental form.

Non-Thesis M.S. Advisory Committee will consist of only one member, the Major PI.

As soon as possible, but no later than the second (2\textsuperscript{nd}) week of November, of entry year.

3. Thesis & Non-Thesis MS Electronic Plan of Study (EPOS)

The plan of study is submitted electronically (EPOS) through myPurdue. The student and all members of the Advisory Committee will receive electronic notification of the plan of study for review and approval.

Only courses that receive a letter grade (A, B) may be included in the EPOS.

As soon as possible but no later than the end of the fall semester of the student’s first year. (Mid-December)

\textit{EPOS Note:}

\begin{tabular}{ll}
\textbf{Biology} & \textbf{EPOS} \\
Major Professor & Chair \\
Thesis-Master & Major PI + 2 committee members \\
Non-Thesis & Master – Major PI (only) \\
\end{tabular}

To make minor changes in a EPOS, the student will submit a \textit{Request for Change to the Plan of Study} electronically, through myPurdue. Changes to remove a failed course will, as a rule, not be approved.

If the composition of the Advisory/Examining Committee changes, the student must also submit a \textit{Request for Change to the Plan of Study} electronically through myPurdue requesting the change
4. Grade Appeals

Refer to University Regulations. The on-line reference manual for students, staff and faculty at http://www.purdue.edu/univregs/pages/stu_conduct/stu_regulations.html
Part 5 Student Conduct, Section E

5. Transfer credits

At least one-half of the total credit hours used to satisfy degree requirements must be earned in residence on the Purdue campus where the degree is to be granted.

Only credit hours associated with graduate courses for which grades of B or better were obtained will be eligible for transfer.

Coursework used to satisfy the requirements on one master’s degree may not be used on the plan of study (EPOS) for another master’s degree.

The Advisory Committee must agree to the transfer of courses on the EPOS. The Graduate School has final approval.

6. Research in Absentia

M.S. candidates are not allowed to do Research in Absentia.

7. Ph.D. Required Course – taken as Master

Must be a current Thesis Master student and follow the Ph.D. Required Course guidelines.

Can use the Ph.D. Required Courses taken, that meets the guidelines, either if transferred to Ph.D. or received Thesis Master Degree and continue for Ph.D.

8. Research Conferences.

The initial meeting should occur within one (1) month of the submission of the Draft EPOS but no later than the end of January of the first year and at least annually thereafter.

The research director will preside at the meetings and establish the guidelines for the meetings.

No less than one-week prior to the first conference, students must submit:

8.1 to each committee member a written report that includes both a brief description of the proposed thesis research project and a literature review of relevant areas related to that project. In this report the student must clearly outline the objectives of the proposed research and the plan to achieve them. The literature review need not be exhaustive, but must show that the student is aware of the most important papers in the field – especially current papers – and how they relate to the issues addressed.

8.2 to each committee member & the BIOL Graduate Office the Student question form

The presentation should include a discussion of relevant publishable data, interpretation of the data, and research plans for the next year. This information should also be summarized on the Prospective Questions for M.S. (Student) Form; this form should be completed prior to the research conference for Advisory Committee review.
9. Identification as an advanced degree candidate.

The student must indicate on the Course Request (Form 23) if a degree is expected at the end of the session for which the registration applies. Or notify via email prior the the Graduate School deadline to be added to the candidate listing. Please see the monthly BIOL News Letter or contact the BIOL Graduate office for the deadline date.


M.S. students must prepare their thesis prior to their final examination.

Review the Formatting guidelines at the Graduate School Web page at: https://www.purdue.edu/gradschool/research/thesis/index.html

11. Final Examination

Thesis M.S. students are required to have an oral defense of the thesis. Only under extreme circumstances will the Convener of Graduate Studies waive this. However, all steps must be taken and all forms should be processed in a timely fashion, even if no oral defense is given.

A copy of Thesis must be submitted to Committee 2-3 weeks prior to Final Exam. Check with your Committee as to time frame expected.

Non-thesis M.S. students do not have an oral examination.

The following are procedures for preparation for the Final Examination. It provides a list of dos and dont’s for the student and a framework for understanding expected standards of performance.

Additional information can be found at: https://www.purdue.edu/gradschool/research/thesis/

A. Final Exam

   a. Scheduling your exam
      i. Three (3) weeks prior to your exam submit a copy of the PhD/MS Bulletin with your information.
   b. Day of Exam
      i. Collect the paperwork for your Final Exam from the Graduate Office
   c. After Exam
      i. All paperwork must be returned to the Graduate Office a minimum of 24 hrs. after your exam. Failure to do so will jeopardize the official approval of your exam and you will be required to re-take the exam.

The Final Examination (thesis defense) will be publicly announced on the departmental bulletin boards and in campus publications.

Arrange day, hour and room for final exam at a time convenient for your committee and report this information to the Graduate Office. Send an e-mail to calendars@bio.purdue.edu to schedule a room.

Students taking a final oral exam must notify the BIOL-Graduate Office 3-weeks prior to Exam Date. Thesis M.S. students, for whom the oral examination is waived, must also submit a request for Appointment of Examining Committee (G.S. Form 8)

Online resources are located at: https://www.bio.purdue.edu/Academic/graduate/masters/current_masters.html
12. Report of Final Examination

The research director and all Examining committee members must sign the on-line G/S. Form 11 Report of Master’s Examining Committee.

The examination report must be filed for candidates to receive their degrees. This is entirely on-line through the GS-Database.

Not more than one dissenting vote is acceptable in certifying the candidate to receive the degree.

If the Examining Committee decides that the examination is unsatisfactory, a second examination is required. A new request form, G. S. Form 8, must be submitted to the Graduate School. At least one session must intervene before the second examination is taken.

13. Prepare Thesis for Deposit

Access your myPurdue page, select the Academics tab. Find the Graduate Student section and click the Graduate School Plan of Study link. Then select Form 9 (Thesis/Dissertation Acceptance) Click Initiate Thesis/Dissertation Acceptance Form

Note: Select the Form 8 for the degree you will receive.

Update as needed on title – Save and Continue
No change to committee – Save and Continue
The remaining questions are those that were on the Form 32.

Form 30 – ONLY after ALL signatures are on the Form 9
Add to the front of your Thesis and submit through the on-line deposit system

Deposit Appointment with Graduate School - an appointment is required – but you do not need to be in attendance.

The thesis must be deposited no later than the date set by the Graduate School. These dates vary. Check with the Biology Graduate Office for the specific date each semester.

14. Commencement Exercises

Commencement information can be found at:
http://www.purdue.edu/registrar/Commencement/index.html

15. Diplomas

If requirements are complete at the time of commencement, their diploma will be inside the diploma cover. Diplomas for all candidates who do not attend commencement will be mailed to the graduate's "Diploma" address and/or "Permanent" address approximately four to six weeks after the August ceremony. To ensure the correct mailing address for your diploma, please indicate your diploma address on the Graduation Tab under Diploma Mailing Address.
16. Degree Certification Statement

Individuals who have satisfied all of the requirements for their degree and need documentation of that fact (as is the case for some post doctoral appointments) prior to when the degree will be awarded, may obtain such a statement from the Office of the Graduate School (YOUNG 170).
Two-week prior to date needed, this document takes about a week to receive.

STUDENTS FAILING TO MEET ANY OF THE ACADEMIC GRADUATION REQUIREMENTS BY THE LAST DAY OF THE SESSION WILL NOT GRADUATE AND MUST REGISTER IN A LATER SESSION.

Failure to meet deadlines will result in non-approval of registration for subsequent sessions. All University fees are subject to change without notice.
TO INITIATE THE THESIS ACCEPTANCE FORM:

1. Access the myPurdue page at:
   
   https://mypurdue.purdue.edu

2. Log-in using your **Purdue Career Account** Credentials.
3. Select the *Academics* tab.

You do not appear to be instructing any courses during the existing active term. Please contact the HelpDesk if you believe this is in error.

- Week-at-a-Glance
- Detail Schedule
- Office Hours
4. Find the **Graduate Student** section and click the *Graduate School Plan of Study* link.

5. Click on *Form 9 (Thesis/Dissertation Acceptance)*.

7. If you have submitted Form 8 more than once (for multiple graduate degrees), you will select the degree that pertains to the thesis or dissertation you are currently depositing.
If you have not submitted more than one Form 8, you will not see this page.

8. Review your personal information, update your thesis or dissertation title if necessary, and then click *Save and Continue.*

<table>
<thead>
<tr>
<th>Personal Information and Thesis/Dissertation Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td><strong>PUID:</strong></td>
</tr>
<tr>
<td><strong>Department:</strong></td>
</tr>
<tr>
<td><strong>Degree:</strong></td>
</tr>
<tr>
<td><strong>Campus:</strong></td>
</tr>
<tr>
<td><strong>Thesis/Dissertation Title:</strong></td>
</tr>
</tbody>
</table>

To move on to the next section, click *Save and Continue.*
To return to the previous section, click *Cancel* and clear all info.
9. Review your Thesis/Dissertation Committee. If the list is correct, click Save and Continue.

If you need to make a change to the list, click Save without submitting, log out of the Graduate School Database, and contact your department’s Plan of Study Coordinator. Ask him/her to email gradhelp@purdue.edu with your updated committee list. After you receive a confirmation email that your list has been updated, login to the Graduate School Database again and complete the form.
10. Carefully read all material on the Confidentiality page, discuss your options with your major professor, make your selection(s), and then click \textit{Save and Continue}.

11. Carefully read all material on the Thesis/Dissertation Agreement page, make your selection, and then click \textit{Save and Continue}.
12. Carefully read all material on the Delay of Publication page, discuss your options with your major professor, make your selection(s), and click *Save and Continue*.

13. Carefully read all material on the Research Integrity and Copyright Disclaimer page. To proceed with this form and deposit your thesis or dissertation, you must click “*Yes, I certify*”. After you have made your selection, click *Save and Continue*. 

---

The delay information you provide here must match the delay information you provide in ProQuest. If you request a delay period, it will begin when ProQuest receives your electronic thesis/dissertation from the Thesis/Dissertation Office - this typically occurs 3 months after submission.

Request Delay of Publication:
- [ ] Yes
- [ ] No

To move on to the next section, click Save and Continue.
To go to Thesis/Dissertation Acceptance Form homepage, click Back to Home.

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I certify that in the preparation of this thesis/dissertation, I have observed the provisions of Purdue University Policy III.A.2, November 18, 2011, Policy on Research Misconduct.

Purdue University Policy Office; s Ethics page.

I certify that all copyrighted material incorporated into this thesis/dissertation complies with United States copyright law and that I have received written permission from the copyright owners for my use of their work, which is beyond the scope of the law. I agree to indemnify and save harmless Purdue University from any and all claims that may be asserted or that may arise from any copyright violation.

Please check Yes to certify the above statement.

- [ ] Yes, I certify
- [ ] No, I do not certify*

*You will not be able to submit and initiate this form if you select "No, I do not certify". You must select "Yes, I certify" to submit and initiate this form.

To move on to the next section, click Save and Continue.
To go to Thesis/Dissertation Acceptance Form homepage, click Back to Home.
14. Confirm that you have completed all sections (completed sections are marked with a check), and then click *Preview Thesis/Dissertation Form*. 
15. Confirm that all your information and responses are correct, and then click Submit.
16. If your form has been successfully submitted, you will see your decision has been successfully submitted in red at the top of the screen.

The form will now proceed to the members of your thesis or dissertation committee (or if you requested a Confidentiality Period longer than 1 year, the form will proceed to the Office of Sponsored Programs).

If you do not receive the “Thesis Form is successfully submitted” message, please check that you have completed all sections and resubmit. If after resubmitting you still do not receive the message, please contact us at gradhelp@purdue.edu.
SUPPLEMENT II

Electronic Thesis Deposit (ETD)

Prior to submitting, you are encouraged to review the Thesis Templates & Guidance website:

https://www.purdue.edu/gradschool/research/thesis/index.html

Once you’ve been approved to submit your ETD, the following procedures apply:

1. Access the Purdue ETD site and establish a personal account:
   http://dissertations.umi.com/purdue/
2. Choose “Submit Your Dissertation/Thesis” at the bottom of the page.
3. Read submission guidelines. Be especially careful when inputting all data since you may not be able to go back and revise it afterwards. Post-facto data changes require action by the Thesis and Dissertation Office!
4. Read ProQuest Information & Learning (PQIL) release.
5. Enter personal contact information.
6. Enter requested thesis and academic information (e.g., title, advisor, abstract, etc.).
7. Upload full text.

NOTE: Candidates must ensure they receive, complete, and attach the special Graduate School Form 30, “Thesis Acceptance,” as the front (i.e., first) page of their thesis prior to submission to the Graduate School Thesis/Dissertation Office. The GS Form 30 must be properly re-saved as a PDF document so it cannot be edited afterwards! You must perform this task on a computer loaded with Acrobat Professional since computers loaded only with “Reader” will not be sufficient. Acrobat Professional should be available on most, if not all, Purdue computer lab machines.

8. Select whether or not ProQuest/University Microfilms International will file optional “copyright registration” and enter additional data (if applicable).
9. Choose whether to order additional copies of their thesis (this is optional).
10. Review your order and enter credit card information as requested. This will show any copyright or publication fees charged.
11. If applicable, fill out any feedback surveys required by ProQuest.
12. Review uploaded data and revise submission as needed.
13. The ETD will be sent to the Administrator (Thesis/Dissertation Office) who will review it. Candidates will be notified by e-mail if they have either been approved or if they need to make revisions and resubmit.

The following items still need turned in at their deposit appointment, which must be scheduled at least 24 hours in advance of their requested day and time:
1. Original, signed G. S. Form 9 "Thesis Acceptance." G. S. Form 9’s are still needed to confirm that theses have been accepted by departments and will be permanently filed at the Graduate School.

2. Completed and signed G. S. Form 32 "Thesis/Dissertation Agreement, Publication Delay, and Research Integrity & Copyright Disclaimer Form” This will be forwarded to ProQuest Information & Learning, along with electronic submissions, by the Graduate School.

3. If applicable, copyright permissions (e.g., in “hard” form—letter, e-mail, or fax). These will be forwarded to ProQuest Information & Learning by the Graduate School.

**NOTE:** Candidates who include copyrighted material in their thesis/dissertation not qualifying for an exemption under the copyright law must submit written permission from the copyright holders to the Thesis/Dissertation Office. The T/D Office forwards the permissions to ProQuest Information & Learning to ensure theses are published in their original and complete forms. Failure to provide required permissions will result in identified material being expunged prior to publication by ProQuest.

4. **NOTE:** Candidates submitting confidential theses must also submit their “hard,” departmental copies at their final deposit appointment!

5. Survey of Earned Doctorate and Grad School exit survey. Please complete and turn them in to the Graduate School prior to commencement.

Questions? Please contact the Thesis/Dissertation Office: markj@purdue.edu, 63157, or www.gradschool.purdue.edu/thesis.cfm