INITIATE THE THESIS ACCEPTANCE FORM

1) Students using the electronic form will still select an appointment time using the self-scheduling calendar on our website.
   a) However, students will not need to be present at the Graduate School during their appointment time. They will instead be handled as “long distance” appointments.

2) Students using the new form will no longer need to print copies of their Exit Questionnaires or Survey of Earned Doctorates (Ph.D. only).
   a) We will instead confirm completion of their survey(s) via the Database.

3) Students will still need to submit their ETDs (electronic thesis deposits) at least one (preferably two) business days prior to their scheduled appointment times as is the current procedure.
   a) This should allow sufficient time for thesis review/revision prior to scheduled appointments.

4) Students can expect to receive a PDF of their Thesis Deposit Receipt (GS Form 16) via email no later than 5 p.m. on the day of their appointment.
   a) As under current procedure, the department graduate contacts will concurrently receive PDFs of student thesis deposit receipts as well.

5) Under our “long distance” procedure, we will only need to contact students by e-mail or phone during scheduled appointment times in the event we have any specific questions.

Please note that students electing to use the traditional paper copy forms will still be required to schedule a walk-in appointment. The current deposit procedures for these students, as described on our website, will not change during the rollout period.
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*.
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 *Save and Continue*. 

11. Carefully read all material on the Thesis/Dissertation Agreement page, make your selection, and then click *Save and Continue*. 

**AGREEMENT**

I grant in perpetuity, without restriction, royalty free to Purdue University the nonexclusive right and license to reproduce, distribute, and display, in whole or in part, my master's thesis or Ph.D. dissertation in any format now known or later developed (e.g., ePubs) for preservation and access in accordance with this agreement. This agreement does not represent a transfer of copyright to Purdue University.

I understand that the University will observe any publication restrictions that I have placed on my work and will not make my thesis or dissertation available to other parties until such time as it has been released from these restrictions or I have given my prior permission to the University to allow access by others.

I represent and warrant to Purdue University that the Work is my original work and does not, to the best of my knowledge, infringe or violate any rights of others nor does the deposit violate any applicable laws. I further represent and warrant that I have the authority and/or have obtained all necessary rights to permit Purdue University to use, duplicate, and distribute, the Work and that any third-party owned content is clearly identified and acknowledged within the Work.

This agreement shall survive assignment of any and all exclusive rights provided to copyright holders in Section 106 of the United States copyright law.

☐ Yes, I agree. I want my thesis/dissertation to be available openly in the Purdue e-Pubs Institutional Repository.

☐ No, I decline. I do not want my thesis/dissertation to be available open-access in the Purdue e-Pubs Institutional Repository.

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

**Personal Information and Thesis/Dissertation Title:** EDIT

- **Form Status:** SAVED
- **Student:** STUDENT,GRADUATE 0023510378
- **Campus:** West Lafayette (Main Campus) PWL
- **Admitted Program:** AERONAUTICS & ASTRONAUTICS AAEN
- **Degree Granting Major:** AERONAUTICS & ASTRONAUTICS AAEN
- **Degree sought:** DOCTOR OF PHILOSOPHY PHD
- **Thesis/dissertation title:** This is the title of my Thesis

**Thesis/Dissertation Committee Members:**

<table>
<thead>
<tr>
<th>Participation</th>
<th>Dept</th>
<th>Faculty ID</th>
<th>Thesis Committee Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR</td>
<td>AAEN</td>
<td>C6714</td>
<td>ALINA ALEXEENKO</td>
</tr>
<tr>
<td>MEMBER</td>
<td>POL</td>
<td>C7378</td>
<td>DANIEL P. ALDRICH</td>
</tr>
<tr>
<td>MEMBER</td>
<td>AAEN</td>
<td>C6407</td>
<td>WEINONG W. CHEN</td>
</tr>
<tr>
<td>MEMBER</td>
<td>AAEN</td>
<td>C5554</td>
<td>WILLIAM E. ANDERSON</td>
</tr>
</tbody>
</table>

**Confidentiality:** EDIT

- **Request Confidentiality:** No
- **Reason for Confidentiality:** N/A
- **Length of Confidentiality:** N/A

**Thesis/Dissertation Agreement:** EDIT

- **Thesis/Dissertation Agreement:** Yes

**Delay:** EDIT

- **Request Delay of Publication:** No
- **Length of Delay:** N/A

**Research Integrity and Copyright Disclaimer Statement:**

- **Research Integrity Agreement:** Yes
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.