



# **D O C T O R A L**

**Policies & Procedures**

**Manual**

**for**

**Graduate Students**

**Updated 9/11/2017**

# GUIDE FOR Ph.D. GRADUATE STUDENTS

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

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# 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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**Ph.D.  
Normal Sequence of Events  
For Meeting Degree Requirements**

<b>1<sup>st</sup> Semester From start date</b>	<b>2<sup>nd</sup> Semester Following May</b>	<b>3<sup>rd</sup> Semester Summer</b>	<b>4<sup>th</sup> Semester Mid-Semester 3</b>	<b>5<sup>th</sup> Semester Before taking prelim</b>	<b>≥ 6<sup>th</sup> Semesters Yearly until Completion</b>
Enter Non-RAs start lab rotations 2 <sup>nd</sup> week of semester	Mid - April Submit list of research directors	Research in Lab	Form Advisory Committee by 2nd week of November	1) File Draft EPOS by 2nd week February  2) Submit Final EPOS by 2nd week of March	Research conference yearly
Required-courses BIOL 662 Dept & Area	Required-courses BIOL 663 Dept & Area	Required courses if offered Dept & Area	Required-courses Dept & Area	3) Qualifier-courses to be completed  4) Hold Prelim <b><u>before end of semester</u></b>	Last Semester  Final Exam Deposit

Completion of Ph.D. thesis maximum seven years

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: 9/11/17

# Ph.D. Degree Objective

## General Requirements

### 1. Grades and index requirement

Only grades of A, B, or C are acceptable for courses on a plan of study (EPOS). An Advisory Committee may require higher performance than C in certain courses.

The student is expected to maintain a cumulative index of B. A student who fails to perform at a satisfactory level may be required to discontinue graduate study at Purdue.

All courses for which grades are given will be used in computing cumulative indices.

### 2. Credit hours

≤ Fall 2016

Two, Departmental approved BIOL seminars (1 credit hour / each) is the only Department credit hour requirement on an EPOS. However, most Ph.D. students take an average of 21+ credit hours.

≥ Fall 2016

New Course Requirements equals a minimum of 16 credit hours. However, most Ph.D. students take an average of 21+ credit hours.

### 3. Time limitation

Seven (7) years from entry into the graduate program (i.e., 14 semesters plus the intervening summers – plus one additional summer to finish if necessary) is the maximum time allowed to complete the Ph.D. in the College of Science. .

Each student should be aware that, after five years of graduate study in this department, he or she will be given low priority in the assignment of departmental funds for his or her support during subsequent semesters of graduate study.

An additional year may be allowed if requested by the student's Thesis Committee and approved by the department's Graduate and Advanced Studies Committee

**Failure to meet any deadlines will result in non-approval of registration for subsequent sessions (see FOREWORD).**

### 4. Residence requirement

Six units of residence are required for the Ph.D.

(90 credit hours beyond the baccalaureate degree. At least four units (60 credit hours) for the PhD degree must be earned by continuous residence on the Purdue campus where the degree is to be authorized)

A master's degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student's graduate program.

BIOL 69800 (Master Research) does not count toward the 90 credit hours required for Ph.D.

## 5. Teaching requirement

Students are required to teach for one semester in direct contact with students unless the student has post-baccalaureate teaching experience at the college level. If post-baccalaureate teaching experience – the student must provide official proof in the form of official letter/memo from supervisor of location the teaching occurred.

All students whose native language is not English must have on file a minimum SPEAK or TSE score of 5.0 or 50, respectively, prior to assignment to a course that fulfills the teaching requirement. All students who do not have the minimum required SPEAK/TSE score or higher on file should be registered for this screening during Orientation. Please see the Graduate Office (LILY 1-120) to register for the exam.

Students requiring the OEPP (Speak Test) to become certified to teach must take the test by the end of October of their first year – no exceptions.

Students who do not have an acceptable score prior to taking their Preliminary Exam will be removed from the Ph.D. program. They will have the option of leaving immediately with no degree or taking one additional semester to complete an NThMS degree.

## 6. Rotation Requirements

All graduate students, during their first year (Fall & Spring semesters), who hold either a Teaching Assistantship or Fellowship must rotate in 2-4 labs during their first year of graduate studies in the Department of Biological Sciences. These rotations can only be in labs that are in the Department of Biological Sciences. More info under Basic Steps.

## 7. Seminar Requirement

### Admit year ≤ 2015

Each Ph.D. student is required to present a satisfactory seminar in each of two student-participation Ph.D. seminar courses (BIOL 69600/69500 Department approved seminar course).

### Admit year ≥ 2016

Must follow the designated Research Area – Required Course Listing for that area.

Each Research Area Ph.D. Required Courses can be viewed from the BIOL Current Ph.D. web page.

### All Years

There is no restriction on the topic(s). It is permissible for students to participate in two such courses for the same area during successive years provided the courses are taught by two different professors.

# Ph.D. Degree Objective

## Basic Steps

### 1. Ph.D. Required Courses.

≥ Fall 2016 To enter the Ph.D. program, a student must complete the Course Requirements. New Course Requirements are outlined on Supplement 1.

Each Research Area Ph.D. Required Courses can be viewed from the BIOL Current Ph.D. web page.

### 2. Rotations

All graduate students, during their first year (Fall & Spring semesters), who hold either a Teaching Assistantship or Fellowship must rotate in 2-4 labs during their first year of graduate studies in the Department of Biological Sciences. These rotations can only be in labs that are in the Department of Biological Sciences.

Graduate students are allowed to rotate in the same lab twice – though not encouraged.

Joining a lab is not automatic, but MUST be approved.

At the end of the 2<sup>nd</sup> semester the lab assignments will be processed using the students list of lab selections and the faculty lists.

If a student wants to join a lab after 2 rotations, will need to submit a request to the BIOL-Graduate Office before the end of the first semester.

### 3. Select Research Director.

In mid-April, new grads will provide a list of their top three choices to the BIOL Graduate Office. The Graduate Office will then make the assignments, based on mutual acceptability to both the professor, student and final approval by the Graduate Convener.

If a research director cannot be found, the student will need to confer with the Convener of the Graduate and Advanced Studies Committee.

### 4. Select Advisory Committee.

The Advisory Committee consists of a research director, two additional members from within the Department of Biological Sciences and one from a Purdue Department other than Biological Sciences.

Submit a request for appointment of this committee to the Committee on Graduate and Advanced Studies. The Advisory Committee will also act as the Examining Committee. In this capacity, a member other than the research director will oversee the committee.

The research director-student relationship must be a mutually acceptable one. The research director will direct the student's research. The Principal Examiner of the student's Examining Committee will preside at the preliminary examination and all annual research conferences and will be primarily responsible for the format of these meetings and for filing the written comments from the Examining Committee members to the Committee on Graduate and Advanced Studies.



## 5. File Ph.D. Electronic Plan of Study (EPOS).

The Ph.D. plan of study: please review the Credit Hours under General Requirements for required credit hours on an EPOS.

Courses **not** to be included on EPOS are:

Research credits (BIOL 69900)

Courses taken on pass/not pass option cannot be used on a plan of study.

MS credit will be accepted only after one semester of satisfactory work in residence at Purdue.

**The research director must indicate the number of credits (0 to 30) that are to apply to the doctoral degree program when they are approving/signing the plan of study.** Courses taken as a graduate student at one other university only may be used if they have been used towards only one other advanced degree.

Courses taken as an undergraduate may be used if certified as excess by the Dean of the school from which the student received the degree and if the course was: 1) designated for graduates; 2) taken during the student's senior year; 3) a grade of A or B was received; and 4) the student's final graduation index was not below 3.00 (B); or by special approval of the Graduate School Dean.

### **NO EPOS = NO PRELIM**

To make minor changes in an EPOS, the student will submit a *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 *Request for Change to the Plan of Study* electronically through myPurdue requesting the change

## 6. 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](http://www.purdue.edu/univregs/pages/stu_conduct/stu_regulations.html)  
Part 5 Student Conduct, Section E

## 7. Preliminary Examination.

Prelim: six (6) months after selection of Advisory/Examining Committee but no later than May of second year.

Consult with the Principal Examiner of the Examining Committee at least **three weeks prior** to the preliminary examination to determine what will be expected.

The Principal Examiner will preside at the Preliminary Examination and will be primarily responsible for the format of the meeting and for filing the written comments from the committee members to the Committee on Graduate and Advanced Studies. The Principal Examiner should establish, in advance, guidelines for the length and nature of the student's presentation, the length and scope of the question and answer period, and those other procedures he or she feels should be

specified. Hence, prior to each meeting the student should discuss the format for the meeting with the Principal Examiner of their Examining Committee

The student should submit a written report that includes both a brief description of the proposed thesis research project, and a literature review relevant to that project. In the report the student must clearly outline the objectives of the proposed research and indicate how they 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 proposed research. If the student's research director so desires, a student will be allowed to submit an original research proposal in an area related to his or her research instead of a proposed thesis research project. In such a case, the research director will have sole responsibility for approving the subject of the proposal.

See Supplement II.

However, the related proposal should not include problems that are being studied in the research director's laboratory. It should be sufficiently related to the student's own project that a similar degree of sophistication can be expected in both areas; a successful defense of this proposal should establish that the student is reasonably equipped to proceed in a scientific manner with his or her own research project.

The request to take the preliminary examination will be in the process of submitted the G.S. Form 8 through the Graduate School Database. This must be completed 3 weeks prior to the date of your exam.

During the first meeting the Advisory/Examining Committee will determine by means of a question and answer period whether or not the student is reasonably equipped to proceed in a scientific manner with the proposed thesis research. Questions on subjects directly or closely related to the research proposal should have priority. These might include questions about current literature, research techniques, collection and evaluation of data, and formal course work. However, due consideration will be given to the possibility that a student may not have completed all the courses on his or her plan of study. The committee members will cast on paper ballot a vote of "pass" or "fail" at the conclusion of the question period. A passing performance will be one in which no more than one member of the committee casts a vote of "fail".

If the student fails to achieve a passing performance the committee will decide whether to schedule a second meeting or to recommend termination.

If the student fails to achieve a passing grade in the second preliminary exam attempt, the student will be dismissed from the Ph.D. program. The student will be allowed to participate in the Master's program.

**If a second meeting is approved, there must be at least one semester between the two examinations.**

After making their written evaluation, including their comments and their votes for pass or fail, the committee members will discuss with the student both their evaluation of the student and their appraisal of the plan of study. The evaluation should detail areas of weakness and expectations for

remedies. If necessary, amendments to the plan of study should be recommended. Any questions about procedures should be directed to the Graduate Office.

Upon successful completion of the preliminary examination, a student will be required to meet at least annually with their Advisory/Examining Committee.

## **8. Research Conferences (RC)**

The Principal Examiner will preside at the annual meetings and will be primarily responsible for the format of these meetings and for filing the written comments from the committee members to the Committee on Graduate and Advanced Studies. The Principal Examiner should establish, in advance, guidelines for the length and nature of the student's presentations, the length and scope of the question and answer periods, and those other procedures he or she feels should be specified. Hence, prior to each meeting the student should discuss the format for that meeting with the Principal Examiner of their Examining Committee

No less than one week before each of the succeeding annual research conferences, the student must submit a written progress report to their Advisory Committee. At the research conference the student must make an oral presentation. This 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 Ph.D. (Student) Form which should be submitted to the committee along with the progress report.

By means of a question and answer period the Advisory/Examining Committee will evaluate the student's progress both in research and in strengthening any weakness in the student's background, if such was indicated by a previous examination or by the progress report. The Committee will also submit written expectations on their Prospective Questions for Ph.D. (Faculty) Form. All forms should be returned to the Graduate Office as soon as possible.

At the succeeding meetings the performance of the student will be evaluated as in the first meeting, including the Report of Annual Conference and the Prospective Questions for Ph.D. forms.

Failure to achieve a passing performance at two successive meetings will be considered as grounds for recommending that a student terminate.

## **9. Research in Absentia.**

A doctoral student who has completed the preliminary examination and wishes to leave the University and to continue doctoral candidacy should request to register for research in absentia.

After the prelim is passed, all course work is completed, and at a point where remaining work on research problem and thesis may be completed off campus. At least five weeks prior to the session for which absentia registration is requested.

## **10. Identify yourself as an advanced degree candidate.**

Indicate on the course request Form 23 that you expect to receive your degree during the term you are registering.

## 11. Dissertation Preparation

Ph.D. 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>

## 12. Final Examination - Planning

At least two terms must elapse and be devoted to research between prelim and finals.

Take after completion of the research and writing of the Ph.D. thesis. This examination (thesis defense) will be publicly announced on the departmental bulletin boards and in campus publications. It will consist of a seminar, open to the public, during which the candidate will summarize his or her thesis research. Following the seminar there will be an oral examination to be attended only by the Examining Committee members.

Arrange day, hour and room for final exam at a time convenient for your committee. Send an e-mail to [calendars@bio.purdue.edu](mailto:calendars@bio.purdue.edu) to schedule a room.

The request to take the Final Examination will be in the process of submitted the G.S. Form 8 through the Graduate School Database. This must be completed 3 weeks prior to the date of your exam.

Three (3) forms must be submitted to acquire BIOL-Grad Office approval on your Form 8

1. Ph.D. Bulletin
2. BIOL-04A
3. Thesis signature request form

Online resources are located at:

[https://www.bio.purdue.edu/Academic/graduate/phd/current\\_phd.html](https://www.bio.purdue.edu/Academic/graduate/phd/current_phd.html)

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.

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

## 13. Report of Final Examination

The research director and all Examining committee members must sign G.S. Form 11 *Report of the Final Examination*. **This is entirely on-line through the GS-Database.**

The examination report must be filed for candidates to receive their degrees.

## 14. Dissertation Deposit Form & Appointment

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 Form8 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.

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. This is usually the Friday of the last week of classes, but may vary. Check with the Graduate Office for specific date each semester.

(See Supplement IV for detailed procedures and timetable).

## 15. Commencement Exercises

Commencement information can be found at:

<http://www.purdue.edu/registrar/Commencement/index.html>

## 16. 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.

## 17. 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 REQUIRMENTS 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.

## **Supplement I**

### **Ph.D. Course Requirements**

#### **Objective:**

The overall objective of the Course Requirement is to prepare our graduate students for a successful graduate educational and research experience through vigorous training, creative independent thinking, and quantitative analysis.

#### **Time Frame:**

Students are required to declare an Area of affiliation by the end of the 2<sup>nd</sup> semester. Both the course requirements below and the Prelim Exam need to be completed by the end of the 2<sup>nd</sup> year.

#### **Department & Area Specific Course Requirements:**

##### **Requirements:**

- Department 1<sup>st</sup> year
  - BIOL 662-Ethics (1 ch) (Fall semester)
  - BIOL 663-Oral Presentations (1 ch) (Spring semester)
- Area Selected (1<sup>st</sup> or 2<sup>nd</sup> year)
  - Scientific Writing (at least 1 ch)
  - Quantitative Analysis in Biology (3 ch)
    - This is equivalent to statistics and experimental design in the Biological Sciences
  - Advanced Topics Seminar (1 ch)

##### **Area Required/Selective course listing:**

**At least 9 credit hours** through graduate level courses to be determined by the Area

This will equal to a total of at least 16 credit hours by the end of the 2<sup>nd</sup> year.

#### **Grade Requirement:**

- Students are required to maintain a B or better for all courses
- A maximum of 2 Cs are allowed. Courses with a C grade or lower need to be re-taken within one year of the date the course was first taken. A student who receives a C in a course in the second year will need to get a B or better in that course within one year of receiving the C grade.
- Students with 3 Cs or lower will not be allowed to retake the courses and will be considered as not meeting the minimum expectation of the program.
  - If a course is no longer offered a request for an alternate course is proposed to the GASC for approval.

#### **Notes:**

- Area-specific requirements must be approved by the committee of Graduate & Advanced Studies.
- Transfer students who wish to substitute the above requirements, must get approvals from both the area conveners and the convener of the Graduate & Advanced Studies Committee.

## SUPPLEMENT II

### GUIDELINES FOR PREPARATION FOR THE PRELIMINARY EXAMINATION IN THE DEPARTMENT OF BIOLOGICAL SCIENCES

The following suggests procedures for preparation for the Preliminary Examination. It provides a list of do's and don'ts for the student and a framework for understanding expected standards of performance. Remember, this is primarily an oral examination and not a written examination. However, you should be aware that the written description you provide your examination committee in advance can seriously affect their expectations of your success.

#### A. Choice of a topic:

Students taking the preliminary examination have two choices of format: (1) a topic within your own research area, or (2) a topic unrelated to the area of your thesis research. **Well in advance**, discuss your choice of format with your Major Professor since they may have strong opinions on which format is most appropriate for you. It should be noted that, regardless of the format, the expectations for performance will be similar. Examining committees are likely to be less forgiving about the depth of your background knowledge when the topic is in the area of your thesis research. Remember also that if you do choose a thesis-related topic, the proposal still must reflect the student's own scientific creativity. Whichever format you choose, you should design approaches that are expected to provide significant advances to the field and you should be prepared to discuss further approaches beyond the immediate scope of your proposal. Thoughtfulness and innovation are highly desirable qualities in a research proposal.

#### B. Preparation of the written proposal:

The purpose of the written proposal is to provide the examination committee with adequate background and details to understand the current state of the chosen field of research and evaluate your proposed experiments. Too little detail will frustrate the committee in its evaluation while excessive length will be a waste of their time. You can be prepared to discuss experimental details and interpretations without listing them all in the proposal. For example, you can describe how you would characterize a protein by electrophoresis without giving the composition of every solution used in the procedure. The expected length of the written proposal can vary, but 15 double-spaced pages, excluding the title page, references, figures, and figure legends is your limit. The font size is limited to 11 pt. Arial or 12 pt. Times New Roman. Please note that the Committee will always be favorably impressed with short, concise, well written reports instead of ones that maximize the word count. Excessive length may be considered grounds for denying the proposal.

**1. Background and significance.** Provide a brief background of the field. Describe the current knowledge as it relates to your proposal. Try to stick to the significant findings, but describe issues that are controversial or unclear. Be sure to point out what information is missing in the field that you will be providing through your proposed experiments. Within the framework of your current knowledge, formulate a hypothesis that you will test by experimentation. State concisely what significant issues or questions you are attempting to answer and how your studies are expected to advance the field. This section is extremely important for your committee to grasp. Do your best in conveying this message to them. It is often useful to state the issues in the form of hypotheses because this method tends to organize your thoughts about how best to test the hypotheses.

**2. Research design and methods.** Provide a description of the experimental approaches you are proposing. A good preliminary proposal will provide 3 or 4 major experimental approaches to be used. Be critical when using approaches proposed by others, and give credit to your sources (references, personal communications).



State the specific aims of the proposal in outline form first. Then, for each approach describe the experiments that will be performed, how data will be collected, analyzed, and interpreted. While not every conceivable detail need be included, you should be aware of the mechanics of the experiment and any instrumentation used, as well as the strengths and limitations of the method. Be prepared for alternative approaches, should your original proposed experiment fail.

**3. Discussion of expected results.** Describe the expected experimental results within the context of your hypotheses. Be prepared to discuss alternatives should you be able to reject your original hypothesis. Be prepared to suggest further avenues of research beyond the scope of your proposal.

**4. References.** In the text of your proposal, you should cite references for important previous work in the field. This is essential for the committee to obtain supplemental information as well as to evaluate whether your proposal is novel or derivative.

**5. Calendar of expected progress.** Include a time estimate of doing and completing various phases of the proposed research, including specific experiments, manuscript writing and submission, dissertation writing, dissertation defense and graduation date. This will, of course, be amended as progress is realized. But it does inform the committee about an expected timetable of accomplishments.

#### **C. Pre-prelim:**

You are encouraged to practice your oral defense of your proposal as a “pre-prelim”. It is advised that you seek the help of more senior graduate students who can read your proposal, sit in for a practice exam, and provide you with feedback on the strengths and weaknesses of your performance. This practice will be very valuable in preparing you for the expectations of the exam. Choose practice examiners who are beyond prelims themselves and know what to expect. Hold the pre-prelim meeting early enough to give yourself time to make any needed adjustments in the proposal. Use your own judgment in reacting to the suggestions of other students. No one is perfect and omniscient.

#### **D. Seeking outside help:**

While originality in design of the experimental approach is essential, seeking outside help on details of experimentation and analysis is encouraged. For example, if you do not understand the principles behind analytical ultracentrifugation, you are permitted to seek the advice of an expert.

Your Advisory Committee members may also serve in this capacity.



## SUPPLEMENT III

### 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](mailto:markj@purdue.edu), 63157, or [www.gradschool.purdue.edu/thesis.cfm](http://www.gradschool.purdue.edu/thesis.cfm)

## SUPPLEMENT IV

### TO INITIATE THE THESIS ACCEPTANCE FORM:

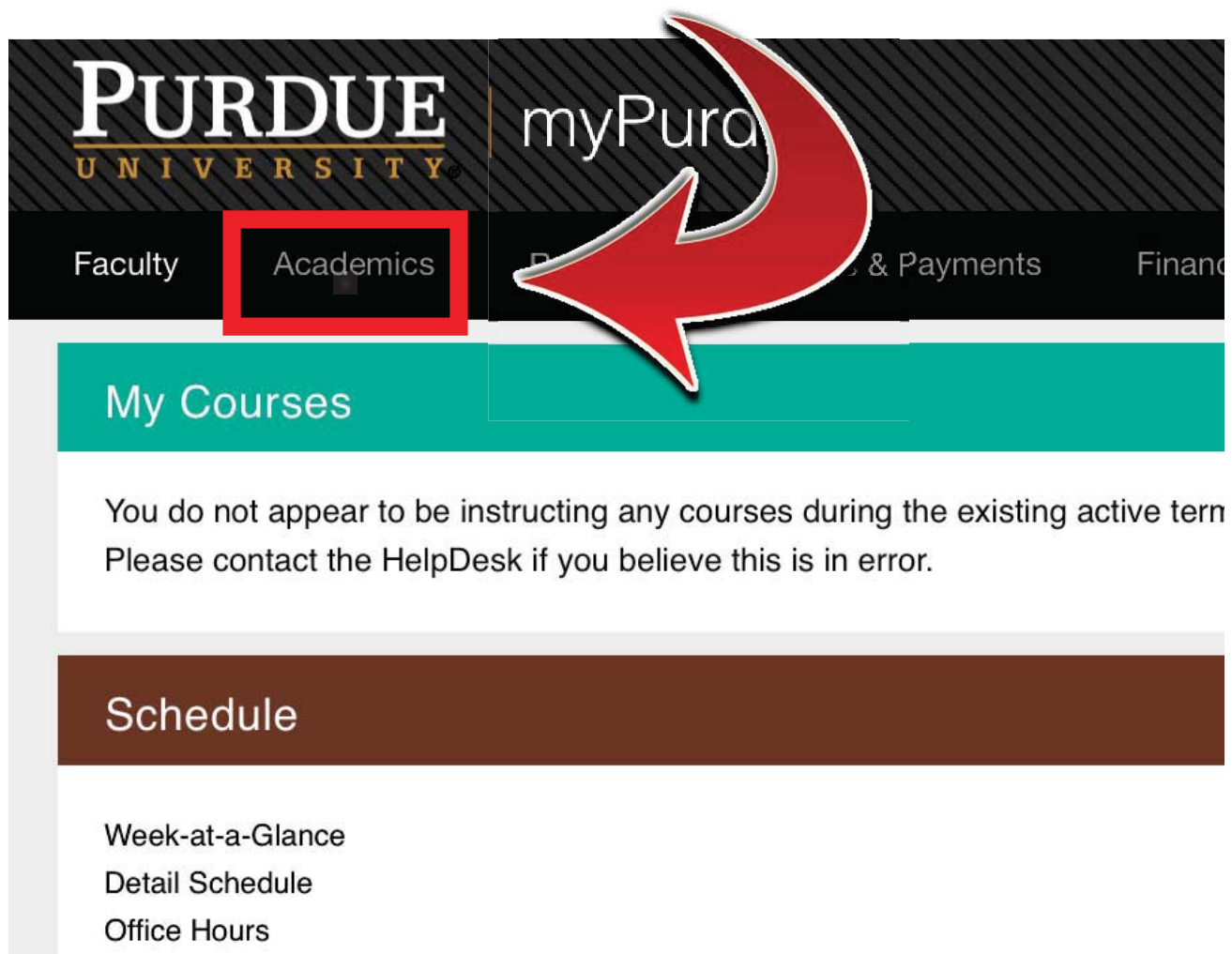
1. Access the myPurdue page at:

*<https://mypurdue.purdue.edu>*

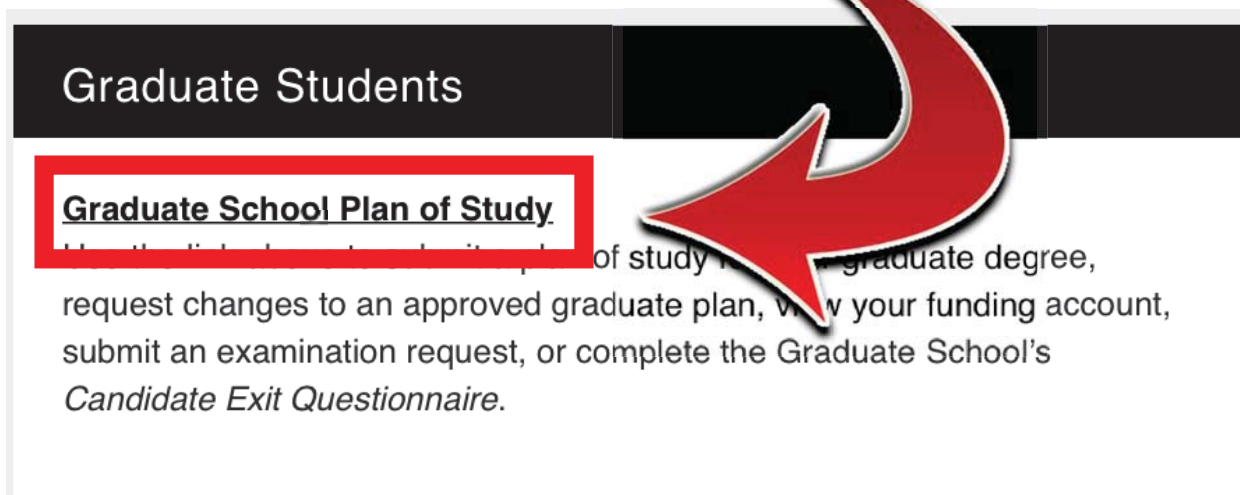
2. Log-in using your **Purdue Career Account** Credentials.



3. Select the *Academics* tab.



4. Find the **Graduate Student** section and click the *Graduate School Plan of Study* link.

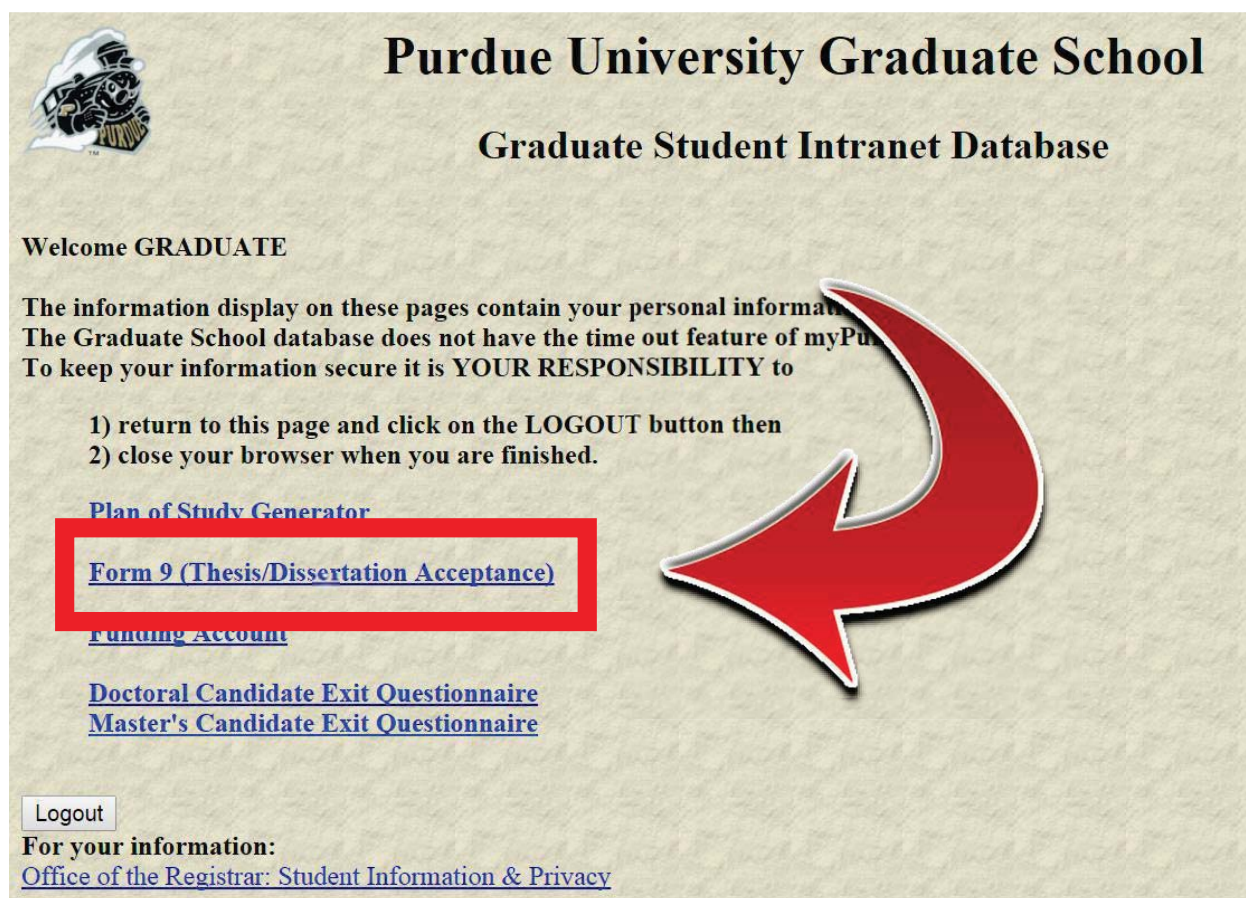



**Graduate Students**

**Graduate School Plan of Study**

of study for a graduate degree, request changes to an approved graduate plan, view your funding account, submit an examination request, or complete the Graduate School's *Candidate Exit Questionnaire*.

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



 **Purdue University Graduate School**

**Graduate Student Intranet Database**

**Welcome GRADUATE**

The information display on these pages contain your personal information. The Graduate School database does not have the time out feature of myPurdue. To keep your information secure it is YOUR RESPONSIBILITY to

- 1) return to this page and click on the LOGOUT button then
- 2) close your browser when you are finished.

[Plan of Study Generator](#)

**[Form 9 \(Thesis/Dissertation Acceptance\)](#)**

[Funding Account](#)

[Doctoral Candidate Exit Questionnaire](#)

[Master's Candidate Exit Questionnaire](#)

**For your information:**  
[Office of the Registrar: Student Information & Privacy](#)



6. Click *Initiate Thesis/Dissertation Acceptance Form*.

Exit to Graduate School database home page    Logout of database


[Initiate Thesis/Dissertation Acceptance Form](#)

This option allows you to create a new Thesis forms.  
For further instructions, click on the "Help" link at the bottom of the page.

Forms available for edit or display:

Action Link	Form	Dept	Degree	Status	Date
<a href="#">View</a>	Thesis/Dissertation Acceptance	EDCI	DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 02/25/2015
<a href="#">View</a>	Thesis/Dissertation Acceptance	EDCI	DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 02/26/2015

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.

 **Purdue University Graduate School**

**Exam Form List**

Select an Exam form from the following list to create a Thesis form

Select	Preview	Form	Dept	Degree	Exam Type	Status	Date
<input type="radio"/>	<a href="#">View</a>	Form 8: Request for Appointment of Examining Committee	EDCI	DOCTOR OF PHILOSOPHY	PRELIM	APPROVED	Submitted 01/12/2015
<input type="radio"/>	<a href="#">View</a>	Form 8: Request for Appointment of Examining Committee	EDCI	DOCTOR OF PHILOSOPHY	FINAL	APPROVED	Submitted 02/22/2015
<input type="radio"/>	<a href="#">View</a>	Form 8: Request for Appointment of Examining Committee	EDCI	DOCTOR OF PHILOSOPHY	FINAL	APPROVED	Submitted 04/21/2015


- 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*.

### **Personal Information and Thesis/Dissertation Title**

<b>Name:</b>	STUDENT,GRADUATE
<b>PUID:</b>	0023510378
<b>Department:</b>	AAEN
<b>Degree:</b>	DOCTOR OF PHILOSOPHY
<b>Campus:</b>	PWL
<b>Thesis/Dissertation Title:</b> The title you provide here must match the title that appears on your finalized thesis/dissertation. You will not be able to change the title after you submit this form.	This is the title of my Thesis

To move on to the next section, click Save and Continue.  
To return to the Thesis/Dissertation page and clear all

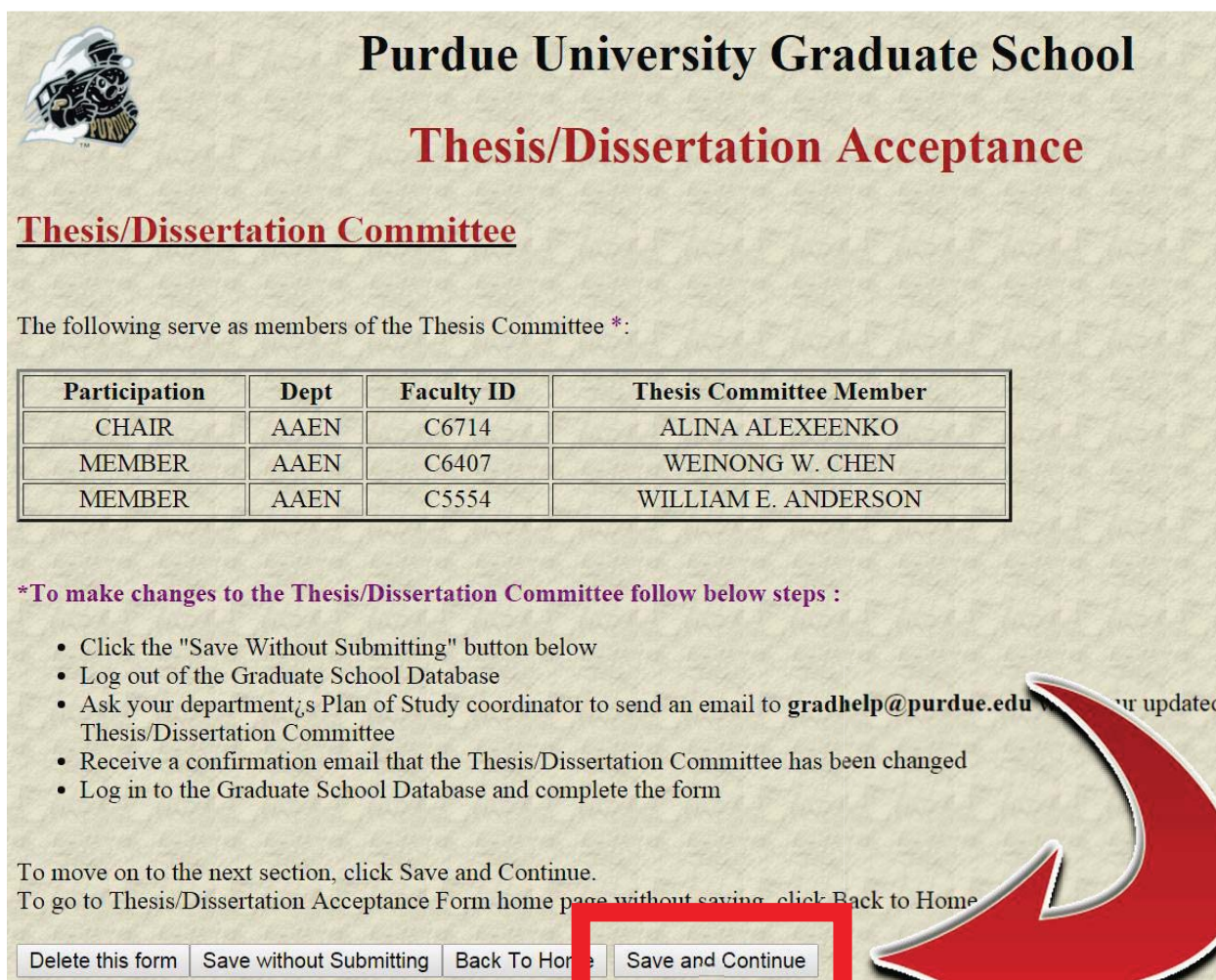
Help Cancel **Save and Continue**





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](mailto: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.



**Purdue University Graduate School**

## Thesis/Dissertation Acceptance

### Thesis/Dissertation Committee

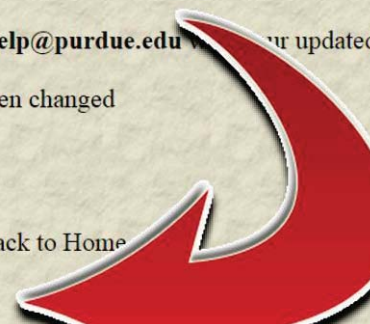
The following serve as members of the Thesis Committee \*:

Participation	Dept	Faculty ID	Thesis Committee Member
CHAIR	AAEN	C6714	ALINA ALEXEENKO
MEMBER	AAEN	C6407	WEINONG W. CHEN
MEMBER	AAEN	C5554	WILLIAM E. ANDERSON

**\*To make changes to the Thesis/Dissertation Committee follow below steps :**


- Click the "Save Without Submitting" button below
- Log out of the Graduate School Database
- Ask your department's Plan of Study coordinator to send an email to [gradhelp@purdue.edu](mailto:gradhelp@purdue.edu) with your updated Thesis/Dissertation Committee
- Receive a confirmation email that the Thesis/Dissertation Committee has been changed
- Log in to the Graduate School Database and complete the form

To move on to the next section, click Save and Continue.  
To go to Thesis/Dissertation Acceptance Form home page without saving, click Back to Home





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*.



**Request Confidentiality:**


☐ Yes

☒ No

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

[Back To Home](#) [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 open access to 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 Thesis/Dissertation Agreement Form home page, click Back to Home.

[Back To Home](#) [Save and Continue](#)

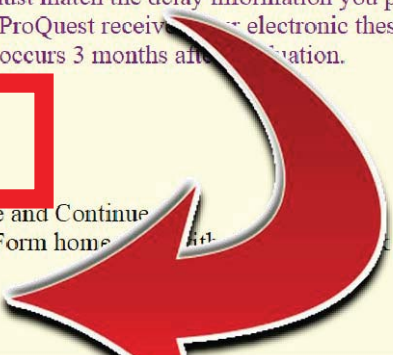
12. Carefully read all material on the Delay of Publication page, discuss your options with your major professor, make your selection(s), and click *Save and Continue*.

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 home page, click Back to Home.

[Back To Home](#) [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*.

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.

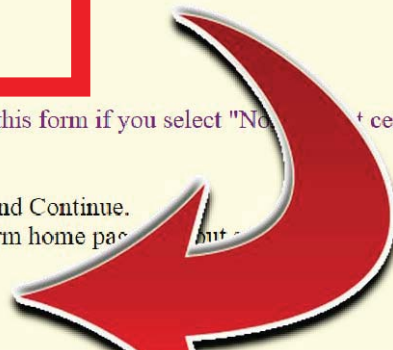
**Please check Yes to certify the above statement.**

☒ 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 home page, click Back to Home.

[Back To Home](#) [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*.

- Click on the name of a section to access that page.  
 - A check mark will appear next to the section title when the section is completed.  
 - All sections must be completed before you may submit the form.

☒ [Personal Information and Thesis/Dissertation Title](#)  
 Verify your personal information and thesis/dissertation title.

☒ [Thesis/Dissertation Committee Members](#)  
 Verify your thesis/dissertation committee member names.

☒ [Confidentiality](#)  
 Indicate whether or not you wish to request confidentiality for your thesis/dissertation

☒ [Thesis/Dissertation Agreement](#)  
 Indicate whether or not you wish to participate in Purdue University Electronic Pubs Collection.

☒ [Delay](#)  
 Indicate whether or not you wish to delay the publication of your thesis/dissertation

☒ [Research Integrity and Copyright Disclaimer Statement](#)  
 Indicate whether or not you wish to request confidentiality for your thesis/dissertation

[Preview Thesis/Dissertation Acceptance Form](#)

Click the Help button if you need further instructions.





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:**

Participation	Dept	Faculty ID	Thesis Committee Member
CHAIR	AAEN	C6714	ALINA ALEXEENKO
MEMBER	POL	C7378	DANIEL P. ALDRICH
MEMBER	AAEN	C6407	WEINONG W. CHEN
MEMBER	AAEN	C5554	WILLIAM E. ANDERSON

**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:**

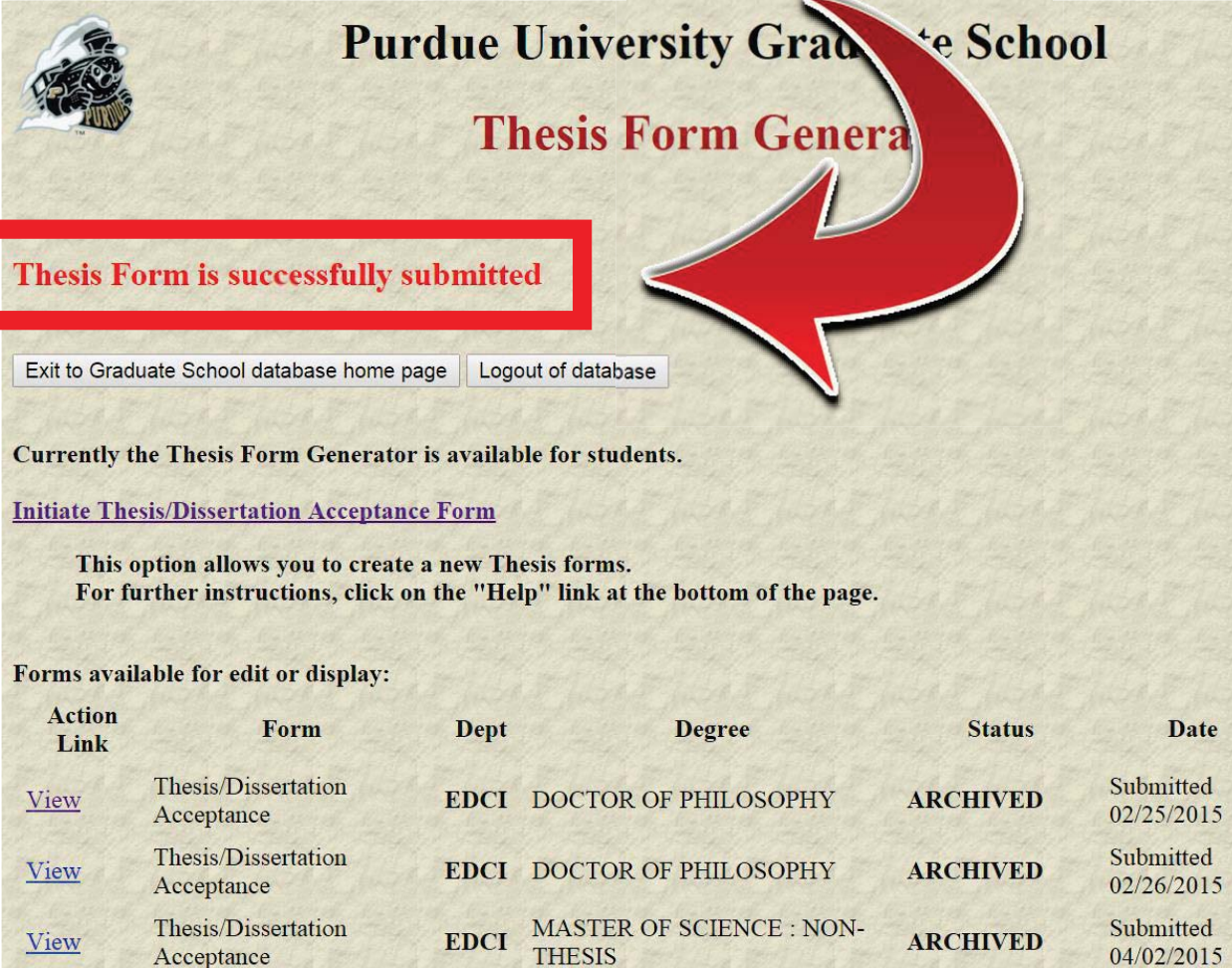
**Research Integrity Agreement :** Yes

Save and Return



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).



**Purdue University Graduate School**

**Thesis Form Generator**

**Thesis Form is successfully submitted**

Exit to Graduate School database home page Logout of database

Currently the Thesis Form Generator is available for students.

[Initiate Thesis/Dissertation Acceptance Form](#)

This option allows you to create a new Thesis forms.  
For further instructions, click on the "Help" link at the bottom of the page.

Forms available for edit or display:

Action Link	Form	Dept	Degree	Status	Date
<a href="#">View</a>	Thesis/Dissertation Acceptance	EDCI	DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 02/25/2015
<a href="#">View</a>	Thesis/Dissertation Acceptance	EDCI	DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 02/26/2015
<a href="#">View</a>	Thesis/Dissertation Acceptance	EDCI	MASTER OF SCIENCE : NON-THESIS	ARCHIVED	Submitted 04/02/2015

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](mailto:gradhelp@purdue.edu).