



D O C T O R A L

Policies & Procedures

Manual

for

Graduate Students

Updated 8/24/2018

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.

PhD BIOL Grad Manual

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

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

Completion of Ph.D. thesis maximum seven years

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

EPOS = Electronic Plan Of Study

Updated: 8/24/18

Ph.D. Degree Objective

General Requirements

1. Grades and index requirement

Only grades of A, B, or C are acceptable for courses on an electronic 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 the grade point average (GPA).

2. Credit hours

If you started before 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.

If you started Fall 2016 or after:

New Graduate Curriculum 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 (GASC).

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.

PhD research hours can be between 1-18.

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 asked to leave 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, 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 \leq 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 \geq 2016

Must follow the designated required course listing for that area, which 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 within the Graduate Curriculum

Students who entered the program in the Fall 2016 or after must complete the new course requirements as outlined in Supplement 1.

Each research area Ph.D. required courses can be viewed from the BIOL current Ph.D. web page https://www.bio.purdue.edu/Academic/graduate/phd/current_phd.html

2. Rotations

All graduate students, 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 student are allowed to rotate in the same lab twice – although this is not encouraged.

Joining a lab is not based solely on an agreement between the student and professor, but MUST be approved by the Department.

At the end of the 2nd semester the lab assignments will be processed using the student's list of lab selections and the faculty's lists.

If a student wants to join a lab after 2 rotations, the student 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 Convener of the Graduate and Advanced Studies Committee (GASC).

If a research director cannot be found, the student will need to meet 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 Advances 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 GASC.

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

Part 5 Student Conduct, Section E

7. Individual Development Plan (IDP)

After joining a lab, the student will complete in discussion with their Major Professor, an Individual Development Plan (IDP) each year. These IDPs are training tools to help the student assess progress and succeed in the program. Forms can be found at <https://www.science.purdue.edu/graduate/idp.html>

The last page to be submitted to the Biological Graduate and Advanced Studies Office by the end of October. Non IDP submission will result in not being allowed to register for the following semester/term.

8. Preliminary Examination.

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

The examining committee for the prelim exam will consist of all members of the EPOS except the Major Professor (EPOS-Chair), who will not be present during the exam. The “Chair” for the Prelim Exam as well as the replacement of the Major Professor on the examining committee will be selected by the Major Professor. Consult with the Prelim Exam Chair at least **three weeks prior** to the preliminary examination to determine what will be expected.

The Prelim Exam Chair 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 GASC and Graduate School. The Prelim Exam Chair 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 any 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 Prelim Exam Chair 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 preliminary examination the 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 examination or to recommend that the student leaves the program.

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

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.

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 committee.

9. 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 GASC. 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 advisory committee.

No less than one week before each of the annual research conferences (RC), 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.

By means of a question and answer period the advisory 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 document the student's progress by evaluating the 5 learning outcomes on a summary report as well as individual comments by each committee member. 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 should leave the PhD program.

10. 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.

11. Identify yourself as an advanced degree candidate.

Indicate on the course registration through MyPurdue with the appropriate CAND course. You can add this course only during the first week of each semester/term. Once you are registered, this will count toward the Graduate School count of consecutive candidacy registrations. Three (3) consecutive semesters will result in a \$200 fee on the 3rd semester.

If you need to register as candidate after the first week of each semester/term, you will need to contact the Biological Graduate and Advanced Studies office.

12. 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>

The Graduate and Advanced Studies office can assist with scanning the dissertation in iThenticate.

13. 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 to schedule a room.

The request to take the Final Examination the G.S. Form 8 needs to be submitted 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

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

14. 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.

15. 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 dates each semester.

(See Supplement IV for detailed procedures and timetable).

16. Commencement Exercises

Commencement information can be found at:

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

17. 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.

18. 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.

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 2nd semester. Both the course requirements below and the Prelim Exam need to be completed by the end of the 2nd year.

Department & Area Specific Course Requirements:

Requirements:

- Department 1st year
 - BIOL 662-Ethics (1 ch) (Fall semester)
 - BIOL 663-Oral Presentations (1 ch) (Spring semester)
- Area Selected (1st or 2nd 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 2nd 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, 63157, or www.gradschool.purdue.edu/thesis.cfm

SUPPLEMENT IV

TO INITIATE THE THESIS ACCEPTANCE FORM:

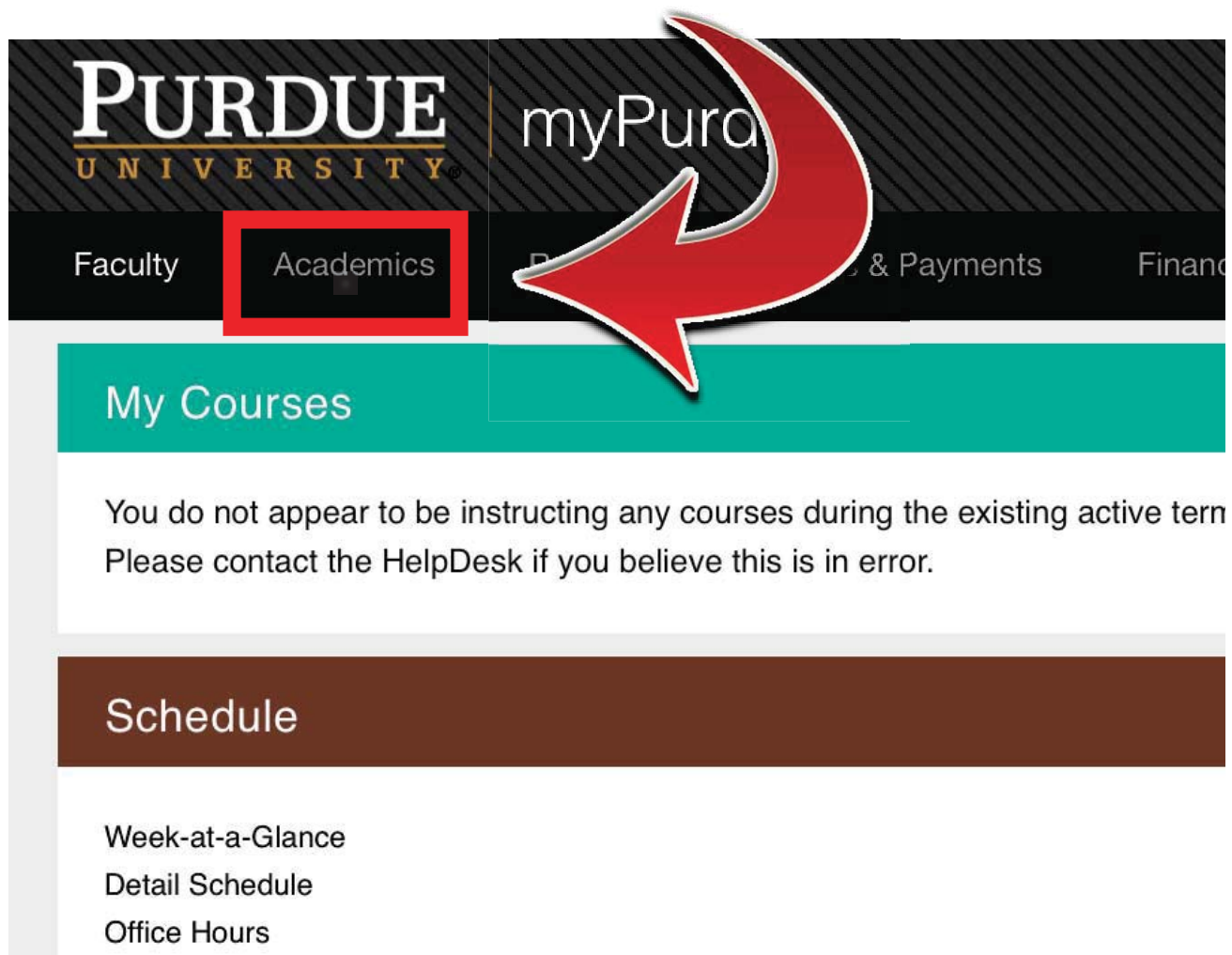
1. Access the myPurdue page at:

<https://mypurdue.purdue.edu>

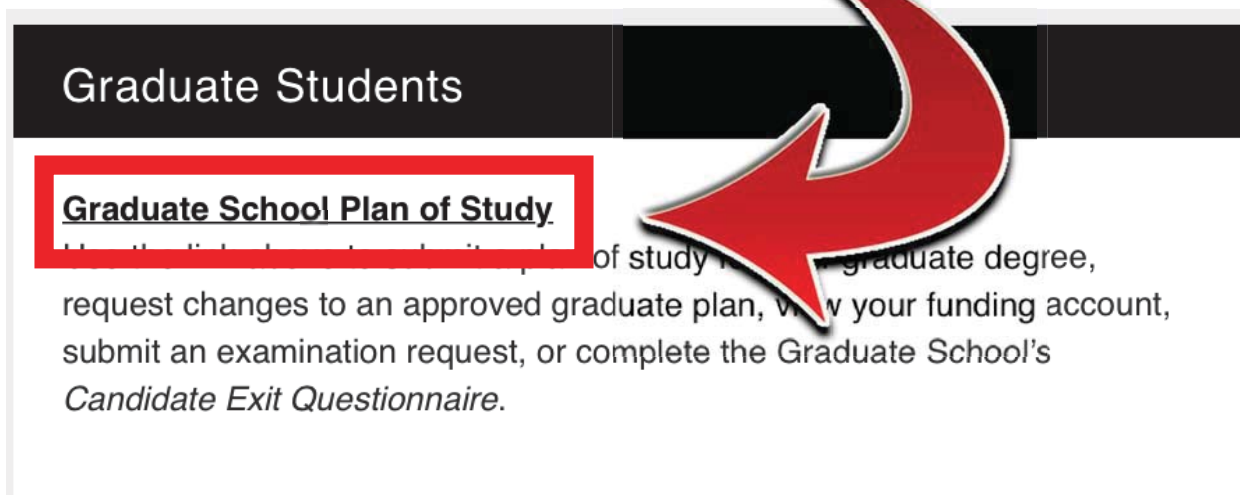
2. Log-in using your **Purdue Career Account** Credentials.



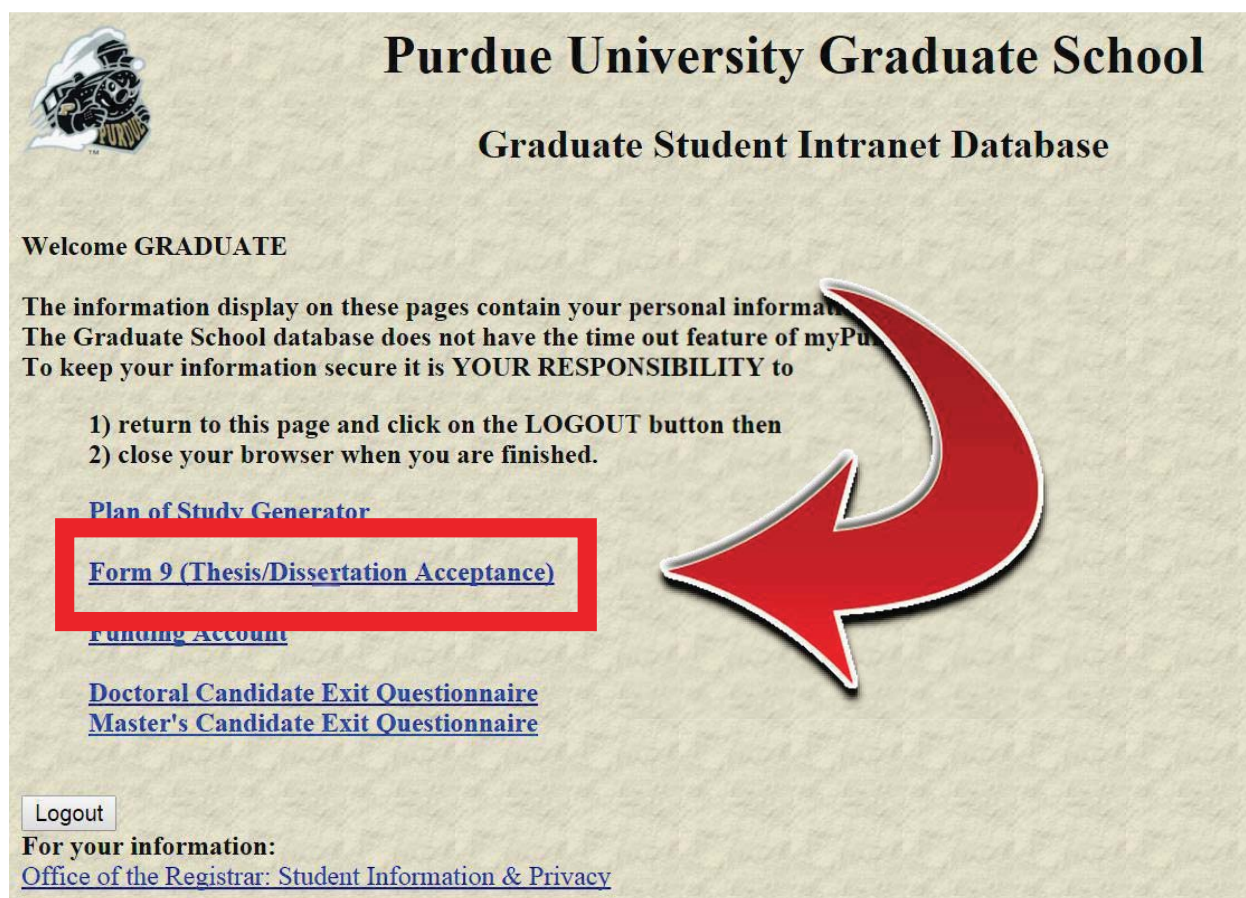
3. Select the *Academics* tab.



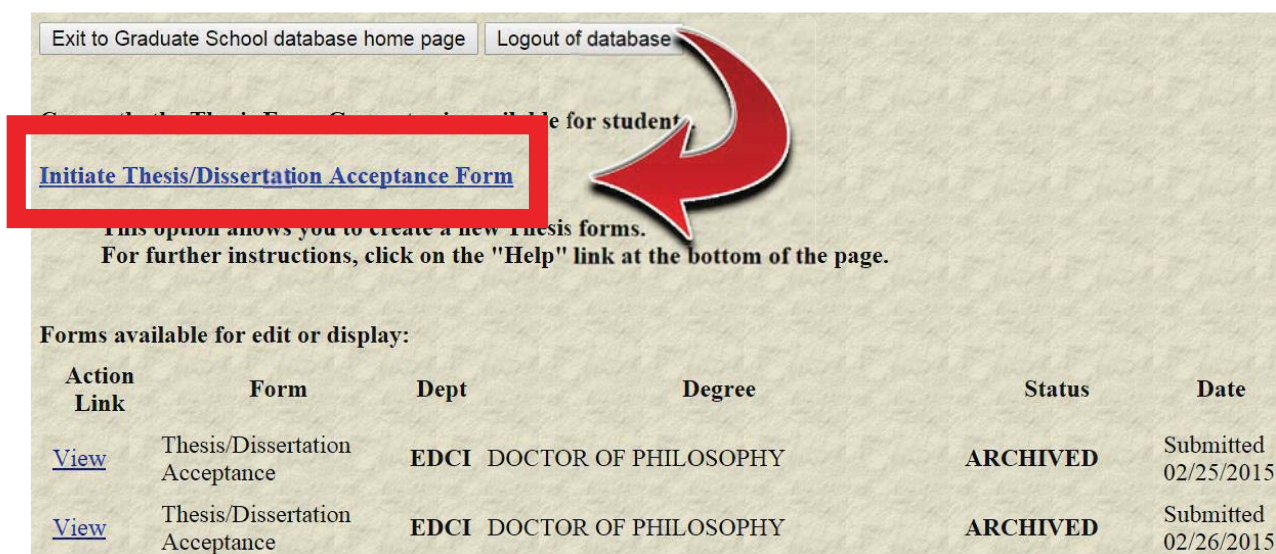
4. Find the **Graduate Student** section and click the *Graduate School Plan of Study* link.



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



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



Exit to Graduate School database home page Logout of database

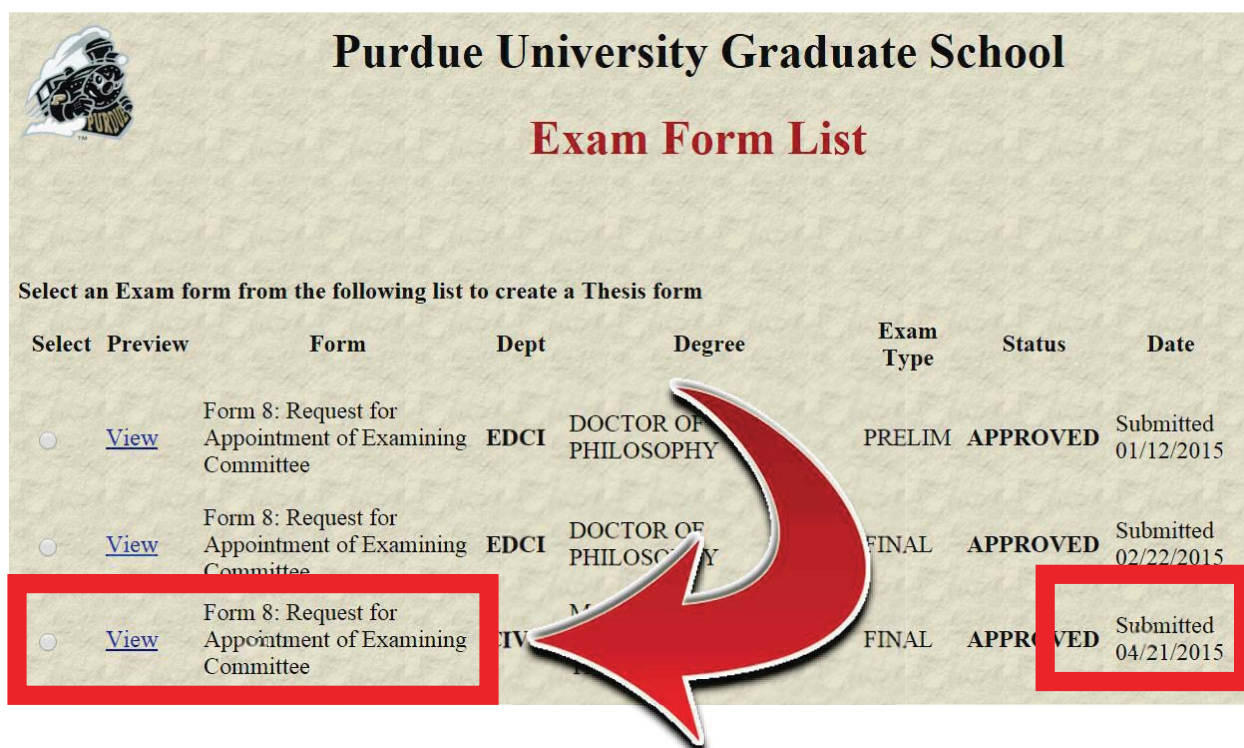
[Initiate Thesis/Dissertation Acceptance Form](#)

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
View	Thesis/Dissertation Acceptance	EDCI	DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 02/25/2015
View	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"/>	View	Form 8: Request for Appointment of Examining Committee	EDCI	DOCTOR OF PHILOSOPHY	PRELIM	APPROVED	Submitted 01/12/2015
<input type="radio"/>	View	Form 8: Request for Appointment of Examining Committee	EDCI	DOCTOR OF PHILOSOPHY	FINAL	APPROVED	Submitted 02/22/2015
<input type="radio"/>	View	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

Name:	STUDENT,GRADUATE
PUID:	0023510378
Department:	AAEN
Degree:	DOCTOR OF PHILOSOPHY
Campus:	PWL
Thesis/Dissertation Title: 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

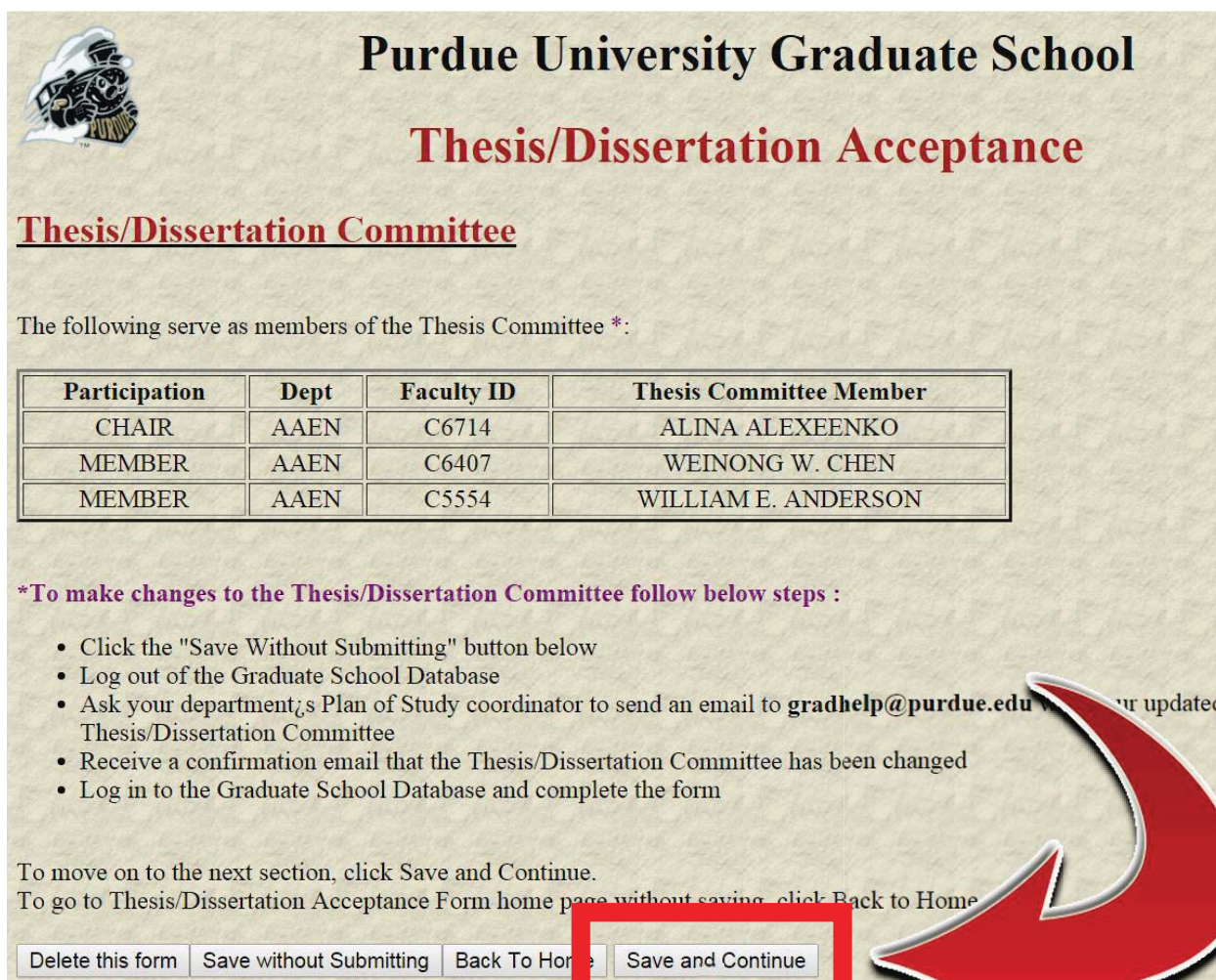
To move on to the next section, click Save and Continue.
To return to the Thesis/Dissertation page and clear all

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 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 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*.



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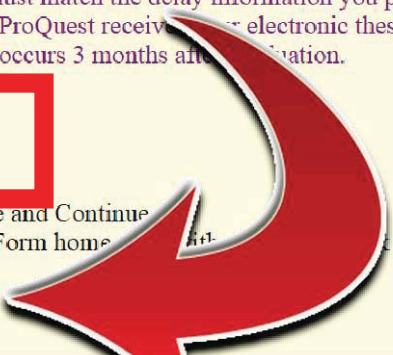
12. Carefully read all material on the Delay of Publication page, discuss your options with your major professor, make your selection(s), and click *Save and Continue*.

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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.

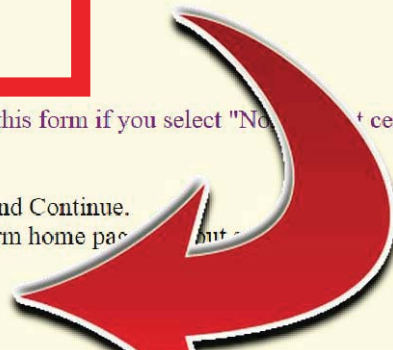
Please check Yes to certify the above statement.

☒ 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.

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

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[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:

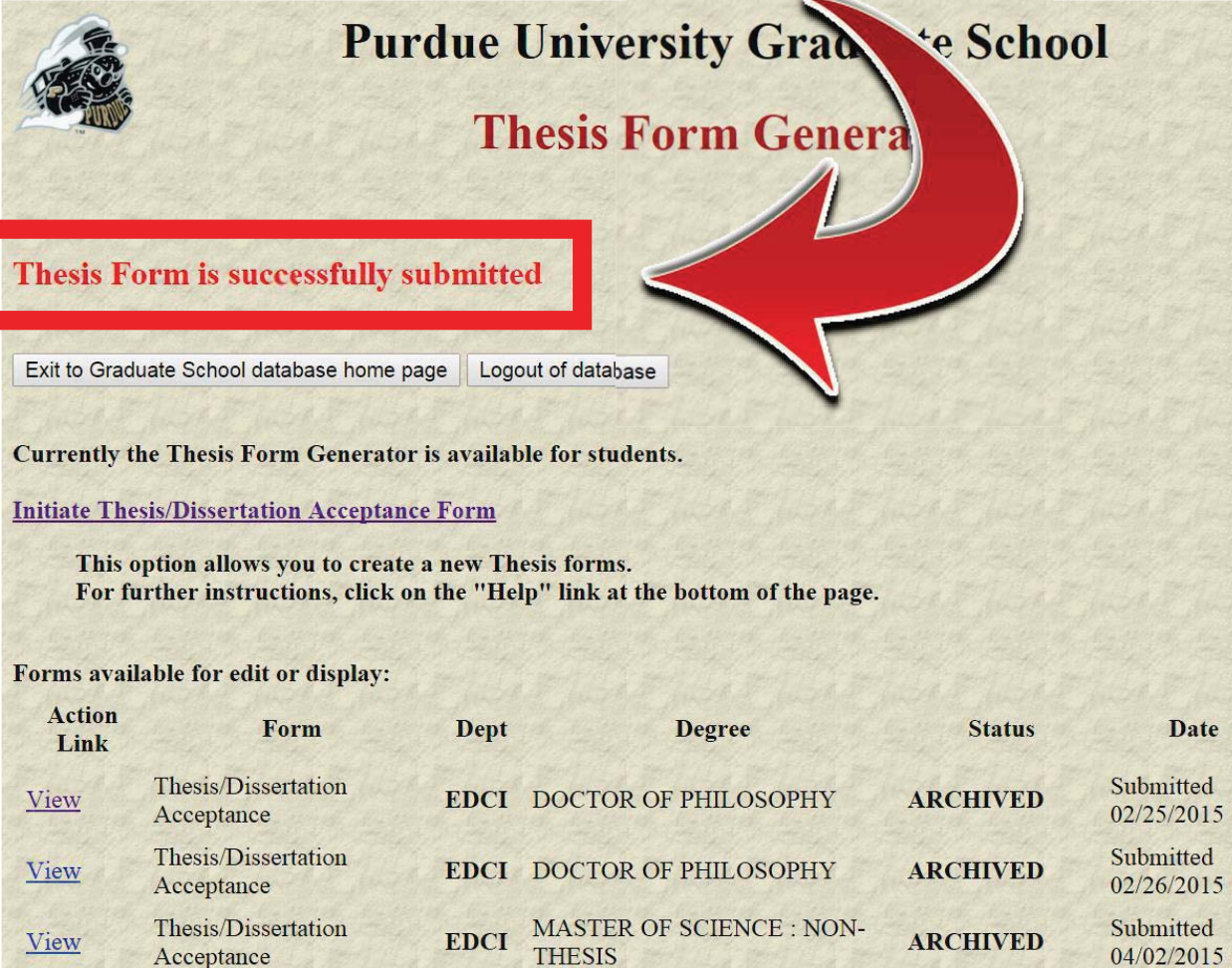
Research Integrity Agreement : Yes

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).



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Thesis Form Generator

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View	Thesis/Dissertation Acceptance	EDCI	MASTER OF SCIENCE : NON-THESIS	ARCHIVED	Submitted 04/02/2015

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