Candidate Checklist for ABE grads

PhD's: need an APPROVED PhD plan of study with two semesters of research credits registration between the semester of the prelim and the semester of graduation. — One academic year prior to the semester of graduation

Advancing to candidacy--MS and PhD

		DUE
1	An APPROVED plan of study for the degree objective you are seeking must be on file with the Grad School.	
2	Register as a CANDIDATE using Form 23.	By first day of the semester *in which you intend to graduate*
3	File Form 8 "Request for Appointment of Examining Committee" with the Grad School through MyPurdue (will route electronically for signatures).	Due at Grad School at least two *full weeks before defense date*

Defending and depositing your thesis/dissertation

		DUE
4	Circulate drafts of thesis/dissertation as directed by major professor.	at least two weeks in advance *and as major professor directs*
5	Optional: Attend Thesis Formatting Workshop (very helpful)	
6	Be Proactive! schedule deposit appointment with Grad School Thesis office	see website (listed below)
7	Prepare your defense announcement and email to gbiberst@purdue.edu. Grad office will announce date and time via email	(at least) 2 weeks prior to defense
8	Print these forms from the Grad School website: Form 9, 32 *http://www.gradschool.purdue.edu/faculty/forms.cfm*	day before defense
9	Print Rubric forms from ABE grad website, complete top portion--one for each Committee member---then return to Gail after your defense.	day before defense
10	Day of Defense Defend and obtain signatures on Forms 9 & 32 (IF Professor is in agreement; else he will hold this form)	
11	Upload thesis with ETD 9 (no signatures--type in names) *Electronic deposit of your thesis must be completed 24 hours before your Thesis Office appointment.*	*to deposit with Grad School*
12	Copy of final abstract to Gail along with *Thesis Receipt (sample att.)*	*to deposit with ABE Grad Office*

Key Resources at Purdue for graduate students

Graduate School forms (Form 8 available online through MyPurdue in January 2014)
http://www.gradschool.purdue.edu/faculty/forms.cfm
Graduate School Thesis/Dissertation website
http://www.gradschool.purdue.edu/thesis.cfm

IF your thesis is classified as "confidential" you'll need to indicate such on the Form 32. Please consult your major professor is the confidentiality of the thesis is uncertain.

Commencement website
http://www.purdue.edu/registrar/commencement/index/html

ggb 11/11/2013