

Candidate Checklist for ABE grads

One academic year prior to the semester of graduation

PhDs: need an APPROVED PhD plan of study with **two full** semesters of research credits **registration** between the prelim and final defense.

DUE	Advancing to candidacy--MS and PhD
By first day of the semester	An APPROVED plan of study for the degree objective you are seeking, plus insure all degree requirements are met (MS=30 credits; PhD=90 credits)
By first day of the semester	Register as a CANDIDATE using paper registration Form 23 or by emailing Nikki.
Due at Grad School at least two <i>full weeks before defense date</i>	File Form 8 "Request for Appointment of Examining Committee" with the Grad School through your MyPurdue (form will route electronically for signatures).

DUE	Defending
see website (listed below)	Schedule deposit appointment with Grad School Thesis office
at least two weeks in advance	Circulate drafts of thesis/dissertation as directed by major professor.
2 weeks prior to defense	Prepare your defense announcement --template is on ABE Grad webpage Grad office will announce date and time via email
	Day before defense: print rubric forms from ABE Grad website, for each Committee member---return rubrics to Nikki after the defense.
day of defense	Defend your thesis (If Professor is in agreement; else he will hold this form)
	Depositing
to deposit with Grad School	Upload thesis for Graduate School review. See procedures on Thesis Office Site: www.purdue.edu/gradschool/research/thesis/
	Have rubrics been submitted?

Key web resources:

1. Form 8 available online through MyPurdue--Graduate Students; Graduate School Plan of Study; Form 8
2. ABE Grad website: <https://engineering.purdue.edu/ABE/academics/graduate>
3. Commencement website--- <http://www.purdue.edu/commencement/>