Thesis Candidate Check List

- ☐ Register for a candidate course – must have advisor approval
- ☐ Tell the CE Grad Office that you intend to graduate
- ☐ Complete RCR online module
- ☐ Schedule a final exam date
- ☐ Three weeks before exam date, submit form 8 online
  - o Contact format check advisor to work out format review timeline
  - o Submit near-final draft of thesis/dissertation to committee
  - o Review Thesis/Dissertation deposit requirements at:
    https://www.purdue.edu/gradschool/research/thesis/index.html
- ☐ Ten days before defense date, submit pdf version of abstract to the CE Grad Office
- ☐ Set up exit interview with Civil Engineering (at least two days before Graduate School deposit deadline)
- ☐ Hold final exam
  - o Initiate form 9 online
- ☐ Submit final draft of thesis/dissertation to format check advisor at least three business days before exit interview with Civil Engineering.   Ensure that you have format approval prior to your exit interview.
- ☐ At least one day before exit interview, should submit copy of thesis/dissertation CE Graduate Office.
- ☐ Upload approved thesis/dissertation to Graduate School deposit site at least 24 prior to Grad School deadline.
- ☐ Submit CE departure form to Civil main office (HAMP 1141) before leaving campus

Forms for Graduation

Form 8: Request for appointment of examining committee

- Must be submitted at least three weeks before your proposed defense date. The form 8 is an electronic form; the graduate school will not accept paper requests. The link to the electronic form can be found in your myPurdue account. You should select the "Graduate School Plan of Study" link under the "Graduate Students" section on the "Academic" tab. Then select the "Request for Appointment of Examining Committee" link to open the form generator.
- The student schedules and reserves the meeting space for the exam.

Form 9: Thesis acceptance

- The link to the online form 9 will only be available once the form 8 has been approved by the graduate school
- The link to the electronic form can be found in your myPurdue account. You should select the "Graduate School Plan of Study" link under the "Graduate Students" section on the "Academic" tab. Then select the "Thesis Acceptance" link to open the form generator.