December Candidate Workshop
September 7, 2017

Jenny Ricksy
Burke Graduate Program Administrator
Agenda

- **Introduction**
  - Scheduling
  - Masters Students – non-thesis
  - Area Secretaries
    - Professional Courtesy
  - Thesis/Dissertation Student
  - Format Office Presentation
Burke Graduate Program Office

Dulcy Abraham
Grad Chair

Jenny Ricksy
Grad Program Admin

Kati Walters
Grad Program Assistant
Important Dates

- **Failing to Plan implies Planning to Fail**

For December graduation:

- **September 18** is the last day to declare candidacy

- **November 29**: Exam Completed
  - Forms submitted online by advisor

- **Candidate deadlines can be found at:**
Candidate Deadlines/Info

Available at the Current Students page:

https://engineering.purdue.edu/CE/Academics/Graduate/Current/

There are checklists available to help you navigate the process.

If you determine that you will not graduate, please let the CE Grad Office know as soon as possible so you can be removed from the candidate list.
Deadline Fees

The graduate school has implemented fees for late candidate deadlines:

- A $200 late fee will be charged to a student who submits their POS after the deadline in the semester they wish to be a candidate. For students wishing to graduate in Fall 2017, that date was August 18, 2017.

- A formal request must still be made of the graduate school to accept the POS after the deadline. If they do not approve, no fee will be charged.

- Changes to POS do not affect the deadline.
Deadline Fees cont:

- A $200 late fee will be charged to a student who requests candidacy after the appropriate deadline for the semester. **For students wishing to graduate in Fall 2017, that date is September 18, 2017.**

- A formal request must still be made of the graduate school to add the student to the candidate roster. If they do not approve, no fee will be charged.
Deadline Fees cont:

- A $200 late fee will be charged to a student who has been on the candidate roster for the same degree for more than two consecutive semesters. For example, graduate students who were on the candidate roster for the same degree in Spring and Summer 2017 and register as a candidate for Fall 2017, will be charged this fee.

- Any candidate registration during a semester (even one day) begins this count.
Candidate List

- In late September, the registrar will put a “Graduation” tab on your myPurdue account.

- This is where you will confirm your participation in commencement, order a cap and gown reserve tickets etc.
Responsible Conduct of Research (RCR)

Completion of the online Response Conduct of Research (RCR) module is a requirement of all Graduate Students for Graduation. Must complete it by exit interview if you have not already done so

Getting to the right CITI course: www.citiprogram.org

- Instructions are available at: https://engineering.purdue.edu/CE/Academics/Graduate/Current

Side note: Purdue-relevant information is available at http://www.purdue.edu/gradschool/research/rcr/index.cfm

Most student completed this requirement in their first semester as part of CE 691 – Grad Student Orientation
Posting of Degree

- The Graduate School allows 30 days after commencement to post the degrees.

- December graduates will likely not see their degree on their transcripts until mid-January.
  - However, if you get document at commencement with your name on it – that is your diploma.
Additional information

- Your Purdue email account will stay active for about 10 months.

- Civil Engineering holds a graduation reception for the December ceremony. Please be on the look out for the invitation later in the semester.
Final Exam

Every student, whether they are non-thesis or thesis option, must have a Report of Final Examining Committee on file with the graduate school in order to graduate.

This is confirmation that your committee agrees that you have completed all degree requirements to their satisfaction.
Final Exam cont

- For thesis option students, this is done at their final defense.

- For non-thesis students, the style of the final exam is up to the committee. It may be an oral or written exam, a meeting with the student or a committee meeting in the absence of the student. **Non-thesis students should speak to their committee as soon as possible to determine the manner of their final exam.**
Continuing for PhD

- If you are continuing for a PhD you do not have to hold an exit interview.
  - Non-thesis MS students should still turn in the non-thesis MS rubric
  - Thesis students will still have to process a form 9.
Masters Degree Exam Report for non-thesis option

- Student should contact advisor to ask about examining procedure. Policies vary by area.
- If an exam event will be held, contact the CE Grad Office at least two weeks before the date.
- Grad Office will prepare the electronic paperwork.
- Exam committee will electronically sign form.
MS non-thesis Exit Interview

Two required forms:

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**Graduate Student Departure Form**

- **Name:**
- **Business Office:**
  - MS Thesis code has been completed
  - Not applicable
- **Funds:**
  - DA held has received all building and laboratory use that has been issued
  - A fee of $25.00 will be charged for all unpaid fees
- **Office:**
  - MS Thesis code has been completed
  - Not applicable

**Research Advisor:**

- **Research Advisor has received:**
  - All research materials (data, notes, etc.)
  - All materials have been returned

**Laboratory Manager:**

- **Laboratory Manager has checked:**
  - All equipment, including tools, reference materials, tests, and hazardous materials have been returned
  - All required equipment has been returned

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**Examinations:**

- **Examinations for the term have been completed:**
  - Not applicable

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- **Examinations for the term have been completed:**
  - Not applicable

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- **Examinations for the term have been completed:**
  - Not applicable

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**Examinations:**

- **Examinations for the term have been completed:**
  - Not applicable

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**Examinations:**

- **Examinations for the term have been completed:**
  - Not applicable
MS non-thesis Exit Interview

- Contact the CE Main Office to arrange an exit interview with Jenny Ricksy to be held November 27 - December 8, 2017.

- You must take completed Departure Form and MS non-thesis rubric with you to the exit interview for final signature. Links to these documents are available on the CE Current Grad Student webpage.

- Exit interview is an informal 15-minute meeting – where you have a chance to voice any concerns/suggestions about the program.
Intermission
Non thesis students excused

Make sure you have signed the attendance sheet

Questions?
cegrad@purdue.edu
Agenda

- Masters Students with thesis
- Doctoral Students
- Format Workshop
Area Secretaries

Kati Walters
Carie Herbst
Kim Peterson
Molly Stetler
Becca Miller
Graduate School Thesis Office

Thesis/Dissertation Office

http://www.purdue.edu/gradschool/research/thesis/index.html

Hours: 8:00 am to noon and 1:00 pm to 5:00 pm
Monday through Friday
Purdue University Graduate School
B-80 Ernest C. Young Hall
155 S. Grant Street
West Lafayette, IN 47907-2114
(765) 494-3231
thesishelp@purdue.edu

Deposit Scheduling link: http://www.purdue.edu/gradschool/research/thesis/appointment.html
Formatting software

**MS Word Template**
http://www.purdue.edu/gradschool/research/thesis/templates.html

**LaTeX**
https://engineering.purdue.edu/~mark/puthesis/

**Overleaf**
http://www.purdue.edu/gradschool/research/thesis/overleaf.html

**Civil requires that you must use one of these formats**
If you do not, your document will not be approved for deposit with the graduate school
Electronic process for exam forms

• All forms (Form 8, Exam forms, Form 9) are processed electronically in a process similar to the plan of study.

• Students must use the online system to submit a Form 8 – requesting their exam date. Requests should be submitted at least 3 weeks prior to the exam date.
Click on the “Form 8: Request for Appointment of Examining Committee” link to initiate the form, and then indicate the exam to be taken (preliminary or final examination).
Electronic process for exam forms

- Click on the “Update Exam Committee” – confirm that the correct people are listed on your committee.

- Enter the exam date, time, building and room number.

- In the “Thesis Title” section, enter the thesis title if requesting a final examination, or the preliminary title if this request is for a preliminary examination.

- Once completed, submit the form for approval.

Notes:

- The form may be left in “Saved” status for editing, but must be submitted in order to be processed.
- This request must be received by the Graduate School at least 3 weeks prior to the requested exam date.
- You will receive an automated email when the Form 8 has been fully approved.
General requirements:

You should submit the final draft of your thesis to your advisor/committee for review BEFORE submitting the Form 8.

When you submit your Form 8 you should also submit a pdf version of your thesis abstract to the CE Grad Office - cegrad@purdue.edu – so your defense date can be announced.
Jenny, I recommend that thesis/dissertation students attend the workshop offered by the Graduate School. Very helpful with respect to formatting and deposit issues.

Dulcy, 8/15/2016
Form 8 – Additional Information

• You should work with your committee to find a date that works and reserve a room on that date. The CE grad office does not assign dates.

• We strongly recommend contacting your thesis format advisor at the time you submit your Form 8 to let them know you will be depositing so that a timeline for format review can be worked out.
Final Exam vs. Thesis Acceptance

• The process of holding your final exam and having the final exam form submitted to the graduate school is separate from having your thesis accepted and approved by the committee members.

• Do not assume that because your committee approves your final exam, that they will approve your thesis.

• Be sure to leave adequate time between your final exam and the deadline for thesis deposit to make any corrections to your thesis document that may be required by your committee.
Thesis Format Check

- A format check must be done on all thesis/dissertations.
- The area secretary is designated as the format check advisor.
- The Form 9 will not be signed by the CE Grad Chair without the format check advisor approval and the approval of the committee members (including chair/co-chair of committee).
- The final deadline to submit your document for final format check is at least three business days BEFORE your exit interview with the CE Grad Chair, but no later than December 1, 2017.
- The graduate school offers formatting workshops throughout the semester – we suggest that you attend one of these if you have additional questions.
Thesis Format Requirements

Students should follow the Graduate School format guidelines – various links are available at: http://www.purdue.edu/gradschool/research/thesis/guidance.html.

Specific topics to be aware of:

• Times New Roman font will be the only accepted font
• Margin requirements are one inch.
• Be consistent with formatting throughout the document
• Double check pagination (some pages are numbered with Roman numerals, some with Arabic, some are not numbered)
  • Page numbers should be placed in the upper right hand corner of the page
  • The page number should be ½ inch below the top edge of the page
  • The last digit of the page number should be even with the right margin (1”)
Thesis Format Requirements Con’t

- Make sure that titles on the Table of Contents do not run into the page number column (we suggest at least half an inch between the words and the page number).

- Avoid ending pages with one-line paragraphs or with only the first line of text of a paragraph continuing on the following page (these are commonly called “orphans”).

- Paragraphs ending pages of text must contain at least two lines of text or be moved to the top of the following page. This rule also applies to “hanging” subheadings.

- Table captions go above the table; Figure captions go below the figure.

- On Statement of Approval page (page ii), make sure to update “Head of Program” to Dr. Dulcy Abraham.

- On Abstract page, double check the Chairperson field. Make sure that it matches the listing on your form 9.
Title Page Mistakes to Avoid...

- Author’s name and Degree title must match plan of study.

- Title Consistency – Once the defense is held and passed, all documents must have the same title as the thesis. This includes the title page, the abstract, and all forms submitted to graduate school.
Exam/Thesis Acceptance Form Approval – Special Circumstances

- If you have a special certified faculty member on your committee— that member will need to send an email to the CE Grad Office (dulcy@purdue.edu or jricksy@purdue.edu) indicating their approval of your defense and giving permission for the CE Grad Office to electronically approve on their behalf.
Additional Information:

We strongly recommend scheduling your deposit meeting with the Graduate School when you submit your Form 8.

The appointment times with the deposit office tend to fill up quickly and if you wait until too close to the deadline, you may not be able to get a suitable appointment time.

Schedule exit interview with Dr. Abraham (CE Grad Chair) as soon as possible since her schedule also fills quickly during this time.

However, she will not be able to approve the form 9 until all your committee has approved and she has approval from the format check advisor.

Deposit scheduling link: http://www.purdue.edu/gradschool/research/thesis/appointment.html
Thesis Acceptance - Form 9

- Student should initiate Form 9 once a final title has been decided.

- The link to Form 9 is in the same place (Academic Tab in myPurdue) as the plan of study generator and the link to Form 8.

- The committee members will be prompted by the system to approve the form.

- If you have a special certified faculty member on your committee– that member will need to send an email to the CE Grad Office (dulcy@purdue.edu or jricksy@purdue.edu) indicating their approval of your thesis/dissertation and giving permission for the CE Grad Office to electronically approve on their behalf.

- Also includes confirmation that your document has been reviewed by iThenticate Plagiarism Software. This must be done by your advisor.
Copyright

- **Be sure to obtain permission if you want to reuse somebody’s copyrighted material en-mass.**

- Copyright permission(s) must be uploaded with your document to ProQuest

- For more information visit [http://www.lib.purdue.edu/ucp/](http://www.lib.purdue.edu/ucp/)
Printing

https://engineering.purdue.edu/ECN/Sites/CE/Documents/Printing/PrintQuotasInCE.html

Print Quotas in Civil Engineering

Starting during the summer of 2006, IFAP will enable print quotas on all IFAP lab printers. You will be charged for each page printed. IFAP will allocate each user a set amount of "free" pages. After you consume the "free" pages, you will have to pay for any additional pages. The copiers and printers in the Libraries will also use the IFAP quote system.

IFAP T&I Printing Web Site

In order to control printing costs in the School of Civil Engineering, quotas were enabled on CE printers. The enforcement of print quotas in CE started in Jan of 2006. During the first semester with quotas enabled, printing costs in CIVL 1010 were reduced by 33% compared to the 2004 and 2005 semesters.

When will CE print quotas be reset?

CE print quotas will be reset at the beginning of each semester.

What are the current CE print quotas?

Classification Fall Spring Summer
Undergraduate: 750 750 750
Graduate: 900 900 900
Staff: 6000 6000 6000
Faculty: 9000 9000 9000

How do I check my CE print quota?

You can check your available CE print quota on the following web page:
http://www.egr.purdue.edu/IT/printing

Check CE Print Quota
Burke Graduate Program  
Lyles School of Civil Engineering  

MS thesis/ PhD students  
Departure Form/Exit Interview  

Email Dr. Abraham at dulcy@purdue.edu to arrange an exit interview to be held before December 6, 2017  
At least 24 hours before exit interview, please upload the dissertation/thesis into Dropbox and share the link with Dr. Abraham (dulcy@ecn.purdue.edu)  
Set up exit interview early since November 29- December 6 will fill quickly.  

*Note, Dr. Abraham will not be able to approve the form 9 until all committee members have approved and she as gotten approval from the format advisor.
Additional Information

- You can submit a draft copy – possibly one being used by your advisor – to Dr. Abraham for the exit interview. It is not necessary to have a formal, clean, copy of your thesis.

- Or you can send it to her electronically using Dropbox to at dulcy@ecn.purdue.edu.
Deposit meeting with Grad School

- The upload link will not be available to you until all the signatures have been obtained on the form 9.

- The Graduate School requests that you submit your electronic deposit 48 hours prior to your deposit meeting but no less than 24 hours before.

- When uploading to ProQuest – use an email that you will keep after Purdue. ProQuest may need to contact you after your Purdue email has expired.

- Choose “traditional publishing” option.

- Graduate School exit survey must be complete

- There is not an actual meeting for the deposit – everything should be taken care of via email.
Sample Timeline

Sample Graduation Deadline for Thesis Option Students
Quality

- Your thesis/dissertation will be publicly accessible

- Spelling, grammar, figure quality, references, cross referencing take time to work out

- Your committee’s first read should **be a very high quality document... not a mid-point draft**

- Be considerate of your advisor’s time on drafts. Make sure each revision he/she re-reads reflects more then a few hours of inserting edits

- **We suggest you first meet with your format advisor at the time you submit Form 8**
Figure 5.18. (a) The error surface (ln[\epsilon]) for the hereditary model sub-optimal estimation for 50% compression experimental data at $G = -0.25\sigma_{\text{eq}}$ and (b) the error surface around the minimum. The viscous damping term is not included in the model.

In the parameter space when $c$ is excluded from the model and that it is difficult to find the minimum for this case. Therefore, the sub-optimal identification procedure without the $c$ term was used to investigate the error surface properties. A grid of values of $\sigma_\epsilon$ and $\alpha$ was specified and the error in the estimation at each combination of $\sigma_\epsilon$ and $\alpha$ was plotted. This error surface is indeed very flat and does not have a strong minimum or, if a minimum does exist, it is highly localized and the grid
Deposit Fees:

- The Graduate School is charging deposit fees.
- Master’s Thesis Fee $90.00
- Ph.D. Dissertation Fee $125.00
- The thesis deposit fee will support some of the expenses associated with the preparation, acceptance, deposit, and publication of theses and dissertations. These expenses include reviews of electronic thesis submissions, administration of the Electronic Thesis Deposit program, thesis related instructional support, development and maintenance of thesis formatting and deposit platforms, post-deposit processing of electronic thesis deposits (ETD’s) for publication and posting on the ProQuest Information & Learning and Purdue University online thesis collections.
Questions

- cegrad@purdue.edu