May/August 2019 Candidate Workshop
February 7, 2019

Jenny Ricksy
Burke Graduate Program Administrator
Agenda

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

Dulcy Abraham
Grad Program Chair

Jenny Ricksy
Grad Program Admin

Kati Zehr
Grad Program Assistant
Important Dates

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

For May graduation:
- **February 11** is the last day to declare candidacy
- **April 17**: Exam Completed
  - Forms submitted online by advisor
- **April 25**: Final Date for Thesis Deposit
  - Forms submitted online by advisor

**Candidate deadlines can be found at:**
- [https://engineering.purdue.edu/CE/Academics/Graduate/Current/Candidates/May2019](https://engineering.purdue.edu/CE/Academics/Graduate/Current/Candidates/May2019)
Important Dates

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

For August graduation:
- **May 10:** Plan of study fully approved by Civil
- **June 3:** Last day to declare candidacy
- **July 17:** Exam Completed
  - Forms submitted online by advisor
- **July 25:** Final Date for Thesis Deposit
  - Forms submitted online by advisor

- **Candidate deadlines can be found at:**
  - https://engineering.purdue.edu/CE/Academics/Graduate/Current/Candidates/May2019
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 May 2019, that date was January 4.

- 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 May 2019, that date is February 11.**

- 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 Summer and Fall 2018 and and register as a candidate for Spring 2019, will be charged this fee.

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

- On March 1, 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.
  - March 22\textsuperscript{nd} is the last day to order cap & gown without a late fee
  - April 12\textsuperscript{th} is the deadline to confirm participation in commencement/reserve tickets
  - May 10\textsuperscript{th} at 3:00 pm is Graduation Ceremony
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 before scheduling the exit interview with Professor Abraham

Getting to the right CITI course: [www.citiprogram.org](http://www.citiprogram.org)

- Instructions are available at: [https://engineering.purdue.edu/CE/Academics/Graduate/Current](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](http://www.purdue.edu/gradschool/research/rcr/index.cfm)

Most students 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.

- May graduates will likely not see their degree on their transcripts until mid-June.
  - If you get document at commencement with your name on it – that is your diploma.
  - Otherwise, diploma’s will be mailed to your “diploma address” listed on myPurdue.
Additional information

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

- Civil Engineering holds a graduation reception for the May 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:

Graduate Student Departure Form

Laboratory Manager has checked:  
1. All laboratory equipment, including tools, reference materials, tests and materials have been returned.
2. All laboratory equipment, including tools, reference materials, tests and materials have been returned.
3. All research equipment and materials have been properly tested and declared in proper storage.
4. Laboratory Manager__________________________

Area Head or Designee______________________________________

Area Head or Designee ___________________________ 

Lyles School of Civil Engineering

Burke Graduate Program
Lyles School of Civil Engineering
MS non-thesis Exit Interview

- Contact the CE Main Office to arrange an exit interview with Jenny Ricksy to be held April 15 – 29, 2019

- 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
Burke Graduate Program
Lyles School of Civil Engineering

Area Secretaries

Kati Zehr
Carie Herbst
Kim Peterson

Molly Stetler
Construction
Graduate School Thesis & Dissertation Office

Thesis/Dissertation Office

https://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 Requirements link: https://www.purdue.edu/gradschool/research/thesis/requirements.html
Formatting software

MS Word Template

LaTeX

https://www.purdue.edu/gradschool/research/thesis/templates.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
Sample Timeline

Sample Graduation Deadline for Thesis Option Students

- 6-Jan: POS FULLY APPROVED BY CIVIL
- 8-Feb: NOTIFY CE GRAD OFFICE OF INTENT TO GRADUATE
- 29-Mar: SUBMIT FORM
- 1-Apr: NOTIFY FORMAT CHECK ADVISOR OF YOUR TIMELINE
- 5-Apr: SUBMIT PDF OF ABSTRACT TO CE GRAD OFFICE
- 19-Apr: FINAL DOCUMENT TO FORMAT CHECK ADVISOR
- 21-Apr: DEFENSE
- 26-Apr: EXIT INTERVIEW WITH CE GRAD CHAIR
- 27-Apr: UPLOAD DOCUMENT TO THESIS DEPOSIT OFFICE
- 28-Apr: DEPOSIT MEETING
- May 12-14: ATTEND COMMENCEMENT
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. Confer with Major Professor and ensure that the thesis (document) is in good shape so that the requested date is realistic for conducting the exam. Requests should be submitted at least 3 weeks prior to the requested exam date.

- You must be registered in order for exam forms to be processed.
Electronic process for exam forms con’t

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 (this does not have to match the final title).

- 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.
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 nor does it schedule the room for the exam.

• 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 April 19, 2019.
- 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:
https://www.purdue.edu/gradschool/research/thesis/index.html

Formatting Guidelines and Deposit Procedures Presentation:
https://sway.office.com/clFdFCQgMBWTuHi0?ref=Link&loc=play
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.
Deposit Registration

- Please be sure to be consistent with listing your committee member’s participation. If they are listed as Co-Chair on your POS, then you should continue to list them as Co-Chair in other documents.

- Be consistent with your own name across all publications. This will ensure that future searches will find you.
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 that you plan to deposit early. Although the Thesis/Dissertation office will do their best to process deposits by the April 26, 2019 5:00 pm deadline, if you wait until the last minute, your deposit may not get in by the deadline.

Schedule exit interview with Dr. Abraham (CE Grad Chair) as soon as possible since her schedule fills quickly during this time. Most of the time slots later in the semester gets filled very fast.

Reminder: She will not be able to approve Form 9 until all your committee has approved and she has received email approval from the format check advisor.
Thesis Acceptance - Form 9

- Student should initiate Form 9 once a final title has been decided (usually at your defense).

- 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 HammerRR

- For more information visit http://www.lib.purdue.edu/uco/
Burke Graduate Program
Lyles School of Civil Engineering

Printing

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

Print Quotas in Civil Engineering

Starting during the summer of 2009, the CE will enforce print quotas on all lab printers. You will be charged for each page printed. ITaP will allocate each user a set amount of "free" pages. After you consume the "free" pages, you will have to pay for any additional prints. The copiers and printers in the Libraries will also use the ITaP quote system.

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 2009. During the first semester with quotas enabled, printing costs in CIVL-1210 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?

<table>
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<th>Classification</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
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<td>900</td>
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<td>750</td>
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<tr>
<td>Staff</td>
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<td>900</td>
<td>900</td>
</tr>
<tr>
<td>Faculty</td>
<td>900</td>
<td>900</td>
<td>900</td>
</tr>
</tbody>
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How do I check my CE print quota?
You can check your available CE print quota on the following web page:
Check CE Print Quota
Email Dr. Abraham at dulcy@purdue.edu to arrange an exit interview to be held before April 24, 2019.

At least 48 hours before exit interview, please upload a copy of the dissertation/thesis into Dropbox and share the link with Dr. Abraham (dulcy@ecn.purdue.edu). This does not have to be a final/approved version.

*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.
Deposit with Grad School

- Complete Electronic Thesis Acceptance Form (Form 9)
  - The upload link will not be available to you until all the signatures have been obtained on the form 9.

- Submit Electronic Thesis/Dissertation to HammerRR (new repository site)
  - The Graduate School requires that you submit your electronic deposit **no later than 5:00 pm on April 25, 2019.**

- Graduate School exit survey must be complete

- Pay Deposit fee
  - MSCE is $90
  - PhD is $125
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 than a few hours of inserting edits
- We recommend you first meet with your format advisor at the time you submit Form 8
Figure 5.18. (a) The error surface (in [E]) for the hereditary model sub-optimal estimation for 50% compression experimental data at $G = -0.25\sigma_0\gamma_0$ 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 $\alpha_c$ and $\alpha_0$ was specified and the error in the estimation at each combination of $\alpha_c$ and $\alpha_0$ 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
Questions

- cegrad@purdue.edu