

Candidate Checklist for Grads

Advancing to candidacy and Graduation -- MS & PhD		Due
1 ___	An APPROVED plan of study for the degree you are seeking must be on file with the Graduate School**	By the first day of the semester in which you intend to graduate
2 ___	Register as a candidate using a Form 23 (CAND 991, CAND 992, or CAND 993) (apply for "Reduced Course Load" if registering exam or degree only-link below (*International students only))	By the first day of the semester in which you intend to graduate
3 ___	Indicate participation in commencement and reserve your cap and gown via the Graduation tab in MyPurdue	see commencement link below for deadline
4 ___	PhDs, remind your Major Professor to RSVP for commencement participation	see commencement link below for deadline and form
5 ___	Begin OPT process (see link below for instructions and details) *International students only	September 15 for December February 15 for May

***PhD candidates must have 2 full semesters of registration between prelim and final defense*

Defending & depositing your thesis/dissertation (MS thesis & PhD Only)		Due
6 ___	File a Form 8 "Request for Appointment of Examining Committee" with the Graduate School via myPurdue	At least four weeks <u>before</u> defense date
7 ___	Optional: Attend a Thesis Formatting Workshop (Very helpful and highly recommended)	See link below
8 ___	Send advisor approved abstract to Grad Administrator	At least one week before defense date
9 ___	Initiate the Electronic Thesis Acceptance Form via myPurdue	Day of defense
10 ___	Upload thesis/dissertation	See link below

Checkout and exit interview		Due
11 ___	Print Graduate Student Checkout Form from ChE Grad webpage	See link below
12 ___	Schedule Exit Interview with Director of Graduate Studies	At least 1 week in advance
13 ___	Turn in Graduate Student Checkout Form with all signatures to ChE Grad Administrator	Before you leave campus

Key Resources for ChE Grad Candidates	
<input type="checkbox"/>	Graduate Student Checkout Form: https://engineering.purdue.edu/ChE/academics/graduate/documents/checkout_form.pdf
<input type="checkbox"/>	Thesis/Dissertation Office: https://www.purdue.edu/gradschool/research/thesis/
<input type="checkbox"/>	Thesis/Dissertation workshops: https://ias.itap.purdue.edu/rgs/wgb_workshop_disp_online_workshop
<input type="checkbox"/>	Thesis/Dissertation deposit information: https://www.purdue.edu/gradschool/research/thesis/requirements.html
<input type="checkbox"/>	Commencement information: http://www.purdue.edu/commencement/
<input type="checkbox"/>	Reduced Course Load request: https://www.iss.purdue.edu/Current/F1/MaintainingLegalStatus.cfm
<input type="checkbox"/>	OPT Information: https://www.iss.purdue.edu/PracticalTraining/OPT.cfm

Please contact the ChE Grad Office with any questions.