Thesis / Dissertation Process Checklist

❖ Thesis Template Website – <mark>Student</mark>
  https://www.purdue.edu/academics/ogsps/research/thesis/templates.html
  - Different departments have different requirements (APA, MLA, LaTeX) all templates are located here
  - Copy your Word document and paste it INTO our template, otherwise you will develop issues. Do not try to create your own.

❖ Formatting check 3-4 weeks before Defense Date – <mark>Student</mark>
  - Email your Word document to Thesis Staff at thesishelp@purdue.edu
  - If using LaTeX, send a pdf to Thesis Staff at thesishelp@purdue.edu
  - If you have a **CONTROLLED THESIS** – you must schedule an **in-person review with your laptop (not a flash drive) in Young Hall room 170.**
  - Thesis content can still be modified as needed as this is just a format review

❖ Schedule a Defense Date with committee 3-4 weeks ahead of planned date – <mark>Student</mark>
❖ 2-3 weeks prior to defense date
  - Ensure **Plan of Study** has been completed and approved
  - Complete the **Form 8** – Defense Date Details – <mark>Student</mark>
  - Final approval of Form 8 Generates the final exam Form 7 or 11 Automatically
    • Committee signs final exam form after the defense

❖ Thesis Steps:
  - iThenticate
    • Major Professor completes
    • If **_Controlled thesis_**, **DO NOT** run through iThenticate
  - Day of Defense
    • Initiate the **Form 9** (Electronic Thesis Acceptance Form) – <mark>Student</mark>
    • Once all departmental signature received, you will receive instructions on how to upload the thesis to HammerRR
  - Upload to HammerRR – <mark>Student</mark>
    • If **_Controlled thesis_** - (**DO NOT submit to HammerRR)** Work with SPS / Weber
    • Final Review once uploaded to Hammer – Thesis Office Staff.
      • Thesis Office might notify about necessary changes
  - Complete surveys - <mark>Student</mark>
    • MS – Master's Exit Questionnaire
    • PhD – (2) Doctoral Exit Questionnaire AND Survey of Earned Doctorates
  - Approve Final Deposit and Form 9 - Thesis Office Staff.
    • Allow at least 48 hours to be fully approved by the thesis office.