## **Thesis / Dissertation Process Checklist**

- Thesis Template Website Student
  - https://www.purdue.edu/academics/ogsps/thesis/templates/
    - 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 Student
  - o Email your Word document to Thesis Staff at thesishelp@purdue.edu
  - o If using LaTeX, send a pdf to Thesis Staff at <a href="mailto:thesishelp@purdue.edu">thesishelp@purdue.edu</a>
  - If you have a <u>CONTROLLED THESIS</u> you must schedule an <u>in-person review</u> 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 Student
- 2-3 weeks prior to defense date
  - Ensure Plan of Study has been completed and approved
  - Complete the Form 8 Defense Date Details Student
  - o Final approval of Form 8 Generates the final exam Form 7 or 11 Automatically
    - Committee signs final exam form after the defense
- Thesis Steps:
  - o iThenticate
    - Major Professor completes
    - If *Controlled thesis*, **DO NOT** run through iThenticate
  - Day of Defense
    - Initiate the Form 9 (Electronic Thesis Acceptance Form) Student
    - Once all departmental signature received, you will receive instructions on how to upload the thesis to HammerRR
  - Upload to HammerRR Student
    - If <u>Controlled thesis</u> (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 Student
    - 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.