MASTER’S THESIS AND FINAL EXAMINATION

For those pursuing the thesis option, a thesis must be prepared according to a preset format and processed (revised, signatures obtained, distributed) following specified procedures. Likewise, the student must present and defend his/her work in a Final Examination. Information is presented here relative to the preparation and processing of the thesis and the steps involved in scheduling the Final examination.

THESIS PREPARATION AND PROCESSING

Before beginning to write your thesis, you are strongly advised to meet the Thesis Format Advisor for ECE to review your plans for preparing your thesis and to obtain answers to any questions about the document formatting requirements. The ECE Thesis Format advisor is Andy Hughes (andy@purdue.edu). In his absence, Matt Golden functions as the Thesis Format Advisor.

“The ECE Thesis Format/Deposit—checklist and deadlines” website maintained by Andy Hughes (http://www.ece.purdue.edu/~andy/thesis/) provides detailed and extensive information on the preparation and processing of theses. This site should be accessed in the early stages of your thesis preparation and later for details on the proper processing of the thesis. Numerous informational links are available on the site, including links to the Graduate School Manual for the Preparation of Graduate Theses and the Thesis Format: A Style and Notation Guide for the Preparation of Graduate Theses.

Having completed the thesis preparation, receive your Major Professor’s approval to proceed and schedule the Final Examination. Copies of the thesis are to be distributed to the Advisory Committee members at least two weeks in advance of the examination.

MASTER’S FINAL EXAMINATION INFORMATION

The Final Examination is given after the thesis and all other requirements have been completed. The Final Exam covers primarily the thesis and related topics. The Final Examination Committee is typically the student’s Advisory Committee. However, the Dean of the Graduate School reserves the right to appoint additional Committee members.

Obtain preliminary thesis format approval from the Thesis Format Advisor prior to scheduling the Final Examination. The ECE Thesis Format Advisor is Andy Hughes (andy@ecn.purdue.edu). In his absence, Matt Golden (goldenm@purdue.edu) becomes the Thesis Format Advisor.

Schedule your Final Examination with your major professor, your advisory committee, and the ECE Graduate Office at least 3 weeks prior to the proposed date of the exam. The Final Examination must be completed before the semester deadline (approximately one week before the last day of classes) as indicated by the Graduate School, but we strongly recommend you do not wait until this late date. Check the Graduate School website or in the ECE Graduate Office for the specific deadline. Those students who are registered for “Exam Only” must complete their Final Examination by the eighth week of classes (fourth week of a summer session).
To reserve a room for your thesis defense:
- Go to https://engineering.purdue.edu/ECN/Resources/Tools/RAT/;
- Select the room you wish to schedule and check the availability of that room;
- After confirming the availability of the room, select "Request Reservation;"
- Click on Michelle Wagner under the list of managers--you will then be able to submit the request online;
- Should the system not allow you to make a request, send the request by email to wagner@purdue.edu.
- On the day of the exam, if the room is locked, see an area secretary for a key. If the area secretary is not available, see the ECE Graduate Office.

A request to schedule the Final Examination is in three parts:
- An **electronic request** should be submitted through myPurdue, under the academic tab and the Plan of Study Generator, **three weeks** prior to the exam date. This request requires approvals from the Graduate Office and the chair of your advisory committee.
- The second step is to send an abstract (no more than 250 words) of the thesis research clearly defining the problem and its significance to the ECE Graduate Office (goldenm@purdue.edu).
- The third step is to submit the Preliminary/Final Exam Check Sheet – attached to this document – to the ECE Graduate Office.

Please be aware that late requests to schedule your Final Examination do not allow sufficient time to process your request and adequately publicize your examination date. Any requests to schedule a Final Examination less than **three weeks** in advance must be approved by the ECE Graduate Coordinator, and will be approved only in exceptional circumstances.

Your examination is to be held on the West Lafayette Purdue Campus. You and all members of your Advisory Committee are expected to be physically present. The time and location of the Final Examination will be posted on the ECE Graduate website and the ECE Graduate Office bulletin board in the EE Building. University regulations permit visitors to attend the Final Examination. Such visitors are permitted to ask questions of the candidate, after having been recognized by the Major Professor, but they may not be present while the Final Examination Committee deliberates on its decision.

On the day of the Final Examination, your Major Professor will pick up your file from the ECE Graduate Office. The file will contain the “Thesis Acceptance” (Graduate School Form 9). The “Report of the Final Examination” will be completed by your advisory committee through the Graduate School Web Database. This should be completed as soon as possible following the exam. If you are to receive the degree during the session/semester in which the examination is taken, the report must be received in the Graduate School by the posted deadline. If the outcome of the examination is unsatisfactory, at least one semester or summer session must elapse before the Final Examination can be repeated.

Keep the “Thesis Acceptance” Form 9 until you have made all revisions that were requested by your committee and have obtained the signatures of all committee members. Lastly, you must obtain final ECE thesis format approval from the Thesis Format Advisor. The Graduate School will not accept Form 9 unless it is signed by the Thesis Format Advisor. Your Major Professor is **not responsible** for format approval, and he/she **should not** sign Form 9 at the bottom under “Format Approved by.”
After the Thesis Format Advisor has approved your thesis and added his signature to the Thesis Acceptance Graduate School Form 9, you will need to schedule an appointment with the School Head via his/her administrative assistant in the Main Office to obtain the Head’s signature. After gaining the Head’s signature, take the signed form to the ECE Graduate Office. An Electronic Thesis Acceptance form will be prepared and e-mailed to you. You are to add the e-form to a PDF version of your thesis and send the electronic copy to the UMI archiving service.

Schedule your Thesis Deposit Appointment through the scheduling link: http://www.gradschool.purdue.edu/thesesemplate/AppointmentForms/

Having obtained all required signatures and submitted the electronic version to UMI:

- Meet with Mark Jaeger in the Graduate School Thesis Deposit Office
- Give one copy to your Major Professor.
- Give a copy to any member of your examining committee who wants one.
FINAL EXAMINATION CHECK SHEET

Before you submit your examination request via myPurdue and submit your abstract to the ECE Graduate Office (goldenm@purdue.edu), please fill out this check sheet, sign it, and bring it to the ECE Graduate Office.

☐ I have reserved a room for my examination, following the directions as above.

☐ I have consulted with all members of my Examining Committee and have found a suitable date and time to hold my examination. It is my intention and also those of members of Examining Committee to be physically present for the examination. You and the chair, or co-chairs, must be physically present. Prior approval* to conduct the examination must be obtained from the ECE Graduate Office where a member of your Examining Committee on sabbatical or long-term leave could not attend physically.

* With prior approval from the ECE Graduate Office, a member other than you or the chair, or co-chairs, could be absent physically, but then you must indicate below the name, reason, and in detail what alternate arrangements you have made with this member of your committee to present your work.

Name of member: …………………………………………………………………..

Reason why the member couldn’t attend:
………………………………………………………………………………………….

Details of alternate arrangement you made with this member:
……………………………………………………………………………………………………
……………………………………………………………………………………………………

☐ I will deliver a copy of my thesis to all committee members at least two weeks before the exam.

☐ My thesis should be kept confidential.

☐ I understand that I must send an electronic exam request through myPurdue and submit the abstract to Matt Golden (goldenm@purdue.edu) three weeks before my exam date, following the directions as above. I also understand that once this request is processed, I cannot alter my thesis title or abstract for the exam announcement.

Exam Date ____________________

Name as it will appear on Thesis

_______________________________________________________________
Please Print

_________________________________ Date ______________________

Your Signature