

## 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

- Email your Word document to Thesis Staff at [thesishelp@purdue.edu](mailto:thesishelp@purdue.edu)
- If using LaTeX, send a pdf to Thesis Staff at [thesishelp@purdue.edu](mailto: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 – 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
- 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) – Student
  - Once all departmental signature received, you will receive instructions on how to upload the thesis to HammerRR
- Upload to HammerRR – Student
  - 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 - 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.