**PhD Thesis and Final Examination**

The PhD thesis must be prepared according to a preset format and processed (revised, signatures obtained, bound, distributed) following specified procedures. Detailed information relative to the preparation and processing of the thesis is contained in Appendix E. Once the thesis is prepared and all other requirements have been completed, the student must present and defend his/her work in a Final Examination. As noted previously, there must be at least two academic sessions (counting regular semesters and summer sessions for which the student is registered) between the Preliminary Examination and the Final Examination. The Final Examination Committee is typically just the student’s Doctoral Advisory Committee. However, the Dean of the Graduate School reserves the right to appoint additional committee members.

**Schedule your Final Examination, as outlined in Appendix D, with your Major Professor, your advisory committee, and the ECE Graduate Office at least 3 weeks prior to the proposed date of the exam.** If you are to receive the PhD degree during the session in which the examination is taken, the results of the examination must be received by the Graduate School before the posted deadline (approximately one week before the last day of classes in the session). 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).

After receiving your scheduling request, the ECE Graduate Office will seek approval from the Graduate School for your Doctoral Advisory Committee to conduct the Final Examination. 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.

The time and location of the Final Examination will be posted to the entire ECE faculty, and posted on 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.

The Major Professor must report the results of the Final Examination to the ECE Graduate Office within 24 hours after the examination has been taken. No more than one dissenting vote is acceptable in certifying the candidate to receive the PhD degree. If the examination is unsatisfactory, at least one semester or summer session must elapse before the Final Examination is repeated.
SCHEDULING THE FINAL AND PRELIMINARY EXAMINATIONS

Schedule your Preliminary and Final Examinations with your Major Professor, your Doctoral 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 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 Preliminary or Final Examination:

- 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 Angela Rainwater 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 asrainwater@purdue.edu

A request to schedule the Preliminary or Final Examination should be sent by e-mail to the Graduate Program Administrator at goldenm@ecn.purdue.edu. Please complete the Preliminary/Final Exam Check Sheet – attached to this document – before sending in your request to the Graduate Program Administrator.

When making your request to schedule an examination, please supply the ECE Graduate Office with the following information:

- Your full name;
- Thesis proposal title or thesis title;
- Your Primary Area;
- Names of Advisory Committee members, with the Major Professor identified;
- Faculty identifiers and areas—in case of faculty outside of the School of ECE, please supply the person’s department and email address;
- Date, time and place of the examination;
- An abstract (no more than 250 words) of the thesis research clearly defining the problem and its significance;
- The completed “Preliminary/Final Exam Check Sheet”.

After receiving your scheduling request for the Final Examination, the ECE Graduate Office will seek approval from the Graduate School for your Doctoral Advisory Committee to conduct the examination. 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.
THESIS PREPARATION AND PROCESSING

Before beginning to write your thesis, you are strongly advised to review the information on the ECE thesis format website (https://engineering.purdue.edu/ECE/thesis) regarding "Formatting Requirements". In your plans for preparing to type your thesis, decide on using the LaTex class file or Word template linked to from the page. You can obtain answers to questions about document formatting requirements from the web site or from the ECE Thesis Format advisor, Andy Hughes (andy@purdue.edu). In his absence, Matt Golden functions as the Thesis Format Advisor.

“The ECE Thesis Format/Deposit—checklist and deadlines” is also listed on the website maintained by Andy Hughes (https://engineering.purdue.edu/ECE/thesis), which 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.

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

On the day of the Final Examination, your Major Professor will pick up your file from the ECE Graduate Office. The file will contain two forms that need to be signed by your committee; namely, “Report of the Final Examination,” (Graduate School Form 11) and “Thesis Acceptance,” (Graduate School Form 9). The “Report of the Final Examination” must be signed and returned with your complete file by your Major Professor to the ECE Graduate Office immediately after your exam. 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 Graduate Office. An Electronic Thesis Acceptance form will be prepared by ECE Graduate Office personnel and subsequently 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.

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/PRELIMINARY EXAM CHECK SHEET

Before you submit your examination request via email (goldenm), please fill out this check sheet, sign it, and bring it to the ECE Graduate Program Office.

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

☐ I have consulted with my advisory committee, and have found a date and time for my examination that is acceptable to all. In addition, all committee members intend to be physically present for the examination.◆

◆ In case a member of your examination committee is on a long-term absence from campus (such as sabbatical leave), you may hold your examination in their absence, if you make alternate arrangements for that committee member to examine your work. If this is the case, please explain the reason your committee member will be absent, and indicate in detail what arrangements you have made to present your examination.

Please note: This request must be approved by the Graduate Office before your examination request will be processed. CHAIRS OR CO-CHAIRS MUST BE PHYSICALLY PRESENT FOR YOUR EXAMINATION.

☐ 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 to Matt Golden (goldenm) 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.

Exam Date____________________

Name as it will appear on Thesis
_______________________________________________________________

Please Print__________________________________________________Date____________________

Your Signature