



# **Spring 2019 Candidate Packet**

**This packet includes information for:**

- **MS Non-Thesis Option**
- **MS Thesis Option**
- **PhD and Direct PhD Candidates**

# Graduation Deadlines Calendar – School of Mechanical Engineering Spring 2019

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**Jan. 6, 2019**

## **Last Day to Submit Plan of Study for May Graduation**

Last day for a plan of study to be received by the Graduate School to graduate in May. (This means that the plan of study must be submitted by the student, signed by all advisory committee members and all appropriate departmental staff, and is awaiting only Graduate School processing by 11:59 p.m. on this date.)

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**Feb. 13, 2019**

## **Last Day to Declare Candidacy for May Graduation**

Last day to declare candidacy for degree for May 2019 graduation.

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**Mar. 1, 2019**

## **Commencement Tab Becomes Available in myPurdue**

Indicate participation in commencement, update diploma mailing address, order ticket, cap and gown, etc. via the Commencement Tab in myPurdue.

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**Mar. 1, 2019**

## **Last Day to Complete Exam/Degree Only Requirements**

Last day for Exam/Degree Only registrants to submit the appropriate Report of the Final Examination and deposit thesis with approved Electronic Thesis Acceptance Form, certificate of completion of Exit Questionnaires (Master's Thesis & PhD candidates) and the Survey of Earned Doctorates (PhD candidates only).

\*\*If these forms are not received in the Graduate School by this date, the student's registration will be revised to research credit(s).

*(Does not apply to non-thesis master's candidates.)*

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**Apr. 12, 2019**

## **Last Day to Indicate Participation in Commencement via the Commencement Tab in myPurdue**

Students missing this deadline should contact the Office of the Registrar at [commencement@purdue.edu](mailto:commencement@purdue.edu).

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**Apr. 19, 2019**

## **Last Day to Pass & Return Final Examination Report Form**

Last day for students to pass the final examination.

Final examination reports must be received for all graduating students by the Graduate School. Students for whom a final report is not received will not be able to graduate in May.

*(Final examination report forms are not required for non-thesis master's students in graduate departments with approved alternative graduation criteria.)*

# Graduation Deadlines Calendar – School of Mechanical Engineering Spring 2019

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**Apr. 26, 2019**

## **Last Day for Thesis/Dissertation Deposit**

**Approved Electronic Thesis Acceptance Form, Exit Questionnaires (Master's & PhD) and Survey of Earned Doctorates (PhD only) must be completed before your thesis will be accepted for deposit.**

All Master's and PhD candidates must submit a finalized version of the thesis/dissertation at least 24 hours before the Deposit Deadline to HammerRR.

*(Students will not have access to the link to upload their thesis/dissertation until the examining committee and grad chair have signed the ETAF)*

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**Apr. 27, 2019**

## **Deadline for Non-Thesis Master's Candidates to Complete the Graduate School Exit Questionnaire**

Non-Thesis Master's students must complete the Graduate School's online Exit Questionnaire by the last day of classes in the session of anticipated graduation. The questionnaire is accessible through myPurdue by clicking on the "Graduate School Plan of Study" link under the "Academic" tab.

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**May 4, 2019**

## **Last Day to Complete Preliminary Examination (Last day of session)**

Doctoral student must have passed preliminary examinations by this date to be eligible for Spring 2020 graduation (*provided the student registers for Summer 2019 and Fall 2019*).

# CANDIDATE CHECKLIST

*for*

## PhD and MS Thesis-Option Candidates

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### Register to Graduate by Candidate Registration Deadline

- Submit Form 23 for candidate registration to the Mechanical Engineering Graduate Office. Candidate deadlines can be found in the Candidate Packet under “Graduating Students” on the ME Graduate Programs website at: <https://engineering.purdue.edu/ME/Academics/Graduate>.
- Registration procedures can be found in the Registration Guide under “Current Students” at the above website.

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### Schedule Thesis Final Defense

- \_\_\_\_ Set defense date & time with examining committee.
- \_\_\_\_ Reserve a conference room with major professor’s area secretary.
- \_\_\_\_ Pick up Exam Packet.  
On the day of the defense, you or your major professor will pick up the Exam packet from the front desk in the ME Grad Office. Check with your major professor to see who they prefer pick up exam packet.
- \_\_\_\_ Return Exam Packet.  
Immediately following defense, you or major professor should return the exam packet to the ME Grad Office

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### Submit Form 8 (Request of Appointment of Examining Committee)

- Submit electronic Form 8 via *myPurdue*.  
Go to: *myPurdue* > Academic > Graduate Students > Plan of Study Generator > Exam Form Generator  
**\*\*\*Signed Form 8 MUST be received by the Grad School no less than 2 weeks before defense date.\*\*\***

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### Schedule Formatting Consultation with Thesis/Dissertation Office

- To schedule a consultation appointment, email: [thesishelp@purdue.edu](mailto:thesishelp@purdue.edu). It is recommended you schedule the consultation before your defense.

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### Initiate Electronic Thesis Acceptance Form (ETAF)

- On the day of your defense, log-in to *myPurdue*, go to Academics > Graduate Student > Graduate School Plan of Study > Form 9 > Initiate Thesis/Dissertation Acceptance Form to submit your ETAF.  
**NOTE:** *You will not have access to the link to upload your thesis for deposit until your ETAF has been signed by your examining committee and the ME grad chair.*

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### Complete Graduate School Surveys

- Your thesis will not be accepted for deposit unless the appropriate Graduate School surveys have been completed as follows:
  - MASTER’S STUDENTS: Graduate School Exit Questionnaire.
  - PhD/D-PhD STUDENTS: Graduate School Exit Questionnaire AND Survey of Earned Doctorates.
- Survey links can be found at: <http://www.myPurdue.purdue.edu> > Academic > Graduate Plan of Study.

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### Deposit thesis

- \_\_\_\_ Log-in to the Plan of Study portal in *myPurdue* to access the link to submit your thesis to Hammer RR. You will not have access to the link to upload your thesis for deposit until your ETAF has been signed by your examining committee and the ME grad chair.
- \_\_\_\_ Pay Deposit Fee. This will be charged to your account 2 – 3 days after deposit acceptance. Fees are as follows:
  - Master’s Thesis: \$90.00
  - PhD/Direct-PhD Dissertation: \$125.00

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### Submit Check-Out Form to ME Grad Office

- Check-out form can be found under “Graduating Students” on the ME Graduate Programs website at: <https://engineering.purdue.edu/ME/Academics/Graduate>

## **School of Mechanical Engineering** **Procedure for Thesis Format Review**

Thesis Format Review is a cooperative process with the Thesis/Dissertation Office and the ME Graduate Office via a consultation appointment and electronic reviews. Thesis format approval is required prior to submitting your thesis to HammerRR for electronic thesis deposit.

### **INSTRUCTIONS:**

- 1) Review the document “ME Thesis Format Student Self-Checklist” available under “Graduation” on the ME website at: <https://engineering.purdue.edu/ME/Academics/Graduate/currgrad.html> for ME specific format requirements. Most requirements are the same as those in the templates located on the Thesis/Dissertation Office website at: <https://www.purdue.edu/gradschool/research/thesis/templates.html>. **NOTE:** You may need to modify the Thesis/Dissertation Office templates to accommodate any ME requirements.
- 2) Email [thesishelp@purdue.edu](mailto:thesishelp@purdue.edu) to schedule a formatting consultation with the Thesis/Dissertation Office. If the outcome of the consultation appointment was:
  - **No formatting errors:**
    1. Proceed with writing your thesis using the same formatting style.
    2. When completed, upload your thesis to HammerRR via the link in the Plan of Study portal in *myPurdue*. (Note: Link will not be available if ETAF has not been signed).
  - **Formatting errors – Corrections needed:**
    1. Make corrections, indicated by the Thesis/Dissertation Office, to your thesis.
    2. Send your thesis as a .pdf file to: [megradoffice@purdue.edu](mailto:megradoffice@purdue.edu). Please name the file in the following way: [Latename][“MS” or “PhD”]”v”[1,2,3, etc.].pdf (i.e.: JonesMSv1.pdf).
    3. After the review, the Thesis Format Advisor will send you an email (1) with an attached checklist explaining additional corrections, or (2) stating the format is approved.
    4. If additional corrections are needed, use the attached checklist to make the changes. Resubmit the thesis by replying to the original email and attaching the corrected thesis file. Use the same logic for the filename given above, but increase the “v” (version) number by one. (i.e.: 2<sup>nd</sup> revision would be named: JonesMSv2.pdf).
    5. When the email states format is approved, you may upload your thesis to HammerRR via the link in the Plan of Study portal in *myPurdue*. (Note: Link will not be available if ETAF has not been signed).
- 3) If you have not already submitted the ETAF, log on to: <https://mypurdue.purdue.edu> > Academics > Graduate Student > Graduate School Plan of Study > Form 9 > Initiate Thesis/Dissertation Acceptance Form. The following documents must also be submitted with the ETAF:
  - a. Graduate School Exit Questionnaire – MS & PhD candidates
  - b. Survey of Earned Doctorates – PhD candidates ONLY.**NOTE:** The link to upload your thesis will not be available until your ETAF has been signed.
- 4) Email the following to [megradoffice@purdue.edu](mailto:megradoffice@purdue.edu):
  - a. ABSTRACT: send a .pdf file of ONLY the Abstract page(s) from your thesis.
  - b. VITA: send a .pdf file of your vita (be sure to include a list of publications).  
**NOTE:** While the Thesis/Dissertation Office does not require Master’s candidates to include a vita in their theses, the ME Graduate Office does require a vita be sent for our records.

# THESIS FORMAT STUDENT SELF-CHECKLIST

## SCHOOL OF MECHANICAL ENGINEERING

### Self-Check Certification

Name \_\_\_\_\_

Degree \_\_\_\_\_

Version \_\_\_\_\_

Date \_\_\_\_\_

Deposit Date \_\_\_\_\_

Every item on the list below is checked and this checklist file is included along with the thesis file

Thesis file is in pdf format and is named *LastnamePhDvx.pdf* or *LastnameMSvx.pdf* where *x* is the appropriate version number

File is emailed to [megradoffice@purdue.edu](mailto:megradoffice@purdue.edu)

### Paper Size

LETTER (8 1/2" by 11") paper size is used.

The default paper size is set to LETTER when converting to PDF in Adobe Acrobat.

### Font Type and Font Size

Just one font size (12 point) and Times New Roman font type are used in the entire thesis.

### Margins

LEFT: 1"

RIGHT: 1"

BOTTOM: 1"

TOP: 1"

### No "widows and orphans"

At least 2 lines of a paragraph are present at the top and bottom of chapter pages.

## □ Page Numbers

- Page numbers are in the top right corner on portrait pages.
- Page numbers are in the bottom right corner of landscape pages and are turned to read top to bottom (if using MS Word template see section 2.1 of template for more information and instructions).
- Arabic numerals (2, 3, 4...) are used on ALL pages of the thesis, numbering begins on the Statement of Committee Approval page with 2. Title page counts a page 1, but is not numbered.

## □ Titles

- P.U. Thesis Title Page Template **MUST** be used.
- Thesis title is centered and in all capital letters.
- Acknowledgments, TOC, LOT, LOF, and other page titles are centered and in capital letters.
- Chapter headings are centered, in all capital letters.
- Chapter numbers are terminated with a period or colon, e.g., "CHAPTER 1. TITLE" or "CHAPTER 1: TITLE," or do not contain punctuation, e.g., "1 Chapter Title".
- Section headings and sub-headings use title case.

## □ Table of Contents/List of Tables/List of Figures

- All section headings in the TOC match the headings in the body exactly including all punctuation and capitalization.
- TOC, LOT and LOF have 1.5 line spacing.
- Chapter/Section titles and figure/table captions do not run into the page number area.
- When continuing chapter/section titles and figure/table captions to a second line of text, left justify the continued line of text under the chapter/section title or figure/table caption.

## □ Abstract

- The introduction block (first paragraph) is in single line spacing.
- The thesis title in the first line is the same as the title page, but in title case. Title case means that the first and all significant words are capitalized, e.g., "This is an Example of Title Case".

- The rest of the Abstract has the same spacing format as the body of the thesis.

### □ Equations

- Equation numbers format is either single number, or chapter-number-dot-number *in parenthesis*.
- In cross-references within the text, the number is within parenthesis and the first letter of the word equation is capitalized, e.g., "Equation (1.1)".
- Equations are centered or left justified.
- All equations are in the same font.

### □ Figure and Table Captions

- Table captions go above tables. Figure captions go below figures.
- All figure and table captions end with a period and use single line spacing.
- Figure and table numbers are terminated with a period or colon, e.g., "Figure 1.1. Caption.", or "Table 1.1: Caption."
- The numbering scheme is sequential ("Figure 1. Caption.", "Figure 2. Caption.", etc.), or chapter.number ("Figure 1.1. Caption.", "Figure 1.2. Caption.", etc.). You may use a hyphen ("-") instead of period (".") in numbers, e.g., "Figure 1-1: Caption."
- When a figure spans more than one page, the first page has the complete caption. The subsequent pages have a caption like "Figure 1.1. Continued."
- When a table is continued on additional pages, the first page has the full title, and subsequent pages have a title like "Table 1.1: Continued."

### □ List of References

- Section is titled LIST OF REFERENCES, REFERENCES or BIBLIOGRAPHY.
- List of References appears before Appendices.
- ALL references need to be cross cited. When cross-referenced within the text, references are sequential numbers in square



brackets, e.g., [1] or [1-4] or [1,2], or author-date in parentheses, e.g., (Name, 1992) or (Name1 and Name2, 1992) or, for a reference with more than two authors, (Name1 et al., 1992).

- Reference format is consistent; references have only the first initial of the authors and not the whole first name.
- If done by sequential number, the LIST OF REFERENCES section is a numbered list with the numbers left justified and subsequent lines right offset for clarity.
- If done by author-date, the LIST OF REFERENCES section is an alphabetical list of appropriately formatted citations, starting with authors' names, and the first line is left justified and the subsequent lines right offset for clarity.
- Line spacing between citations is 1.5 or double.

#### **Appendices**

- Appendix titles use chapter-level headings with the title preceded optionally by the word Appendix (or APPENDIX) and a sequential letter optionally terminated by a period or colon, e.g., "Appendix A. Title" or "APPENDIX B: TITLE" or "A Title".
- The word "Appendix" may or may not be all capitals, but is consistent with the capitalization style in chapter headings.

#### **Vita**

- Section is titled VITA.
- Vita is included in PhD dissertation (optional for MS thesis).

#### **List of Publications (Optional)**

- Section is titled LIST OF PUBLICATIONS or PUBLICATIONS.

#### **Index (Optional)**

- Section is titled Index.

#### **Other**

**School of Mechanical Engineering  
Candidate Information  
*for*  
“Non-Thesis” M.S.M.E. Students**

Non-thesis Master’s students need to declare candidacy by the deadline designated by the Graduate School, but preferably during registration before the start of classes.

- Complete a Form 23 (registration form) registering for candidacy, have your major professor sign the form, then return it to the ME Graduate Office.
- The ME Graduate Office will email you if additional action is required on your part (e.g. changes to the plan of study, ME 691 not completed, etc.).

You must make a change to your plan of study if:

- your titles and course numbers on your plan of study do not precisely match your transcript;
- you switched from thesis option to non-thesis option, or visa-versa;
- you changed committee members.

It will be your responsibility to make these changes to your Plan of Study. If grades for courses you have completed are not showing in your Plan of Study, please follow up with the Graduate School at [gradinfo@purdue.edu](mailto:gradinfo@purdue.edu).

\*\*\*\*Some professors require a presentation for non-thesis MS, so check to make certain you know what is expected of you early in the semester. Some major professors require an essay from distance education students prior to their commencement.

You MUST complete the Graduate School Exit Questionnaire by the last day of classes. The questionnaire is accessed by logging on to *myPurdue* at: <http://www.myPurdue.purdue.edu>. Click on the “Academic” tab, then the “Graduate School Plan of Study” link. Once you log-in there, you’ll see the link to your questionnaire.

Your GPA must be 2.85 or higher to graduate. If you know you will be receiving an “I” (incomplete) in a course, notify the ME Graduate Office immediately. Failure to do so may require additional registration and fees.

**NOTE:** Being registered as a candidate does not automatically register you for commencement. If you plan to participate in commencement, you must respond by using the graduation tab on *myPurdue*. It will be added to your *myPurdue* account after a specified date in the semester you have registered as a candidate.

The **ME Check Out Form** (separate form) must be completed and returned to the ME Graduate Office as early as possible before you leave campus. The check-out form is available at:  
<https://engineering.purdue.edu/ME/Academics/Graduate/currgrad.html> +

\*\*\* Off-campus distance learning ME graduate candidates do not need to return the final checkout sheet or employment data information.

+ *not returning the check-out form or keys may result in a delay in the posting of your degree.*

## SCHEDULE REVISION REQUEST

OFFICE USE
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1. PUID \_\_\_\_\_ 2. NAME \_\_\_\_\_  
LAST FIRST MIDDLE

3. \_\_\_\_\_ 4. YEAR \_\_\_\_\_ 5. COLLEGE \_\_\_\_\_ 6. MAJOR \_\_\_\_\_ 7. \_\_\_\_\_

#	Office Use	A-Add D-Drop M- Modify	CRN	Subject	Course No.	Var. Credit	W/ WF	P/ NP	Instructor Signature	Date	Department Head Signature	Date
1												
2												
3												
4												
5												
6												
7												
8												

**AUTHORIZATIONS:**

\_\_\_\_\_  
 SIGNATURE OF STUDENT                      DATE                      ADVISOR SIGNATURE                      PHONE NO.                      DATE                      PRINTED NAME

<b>ADVISOR COMMENTS:</b>
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BURSAR USE
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<b>OFFICE OF THE REGISTRAR COMMENTS:</b>
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# Purdue Mechanical Engineering

## Check-Out Form

(Non-compliance in completing this form and returning keys may delay posting your degree)

Candidate Name: \_\_\_\_\_ Degree: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_ Purdue E-mail Address: \_\_\_\_\_

### 1. Major Professor

- Research completed
- Borrowed materials returned \_\_\_\_\_
- Original drawings, notebooks, and data sheets returned
- If **PhD**, article suitable for publication was prepared and delivered covering the work of the thesis.
  - **Last Working Day** \_\_\_\_\_

**2. School Head** All graduating PhD/DPhD students are required to complete an exit interview with the ME School Head, Professor A. Bajaj. Interview has been completed. \_\_\_\_\_

Professor A. Bajaj.

### 3. LAB-all tools, keys, and equipment returned (only for students at labs)

- Birck       Kepner  
 Herrick       Zucrow

### 4. ME Building

All keys for ME Building returned \_\_\_\_\_

E-Shop Staff - ME 2042

All textbooks checked out returned \_\_\_\_\_

Lynn Cornell – ME 2008

### 5. ME Computer Lab

Your ME and Purdue computer accounts and email account will be removed automatically when you are no longer registered as a Purdue student, staff or faculty member. If you need your account longer, your Faculty advisor will need to complete the "Request for Privileges" process through the ME Business Office.

### 6. ME Business Office

Forwarding address and final date of employment recorded \_\_\_\_\_

Pay termination date \_\_\_\_\_

ME Business Office Staff - ME 2051

## REQUIRED INFORMATION

### Forwarding Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

\*If attending graduate school, please list university and department.

### Employment/Graduation Information

Employer\* \_\_\_\_\_

Type of Position \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Yearly Salary \_\_\_\_\_

Circle the number that most closely relates to your employment type:

1. Industrial position in research
2. Industrial position in marketing
3. Industrial position in design/development
4. Advanced degree in engineering
5. Advanced degree in management
6. Faculty position/ Post-doctoral position
7. Government position

### 7. ME Graduate Office

- All signatures obtained
- Thesis Abstract to Graduate Office in .pdf form. \_\_\_\_\_

Julayne Moser – ME 1003K

Checkout Date \_\_\_\_\_