

CANDIDATE CHECKLIST - FALL 2018

Mechanical Engineering - PhD and MS Thesis Option Candidates

Schedule thesis final defense

- * Set date & time with major professor and examining committee.
- * Reserve a conference room with major professor's area secretary.

Submit Form 8

Submit electronic Form 8 via *myPurdue*.

- * Go to: *myPurdue* > Plan of Study Generator > Request for Appointment of Examining Committee

Form 8 instructions are available at: <https://engineering.purdue.edu/ME/Academics/Graduate/currgrad.html>

(a sample of a completed Form 8 is included in this packet).

*****Signed Form 8 must be received by the Grad School 2 weeks before defense date.*****

ME Grad Office sends email to major professor (student cc'd) when exam documents are available.

Student or major professor will pick up document packet from ME Grad Office on day of defense.

Initiate Electronic Thesis Acceptance Form (ETAF)

- * Log in to *myPurdue*, go to "Academics" > "Graduate Student" > "Graduate School Plan of Study" > Form 9 > "Initiate Thesis/Dissertation Acceptance Form"

You will not have access to the link to upload your thesis for your deposit appointment until your ETAF has been signed by your examining committee and the grad chair.

Schedule thesis deposit appointment

- * Schedule deposit appointment with Thesis/Dissertation Office at:

www.purdue.edu/gradschool/research/thesis/appointment-booking/index.html

Electronic deposit of your thesis must be completed 24-48 hours before the Thesis Office appointment.

Send thesis for format check

- * Submit .pdf copy of thesis for format check to: megradoffice@purdue.edu no less than 2 weeks before deposit appointment.

*****A completed "ME Thesis Format Student Self-Checklist" MUST be submitted with the thesis.*****

The checklist can be found at: <https://engineering.purdue.edu/ME/Academics/Graduate/currgrad.html>

Send abstract & vita to ME Grad Office

- * After receiving format approval, send the following .pdf files to megradoffice@purdue.edu:

- 1) Thesis abstract (ONLY the abstract)
- 2) your vita (be sure to include a list of publications)

Schedule exit interview (PhD & D-PhD graduates ONLY)

- * Schedule an exit interview with Dr. Bajaj, Head of the School of Mechanical Engineering

See Jackie Baumgardt in ME 2007D (jackieb@purdue.edu / 494-9768) to schedule exit interview.

Complete Check-Out Form

- * Before leaving campus, obtain the required signatures by returning any keys, materials, equipment, etc. given to you by the School of Mechanical Engineering faculty or staff.

- * Submit completed form to ME Grad Office.

The "Check-out Form for Graduate Students Leaving Campus" can be found at:

<https://engineering.purdue.edu/ME/Academics/Graduate/currgrad.html>

Graduation Deadlines Calendar – School of Mechanical Engineering Fall 2018

Aug. 19, 2018 **Last Day to Submit Plan of Study for December Graduation**

Last day for a plan of study to be received by the Graduate School to graduate in December. (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.)

Sept. 19, 2018 **Last Day to Declare Candidacy for December Graduation**

Last day to declare candidacy for degree for December 2018 graduation.

TBD **Graduation Tab Becomes Available in myPurdue**

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

Oct. 12, 2018 **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.)

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

Students missing this deadline should contact the Office of the Registrar at commencement@purdue.edu.

Nov. 30, 2018 **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 December.

(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 Fall 2018

Dec. 7, 2018

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 final deposit appointment.

All Master's and PhD candidates must submit their thesis/dissertation via Electronic Thesis Deposit (ETD), at least 24 hours (48 hours during a deadline week) prior to their scheduled appointment. All required forms must be deposited at the mandatory final deposit appointment in the Thesis/Dissertation Office, Room B-80, Young Hall (YONG).

Deposit appointments are made online via the Thesis/Dissertation Office website at:

<http://www.purdue.edu/gradschool/research/thesis/appointment.html>

Dec. 8, 2018

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.

Dec. 15, 2018

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

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

School of Mechanical Engineering Procedure for Thesis Format Review

Thesis Format Review is handled through the ME Graduate Office via electronic submissions and reviews. ME thesis format approval is required prior to submitting your thesis 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>. This document is a checklist of the specific ME format requirements to be followed and **MUST** accompany the first version sent for review.
- 2) Theses will be returned to the submitter without being reviewed for the following reasons:
 1. Submitted without an “ME Thesis Format Student Self-Checklist”.
 2. There are numerous errors that the checklist indicates have been checked.

When resubmitted for review, the thesis will be at the end of the queue.

- 3) At least two weeks before your deposit appointment, send your thesis as a .pdf file and the self-checklist to: megradoffice@purdue.edu. Please name the file in the following way: [Lastname][“MS” or “PhD”]“v”[1,2,3,etc.].pdf” (ie: JonesMSv1.pdf)
- 4) After the review, the Thesis Format Advisor will send you an email (1) with an attached checklist explaining the necessary corrections, or (2) stating the format is approved.
- 5) If corrections are needed, use the attached checklist to make the changes. Submit the changes 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. For example, the 2nd revision file would be named: JonesMSv2.pdf
- 6) When the email states the format is approved, you may upload your thesis to ProQuest. Please be aware, you will NOT have access to the link to upload your thesis until your ETAF has been signed by all examining committee members and the grad chair.
 1. If you have not already submitted the ETAF, do so by logging on to: <https://mypurdue.purdue.edu> using your Purdue career account. Under the “Academics” tab, go to “Graduate Student” and click on the “Graduate School Plan of Study” link. Select “Form 9 (Thesis/Dissertation Acceptance)”, then “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.
 2. Email the following to megradoffice@purdue.edu:
 - a) a .pdf file of the abstract page(s) from your thesis. You do not need to provide a printed bound copy of the thesis.
 - b) a .pdf file of your vita (be sure to include a list of publications). 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

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).
- Lower case Roman numerals (ii, iii,...) are used in the preliminary section (Committee member page through the ABSTRACT page(s). Title page counts as page i, but is not numbered.
- Arabic numerals (1, 2, 3...) are used in the main body of the thesis, beginning with Chapter 1.

□ 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 are left justified and 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 thesis (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**

M.S. (non-thesis)

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), and indicate you are registering as a candidate, have your major professor sign and then return the form to the ME Graduate Office.
- Once the Graduate Office has reviewed your file and processed your candidate registration, you will receive an email informing you of additional steps you need to do (e.g. changes to the plan of study).

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.

****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 3.00 or higher to graduate (exceptions are granted if students have a cumulative GPA of 2.85). 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.*

**PURDUE UNIVERSITY
GRADUATE SCHOOL**

(Please type)

**Request for Appointment of Examining Committee
(Adaptable for any degree)**

Name of Student John A. Student PUID No. 12345-XXXXX

Examination to be taken:

- Preliminary Examination
- Final Examination

Degree sought (exact title) MUST MATCH DEGREE LISTED ON PLAN OF STUDY

It is recommended that the following serve as members of the Examining Committee:

	Graduate Faculty Identifier	Area
<u>PETER H. MECKL</u> Chair	<u>C3068</u>	<u>Mechanical Engineering</u>
<u>GREGORY M. SHAVER</u>	<u>C6870</u>	<u>Mechanical Engineering</u>
<u>ROBERT P. LUCHT</u>	<u>C5765</u>	<u>Mechanical Engineering</u>
_____	_____	_____
_____	_____	_____

It is planned to hold the examination:

Date 03-17-2015 Time 10:00 am Building ME Room No. 2180

Thesis Title The Quick Red Fox Jumps Over the Lazy Brown Dog

Recommended by: _____
Major Professor Head of the Graduate Program

Department Mechanical Engineering Dept. Code MECH

Date Submitted _____

Graduate School Dean

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 _____