



Spring 2020 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 2020

Jan. 12, 2020 **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.)

Feb. 7, 2020 **Last Day to Declare Candidacy for May Graduation**

Last day to declare candidacy for degree for May 2020 graduation.

TBD **Commencement 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.

Mar. 6, 2020 **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 Commencement Tab in myPurdue**

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

Apr. 24, 2020 **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 2020

May 1, 2020

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)

May 2, 2020

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.

May 9, 2020

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 2021 graduation *(provided the student registers for Summer 2020 and Fall 2020)*.

CANDIDATE CHECKLIST

for

PhD and MS Thesis-Option Candidates

Register to Graduate by Candidate Registration Deadline

- Submit Form 23 for candidate registration and Candidate Student Checklist 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.

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

Submit Form 8 (Request of Appointment of Examining Committee)

- Submit electronic Form 8 via *myPurdue* three weeks before defense date.
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.*****

Schedule Formatting Consultation with Thesis/Dissertation Office

- All thesis format reviews will be done by the Thesis/Dissertation Office. To schedule a consultation appointment, go to: <https://www.purdue.edu/gradschool/research/thesis/consultations.html>. It is recommended you schedule the consultation before your defense

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.*

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.

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

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
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.

****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

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

ADVISOR COMMENTS:

BURSAR USE

OFFICE OF THE REGISTRAR COMMENTS:
--

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, Dr. Groll. Interview has been completed. _____

Dr. E. Groll

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 _____

Tina Denson – 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 in .pdf form to megradoffice@purdue.edu.

ME Graduate Office

Checkout Date _____