

NON-CONTROLLED THESIS DEPOSIT REQUIREMENTS

<https://www.purdue.edu/academics/ogsps/thesis/thesis-requirements/>

[1] REQUEST A FORMAT REVIEW OF YOUR COMPLETED DRAFT

(<https://www.purdue.edu/academics/ogsps/thesis/request-a-consultation/>).

Students interested in obtaining a format review by the Thesis & Dissertation Office during the semester in which they intend to deposit should contact thesishelp@purdue.edu or more information. A format review must be requested prior to the designated format review deadline, which differs for CAND 99200 and CAND 99100 registrants. Please refer to the [Graduation Dates and Deadlines](#) calendar.

NOTE: An in-person format review is **mandatory** for students whose thesis/dissertation contains or is subject to EAR, DFARS, ITAR, Export-Controlled, Controlled Unclassified Information (CUI), Covered Defense Information (CDI), or any other controlled content.

[2] COMPLETE & SUBMIT FORM 9: ELECTRONIC THESIS ACCEPTANCE FORM (ETAF) AND THE REQUIRED SURVEYS. [Student-Instructions-Thesis-Acceptance-Form.pdf](#)

- The Form 9 ETAF is available in the student's Graduate Student Portal dashboard, and it should be submitted **AFTER** the student has passed the final defense/exam. Please allow AT LEAST 5 business days for the Form 9 ETAF to be approved and signed by all committee members and the program's designated Thesis Form Head.
- Survey links will become available in the student's Graduate Student Portal dashboard during the semester in which they register as a candidate for graduation. The following must be completed prior to depositing the thesis or dissertation:

Purdue West Lafayette and Indianapolis:

- Master's students must complete the **Master's Exit Questionnaire**.
- Doctoral students must complete both the **Doctoral Exit Questionnaire** and the **Survey of Earned Doctorates**.

Purdue Fort Wayne and Purdue Northwest (Hammond):

- Doctoral students must complete the **Survey of Earned Doctorates**.

[3] SUBMIT YOUR DEPOSIT TO THE DESIGNATED REPOSITORY NO LATER THAN 24 HOURS BEFORE THE DEPOSIT DEADLINE.

The student is eligible to deposit **AFTER** all committee members and the program's Thesis Form Head have electronically approved and signed the Form 9 ETAF, and the student will receive an automatic email containing Hammer deposit instruction steps that must be followed to submit the deposit. The deposit **must** be submitted at least 24 hours in advance of the designated [Deposit Deadline](#) based on your registered candidacy.

After the deposit is successfully submitted, a Thesis & Dissertation Office staff member will review the HammerRR deposit in the order in which it was received. If deposit formatting is acceptable, we will approve both the Form 9 ETAF and the Hammer deposit.

[4] PAY THE DEPOSIT FEE.

The deposit fee will be billed approximately 10 business days after the Form 9 ETAF is approved.

Thesis Fee:	\$90.00
Dissertation Fee:	\$125.00

West Lafayette and Indianapolis campuses: Purdue West Lafayette and Indianapolis candidates will be billed through their myPurdue accounts.

Hammond and Fort Wayne campuses: Purdue Northwest and Fort Wayne candidates will be billed through their campuses and students must pay the deposit fee through their campus Bursar's office.