Ph.D. Candidates

Do the following...

- Ensure the titles and names shown on your title page, abstract, and other paperwork exactly match. Your name should be identical to what is reflected in official Purdue records. If you need to update your name information, please contact the Purdue Registrar as soon as possible.

- Use the Boiler Copy Maker (phone: 63888, Purdue Memorial Union, Room 157) or University Printing Services (phone: 42006, corner of Harrison and South Intramural Streets on campus) for printing/binding of the Deposit Copy, the departmental copy and any other copies you want for your committee or yourself. Be sure to provide them with a one-sided orginal with proper margins to copy from. Please thoroughly check your dissertation prior to leaving the printers since errors can be rectified on the spot. Doing so will save you time, effort, money, and stress. Printing costs vary with the turn around time you allow. If you decide to print your own copy of the Deposit Copy, use 20 pound 100% cotton or rag paper, available from Staples or other office supply stores. You can still have the Boiler Copy Maker thesis bind your printout if you print it yourself.

- You will submit your unbound dissertation copy at the Thesis/Dissertation office in a cardboard 8.5 x 11 carrying box (provided at the printers). Your name and graduation date should be plainly marked on the front and sides of the box (e.g., DOE, JOHN DECEMBER 2002).

- Make an appointment with the Head of ECE (43539) to get their signature on the GS Form 9 in the bound Deposit Copy, and turn in the departmental copy to the Head's secretary at that appointment.

- Make a scheduled appointment with the Graduate School Thesis/Dissertation Office. Call Mark D. Jaeger at 63157 (daily 8-5) or e-mail: markj@purdue.edu. Please check in at Reception in 170 Young Graduate House. To preclude excessive waiting, or conflicting with the appointments of others, please do not arrive more than five minutes prior to your scheduled appointment. If you are running ahead of schedule, please avoid “walking in” without prior notice. If you would like to reschedule your appointment, please call the aforementioned number or 4-2600 (Records Reception) first.

Bring the following to the Thesis/Dissertation Office at your appointment...

- One (1) copy, the Deposit Copy, bound in 3-post black binder, on 20 pound paper that is 100% cotton or “rag” paper, with original, signed Thesis Acceptance form (GS Form 9) bound in as the first page.

- One (1) unbound (loose leaf) copy on copier paper, usually the one you made the deposit copy from, in a cardboard 8.5 x 11 carrying box (provided at the printers).

- A copy of the completed (i.e., with all signatures) thesis acceptance form (GS Form 9) with your unbound copy, since this will be required by ProQuest Information and Learning prior to microfilming.

- A copy of the title page, a copy of the abstract page (both of these can have page numbers on them), the completed ProQuest microfilm agreement form, and a completed Addendum to the UMI Doctoral Dissertation Agreement Form (GS Form 14). Please keep these documents “loose leaf”—do not bind them in to your dissertation. The ProQuest and Addendum forms should be available through your department. Again, names and titles listed on all of the above items must match.

- Candidates with “Confidential” dissertations must bring a completed/signed Request for Confidentiality form (GS Form 15) and bring their departmental copy as it will be maintained, along with the “cotton” and unbound copies, at the Graduate School until it is released from confidential status.

- Your ProQuest microfilming fee ($73.00 as of May 2001) may be paid to the Purdue Bursar, Hovde Hall, at any time prior to graduation (the sooner the better!). No deposit receipt is required; you need only show proper identification to the Bursar. Individuals wishing to apply for optional copyright registration through ProQuest must present a cashier’s check or money order, in the amount of $45.00 and payable to “PQIL,” at their final deposit appointment.

- Deposit receipts (GS Form 16) given to you by the Thesis/Dissertation Office are to be taken to the Graduate School Student Records and Inquiries Office (170 Young Graduate House) processing and must be turned in no later than 5 p.m. on the Monday following the thesis/dissertation deposit deadline.
INSTRUCTIONS and REQUIRED ITEMS for your
FINAL THESIS DEPOSIT

Masters Candidates

Do the following...

• Ensure the titles and names shown on your title page, abstract, and other paperwork exactly match. Your name should be identical to what is reflected in official Purdue records. If you need to update your name information, please contact the Purdue Registrar as soon as possible.

• Use the Boiler Copy Maker (phone: 63888, Purdue Memorial Union, Room 157) or University Printing Services (phone: 42006, corner of Harrison and South Intramural Streets on campus) for printing/binding of the Deposit Copy and any other copies you want for your committee or yourself. Be sure to provide them with a one-sided original with proper margins to copy from. Please thoroughly check your dissertation prior to leaving the printers since errors can be rectified on the spot. Doing so will save you time, effort, money, and stress. Printing costs vary with the turn around time you allow. If you decide to print your own copy of the Deposit Copy, use 20 pound 100% cotton or rag paper, available from Staples or other office supply stores. You can still have the Boiler Copy Maker thesis bind your printout if you print it yourself. The Deposit Copy is bound in a 3-post black binder, on 20 pound paper that is 100% cotton or “rag” paper, with original, signed Thesis Acceptance form (GS Form 9) bound in as the first page. The GS form 19 masters thesis agreement form must be inserted after the Form 9. The GS 19, and a letter explaining it, should have been given to you at your defense, or you can get it after your defense from the Graduate Office if your faculty member didn’t give it to you.

• Make an appointment with the Head of ECE (43539) to get their signature on the GS Form 9 in the bound Deposit Copy, and turn in the departmental copy to the Head's secretary at that appointment, unless it is confidential.

• Make a scheduled appointment with the Graduate School Thesis/Dissertation Office. Call Mark D. Jaeger at 63157 (daily 8-5) or e-mail: markj@purdue.edu. Please check in at Reception in 170 Young Graduate House. To preclude excessive waiting, or conflicting with the appointments of others, please do not arrive more than five minutes prior to your scheduled appointment. If you are running ahead of schedule, please avoid “walking in” without prior notice. If you would like to reschedule your appointment, please call the aforementioned number or 4-2600 (Records Reception) first.

Bring the following to the Thesis/Dissertation Office at your appointment...

• One (1) copy, the Deposit Copy, bound in 3-post black binder, on 20 pound paper that is 100% cotton or “rag” paper, with original, signed Thesis Acceptance form (GS Form 9) bound in as the first page. The GS form 19 masters thesis agreement form must be inserted after the Form 9.

• Candidates with “Confidential” dissertations must have the form 9 indicated bring a completed/signed Request for Confidentiality form (GS Form 15) and bring their departmental copy as it will be maintained, along with the “cotton” and unbound copies, at the Graduate School until it is released from confidential status.

• Deposit receipts (GS Form 16) given to you by the Thesis/Dissertation Office are to be taken to the Graduate School Student Records and Inquiries Office (170 Young Graduate House) processing and must be turned in no later than 5 p.m. on the Monday following the thesis/dissertation deposit deadline.