Purdue Master's Thesis Progression Checklist

(For Master's Degree students who are in Purdue Graduate School programs.)

	Admission Letter, Final Transcript and EAP Requirements		
	Program – at the time of admission	Admission Letter & Transmittal Form	Attach to the **Graduate Application** in WebAdMIT when admitted.
	Program	Final Transcript	Attach to the **Graduate Application** in WebAdMIT student's final, official transcript showing conferral of the undergraduate degree when the student is admitted. If it is not the final transcript with the degree conferral, send the final, official transcript via Request Tracking System (RTS) during the student's first semester..
	Student & **Program** – Year 1	Official Diploma	If an international institution does not list degree conferral on the final official transcript, the Graduate Office must physically verify the official diploma showing the degree has been awarded. Provisional Certificates are not sufficient. Student must bring official diploma to office (UL 1170) for verification.
	Student – 1st semester	EAP	If required, take the English for Academic Purposes test (EAP), before classes begin your first semester. Complete courses resulting from placement during first term.
	Program – 1st semester	EAP Requirements	Track EAP requirements for non-native English speakers and verify required courses were taken during first term of enrollment.
	Degree Progress		
	Student	Purdue Career Account	When Purdue Career Account information is available to students – usually **half-way through the first semester of graduate study** – access to Purdue systems can be initiated. Career Account and Purdue Boiler Key setup instructions can be found on the Credentials Page of the Purdue Student Resources site.
	Program	Transfer Credits	Any transfer of credit for coursework from an outside institution which has been approved to apply towards the MS degree must be transferred using the Graduate Credit Transfer Report. **Submit completed form along with the front and back of all pages of official transcript via RTS at the same time the MS Plan of Study is submitted.** Details and Transfer Form can be found on the Credit Transfer Page of the Purdue Student Resources site. Transfer requests for international institutions will be reviewed by OIA for credit transfer ratio prior to processing.
	Program & **Student**	Plan of Study (Late Fee for late submission)	A Plan of Study (POS) is *required* and must be submitted *and approved* in the Purdue Graduate Student Database before the start of classes the semester of anticipated graduation. The electronic Plan of Study is accessed through the myPurdue student portal using the student's Career Account. Instructions and more information can be found under the Purdue Forms Database page of the Purdue Student Resources site. Open the Plan of Study accordion fold to download an instructional pdf entitled Student Plan of Study Instructions.
	Program	Termination of Study Form	In the event a student leaves a degree program after enrolling in classes (i.e., stop MS to do PhD, stop PhD to get MS, or leave IUPUI to study in another university, etc.), please submit a completed Termination of Study form via RTS as soon as possible so that the program can be discontinued. Include with submission any email from student confirming that they are leaving program. Form and details are found in the Termination of Study page.

	Student	Change to the Plan of Study	If student needs to change the members of the Advisory Committee or courses on the Plan of Study which must exactly match those listed on the IUPUI transcript, a Change to the Plan of Study must be submitted through the myPurdue student portal. Change to Plan of Study Instructions can be downloaded from the Purdue Graduate Student Resource page.
	Student	Apply for Graduation	When a student has identified the semester they will meet graduation requirements, the Application for Graduation must be submitted to the School – details can be found on the Planning to Graduate page in our Purdue Student Resources – choose the tab for the appropriate School and scroll to their Application for Graduation. • Fall grads – apply for graduation by prior May 15 • Spring grads – apply for graduation by prior October 15 • Summer grads – apply for graduation by prior January 15 School of Science students – please note that the SOS application only works for the first SOS degree obtained – email scigrad@iupui.edu if pursuing a second SOS degree to share information about graduation plans. NOTE: Students enrolled in MS while also in PhD must have the MS awarded at least 1 semester prior to award of the PhD.
<strong style="color:red">SEMESTER OF ANTICIPATED GRADUATION DEADLINES

	Student	Registration	Register for CAND 99100 and at least 1 tuition-bearing credit – for MS Thesis students, there must be at least one 69800 Research credit – additional registration is not prohibited. If all requirements are met except for defense and/or deposit and those are planned to be complete in the first half of the term, check with department coordinator about requesting exception to enroll in CAND 99200 only.
	Student	Formatting the Thesis	Visit Purdue Thesis and Dissertation pages for information regarding thesis formatting requirements, including the required Templates in Word or LaTeX.
	Student	Form 8: Final Exam	Work with your department and committee to schedule your Final Exam (thesis defense). At least 3 weeks prior to your scheduled defense, you must submit the GS-Form 8. This electronic form is accessed through your myPurdue portal.
	Engineering **Student**	Format Pre-check	Engineering MS Thesis students are required to have a pre-defense thesis format review with the department graduate coordinator. Must receive department format approval prior to Graduate Office review. LaTeX is the required template unless prior authorization is given for Word Template Three.
	School of Science **Student**	Format Pre-check	School of Science MS Thesis students are required to have a pre-defense format review at least 3 weeks before defending. Thesis Word file or LaTeX pdf should be sent to pugrad@iupui.edu using Secure Share in One.IU. Send Secure Share password via separate email. Within a few days an email will be sent with feedback, issues, or edits needed.
	Student	Defense	Defend thesis and receive all form approvals before the Final Exam Deadline. Graduation deadlines for each semester can be found on the Purdue Deadlines page listed by School
	Student	Post Defense Format Review	At least 2 weeks before the Deposit Deadline, a final format review will be necessary as soon as possible following successful defense and any committee-required revisions. Thesis Word file or LaTeX pdf should be sent to pugrad@iupui.edu using Secure Share in One.IU. Send Secure Share password via separate email. The student will be notified via email once the review is complete and notification will include the need for a second review. The student will make any necessary revisions prior to deposit.

Student	Deposit Uploads	At least 4 days before the Deposit Deadline, the student will upload the approved thesis to HammerRR via the link found in the Plan of Study portal at MyPurdue. After the HammerRR deposit is approved, an IUPUI ScholarWorks account will be initiated and notified by email. Student will upload to IUPUI ScholarWorks using the instruction in the ETD email. If either upload requires revisions, the student must complete revisions and reload immediately by 3 pm on the final deposit deadline.	
Student	Deposit Approval	All uploads and form signatures must be secured before the final deposit deadline or graduation will postponed by a semester.	
Graduate Office	ETAF Approval	Once all deposits have been made and approved, the student's ETAF/Form 9 will be approved.	
Student	Deposit Fee Billing	The approval of Form 9 will signal Purdue Thesis Office to initiate billing for the Purdue Deposit Fee ($90 for MS). The bill and payment link will be emailed to the student's IU email address. This bill must be paid for Purdue to publish the dissertation and remove the Purdue transcript hold. Student is responsible for watching for that billing a week or two after deposit approval.	
Student	Outstanding Grades	Verify that all "R" and "I" grades have been changed, or will be changed by the grade posting deadline the semester of graduation.	
Program	Outstanding Grades	IU deadlines for submitting grades in SIS can be found on the Registrar's Official Calendar website as well as on the School Deadlines page.	
Student	Bindery Information	Purdue Graduate School does not require any bound documents. Students must check with their program for bound document requirements. Bound copies may be ordered from National Library Bindery Co., 55 South State Avenue #100, Indianapolis, IN 46201 (317.636.5606) www.nlbco.com.	

Degree, Transcript and Diploma

Student	Degree Date	IUPUI students in Purdue programs receive a Purdue diploma. Purdue degrees are awarded in May, August, and December. Visit the Academic Calendar on the Office of the Registrar website for degree conferral dates.	
Student	Transcript	Once the degree is posted, it will immediately appear on the IUPUI Transcript; however, recorders have a few weeks after the grade posting deadline to audit and finalize degree award which is backdated to the conferral date. The Transcripts page from the Office of the Registrar website has all the details about ordering an official transcript. If a transcript is desired from Purdue West Lafayette, students must email the Purdue Registrar at transcripts@purdue.edu and request manual transcript updating (include PU and IU ID numbers and IUPUI transcript showing the awarded degree). Once updated, students can order an official transcript copy from Purdue. The updating process can take a few weeks.	
Student	Diploma	Diplomas are sent from the printer to the School Dean's Office. Students will receive communication from the school about diploma distribution to the **preferred email address** listed in the One.IU Student Center. This email will contain instructions and options for receiving the diploma.	