

Candidate Checklist for ABE Graduate Students

For MS and PhD Students – Purdue University




One Academic Year Before Graduation

- **Plan of Study:** Ensure an **approved Plan of Study** is on file.
 - Must include **two full semesters** of registration **between preliminary and final defense**.


Advancing to Candidacy (MS and PhD)

Deadline	Requirement
By first day of the semester	✓ Submit an approved Plan of Study for your degree objective (MS = 30 credits, PhD = 90 credits)
By first day of the semester	✓ Register as a Candidate (CAND 99100, 99200, or 99300)

Preparing for the Defense

Deadline	Requirement
At least 2 weeks before defense	✓ Initiate Form 8 (“Request for Appointment of Examining Committee”) via myPurdue  myPurdue Graduate Portal
At least 2 weeks before defense	✓ Circulate thesis/dissertation draft to your committee, as directed by your major professor
2 weeks before defense	✓ Prepare your Defense Announcement (Template on ABE Grad Website)  ABE Grad Office will send official announcement
1 day before defense	✓ Print rubric forms for each committee member
Day of defense	✓ Defend your thesis  Return completed rubric forms to ABE Grad Administrator

Depositing Your Thesis

Step	Action
After successful defense	✓ Upload your thesis for OGSPS review  Thesis Office Procedures

Useful Resources

1. **Form 8** – Available via myPurdue → Graduate Students Card → Graduate School Plan of Study
2. **ABE Graduate Website** – <https://engineering.purdue.edu/ABE/academics/graduate>
3. **Thesis Office** – www.purdue.edu/gradschool/research/thesis
4. **Commencement Info** – www.purdue.edu/commencement