Thesis / Dissertation Process Checklist

- ❖ Thesis Template Website – <mark>Student</mark>
  https://www.purdue.edu/academics/ogsps/research/thesis/templates.html
  - o Different departments have different requirements (APA, MLA, LaTeX) all templates are located here
  - o Copy your Word document and paste it INTO our template, otherwise you will develop issues. Do not try to create your own.

- ❖ Formatting check before Defense Date – <mark>Student</mark>
  - o Email your Word document to Thesis Staff at thesishelp@purdue.edu
  - o If using LaTeX, send a pdf to Thesis Staff at thesishelp@purdue.edu
  - o If you have a **CONTROLLED THESIS** – you must schedule an **in-person review with your laptop (not a flash drive) in Young Hall room 170.**

- ❖ Schedule a Defense Date – <mark>Student</mark>

- ❖ 2 weeks before Defense
  - o Ensure **Plan of Study** has been completed and approved
  - o Complete the **Form 8** – Defense Date Details – <mark>Student</mark>
  - o Form 8 Generates the Form 7 or 11 Automatically – Records Staff
  - o Committee to sign

- ❖ iThenticate
  - o Major Professor completes
  - o If *Controlled thesis*, **DO NOT** run through iThenticate

- ❖ Day of Defense
  - o Initiate the **Form 9** (Electronic Thesis Acceptance Form) – <mark>Student</mark>
  - o Once all Committee members sign, you will receive instructions on how to upload to HammerRR

- ❖ Upload to HammerRR – <mark>Student</mark>
  - o If *Controlled thesis* - (**DO NOT submit to HammerRR)** Work with SPS / Weber
  - o Final Review once uploaded to Hammer – Thesis Office Staff

- ❖ Complete surveys - <mark>Student</mark>
  - o MS – Master's Exit Questionnaire
  - o PhD – (2) Doctoral Exit Questionnaire and Survey of Earned Doctorates

- ❖ Approve Final Deposit and Form 9 - Thesis Office Staff