

# GRADUATE PROGRAM

## Administrative Steps to Defending & Graduating

(Ultimately the acceptance of your thesis/dissertation lies with the faculty committee overseeing your program; this document outlines administrative steps only. The student is responsible for meeting all academic and research expectations set forth by their Major Professor & Committee.)

### **Registering for Candidacy**

In order to graduate, you must declare candidacy for the semester in which you intend to graduate by the designated deadline. You can declare candidacy by registering for either CAND 991, 992, or 993.

\*You should inform the graduate program administrator of your intentions to graduate at least the semester before you intend to graduate to facilitate on-time declaration of candidacy.\*

Once you are registered for candidacy, ensure you are indeed approved as a candidate by the Graduate School by checking with the graduate program administrator.

Schedule a pre-graduation audit with the graduate program administrator, so that your plan of study can be reviewed and ensure that you won't encounter any concerns when the grad school runs the official audit about a month before graduation.

### **Scheduling a Defense**

The candidate will take the lead in determining a 2-3 hour block of time that is agreeable to all members of their advisory committee (and have them hold that time slot). This needs to include date, time, and location.

Inform the graduate program administrator when you want to schedule the defense and that all of your committee is in agreement. The graduate program

Contact for questions or further information:

Dr. Nicole Olynk Widmar, Professor |Associate Head and Graduate Program Chair |Email: [nwidmar@purdue.edu](mailto:nwidmar@purdue.edu)

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administrator will initiate the exam forms once provided the following information: **Defense – Date, Time, Location, and Title of Thesis/Dissertation**

The Major Professor should generate the Zoom meeting link or reserve a physical location and confirm that exam time on committee member's calendars.

Once the Major Professor has confirmed exam scheduling and location with all committee members and the graduate program administrator has filed exam forms with the graduate school your exam is considered 'scheduled'.

Your thesis/dissertation is due to the entire committee 2 weeks in advance of your defense (CC the Graduate Program Administrator when you do it). **The thesis/dissertation documents must be received two weeks prior or the exam will not take place as scheduled.**

About a week before the defense, your Major Professor should invite the Department to the public portion of your defense presentation. (In the event that your Major Professor prefer not issue the invitation, the graduate program administrator may be asked to do so at least one week in advance of the presentation.)

## Defend and Deposit

Defend at the time/date/location noted on your exam form! Paperwork is due afterword electronically (your Major Professor will get a notification to initiate that documentation).

Deposit **WELL BEFORE** 5:00 pm on deposit deadline date. Preferably do it multiple days before the deadline. The dissertation must be signed by your committee and grad chair before it goes to the graduate school - and it must arrive at the grad school BEFORE 5:00 pm.

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## Start planning your deposit now

Deposit requirements:

<https://www.purdue.edu/gradschool/research/thesis/requirements.html>

Thesis/Dissertation Templates:

<https://www.purdue.edu/gradschool/research/thesis/templates.html>

Formatting guidelines and procedures:

<https://www.purdue.edu/gradschool/research/thesis/resources/formatting-guidelines-and-deposit-procedures.html>

The department highly recommends a dissertation format consultation, you can schedule it easily here: (Ahslee Messersmith suggested, if availability allows)

<https://www.purdue.edu/gradschool/research/thesis/appointment.html>

When we get to this stage between defense and deposit we'll be in close contact because there will be other documents to process, like graduation surveys, MS/PhD record audits, etc. **Stay in touch** and don't hesitate to reach out. Early questions or concerns are much easier to tackle than waiting until it's too late to meet deadlines/address concerns.

**Summary:** Focus on locking down the date/time for the exam; keep in contact with the Graduate Program Administrator regarding your plan of study and exam documents; ensure you are meeting Major Professor & Committee expectations with respect to the thesis/dissertation. If you meet the candidacy, exam, and deposit deadlines on time, the other documents will automatically land in front of you at the right times 😊

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