
INITIATING THE THESIS ACCEPTANCE FORM

Instructions for: Students Depositing a Thesis or Dissertation

- The Graduate School has released a new electronic Thesis Acceptance Form which replaces GS Forms 9, 32, 15, and 36.
- Please follow the instructions on the following pages if you are a student depositing a thesis or dissertation.
- We offer additional instructions for:
 - Chairs
 - Committee Members
 - Graduate Program Department Head
- If you experience an issue with the form or have questions about the process which are not covered here, please feel free to contact the Thesis & Dissertation Office by telephone at (765) 494-3231 or by email at gradhelp@purdue.edu.

TO INITIATE THE THESIS ACCEPTANCE FORM:

1. Access the myPurdue page at:

<https://mypurdue.purdue.edu>

2. Log-in using your **Purdue Career Account** Credentials.



PURDUE
UNIVERSITY™
Log in using your Purdue Career Account

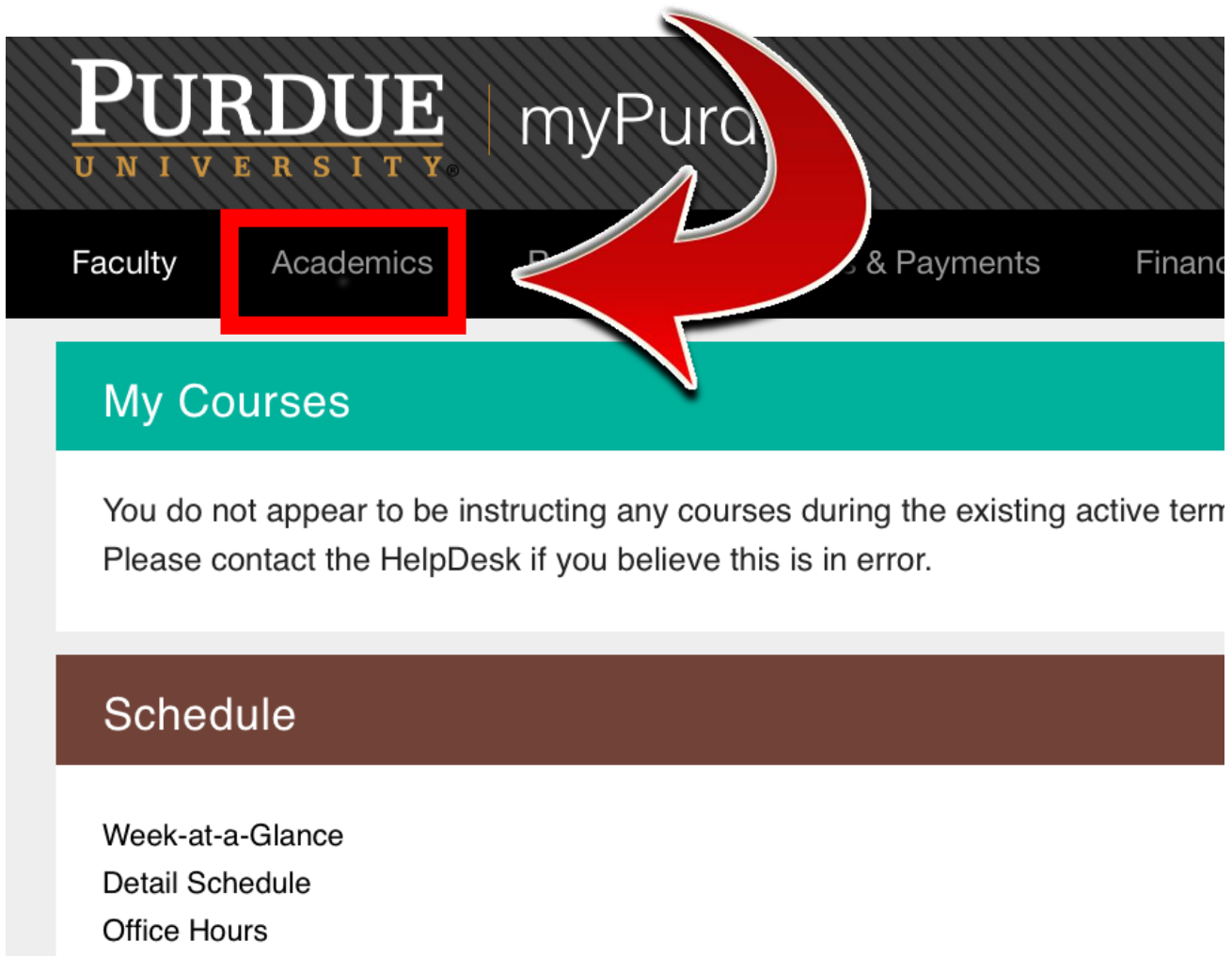
Login:
[Input Field]

Password:
[Input Field]

Login

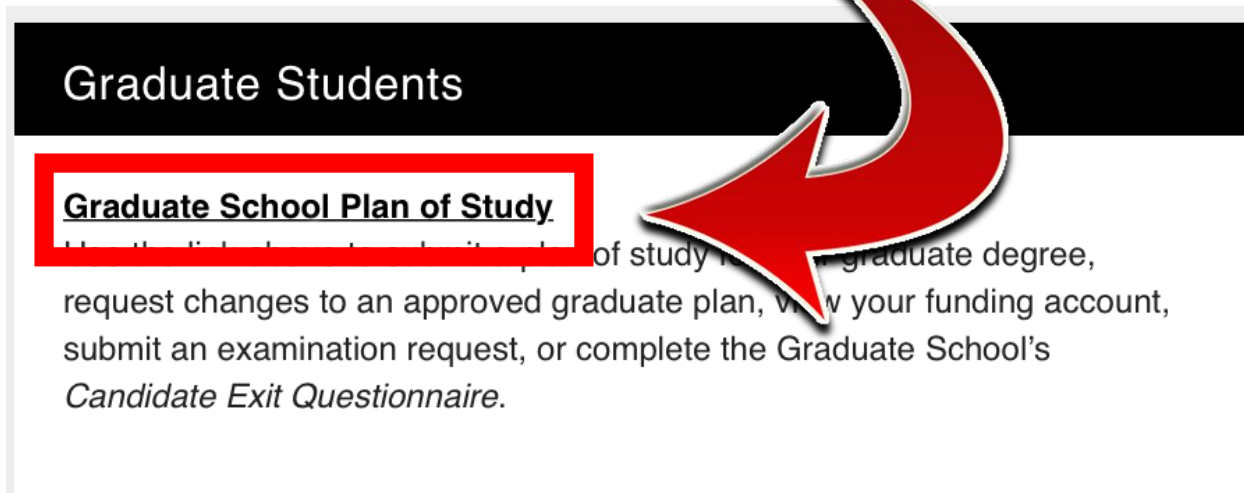
To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.

3. Select the *Academics* tab.



The screenshot shows the top navigation bar of the myPurdue website. The Purdue University logo is on the left, followed by the myPurdue logo. The navigation menu includes tabs for Faculty, Academics, Budgets & Payments, and Finance. The Academics tab is highlighted with a red box, and a large red arrow points to it from the right. Below the navigation bar, the 'My Courses' section is displayed in a teal header. The content below this header states: 'You do not appear to be instructing any courses during the existing active term. Please contact the HelpDesk if you believe this is in error.' Below this is a brown header for the 'Schedule' section, which contains links for 'Week-at-a-Glance', 'Detail Schedule', and 'Office Hours'.

4. Find the **Graduate Student** section and click the *Graduate School Plan of Study* link.

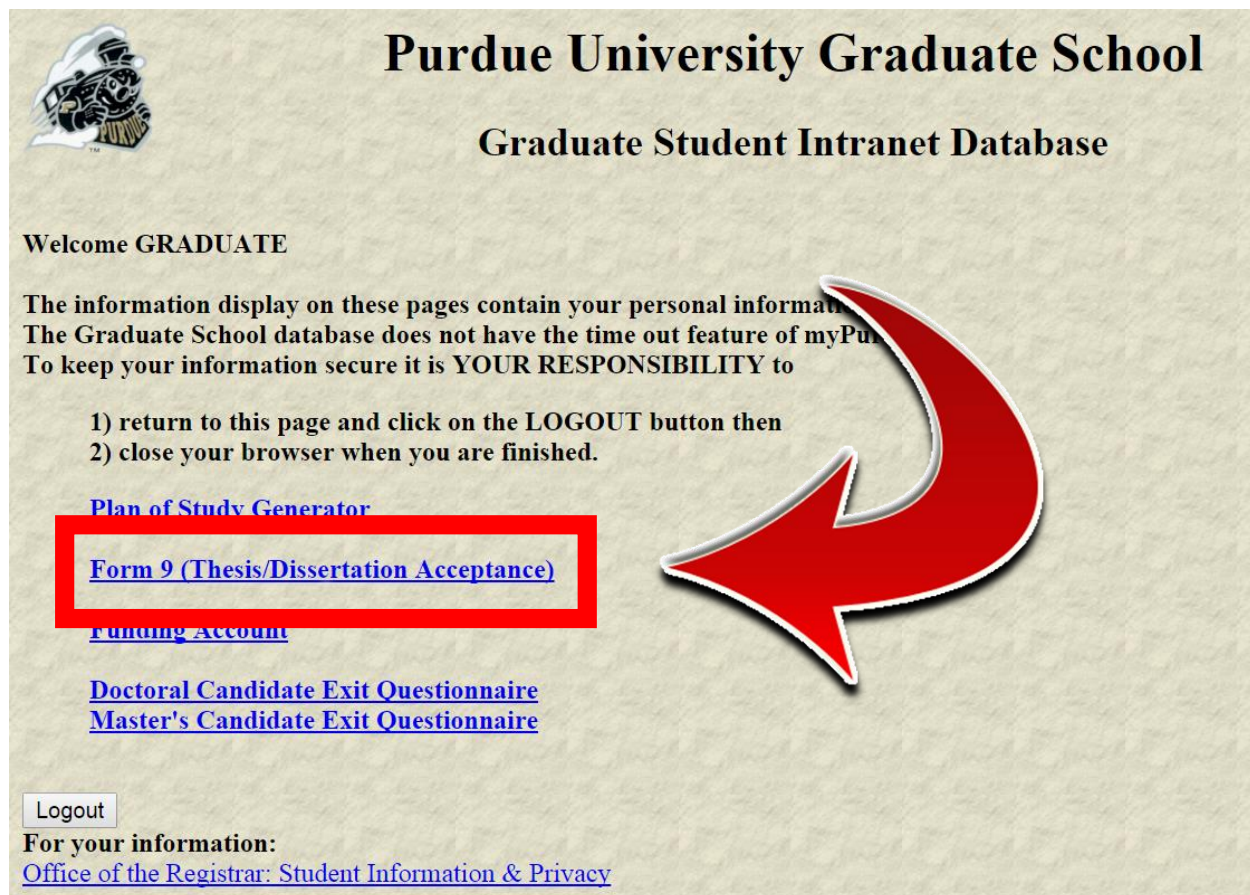



Graduate Students

[Graduate School Plan of Study](#)

of study for a graduate degree, request changes to an approved graduate plan, view your funding account, submit an examination request, or complete the Graduate School's *Candidate Exit Questionnaire*.

5. Click on *Form 9 (Thesis/Dissertation Acceptance)*.



 **Purdue University Graduate School**
Graduate Student Intranet Database

Welcome GRADUATE

The information display on these pages contain your personal information. The Graduate School database does not have the time out feature of myPurdue. To keep your information secure it is YOUR RESPONSIBILITY to

- 1) return to this page and click on the LOGOUT button then
- 2) close your browser when you are finished.

[Plan of Study Generator](#)

[Form 9 \(Thesis/Dissertation Acceptance\)](#)

[Funding Account](#)

[Doctoral Candidate Exit Questionnaire](#)
[Master's Candidate Exit Questionnaire](#)

For your information:
[Office of the Registrar: Student Information & Privacy](#)

6. Click *Initiate Thesis/Dissertation Acceptance Form*.

Exit to Graduate School database home page Logout of database

... for student


[Initiate Thesis/Dissertation Acceptance Form](#)

This option allows you to create a new Thesis forms.
For further instructions, click on the "Help" link at the bottom of the page.

Forms available for edit or display:

Action Link	Form	Dept	Degree	Status	Date
View	Thesis/Dissertation Acceptance	EDCI	DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 02/25/2015
View	Thesis/Dissertation Acceptance	EDCI	DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 02/26/2015

7. If you have submitted Form 8 more than once (for multiple graduate degrees), you will select the degree that pertains to the thesis or dissertation you are currently depositing.



Purdue University Graduate School

Exam Form List

Select an Exam form from the following list to create a Thesis form


Select	Preview	Form	Dept	Degree	Exam Type	Status	Date
<input type="radio"/>	View	Form 8: Request for Appointment of Examining Committee	EDCI	DOCTOR OF PHILOSOPHY	PRELIM	APPROVED	Submitted 01/12/2015
<input type="radio"/>	View	Form 8: Request for Appointment of Examining Committee	EDCI	DOCTOR OF PHILOSOPHY	FINAL	APPROVED	Submitted 02/22/2015
<input type="radio"/>	View	Form 8: Request for Appointment of Examining Committee	IV	M	FINAL	APPROVED	Submitted 04/21/2015

- If you have not submitted more than one Form 8, you will not see this page.
8. Review your personal information, update your thesis or dissertation title if necessary, and then click *Save and Continue*.

Personal Information and Thesis/Dissertation Title


Name:	STUDENT.GRADUATE
PUID:	0023510378
Department:	AAEN
Degree:	DOCTOR OF PHILOSOPHY
Campus:	PWL
Thesis/Dissertation Title: The title you provide here must match the title that appears on your finalized thesis/dissertation. You will not be able to change the title after you submit this form.	This is the title of my Thesis

To move on to the next section, click Save and Continue.
To return to the Thesis/Dissertation page and clear all



9. Review your Thesis/Dissertation Committee. If the list is correct, click *Save and Continue*.

If you need to make a change to the list, click Save without submitting, log out of the Graduate School Database, and contact your department's Plan of Study Coordinator. Ask him/her to email gradhelp@purdue.edu with your updated committee list. After you receive a confirmation email that your list has been updated, login to the Graduate School Database again and complete the form.



Purdue University Graduate School

Thesis/Dissertation Acceptance

Thesis/Dissertation Committee

The following serve as members of the Thesis Committee *:


Participation	Dept	Faculty ID	Thesis Committee Member
CHAIR	AAEN	C6714	ALINA ALEXEENKO
MEMBER	AAEN	C6407	WEINONG W. CHEN
MEMBER	AAEN	C5554	WILLIAM E. ANDERSON

***To make changes to the Thesis/Dissertation Committee follow below steps :**

- Click the "Save Without Submitting" button below
- Log out of the Graduate School Database
- Ask your department's Plan of Study coordinator to send an email to gradhelp@purdue.edu with your updated Thesis/Dissertation Committee
- Receive a confirmation email that the Thesis/Dissertation Committee has been changed
- Log in to the Graduate School Database and complete the form

To move on to the next section, click Save and Continue.
 To go to Thesis/Dissertation Acceptance Form home page without saving, click Back to Home

Delete this form
Save without Submitting
Back To Home
Save and Continue



10. Carefully read all material on the Confidentiality page, discuss your options with your major professor, make your selection(s), and then click *Save and Continue*.



Request Confidentiality: Yes No

To move on to the next section, click Save and Continue.
To go to Thesis/Dissertation Agreement Form home page, click Back to Home.

11. Carefully read all material on the Thesis/Dissertation Agreement page, make your selection, and then click *Save and Continue*.



AGREEMENT

I grant in perpetuity, without restriction, royalty free to Purdue University the nonexclusive right and license to reproduce, distribute, and display, in whole or in part, my master's thesis or Ph.D. dissertation in any format now known or later developed (e.g., ePubs) for preservation and access in accordance with this agreement. This agreement does not represent a transfer of copyright to Purdue University.

I understand that the University will observe any publication restrictions that I have placed on my work and will not make my thesis or dissertation available to other parties until such time as it has been released from these restrictions or I have given my prior permission to the University to allow access by others.

I represent and warrant to Purdue University that the Work is my original work and does not, to the best of my knowledge, infringe or violate any rights of others nor does the deposit violate any applicable laws. I further represent and warrant that I have the authority and/or have obtained all necessary rights to permit Purdue University to use, duplicate, and distribute, the Work and that any third-party owned content is clearly identified and acknowledged within the Work.

This agreement shall survive assignment of any and all exclusive rights provided to copyright holders in Section 106 of the United States copyright law

Yes, I agree. I want my thesis/dissertation to be available open access in the Purdue e-Pubs Institutional Repository.

No, I decline. I do not want my thesis/dissertation to be available open-access in the Purdue e-Pubs Institutional Repository.

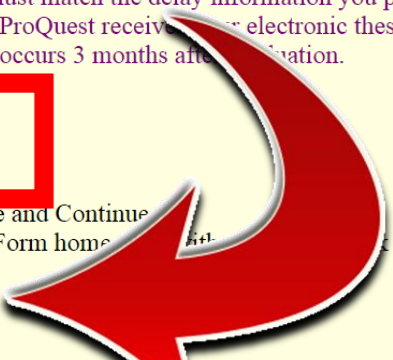
To move on to the next section, click Save and Continue.
To go to Thesis/Dissertation Agreement Form home page, click Back to Home.

12. Carefully read all material on the Delay of Publication page, discuss your options with your major professor, make your selection(s), and click *Save and Continue*.

The delay information you provide here must match the delay information you provide in ProQuest. If you request a delay period, it will begin when ProQuest receives your electronic thesis/dissertation from the Thesis/Dissertation Office - this typically occurs 3 months after submission.

Request Delay of Publication : Yes No

To move on to the next section, click Save and Continue.
To go to Thesis/Dissertation Acceptance Form home page, click Back to Home.



13. Carefully read all material on the Research Integrity and Copyright Disclaimer page. To proceed with this form and deposit your thesis or dissertation, you must click “**Yes, I certify**”. After you have made your selection, click *Save and Continue*.

I certify that in the preparation of this thesis/dissertation, I have observed the provisions of *Purdue University Policy III.A.2, November 18, 2011, Policy on Research Misconduct*.

[Purdue University Policy Office's Ethics page.](#)

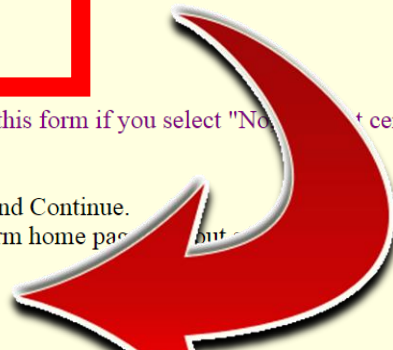
I certify that all copyrighted material incorporated into this thesis/dissertation complies with United States copyright law and that I have received written permission from the copyright owners for my use of their work, which is beyond the scope of the law. I agree to indemnify and save harmless Purdue University from any and all claims that may be asserted or that may arise from any copyright violation.

Please check Yes to certify the above statement.

Yes, I certify
 No, I do not certify*

*You will not be able to submit and initiate this form if you select "No, I do not certify". You must select, "Yes, I certify" to submit and initiate this form.

To move on to the next section, click Save and Continue.
To go to Thesis/Dissertation Acceptance Form home page, click Back to Home.



14. Confirm that you have completed all sections (completed sections are marked with a check), and then click *Preview Thesis/Dissertation Form*.

- Click on the name of a section to access that page.
- A check mark will appear next to the section title when the section is completed.
- All sections must be completed before you may submit the form.

[Personal Information and Thesis/Dissertation Title](#)
Verify your personal information and thesis/dissertation title.

[Thesis/Dissertation Committee Members](#)
Verify your thesis/dissertation committee member names.

[Confidentiality](#)
Indicate whether or not you wish to request confidentiality for your thesis/dissertation

[Thesis/Dissertation Agreement](#)
Indicate whether or not you wish to participate in Purdue University Library e-Pubs Collection.

[Delay](#)
Indicate whether or not you wish to delay the publication of your thesis/dissertation

[Research Integrity and Copyright Disclaimer Statement](#)
Indicate whether or not you wish to request confidentiality for your thesis/dissertation

[Preview Thesis/Dissertation Acceptance Form](#)

Click the Help button if you need further instructions.

Help Save without Submitting Submit Delete this Form



15. Confirm that all your information and responses are correct, and then click *Submit*.

Personal Information and Thesis/Dissertation Title: [EDIT](#)

Form Status **SAVED**

Student STUDENT,GRADUATE 0023510378

Campus West Lafayette (Main Campus) PWL

Admitted Program AERONAUTICS & ASTRONAUTICS AAEN

Degree Granting Major AERONAUTICS & ASTRONAUTICS AAEN

Degree sought DOCTOR OF PHILOSOPHY PHD

Thesis/dissertation title This is the title of my Thesis

Thesis/Dissertation Committee Members:

Participation	Dept	Faculty ID	Thesis Committee Member
CHAIR	AAEN	C6714	ALINA ALEXEENKO
MEMBER	POL	C7378	DANIEL P. ALDRICH
MEMBER	AAEN	C6407	WEINONG W. CHEN
MEMBER	AAEN	C5554	WILLIAM E. ANDERSON

Confidentiality: [EDIT](#)

Request Confidentiality : No

Reason for Confidentiality : N/A

Length of Confidentiality : N/A

Thesis/Dissertation Agreement: [EDIT](#)

Thesis/Dissertation Agreement : Yes

Delay: [EDIT](#)

Request Delay of Publication : No

Length of Delay : N/A

Research Integrity and Copyright Disclaimer Statement

Research Integrity Agreement : Yes

Save and Return



16. If your form has been successfully submitted, you will see your decision has been successfully submitted in red at the top of the screen.

The form will now proceed to the members of your thesis or dissertation committee (or if you requested a Confidentiality Period longer than 1 year, the form will proceed to the Office of Sponsored Programs).

Purdue University Graduate School
Thesis Form Generator

Thesis Form is successfully submitted

Exit to Graduate School database home page Logout of database

Currently the Thesis Form Generator is available for students.

[Initiate Thesis/Dissertation Acceptance Form](#)

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 For further instructions, click on the "Help" link at the bottom of the page.

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View	Thesis/Dissertation Acceptance	EDCI	DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 02/26/2015
View	Thesis/Dissertation Acceptance	EDCI	MASTER OF SCIENCE : NON-THESIS	ARCHIVED	Submitted 04/02/2015

If you do not receive the “**Thesis Form is successfully submitted**” message, please check that you have completed all sections and resubmit. If after resubmitting you still do not receive the message, please contact us at gradhelp@purdue.edu.