

“Must Do” to Prepare for Final Oral Examination

- Attend a *Purdue Thesis Formatting Workshop* prior to preparing your written thesis and oral defense. The thesis workshop is offered twice a year – once in September for the Fall semester and another in February for the Spring semester. No thesis workshop is held in the summer.
- Complete and submit **Form 8 Request for Appointment of Examining Committee** to your department graduate personnel/advisor **three (3) weeks prior to your scheduled defense date.**
- Use the **Master’s Thesis Preparation Kit** provided to you by the E&T Graduate Programs Director and refer diligently to the Purdue University Graduate School’s **“Manual for the Preparation of Graduate Theses”** (7th Revised Edition, 2006) for formatting rules and guidelines in preparing the written thesis. The Graduate School will not accept a thesis that has improper or inappropriate formatting. The thesis preparation manual can be downloaded from the following website:
<http://www.gradschool.purdue.edu/downloads/thesis/graduate-thesis-manual.pdf>
- *LaTeX* is the preferred typesetting system for formatting the written thesis. Use the Purdue LaTeX typesetting system documentclass to format your thesis.
- You must provide each member of your thesis advisory committee with a copy of your thesis for review at least **2¹/₂ - 3 weeks prior** to your scheduled defense date. Failing to do so may result in the cancellation of your defense and delayed graduation.
- Schedule an appointment with the Director by e-mail wvlim@iupui.edu at least **3 weeks in advance** of your thesis deposit date to review the final drafts of your thesis.
- The E&T Graduate Programs Director is the designated campus Thesis Format Advisor and is required to check and officially approve your thesis formatting by signing on the paper **Form 9**. Allow **minimum 15 business days** to complete all formatting reviews and necessary revisions before the thesis deposit deadline.
- Prepare the following three (3) forms for your oral examination:
 - 1) *Form 7 Report of Master’s Examining Committee*;
 - 2) *Form 9 Thesis Acceptance Form*; and
 - 3) *Form 32 Thesis/Dissertation Agreement, Publication Delay, and Research Integrity & Copyright Disclaimer Form*.**Form 7 Report of Master’s Examining Committee and Form 9 Thesis Acceptance** must be filled out and given to your major thesis advisor prior to the start of your oral defense.
- Check and confirm with your research advisor regarding the confidentiality of your thesis. If confidentiality is required for your thesis, *Form 15 “Request for Confidentiality”* must be completed, signed, and submitted to the Graduate Programs Director in ET 215.
- *Form 7 Report of Master’s Examining Committee* must be fully signed and submitted to your department graduate program personnel immediately following the conclusion of your thesis defense and a copy is provided to the Graduate Programs Director.
- Submit the original signed Form 9 and Form 32 (and Form 15, if necessary) to the Graduate Programs Director in ET 215 when you meet for thesis format review.
- Electronic thesis (ETD) submission may not occur until the Graduate Programs Director has fully approved your thesis formatting and signed on the Form 9 Thesis Acceptance Form.