

MS Thesis Graduate Student Checklist – 30 credits required

Prior to 1st Semester

- Accept admission via Purdue Grad School link
- Submit official final transcripts from undergraduate program
- Arrange for housing in Indianapolis
- Prepare to submit proof of immunizations to Registrar's office
- Teaching Assistants get teaching assignment from Mr. Keith Anliker in the week before semester begins

1st Semester

- Create computing/e-mail account
- Orientation
- Register for classes and seminar (9 course work credits, 1 seminar credit)
- Student ID/Crimson Card
- Parking tag
- Select Thesis Advisor (paper form C-2)
- Create Purdue account (directions sent to you by Grad Office toward end of 1st semester)

2nd Semester

- Register for classes and seminar (9 course work credits, 1 seminar credit)
- Appoint Thesis Advisory Committee (paper form C-3)

Summer Session

- Register for Research

3rd Semester

- Register for Research, any additional course work, and the 0 credit section of Seminar
- Participate in Poster Session
- Submit Plan of Study (E-form, via Purdue account)

4th Semester

- Register for Research, any additional course work, and the 0 credit section of Seminar

Subsequent semesters – Continue to register for research (Fall, Spring, Summer) and 0 credit of Seminar (Fall and Summer)

Final Year

- Keep graduation deadlines calendar handy
- Attend Thesis Format Pre-Check Workshop presented by the Grad Office
- Complete Graduation Application and Survey
- Write thesis, provide copy of thesis to committee at least 2 weeks before defense
- Keep graduation deadlines calendar handy
- Ensure Plan of Study has been approved at least one semester before graduation

Final Semester

___ Register for CAND (candidacy) and one fee bearing credit, such as research

___ Schedule Defense by filing the Request for Appointment of Exam Committee via Purdue account **at least 2 weeks** prior to exam

___ Schedule post-defense thesis review with Summer Layton of the IUPUI Grad Office

___ Defend thesis

___ Submit Electronic Thesis Acceptance (ETAF) forms:

- Thesis acceptance form 9
- Confidentiality
- Thesis/Dissertation Agreement
- Publication Delay (if applicable)
- Research Integrity and Copyright Disclaimer/iThenticate Plagiarism Detection Review (your advisor must perform the review and sign)

___ Electronic thesis deposit

___ Thesis Receipt

___ Deliver bound copies of thesis to Committee Chair and Grad Administrator (check with your advisor first)

- At the end of your final semester an audit will be done by the Chemistry program and the IUPUI Graduate Office to confirm that you've completed all requirements. You will not have any final forms to sign.
- Graduation is not the same as Commencement. Your **graduation** is the semester in which you finish your final classes, have completed all requirements and paperwork is filed by your program to certify you have met requirements. **Commencement** is the *ceremony* held in May of each year. August graduates may walk in the May commencement prior to finishing their courses. Participating in this ceremony DOES NOT mean you have graduated.
- Approximately two months after your graduation you will receive an e-mail from the School of Science notifying you that your diploma is ready.