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.