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.
3. Select the *Academics* tab.

![Image of myPurdue interface with Academics tab highlighted]

**My Courses**

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.

**Schedule**

- Week-at-a-Glance
- Detail Schedule
- Office Hours
4. Find the **Graduate Student** section and click the *Graduate School Plan of Study* link.

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

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.
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.

<table>
<thead>
<tr>
<th>Personal Information and Thesis/Dissertation Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td><strong>PUD:</strong></td>
</tr>
<tr>
<td><strong>Department:</strong></td>
</tr>
<tr>
<td><strong>Degree:</strong></td>
</tr>
<tr>
<td><strong>Campus:</strong></td>
</tr>
<tr>
<td><strong>Thesis/Dissertation Title:</strong></td>
</tr>
</tbody>
</table>

To move on to the next section, click Save and Continue.
To return to the previous section, go to the previous page and clear all content.
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.
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.

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

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.
14. Confirm that you have completed all sections (completed sections are marked with a check), and then click *Preview Thesis/Dissertation Form*. 
15. Confirm that all your information and responses are correct, and then click "Submit."
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).

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.