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

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

![Image of Initiate Thesis/Dissertation Acceptance Form]

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.

![Image of Exam Form List with highlighted Form 8 entries]
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

<table>
<thead>
<tr>
<th>Name:</th>
<th>STUDENT, GRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUID:</td>
<td>0023510378</td>
</tr>
<tr>
<td>Department:</td>
<td>AAEN</td>
</tr>
<tr>
<td>Degree:</td>
<td>DOCTOR OF PHILOSOPHY</td>
</tr>
<tr>
<td>Campus:</td>
<td>PWL</td>
</tr>
</tbody>
</table>

**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 a previous section, navigate to the page and clear all data.
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](mailto: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*.

**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.

[Options: Yes, I agree. No, I decline.]

To move on to the next section, click *Save and Continue*. To go to the 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*.

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*. 

---

**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.*

---

**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*. To go to Thesis/Dissertation Acceptance Form home page, click *Back to Home*. 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.*
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.