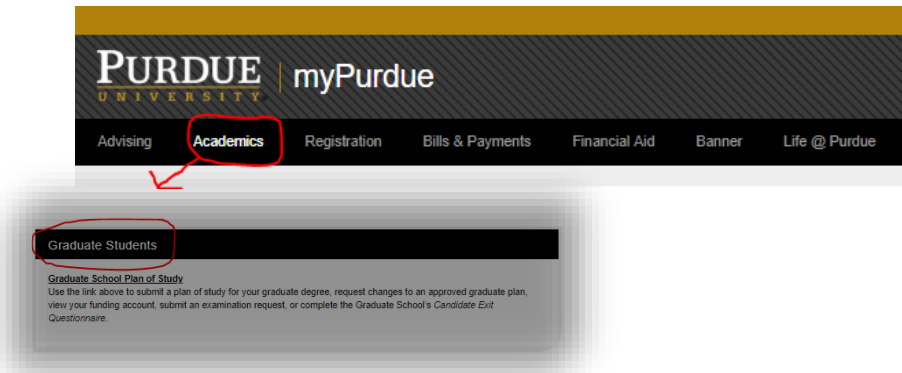


Graduate Student Records
GENERAL GRADUATION REQUIREMENTS



EARLY STEPS

- **Plan of Study**

The original plan of study must be received by the Graduate School prior to the first day of the academic session of graduation; however, changes can be made to the plan up until the degree has been cleared. Once the degree is conferred, no further changes can be made.

- **Preliminary Examination (Doctoral Students Only)**

To become eligible to take the preliminary examination, doctoral students must have filed a plan of study, satisfactorily completed most of the formal study, and satisfied any foreign language requirements. The examination should be scheduled as soon as possible, and must be completed at least two sessions (including summer session) before the date of the doctoral final examination. The preliminary examining committee consists of a minimum of three members of the graduate faculty.

FINAL SEMESTER

- **Declaring Candidacy**

Students must be registered in the session of graduation, and declare their intention to graduate by the Candidacy Deadline in the session of anticipated graduation.

- **Privileged Candidacy Registrations (Exam or Degree Only)**

A student who has completed the Graduate School's registration requirement (30 hours for a master's degree; 90 hours for a Ph.D. degree) and who has finished all degree requirements except for the final examination and/or depositing the thesis may request registration for Exam or Degree Only at a reduced fee. If approved, the registration will remain valid only if both a positive *Report of the Final Examination* and a *Thesis Receipt* have been received in the Graduate School by the eighth week of the semester (fourth week of the Summer session). Otherwise, the registration for the current session will be converted automatically to one hour of research. Any graduate student, including those who hold any type of graduate appointment, may register for Exam or Degree Only.

- **Final Examination**

Final examinations must be held (and the report form received by the Graduate School) before the last week of classes of the academic session in which graduation is expected.

- An electronic G.S. Form 8 Examination Request must be submitted electronically by either the student or his/her Plan of Study Coordinator; the form must be received by the Graduate School at least two weeks prior to the scheduled examination date.
- For a 3 person examining committee, the recommendation must be unanimous for the exam to be considered “Passing.” (For committees of 4 or more, one member may dissent without affecting the results of the examination.)
- If a committee member refuses to sign the Form 9, he/she still needs to sign the final report form.

***Doctoral students:** Doctoral students are eligible to take the final examination three sessions after passing the preliminary examination. However, there must be at least two academic sessions of registration devoted to research and writing in between the preliminary and final examinations.*

***Master’s students:** The final examining committee must consist of a minimum of three members.*

- **Thesis Deposit**

Thesis-option master’s and doctoral students are required to successfully deposit the final copy of their thesis (with approved format edits) no later than the close of business (5:00pm ET) on the Wednesday of the last week of classes in the session in which their degree is to be awarded.

NOTE: All Thesis students must be registered for research credit(s) at the appropriate level in the session they deposit their thesis (except for “Exam/Degree Only” registrants).

*For a list of upcoming graduation deadlines, please see the **Graduation Deadlines Calendar** (<https://www.purdue.edu/gradschool/about/calendar/index.html>).*

\$200 Late Graduation Deadline Fee

A Late Graduation Deadline Fee may be assessed for the following graduation-related reasons:

- **Missing the Plan of Study Deadline.**
- **Missing the Deadline to Declare Candidacy.**
- **Missing the Thesis Deposit Deadline.**
- **Making updates or corrections to deposited thesis or dissertation.**
- **Listing on the Graduate School’s candidate roster for the same degree more than two consecutive sessions.**

This fee may be appealed via G.S. Form 38; students should contact their department if interested in this option. Appeals will only be considered for students who have already been added to the candidate roster and assessed the fee. If approved, the fee attribute will be removed. Students will only be assessed the fee once per session (even if they qualify for the fee for multiple reasons). If you have any questions, please contact the Graduate School at gradweb@purdue.edu.