SIGNING THE THESIS ACCEPTANCE FORM

Instructions for:
Chair of the Thesis/Dissertation Committee

- 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:
  - Students
  - 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.

A NOTE TO CO-CHAIRS:

For co-chairs, the first co-chair to sign into the Graduate School Database will follow the instructions for the Chair.

S/he will approve the student’s choices in the Confidentiality and Delay of Publications sections, certify that an iThenitcated review took place and provide the date of that review. Then, s/he will approve or reject the student’s thesis or dissertation and sign and submit the form.

When the other co-chair signs in, s/he will view the sections of the student and the co-chair. Then, s/he will approve or reject the student’s thesis or dissertation and sign and submit the form.
TO SIGN THE THESIS ACCEPTANCE FORM:

1. Go to the Graduate School Database:
   
   https://ias.itap.purdue.edu/rgs/wpu_intra.pu_dispauth

2. Log-in using your Purdue Career Account Credentials.

Purdue University Graduate School

Authorization Screen

Faculty needing access to sign a Plan of Study, if you would like to use your Purdue Career Account to login into the database review the following: Obtaining Access to the Graduate School Database

Enter your Purdue Career Account userid and password, or if you were assigned a Graduate School userid and password enter that.

If you do not know your userid and/or password, email gradhelp@purdue.edu

User ID / Alias
User Password

Login  Clear  Help

For your convenience, upon logging in you will be directed to a page in the database depending on your role.

Heads and Deans - to the My Signature page containing documents awaiting your signature.

Faculty - to the Plans page containing plans you are associated with.

POS Coordinators, Contacts, GS Staff - to the database home page.

For your information:
Office of the Registrar: Student Information & Privacy

For questions contact:
Graduate Web Help, 42600, gradweb@purdue.edu
3. Click on the **My Signature** icon near the top of the screen.

4. Scroll down to the **Thesis Forms Awaiting Signature** section and click on the student’s name.

**Thesis Forms Awaiting Signature**

Click on the name to view the form.
5. Review the student’s selection in the **Confidentiality Agreement and Delay of Publication** section.

If you agree with the student’s choices, check the **Approve the confidentiality agreement** and **Approve the delay** boxes.

If you do not agree with the student’s choices, click the **Return to the Student for Editing** button and contact the student directly to advise him/her on what selections would best suit his/her work.

6. Using the calendar button, select the date on which you performed an iThenticate review on the student’s thesis or dissertation and check the box next to the statement: **I certify that the author’s manuscript was diagnostically reviewed by iThenticate on the date indicated above.**

**Certification of iThenticate Use**

**iThenticate Date:**

Based on the results of the iThenticate diagnostic review, to the best of my knowledge, the manuscript is the original work of the author and all content not otherwise appearing in the thesis / dissertation has been properly quoted and attributed.

**I certify that the author’s manuscript was diagnostically reviewed by iThenticate on the date indicated above.**
7. In the Approval section, find your name.

If you approve the student’s thesis or dissertation, check the Approve and Submit box, and then click Submit Signature.

If you do not approve the student’s thesis or dissertation, check the Disapprove box, and then click the Submit Signature button.

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<th>Level</th>
<th>Authorization</th>
<th>Required Signature</th>
<th>Status</th>
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8. If your decision 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 next member of the Thesis or Dissertation Committee.

If you do not receive the **Your decision has been successfully submitted** message, please check that you have completed all the yellow boxes and resubmit.

If you still do not receive the message, please contact us at gradhelp@purdue.edu.