SIGNING THE THESIS ACCEPTANCE FORM

Instructions for:
Head of the Departmental Graduate Program

- 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
  - Chairs
  - Committee Members

- 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 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 have not obtained a Graduate School userid and password enter that.

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

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.

<table>
<thead>
<tr>
<th>Thesis Form</th>
<th>Student</th>
<th>Degree</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 9</td>
<td>STUDENT GRADUATE</td>
<td>DOCTOR OF PHILOSOPHY</td>
<td>CHAIR</td>
</tr>
<tr>
<td>Form 9</td>
<td>STUDENT GRADUATE</td>
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<td>CHAIR</td>
</tr>
</tbody>
</table>
5. In the Approval section, find your name.

If you approve the student’s thesis or dissertation, check the **Approve** 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.

<table>
<thead>
<tr>
<th>Level</th>
<th>Authorization</th>
<th>Required Signature</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>Student</td>
<td>Graduate Student</td>
<td>SUBMITTED 01/14/2016 18:56:04</td>
</tr>
<tr>
<td>50</td>
<td>Committee Chair</td>
<td>X</td>
<td>APPROVED by X 01/14/2016 19:24:01</td>
</tr>
<tr>
<td>50</td>
<td>Committee Member</td>
<td>X</td>
<td>APPROVED by X 01/14/2016 19:44:13</td>
</tr>
<tr>
<td>50</td>
<td>Committee Member</td>
<td>X</td>
<td>APPROVED by X 01/14/2016 19:42:32</td>
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<tr>
<td>50</td>
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<td>APPROVED by X 01/14/2016 19:42:02</td>
</tr>
<tr>
<td>10</td>
<td>Thesis Head</td>
<td>X</td>
<td>Waiting on higher level signatures</td>
</tr>
<tr>
<td>0</td>
<td>Processor</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
6. 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 Processor for approval.

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.