Greetings,

The Purdue Graduate School Thesis/Dissertation Office is pleased to announce a new feature that should make the thesis deposit process easier for students, faculty and staff. Effective with this (Spring 2016) term, we are implementing a soft rollout (i.e., optional usage) of our new electronic Thesis Acceptance Form. This new form is intended to replace our current paper thesis deposit forms (GS Form 9, 32, 15) by merging them into one convenient online “package.” The new electronic form should effectively eliminate issues traditionally associated with paper forms and streamline the current deposit process.

The soft rollout will extend through Fall 2016. During this period, usage of the electronic form will be strongly encouraged, but optional. The new electronic form has already undergone significant testing in selected departments; however, we cordially invite suggestions for improvement during the rollout period. Please again note that our current paper forms will remain available for download in the “Required Forms” section of our website and will continue to be accepted at student deposit appointments. Once the soft rollout period ends, and after any residual technical issues have been addressed, we will phase out the current paper forms and the new electronic form will be exclusively used effective Spring 2017.

As an incentive to use the new form during the initial rollout, we are adjusting our current student thesis deposit procedures as follows:

- Students using the electronic form will still select an appointment time using the self-scheduling calendar on our website.
  - However, students will not need to be present at the Graduate School during their appointment time. They will instead be handled as “long distance” appointments.
- Students using the new form will no longer need to print copies of their Exit Questionnaires or Survey of Earned Doctorates (Ph.D. only).
  - We will instead confirm completion of their survey(s) via the Database.
- Students will still need to submit their ETDs (electronic thesis deposits) at least one (preferably two) business days prior to their scheduled appointment times as is the current procedure.
  - This should allow sufficient time for thesis review/revision prior to scheduled appointments.
- Students can expect to receive a PDF of their Thesis Deposit Receipt (GS Form 16) via e-mail no later than 5 p.m. on the day of their appointment.
  - As under current procedure, the department graduate contacts will concurrently receive PDFs of student thesis deposit receipts as well.
- Under our “long distance” procedure, we will only need to contact students by e-mail or phone during scheduled appointment times in the event we have any specific questions.

Please note that students electing to use the traditional paper copy forms will still be required to schedule a walk-in appointment. The current deposit procedures for these students, as described on our website, will not change during the rollout period.
For your information, we have attached to this letter instructional handouts specifically tailored for students, committee chairs and members, and program heads. Please closely review these informative handouts. We will also post our handouts at the following link:

http://www.purdue.edu/gradschool/research/thesis/guidance.html

We have also attached a short “FAQ” sheet that should address the most common questions students, faculty, and staff may have during the initial rollout.

Please don’t hesitate to contact us if you have any questions.

Sincerely,

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