Electronic Thesis Acceptance Form
Frequently Asked Questions

Is the use of the electronic form mandatory for the Spring 2016 term?
No, under the soft rollout, usage of the electronic form will be optional. Students and departments may continue to use paper forms if they wish until the end of the rollout period (Fall 2016).

When will use of the electronic form become mandatory?
The new form will be used exclusively by student and departments effective with the Spring 2017 term. Paper forms (GS Form 9, 32, 15) will no longer be accepted after the Fall 2016 term.

I am a regional campus student and I am receiving my degree through IUPUI, Calumet, or Fort Wayne. Will this new form apply to me?
During the soft rollout period, the new form will only be accessible to students being awarded degrees through the West Lafayette campus. All other students will continue to use the traditional paper forms until further notice.

When will I be able to initiate the new electronic form?
The electronic Thesis Acceptance form should appear in your myPurdue account once your GS Form 8 (Request for Appointment of Examining Committee) is approved by your department. Your Thesis Acceptance form will also draw information from the approved GS Form 8 (name, title, committee members, etc.) to automatically complete various form fields for you.

Where can students and faculty obtain instructions on how to complete the electronic form?
PDF copies of the instructional handouts for students, committee chairs and members, and department heads are attached to this document. They will also be prominently posted in the Required Forms section of the Thesis & Dissertation Office website:

http://www.purdue.edu/gradschool/research/thesis/required-forms.html

What is the faculty routing approval order of the new electronic form?
Per feedback from test departments, the form now allows chair/co-chair/members (i.e., members with same level) to sign the form irrespective of each other’s signature. When student submits a thesis form, e-mails will be sent to all committee members (chair/co-chair/members) asking them to sign the form. This arrangement should allow maximum flexibility for departments with differing routing policies (e.g., a “chair first” or “chair last” signing order). If the chair requests a change from the student, all previous signatures from committee members will be erased. Once the student has resubmitted, members will have the opportunity to approve the new revision.
I have one or more committee members who are not physically on campus. Will they be able to view and sign the electronic form?

Yes. As long as in absentia committee members have online capability, they will be able to access and complete their section of the new electronic form. They will be notified via e-mail that the form is available for viewing.

If I use the new electronic form, will I still need to make an in-house, proxy, or long distance thesis deposit appointment?

Yes. Until further notice, candidates using the electronic forms will need to make a long distance appointment. You will not need to be present at the time of your appointment and can expect your thesis deposit receipt to be emailed to you by 5 p.m. on the day of your appointment. We will contact you only in the event of questions. You may schedule your appointment using the below link:

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

If I still use the current paper forms, will the adjusted deposit procedure also apply to me?

No. Students who continue to use paper forms will need to follow the traditional deposit procedures as currently described on the Thesis/Dissertation Office website.

If I use the new electronic form, will I still need to separately complete and attach the GS Form 30 (typed cover page for electronic thesis deposit) to my electronic thesis submission?

Yes. Please continue to attach GS Form 30 to the front of your electronic thesis PDF submission until further notice. Detailed instructions on how to do this are attached to the GS Form 30. However, if you need assistance with either completing the form or properly attaching it, please contact the Thesis/Dissertation Office.

Can I access and complete the electronic form using a mobile device (smart phone, tablet, etc.)?

At this time, regrettfully, no. The Phase I version of the electronic form is not mobile friendly. However, the Thesis/Dissertation Office will working with developers to implement a Phase II version that should meet the needs of mobile users.

If I encounter a technical problem, need to make a revision to my electronic form that I can’t make myself, or have any other questions or suggestions, whom should I contact?

Please contact the Thesis/Dissertation Office at gradhelp@purdue.edu and we’ll be happy to assist you.