

## Checklist of Items Required for M.S. Thesis Deposit

- Schedule an appointment with the Graduate Programs Director ([wvlim@iupui.edu](mailto:wvlim@iupui.edu)) in ET 215, **at least 3 weeks prior to your thesis deposit date** for final reviews and revisions of your thesis formatting. Appointments are on a “first come, first served” basis. Reminder: *LaTeX* is the preferred typesetting system for formatting of the Purdue thesis.
- Ensure that the following three (3) Graduate School (GS) forms:
  - 1) **Form 7 Report of Master’s Examining Committee** is fully signed and submitted to your department graduate program personnel immediately following the conclusion of your defense and a copy of the signed Form 7 is provided to the E&T Graduate Programs Director in ET 215;
  - 2) **Form 9 Thesis Acceptance Form** and 3) **Form 32 Thesis/Dissertation Agreement, Publication Delay, and Research Integrity & Copyright Disclaimer Form** are fully signed and dated after your committee has approved the final revisions in your thesis and submit these two original signed forms to the Graduate Programs Director.
- Is your thesis confidential? If your thesis is confidential, you and your advisor need to complete **Form 15 Request for Confidentiality** and submit it to the Graduate Programs Director.
- Ensure that the thesis title, official degree title, and your full name shown on the thesis title page, abstract, and all thesis forms are correct and identical. Your name should be identical to what is reflected in the official IUPUI records. If you need to update your name information, contact the IUPUI Registrar’s Office.
- After your thesis format has been checked and approved by the Graduate Programs Director, prepare the **Form 30 Cover page for Electronic Thesis Deposit** with no signature affixed. Save and stabilize the form as a *pdf* file and insert to your thesis file as the cover page before the title page of your thesis.
- Upload your final thesis file (with the Form 30 Cover page for ETD) to IU Box, IU Slashtmp, or Dropbox where the file can be conveniently downloaded by the Graduate Programs Director, who after checking your thesis will notify you to proceed with ETD via the Purdue University Graduate School ETD website.
- After ETD action has been taken wait for the Purdue Graduate School to accept and approve your thesis submission. If there are changes required by the Graduate School, the corrections must be made and the revised thesis file must be resubmitted for approval. Send the Graduate Programs Director the final revised file for official record.
- After acceptance and approval of Purdue ETD, you are also expected to submit your final thesis file electronically to the IUPUI Libraries through the *IUPUI ScholarWorks* website. The Graduate Programs Director will guide you through this process.
- The Graduate Programs Director will provide you with a *Thesis Deposit Receipt* (Form 16) after all thesis deposit submissions have been completed and accepted.
- Departmental thesis file: The Graduate Programs Director will forward the final thesis file approved and accepted by the Graduate School to your department and research advisor for the department’s archive.