

**NOTE: This form will *only* be used by Ph.D.'s when submitting Electronic Thesis Deposits. All master's and Ph.D. candidates must still complete and turn in the G. S. Form 9, "Thesis Acceptance" linked elsewhere on this website.**

**Please carefully read the following instructions!**

## **ETD Form 9, "Thesis Acceptance"**

- Ph.D. candidates submitting via Electronic Thesis Deposit must ensure a completed ETD Form 9 is attached to the front of their Adobe pdf document. This form will be typed (not signed) and takes the place of the *original, signed* "Thesis Acceptance" form, which will instead be turned in at your final thesis deposit appointment. The reason this form is typed is to preclude potential fraud resulting from unauthorized availability and use of signatures on the Web.
- Prior to attaching this form to the front of their thesis document, candidates must ensure they first complete and save it on a computer loaded with Adobe Professional, Adobe Standard, or similar pdf conversion/merging software (e.g., PrimoPDF). Doing this ensures their document will be "stabilized," *so it cannot be edited after the fact*. Proper stabilization *cannot* be performed on machines loaded only with Adobe Reader.
- Here is a common method for saving, stabilizing, and inserting a document in Adobe pdf:
  1. After typing in the appropriate information, go to the top and select File>Print.
  2. You will then see a Print dialog box: go to the printer drop-down menu in the upper left-hand corner and then select the "ADOBE PDF" option.
  3. A "Save As" dialog box should then appear: type in your desired file name, as well as *where* you want to save the file, then click "OK."
  4. Your file should then immediately convert to a stabilized Adobe pdf document.

Once this is accomplished, assuming you have already converted the rest of your thesis document to Adobe pdf, you can then "drop in" your ETD Form 9 as follows:

1. At the top, select Document>Insert Pages.
2. You will then see a "Select File to Insert" dialog box requesting the name of the file you wish to insert. Select the file name for your ETD Form 9 and then click "Select."

3. An “Insert Pages” dialog box will then appear. Select your location as “Before” and your page as “First” and then click “OK.” This will insert your stabilized ETD Form 9 into the front of your Adobe pdf document.
- Candidates *may* also be able to simply insert the ETD Form 9 into the front of their MS Word documents, and *then* run everything through the online Adobe pdf converter available at the Purdue ETD website.
  - There are undoubtedly several ways to accomplish the above actions, so we encourage feedback from candidates and staff regarding different procedures that work well for them.
  - All “hard” copies of your ETD Form 9, intended for your departmental library, committee members, etc. may be printed on regular copier paper, unless departmental requirements dictate otherwise. **Please insert copies of your original, signed Form 9: do not use the ETD Form 9 in your departmental copies.**

Questions? Please contact the Thesis/Dissertation Office at 6-3157 or at [markj@purdue.edu](mailto:markj@purdue.edu)

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By \_\_\_\_\_

Entitled

For the degree of \_\_\_\_\_

Is approved by the final examining committee:

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