



FINAL DISSERTATION DEPOSIT APPOINTMENT CHECKLIST For Master's Candidates

	Please submit your “deposit copy” via Electronic Thesis Deposit (ETD) using the guidelines posted on our website. <i>No exceptions are permitted.</i> Ensure you submit your document <i>at least 24 hours</i> (i.e., one business day) prior to your final deposit appointment. This will allow sufficient time for our review and, if necessary, your revision so it is approved <i>before</i> you come in to see us.
	In your electronic submission, ensure you have properly typed (no signatures!), converted, saved, and attached the ETD Form 9 and GS Form 20 as the first and second pages of your document respectively. Color figures are acceptable for all copies of your thesis. However, due to ProQuest microfilming requirements, please ensure all such figures are also fully legible in “gray scale” or black & white.
	Candidates submitting “Confidential” ETD’s must also bring their departmental library copy (normally delivered to departments during out-processing). The Graduate School holds this copy until it is released from confidential status. A completed/signed <i>Request for Confidentiality</i> form (GS Form 15) must be presented at your final appointment.
	If you must bring in a hard copy due to “confidentiality,” ensure you prepare one (1) copy, bound in a 3-post black binder (Note: some departments no longer require these!). As a rule, you may use regular printer paper for this copy. Ensure <i>signed</i> xeroxes of your original, signed <i>Thesis Acceptance</i> form (GS Form 9) <i>Master’s Thesis Agreement</i> (GS Form 19), and <i>Research Integrity</i> (GS Form 20) are bound as the first three pages respectively.
	Boiler Copy Maker (6-3888, Purdue Memorial Union, Room 157) is strongly recommended for any required printing/binding jobs. Thoroughly check your dissertation for errors <i>prior to leaving</i> Boiler Copy Maker since they can be usually rectified on the spot. Doing so will save you time, effort, and money. Ensure the titles and names shown on your title page, abstract, and other paperwork <i>exactly match</i> . Your name should be identical to what is reflected in official Purdue records. If you need to update your name information, please contact the Purdue Registrar as soon as possible.
	We recommend you <i>do not</i> print any other copies of your dissertation until <i>after you successfully deposit</i> since you will be required to fix them if we find any errors. NOTE: “Confidential” candidates must, however, bring in their departmental library copy regardless since the Graduate School holds them until release.
	Unless you have made other arrangements in advance, you must still schedule a final deposit appointment, at which you will turn in all other required materials to the Thesis/Dissertation Office and receive your thesis deposit receipt (G.S. Form 16). The Graduate School Thesis/Dissertation Office works on a scheduled-appointment system only. To make an appointment, please call 4-2600 or e-mail: gradinfo@purdue.edu. Please check in with Reception in Room 170, Ernest C. Young Hall <i>no more than five minutes prior to your appointment</i> to preclude excessive waiting or schedule conflicts. Please avoid “walking in” without prior notice. If you need to reschedule your appointment, please call 4-2600 (Student Records Reception) first.
	Please bring a copy of your thesis files on a CD-Rom, zip or floppy disk, or flash drive to your final appointment. Make sure you can also access your files via e-mail or Web accounts. This will allow the Thesis/Dissertation Office to correct minor or unexpected discrepancies on the spot at your final appointment.
	Please ensure you bring in all other required items: a) completed and signed <i>Master’s Thesis Agreement</i> (GS Form 19), b) your original, signed GS Form 9 (<i>not</i> the ETD Form 9 which will only be attached to your ETD), c) original, signed <i>Research Integrity</i> (GS Form 20) and d) <i>if necessary</i> , documentation authorizing use of copyrighted material in your document. Please keep these documents “loose leaf.” All names and titles listed on the above items <i>must match</i> .
	Your mandatory ProQuest microfilming fee (\$55.00) will be paid to the Purdue Bursar, Hovde Hall as soon as possible before commencement. You will pay your fee <i>after</i> you receive a charge notification in your student account. You may pay via credit card (e. g., AmEx, <i>but not VISA</i>), cash, check, or money order. No thesis deposit receipt is required; you need only show proper identification to the Bursar. Individuals applying for optional ProQuest services (e.g., “copyright registration” or “Open Access”) will pay by credit card when submitting their ETD.
	Please fill out and submit your <i>Master’s Candidate Exit Questionnaire</i> and <i>NRC Survey of Earned Doctorate</i> to the Graduate School. You are welcome to bring your completed surveys to your final appointment. Submission of these surveys is <i>voluntary</i> ; however, we strongly encourage your feedback to improve candidate programs and services. The Grad School Exit Survey may be completed online.
	Deposit receipts (G.S. Form 16), prepared by our office at your final appointment, will be taken to Graduate School Student Records Reception, 170 Young Hall (Graduate House). These must be turned in no later than 5 p.m. on the thesis/dissertation deposit deadline day.