

Checklist of Items Required for Master's Thesis Deposit

- Ensure that the thesis 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, please contact the IUPUI Registrar's Office.
- Ensure that: 1) **Form 7 Report of Master's Examining Committee** is fully signed and submitted to the department secretary immediately following the conclusion of your defense and the E&T Graduate Programs Coordinator in ET 215 is provided with a *copy/scan* of the signed Form 7; and 2) **Form 9 Thesis Acceptance** is fully signed and dated after you have passed your thesis defense and the original signed hardcopy is submitted to the E&T Graduate Programs Coordinator in ET 215.
- 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 E&T Graduate Programs Coordinator.
- Schedule an appointment with the E&T Graduate Programs Coordinator (wvlim@iupui.edu) in ET 215, **at least 10 business days** in advance of your date of deposit for reviews of the final draft of your thesis before *electronic thesis deposit* (ETD) to the Purdue Graduate School. Minimum 2 - 3 reviews are usually required.
- After your thesis format has been checked and approved by the E&T Graduate Programs Coordinator and Form 9 is fully signed, prepare the electronic **Form 9 (ETD) and Form 20 with no signatures affixed** specifically for ETD and insert the two forms (*in .pdf files*) to your final thesis file as the first and second pages preceding the title page.
- Send your final thesis file (with the inserted electronic Form 9 and Form 20) to the Graduate Programs Coordinator, 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 check, accept and approve your thesis submission. If there are changes required by the Graduate School following your ETD, the corrections must be made and the revised file resubmitted for approval. Remember to send the Graduate Programs Coordinator the final revised file for record keeping.
- After acceptance and approval of Purdue ETD, you may proceed to submit your final thesis file electronically to the IUPUI Libraries through the *IUPUIScholarWorks* website. The Graduate Programs Coordinator will guide and assist you with this process.
- Departmental thesis file: The Graduate Programs Coordinator will forward the final thesis file approved and accepted by the Graduate School to your department and research advisor for the department's archive.
- The Graduate Programs Coordinator will provide you with a thesis deposit receipt (Form 16) after all thesis deposit submissions have been completed and accepted.