

	CHECKLIST FOR YOUR FINAL DISSERTATION DEPOSIT APPOINTMENT Masters Candidates
	One (1) copy, bound in 3-post black binder, on 100% cotton or “rag” paper, with original, signed <i>Thesis Acceptance</i> form (GS Form 9) bound in as the first page. Boiler Copy Maker (6-3888, Purdue Memorial Union, Room 157) is strongly recommended for printing/binding jobs.
	Please ensure the original, signed copies of the <i>Thesis Acceptance and Master’s Thesis Agreement</i> forms are bound in with the “cotton” deposit copy of your thesis. Xerox copies of these forms must also be included with all other copies (i.e., departmental library copy) as well. The titles and names listed on your title page, abstract, and agreement forms <i>must exactly match</i> .
	Please thoroughly check your dissertation for errors <i>prior to leaving the printers</i> since they can be rectified on the spot. Doing so will save you time, effort, money, and stress. Again, 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.
	Candidates with “Confidential” dissertations must also bring their departmental copy as it will be maintained, along with the “cotton” deposit copy, at the Graduate School 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.
	We recommend you do not hand in the <i>departmental library copy</i> of your dissertation until <i>after you successfully deposit</i> . This stems from the fact that, in the event we discover errors in your “deposit copy,” you will be required to fix the departmental copy as well!
	Please bring along a copy of your thesis files on a CD-Rom, zip or floppy disk, or flash drive. You can also access your files via Web accounts. If the Thesis/Dissertation Office finds minor discrepancies, you will be able to correct most of them on the spot.
	Deposit receipts (GS Form 16) are taken to the Graduate School Student Records and Inquiries Office, 170 Young Hall (Graduate House), for processing and must be turned in no later than 5 p.m. on thesis/dissertation deposit deadline (always a Friday).
	Please take the time to fill out your <i>Master’s Candidate Exit Questionnaire</i> . Completion and submission of this form are <i>voluntary</i> ; however, the Graduate School encourages you to share your feedback to improve its candidate programs and service.
	The Graduate School Thesis/Dissertation Office works on a scheduled-appointment system. To make an appointment, please call Mark D. Jaeger at 4-2600 (daily 8-5) or e-mail: gradinfo@purdue.edu. Please check in at Reception in Room 170, Ernest C. Young Hall. To preclude excessive waiting, or conflicting with the appointments of others, <i>please do not arrive more than five minutes prior to your appointment</i> . If you are running ahead of schedule, please avoid “walking in” without prior notice. If you need to reschedule your appointment, please call 4-2600 (Student Records Reception) first. Thank you!

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<http://www.gradschool.purdue.edu/thesis.cfm>