

Must Do in Preparing your Master's Thesis and Defense

- Schedule an appointment with the Graduate Programs Coordinator, Valerie Lim Diemer, for a “thesis preparations briefing” when you are ready to compose the first draft of your master’s thesis (ideally, 8 -10 weeks before your expected date of defense).
- You must prepare and submit *Form 8 “Request for Appointment of Examining Committee”* to the Graduate Engineering Programs Office, in ET 215, three (3) weeks before your scheduled defense date. The Purdue Graduate School will send *Form 7 “Report of Master’s Examining Committee”* to the Graduate Programs Office for your oral examination (thesis defense) after the Graduate School has officially approved your request for a defense appointment.
- You must use the Purdue Graduate School’s *“Manual for the Preparation of Graduate Theses”* in preparing your thesis. The manual can be printed from the following website:
<http://www.purdue.edu/GradSchool/Publications/graduate-thesis-manual.pdf>
- You must follow very closely the Purdue theses formatting requirements and guidelines provided in the manual. The Purdue Graduate School is strict about proper formatting and will not accept a thesis that has improper or inappropriate formatting; the thesis will be returned to the student for the revision/s to be made.
- Purchase the thesis black binders and cotton paper **as soon as possible**. The IUPUI bookstore does not carry many of the black binders and quickly runs out of them towards the end of the semester.
- Prepare *Form 9 “Thesis Acceptance,” Form 19 “Master’s Thesis Agreement,”* and *Form 20 “Research Integrity and Copyright Disclaimer”* for your defense. **Forms 9, 19, and 20 must be printed on cotton paper.**
- Check with your research advisor whether your thesis needs to be kept confidential. If confidentiality is required for your thesis, inform the Graduate Programs Coordinator as soon as possible for a *“Request for Confidentiality”* form (Form 15) to be completed.
- The Graduate Coordinator is required to check and officially approve theses formatting. Please schedule appointments with her (Tel: 278-4961 or email: wvlim@iupui.edu) to review the drafts of your thesis.
- Send an e-mail to Valerie Lim Diemer (wvlim@iupui.edu; Tel: 317-278-4961) to make an appointment for your thesis deposit at least 7 business days in advance of your deposit date. Thesis must be deposited with the Graduate Programs Office in ET 215.
- Allow yourself extra time (minimum 2 days) for final formatting revisions before your scheduled thesis deposit.