School of Science Thesis Review and Deposit Process

Updated 03/13/20

1. **At least 3 weeks before the thesis defense / exam date**, students need to email scigrad@iupui.edu for an **initial thesis format review** by the School of Science Dean’s Office.
   
   a. This review covers only *formatting* (page margins, section headings, etc.) and does not review the science/content.
   
   b. SOS will process a format review of the thesis. Editing notes will be returned by email.
   
   c. When the document passes the initial format review, the Dean’s Office will email an approval notice to the student and advise the student to distribute the thesis to the exam committee prior to the defense.
   
   d. This initial thesis format review service is available until two weeks before the Final Thesis Exam Report date. See the Purdue Grad Deadlines Calendar for that date in each semester.

2. **At least 2 weeks before the thesis defense / exam date**, the student prepares Form 8, “Request for Appointment of Examining Committee”.

3. **The thesis defense / exam is successfully completed.**

   NOTE: In the event that the student passes the exam/defense *without an initial format review by the SOS Dean’s Office*, the student needs to email the thesis to the IUPUI Grad Office at pugrad@iupui.edu for format review. The IUPUI Grad Office is unable to guarantee the thesis will be deposited in that semester, and the student may need to defer graduation to a later semester.

4. **The Exam Committee Chair signs Form 7** (“Report of Master’s Examining Committee” for MS students) or Form 11 (“Report of the Final Examination” for PhD students) indicating the results of the exam. This is usually completed on the same day as the exam or the next day.

5. **The student completes any post-defense content (science) edits to the thesis**, as assigned by the committee.

6. **The student initiates Form 9** (ETAF – Electronic Thesis Acceptance Form) through the Purdue Plan of Study portal. A link to this form is generated by completion of Form 7 or Form 11.

   Once Form 9 is submitted, no edits to the form can be made. If edits are needed, contact Purdue (thesishelp@purdue.edu).
7. The student emails a copy of the thesis to the IUPUI Grad Office at pugrad@iupui.edu for a second format review before uploading to HammerRR. This process will continue until the student meets a satisfactory formatting condition. When the document passes the second format review, the IUPUI Grad Office will email the student and cc: the committee chair with approval that the document is ready for deposit.

8. The student submits the Electronic Thesis Deposit (ETD) to HammerRR. Once the ETAF is approved by the department chair, the student receives an email with a notification to proceed with the deposit process. Proceed to the Plan of Study portal in the PUWL grad system and find the link to submit the thesis to the Graduate School.

9. After the student creates a submission profile on HammerRR and uploads the thesis, the IUPUI Grad Office will provide a final format review. When the document meets a satisfactory formatting condition, the IUPUI Grad Office will provide the final thesis approval.

**NOTE: the thesis needs to be uploaded no later than 25 hours in advance of the deposit deadline.**

10. PhD candidates complete the Survey of Earned Doctorate after the defense and forward a copy of the certification of completion to PUWL.

11. The IUPUI Grad Office emails ETD (Electronic Thesis Deposit) at IUPUI.edu to create the ScholarWorks account. The student receives a copy of this email.

12. The student uploads the approved thesis version to IUPUI ScholarWorks. Students need to deposit the same thesis version that was approved through HammerRR. The embargo and confidentiality settings much match in HammerRR and ScholarWorks.

13. After the ScholarWorks submission is approved, Form 9 will be completed, which concludes the deposit process.

   - Master’s Thesis fee: $90.00
   - Ph.D. Dissertation Fee: $125.00
   IUPUI candidates will receive an emailed bill 1-2 weeks after the deposit deadline.

**ONLINE RESOURCES:**
Hammer Research Repository (HammerRR)
Become familiar with HammerRR (a Figshare platform).