

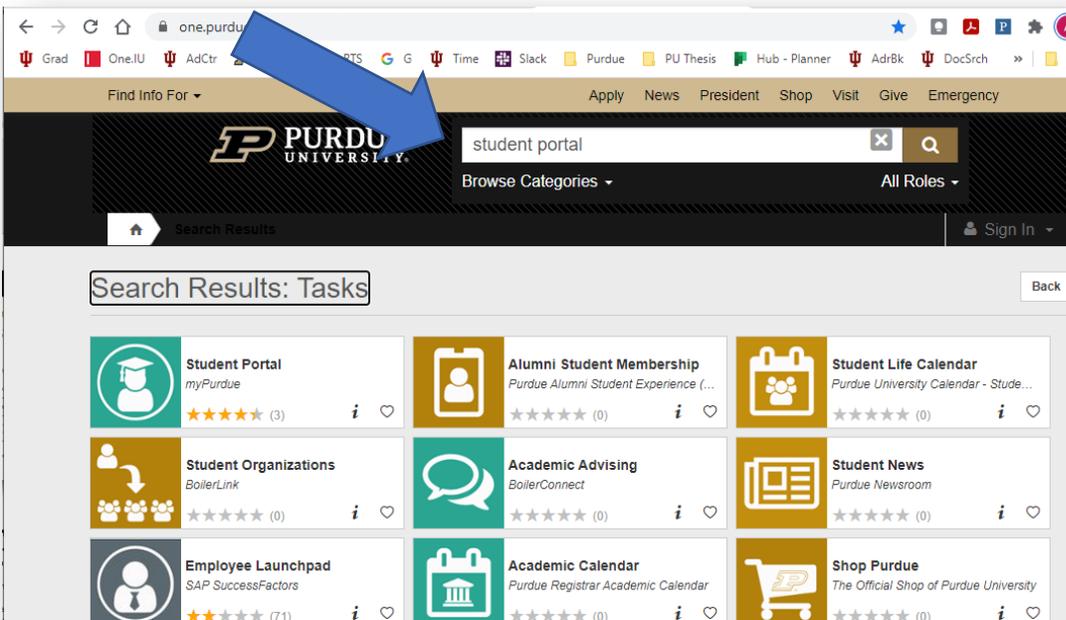
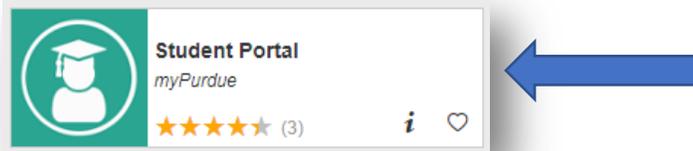
Completing the Purdue Electronic Thesis Acceptance Form ETAF or Form 9 A Guide for IUPUI Graduate Students

Students in degree programs with a required Thesis or Dissertation will need to complete an Electronic Thesis Acceptance Form to confirm approval and receipt of this document. These instructions will guide you through the process.

Most, if not all, questions you will encounter are answered here. If you have a problem or question not answered within these instructions, please first check with your departmental plan of study coordinator. They can contact the IUPUI Graduate Office for issues they cannot resolve.

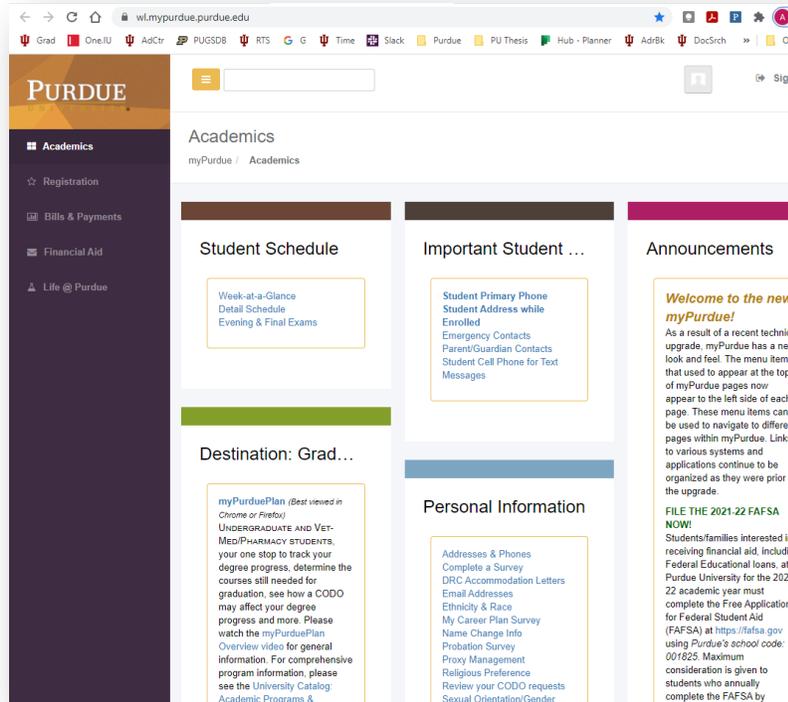
Logging In

The Purdue Career Account must already be set up to access the Student Portal. The link can be found in one.purdue.edu searching on Student Portal:

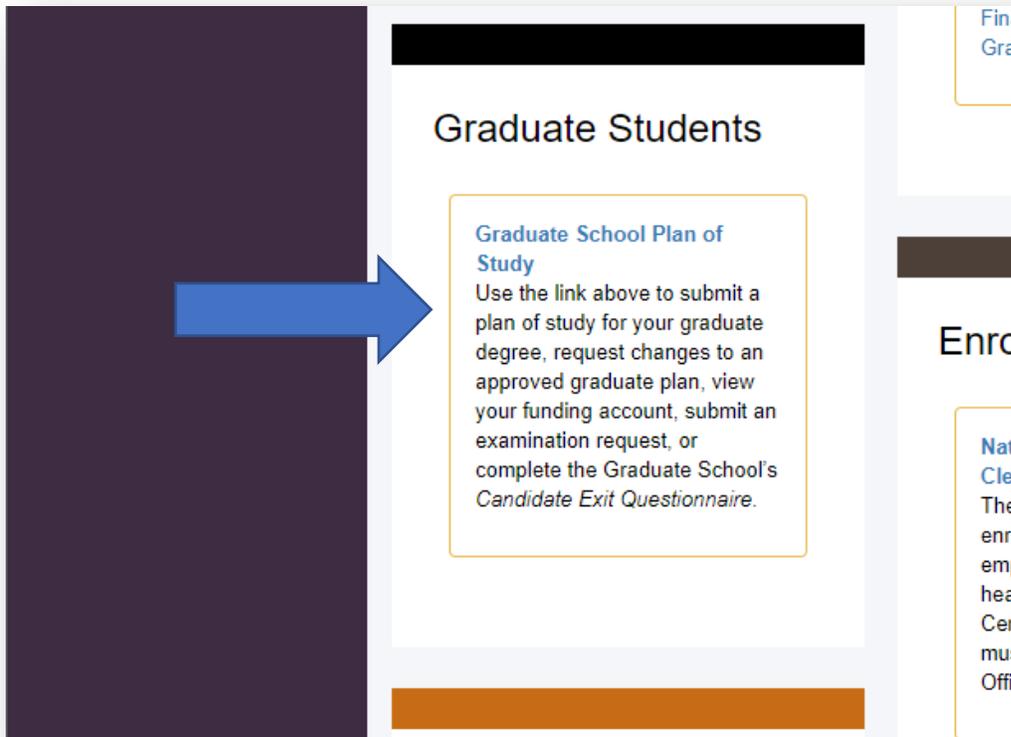


If you have not already logged in with your Purdue Boilerkey authentication, do so now.

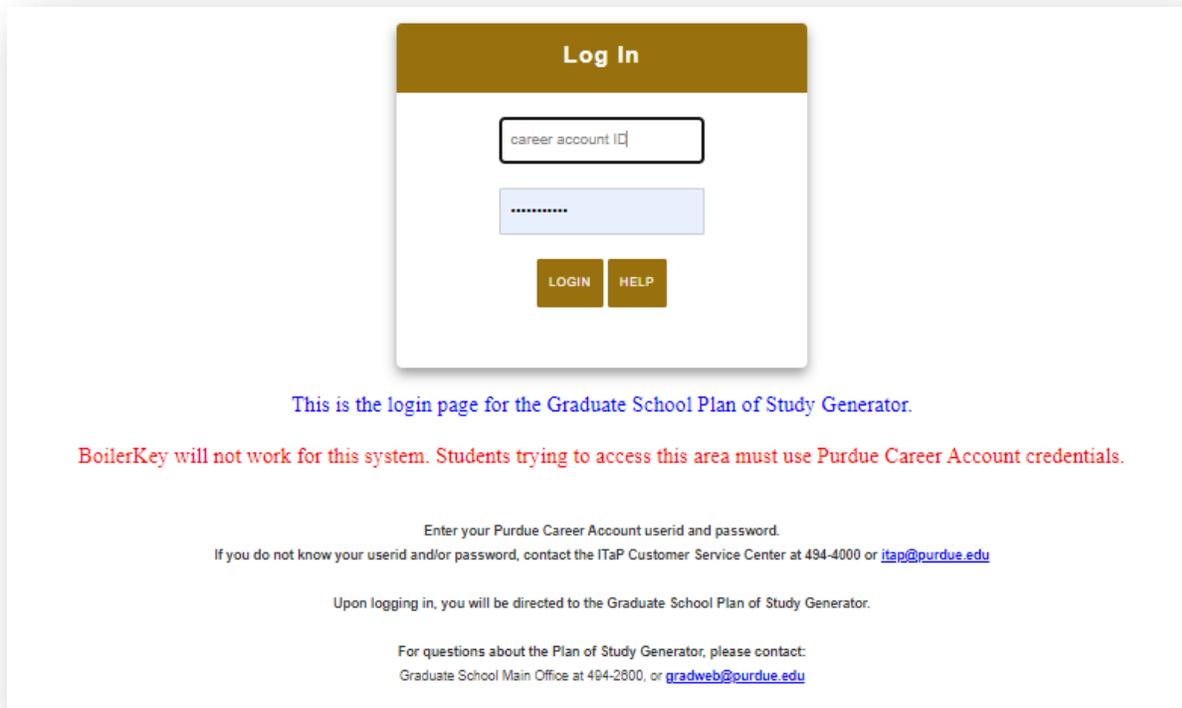
After logging in you will see this screen:



Scroll down to “Graduate Students”
Click on Graduate School Plan of study, as shown below.



This login screen uses the career account ID (username) and the password created for the plan of study portal (different from boilerkey pin number).



Log In

career account ID

.....

LOGIN HELP

This is the login page for the Graduate School Plan of Study Generator.

BoilerKey will not work for this system. Students trying to access this area must use Purdue Career Account credentials.

Enter your Purdue Career Account userid and password.
If you do not know your userid and/or password, contact the ITaP Customer Service Center at 494-4000 or itap@purdue.edu

Upon logging in, you will be directed to the Graduate School Plan of Study Generator.

For questions about the Plan of Study Generator, please contact:
Graduate School Main Office at 494-2800, or gradweb@purdue.edu

This page will open:

 **PURDUE UNIVERSITY** | Graduate School Database

Welcome GRADUATE

The pages below provide access to your personal academic information. This system does not have a timeout feature, so it is your responsibility to keep your information secure by clicking the "Logout" button or closing the web browser once you have finished this session.

The Graduate School posts upcoming graduation-related dates and deadlines on the [Graduation Deadlines Calendar](#) webpage. However, check with your department's [Graduate Contact](#) to see if an earlier internal student submission deadline has been established for any of the forms below. Early submission deadlines are encouraged to allow sufficient time for departmental review.

MGMT-MS Audit: Removed as a candidate for Summer 2020 Graduation
MGMT-MS Audit: Removed as a candidate for Fall 2019 Graduation

Please work with the [Graduate Contact](#) of your department to be added as a candidate for this degree for a future session if this degree is still being pursued. As a reminder, students who appear on the candidate list for the same degree for three or more consecutive sessions will be assessed a [Late Graduation Deadline Fee](#) for each consecutive session, starting with the third session.

[Plan of Study Generator](#)

Every degree-seeking graduate student must submit a plan of study and obtain all required departmental approvals prior to the first day of the session of anticipated graduation. The Graduate School recommends submitting the plan at least a month in advance of the posted deadline to allow sufficient time for department review.

[Form 8 \(Request for Appointment of Examining Committee\)](#)

Students requesting a preliminary (doctoral only) or final examination are encouraged to submit the Form 8 at least three weeks in advance of the exam date. The form must be submitted and receive all departmental approvals at least two weeks prior to the exam. Non-thesis option master's students are not required to use the Form 8 unless directed to do so by the department.

[Form 7: Report of Masters Examining Committee \(view only\)](#)

[Form 10: Report of Preliminary Examining Committee \(view only\)](#)

[Form 11: Report of Final Examining Committee \(view only\)](#)

[Form 9: Electronic Thesis Acceptance Form \(ETAF\)](#)

Students depositing a thesis or dissertation can initiate this form any time after the final defense has been completed. Students will need to submit the form and obtain all departmental signatures before submitting the thesis to HammerRR. For more information, visit the [Thesis/Dissertation Requirements](#) webpage.

[Form 14: Thesis Deposit Extension Form \(TDEF\)](#)

This optional form is to request an extension to the CAND 99100 Thesis Deposit deadline. Requesting an extension to this deadline will result in a \$200 Late Graduation Deadline Fee. Extensions are only granted up to 2 weeks past the original Thesis Deposit deadline date. Please note that 99200/99300 candidates are not eligible for a deposit extension. This optional form is to request an extension to the CAND 99100 Thesis Deposit deadline. Requesting an extension to this deadline will result in a \$200 Late Graduation Deadline Fee. Extensions are only granted up to 2 weeks past the original Thesis Deposit deadline date. Please note that 99200/99300 candidates are not eligible for a deposit extension.

[Doctoral Candidate Exit Questionnaire](#)
[Survey of Earned Doctorates \(SED\)](#)

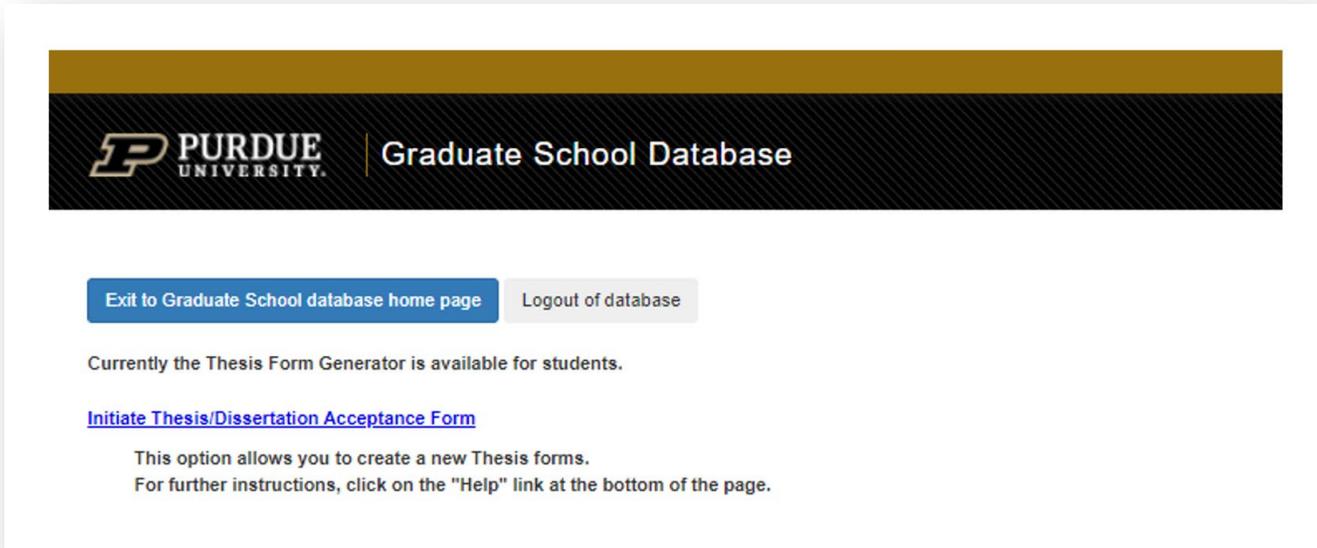
Doctoral students must complete the Exit Questionnaire and SED prior to depositing their dissertation with the Graduate School.

Click on this link for Form 9:

[Form 9: Electronic Thesis Acceptance Form \(ETAF\)](#) 

Students depositing a thesis or dissertation can initiate this form any time after the final defense has been completed. Students will need to submit the form and obtain all departmental signatures before submitting the thesis to HammerRR. For more information, visit the [Thesis/Dissertation Requirements](#) webpage.

Click on "Initiate Thesis/Dissertation Acceptance Form" to create a new form:



PURDUE UNIVERSITY | Graduate School Database

[Exit to Graduate School database home page](#) [Logout of database](#)

Currently the Thesis Form Generator is available for students.

[Initiate Thesis/Dissertation Acceptance Form](#)

This option allows you to create a new Thesis forms.
For further instructions, click on the "Help" link at the bottom of the page.

Previously initiated forms will be visible. If the visible form is for the same degree, a new form should not be initiated. If not submitted, there will be an "Edit" link to continue editing the form.

Forms available for edit or display:

Action Link	Form	Dept	Degree	Status	Date
View	Thesis/Dissertation Acceptance	MECH	MASTER OF SCIENCE : NON-THESIS	ARCHIVED	Submitted 09/04/2018

Forms in Saved status are available for editing.
Thesis Forms that have a "View" link are not available for editing.
Rejected forms that are modified are automatically updated to a "Saved" status.

If a form has not been initiated for the degree of this deposit, select the degree from the available list to initiate the form:

The screenshot shows the Purdue University Graduate School Database interface. At the top, there is a navigation bar with "Home" and "Logout" links. Below this is the Purdue University logo and the text "Graduate School Database". The main content area is titled "Select an Exam form from the following list to create a Thesis form". It contains a table with the following columns: "Select", "Defense Date", "Preview Form", "Dept", "Degree", "Exam Type", "Status", and "Date". A single row is visible, representing a "Form 8: Request for Appointment of Examining Committee" for a "MECH MECHANICAL ENGINEERING : THESIS" degree, with a status of "APPROVED" and a submission date of "03/30/2022". Below the table, there is a note: "To migrate the correct committee member information into Form 9 or form 14, please select the Form 8 that matches your sought degree." Further down, there is a section titled "Permanent Email Address" with a prompt "Please enter your permanent email address" and an input field labeled "Email" containing the placeholder text "Enter Permanent email". At the bottom of this section are "Cancel" and "Continue" buttons.

Select	Defense Date	Preview Form	Dept	Degree	Exam Type	Status	Date
<input checked="" type="radio"/>	04/05/2022	View	Form 8: Request for Appointment of Examining Committee	MECH MECHANICAL ENGINEERING : THESIS	FINAL	APPROVED	Submitted 03/30/2022

To migrate the correct committee member information into Form 9 or form 14, please select the Form 8 that matches your sought degree.

Permanent Email Address

Please enter your permanent email address

Email

Be sure to enter a permanent, non-IU email address to be associated with the thesis deposit.

Verify that this information is correct and enter the thesis/dissertation title exactly as it appears on the document. If this title needs to be updated after submitting the form, email pugrad@iupui.edu to request that the title be updated – once the form is fully approved by the graduate office, this title cannot be edited.

The screenshot shows a web form titled "Personal Information and Thesis/Dissertation Title" from the Purdue University Graduate School Database. The form contains the following fields and values:

Name:	STUDENT,GRADUATE,MASTERS
PUID:	0023510378
Department:	MECH
Degree:	MASTER OF SCIENCE IN MECHANICAL ENGINEERING : THESIS
Campus:	PWL

Below these fields is a large text input area for the "Thesis/Dissertation Title" containing the text "Test".

Thesis/Dissertation Title:
The title you provide here must match the title that appears on your finalized thesis/dissertation. You will not be able to change the title after you submit this form.

To move on to the next section, click Save and Continue.
To return to the Thesis Form Generator page and clear all entered data, click Cancel.

At the bottom, there are three buttons: "Help" (highlighted in blue), "Cancel", and "Save and Continue".

Click Save and Continue when title is entered.

The Exam Committee from the Form 8 for this degree will populate the committee for the Thesis form:

[Home](#) [Logout](#)

 **PURDUE UNIVERSITY** | Graduate School Database

MECHANICAL ENGINEERING
West Lafayette (Main Campus)

Thesis/Dissertation Committee

The following serve as members of the Thesis Committee *:

Participation	Dept	Faculty ID	Thesis Committee Member
CHAIR	MECH	X0778	DIANE R. WAGNER
MEMBER	MECH	X0670	ANDRES TOVAR
MEMBER	MECH	X0615	MANGILAL AGARWAL
MEMBER	MECH	X0460	SOHEL ANWAR

***To make changes to the Thesis/Dissertation Committee follow below steps :**

- Click the "Save Without Submitting" button below
- Log out of the Graduate School Database
- Ask your department's Plan of Study coordinator to send an email to thesishelp@purdue.edu with your updated Thesis/Dissertation Committee
- Receive a confirmation email that the Thesis/Dissertation Committee has been changed
- Log in to the Graduate School Database and complete the form

To move on to the next section, click Save and Continue.
To go to Thesis/Dissertation Acceptance Form home page without saving, click Back to Home.

Delete this form Save without Submitting Back To Home Save and Continue

If a change needs to be made in the committee membership after the Form 8 is initiated, follow the instructions above in the database **EXCEPT** send the email to pugrad@iu.edu and copy your department graduate coordinator. Wait for confirmation before continuing beyond this page (save and continue).

Read through the Thesis and Dissertation Agreement page, acknowledge, and click “Save and Continue.”

Home Logout

 Graduate School Database

Purdue Graduate School Thesis & Dissertation Agreement:

By depositing my thesis or dissertation with the Purdue University Graduate School, I understand that:

1. Purdue University maintains digital copies of theses and dissertations produced by Purdue University students in the Figshare (HammerRR) Research Repository. In the interest of promoting learning and discovery, Purdue University permits open access to these archives.
2. Purdue University requires that authors of theses and dissertations grant to the University the right to copy, distribute, and make theses available through Open Access outlets such as HammerRR.
3. Such permission allows the author and the University to contribute to the advancement of knowledge and research by making their works available to scholars. Research becomes more broadly disseminated and may assist authors in future endeavors.
4. Purdue University typically receives no monetary gain from the reproduction and distribution of master's theses and PhD dissertations except for recovering costs associated with such reproduction and distribution (e.g., without author's permission, master's theses generally cannot be copied, in whole or in part, for such educational purposes as inter-library loan).
5. Copyright ownership remains with the author in accordance with [Purdue University Intellectual Policy I.A.1](#).
6. This agreement does not prohibit the author in any way from entering into a publishing contract.
7. The author retains all the exclusive rights granted to copyright holders under United States copyright law subject only to the rights granted to the University as stated below:

I grant, in perpetuity, without restriction, royalty free to Purdue University the nonexclusive right and license to reproduce, distribute, and display, in whole or in part, my master's thesis or PhD dissertation in any format now known or later developed for preservation and access in accordance with this agreement. This agreement does not represent a transfer of Copyright to Purdue University.

I understand that the University will observe any publication restrictions that I have placed on my work and will not make my thesis or dissertation available to other parties until such time as it has been released from these restrictions or I have given my prior permission to the University to allow access by others.

I represent and warrant to Purdue University that the Work is my original work and does not, to the best of my knowledge, infringe or violate any rights of others nor does the deposit violate any applicable laws. I further represent and warrant that I have the authority and/or have obtained all necessary rights to permit Purdue University to use, duplicate, and distribute, the Work and that any third-party owned content is clearly identified and acknowledged within the Work.

This agreement shall survive assignment of any and all exclusive rights provided to copyright holders in Section 106 of the United States copyright law.

I acknowledge the terms of the agreement.

[Save and Continue](#)

Read carefully the criteria for Embargo and Confidentiality. Most theses and dissertations do not qualify for Confidentiality, so only mark yes for confidentiality if your research meets the requirements (ITAR/Export controlled or sponsored research with contract in the Sponsored Program Services office). The deposited file embargo settings must match the selection chosen in this form.

[Home](#) [Logout](#)

Graduate School Database

Embargo and Confidentiality Agreements:

The Graduate School recommends that if you choose to use either of the optional programs listed below that you choose only one. A temporary embargo (up to 6 months) will be added to your thesis file to allow adequate time for degree clearance.

Embargo Agreement

The deposited thesis' main content remains unpublished until the embargo period has expired. Any additionally included supporting documents will also be placed under the same embargo.

1. Students may choose from 1 month, 4 months, 6 months, 12 months, 2 years, or a chosen date.
2. Select Master of Fine Arts and PhD students will have the opportunity to choose an indefinite embargo. An indefinite embargo is permissible when professional publication of the work is pending.
3. **This program is commonly used when applying for patents, pending publications, or when proprietary rights are involved.**

Request for Embargo : Yes
 No

Confidentiality Agreement

Purdue University Confidentiality Agreement

The deposited thesis remains in the Graduate School secure electronic thesis holding queue and is not transmitted to Hammer until the selected confidentiality period has expired.

1. The thesis is not available for viewing through Hammer during the confidentiality period.
2. **Use this program when ITAR/Export controlled or sponsored information is included in the thesis.**
3. Indefinite confidentiality can only be requested when there is contract information on file with Sponsored Program Services. All indefinite requests will be subject to approval by the SPS office.
4. The Thesis & Dissertation Office may grant extensions to initial confidentiality periods up to 1 year. However, extension requests must be submitted as soon as possible prior to the expiration of the original date (i.e., May 31st, August 31st, and December 31st). Otherwise, confidential theses will be automatically released and transmitted to Hammer for publication.

Request Confidentiality: Yes
 No

Choosing “yes” to either option will open additional criteria selections:

Request for Embargo : Yes
 No

Length of Delay :

6 Months
 1 year
 2 years
 Other - Delay Until (mm/dd/yyyy): [Pick a date](#)
 Indefinite Period

Agreement to the Research Integrity and Copyright Disclaimer statement is required:

[Home](#) [Logout](#)

 **PURDUE UNIVERSITY** | Graduate School Database

Research Integrity and Copyright Disclaimer

- You must certify the below statement to complete this form.
- If you and your major professor have not yet performed an iThenticate review of your thesis/dissertation, please contact him/her immediately to begin this process. iThenticate review is required of all theses/dissertations deposited at Purdue. Your major professor can obtain an iThenticate account from Purdue's Research Integrity Office, Dr. James Mohler.

I certify that in the preparation of this thesis/dissertation, I have observed the provisions of *Purdue University Policy III.A.2, November 18, 2011, Policy on Research Misconduct.*

[Purdue University Policy Office's Ethics page.](#)

I certify that all copyrighted material incorporated into this thesis/dissertation complies with United States copyright law and that I have received written permission from the copyright owners for my use of their work, which is beyond the scope of the law. I agree to indemnify and save harmless Purdue University from any and all claims that may be asserted or that may arise from any copyright violation.

Please check Yes to certify the above statement.

Yes, I certify

[Back To Home](#) [Save and Continue](#)

ADA Accessibility must be checked and verified:

[Home](#) [Logout](#)

 **PURDUE UNIVERSITY.** | Graduate School Database

ADA Accessible Document Statement

According to [Purdue University Policy, Electronic Information, Communication and Technology Accessibility \(S-5\)](#): As a public university and federal contractor, Purdue University is required to adhere to Sections 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. This standard specifies the means by which the University ensures compliance with these laws.

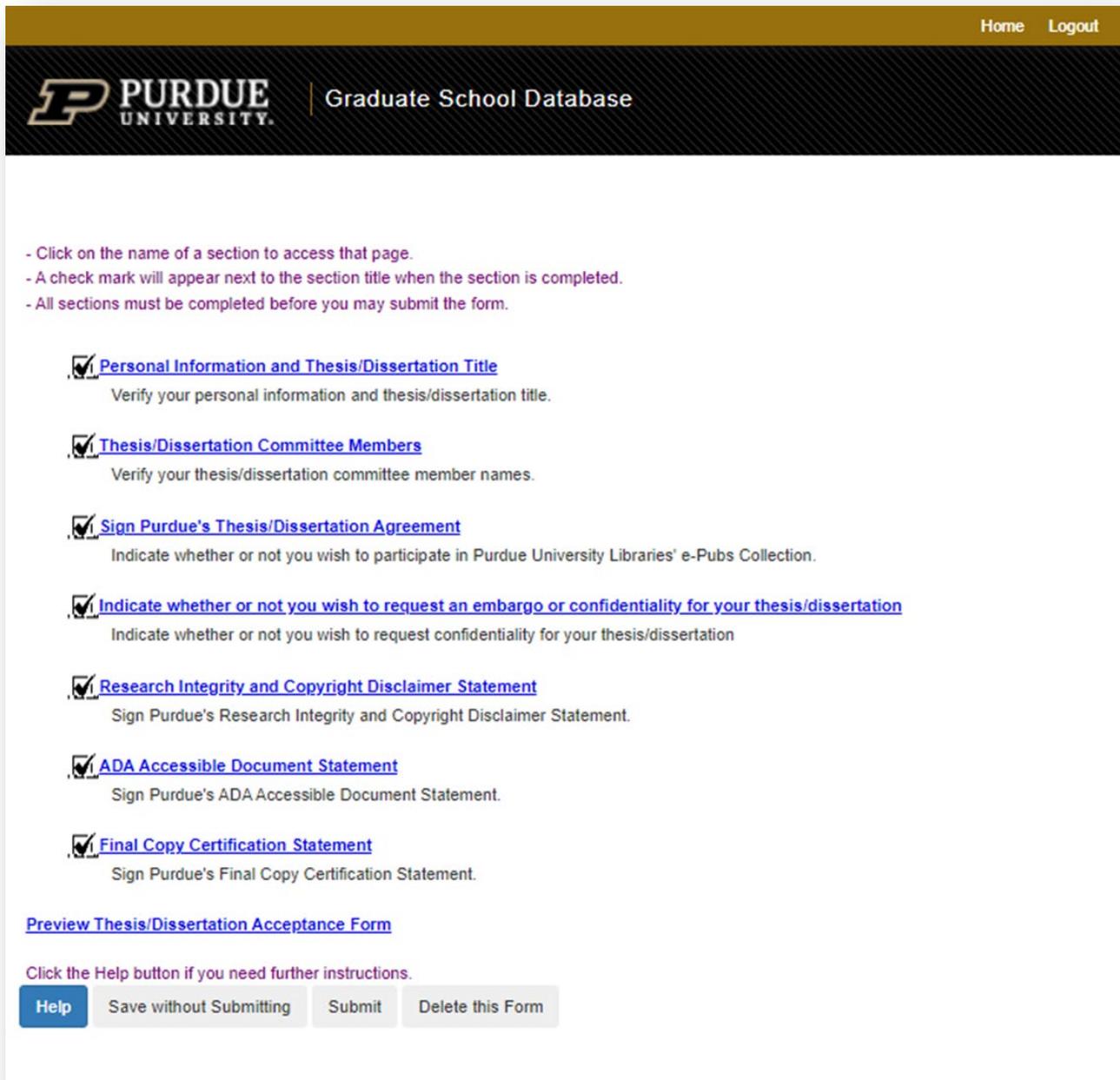
I certify that in the preparation of this thesis/dissertation, I have to the best of my ability, created an accessible document that is in compliance with sections 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.

Please check Yes to certify the above statement.

Yes, I certify

[Back To Home](#) [Save and Continue](#)

Save and Continue at this point will navigate to an index of page links if any page needs to be revisited for edits – click on link to go to that page:



The screenshot shows the top of a web page with a gold header containing 'Home' and 'Logout' links. Below is a dark blue banner with the Purdue University logo and the text 'Graduate School Database'. The main content area is white and contains a list of sections, each with a checked checkbox and a description. At the bottom, there is a 'Preview Thesis/Dissertation Acceptance Form' link, a 'Click the Help button if you need further instructions.' instruction, and four buttons: 'Help' (blue), 'Save without Submitting' (grey), 'Submit' (grey), and 'Delete this Form' (grey).

Home Logout

PURDUE UNIVERSITY | Graduate School Database

- Click on the name of a section to access that page.
- A check mark will appear next to the section title when the section is completed.
- All sections must be completed before you may submit the form.

[Personal Information and Thesis/Dissertation Title](#)
Verify your personal information and thesis/dissertation title.

[Thesis/Dissertation Committee Members](#)
Verify your thesis/dissertation committee member names.

[Sign Purdue's Thesis/Dissertation Agreement](#)
Indicate whether or not you wish to participate in Purdue University Libraries' e-Pubs Collection.

[Indicate whether or not you wish to request an embargo or confidentiality for your thesis/dissertation](#)
Indicate whether or not you wish to request confidentiality for your thesis/dissertation

[Research Integrity and Copyright Disclaimer Statement](#)
Sign Purdue's Research Integrity and Copyright Disclaimer Statement.

[ADA Accessible Document Statement](#)
Sign Purdue's ADA Accessible Document Statement.

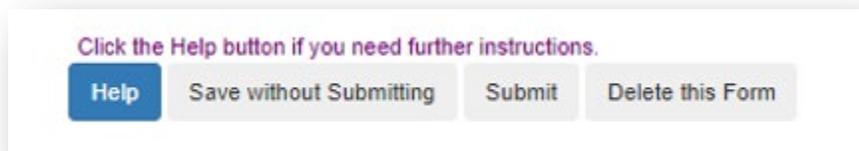
[Final Copy Certification Statement](#)
Sign Purdue's Final Copy Certification Statement.

[Preview Thesis/Dissertation Acceptance Form](#)

Click the Help button if you need further instructions.

Help Save without Submitting Submit Delete this Form

“Save without Submitting” button will keep all data but not submit the form. If everything is ready for submission to start signature routing, click the “Submit” button.



This close-up shows the instruction 'Click the Help button if you need further instructions.' above four buttons: 'Help' (blue), 'Save without Submitting' (grey), 'Submit' (grey), and 'Delete this Form' (grey).

Click the Help button if you need further instructions.

Help Save without Submitting Submit Delete this Form

End of Instructions