

# Steps in a Graduate Student's Program for Faculty

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v 1.0

## Select a Major Professor

- Acts as chair of advisory committee
- Agrees to supervise the student's graduate study, research, and writing
- Works with the student to set up the advisory committee
- Oversees and participates in student proposal and examination meetings
- Maintains a record of student progress (see form *GEC 02 Annual Student Progress Form* and form *GEC 07 MS Progress Report Form*; provided annually to the CoT Graduate Studies Office).

## Advisory Committee Duties

- Assist in preparing the plan of study
- Offer advice during period of graduate work
- Keeps the students informed of important deadlines
- Works closely with the student on their research or directed project proposal

## Develop the Plan of Study

- A tentative plan of study should be drawn up prior to the registration for the first session of graduate work.
- The plan must be appropriate to meet the needs of the student in his or her chosen field.
- Nonthesis plans of study require a minimum of 30 credits be listed. Thesis plans of study require a minimum of 27 credits to be listed.
- Purdue courses on the plan require grades of A, B, or C.
- Courses taken for P/NP, S/U, departmental credit, credit by exam, etc. are not allowed on the plan.
- Transfer courses require grades of A or B.
- 100 & 200 level courses are not allowed on the plan.
- Six hours of 300 & 400 level courses, taken as a graduate student, are allowed on the plan with grades of at least a B.
- Research courses (598, 698, 699, or 699A) are not to appear on the plan. Instead it is referenced in the notes field of the plan of study.
- Credits earned by a student whose graduate study/professional activity has been inactive for five or more years cannot be used on a plan of study.
- Approved plans of study or any exams completed prior to such a period of inactivity are invalid.

## File the Plan of Study

- All technical conditions must be satisfied prior to submitting the plan of study.
- Normally all academic conditions of admission must have been met.
- The formal plan of study should be submitted as soon as possible, but no later than the Friday before the session of anticipated graduation begins. Students not

meeting this deadline should plan to register for exam or degree only for the next session.

- Doctoral plans must be submitted to the Graduate School prior to the submission of a request for appointment of a preliminary examination committee.

### **Establish Examining Committees**

- Examining committees may or may not be identical to advisory committees.
- A minimum of three committee members are required for all examining committees except the doctoral final examining committee, which requires a minimum of four.
- Examining committees are established for MS Thesis and PhD by completing *A Request for Appointment of Examining Committee (G.S. Form 8)*, and submitted to the Graduate School at least two weeks prior to the proposed examination date. The examining committee for MS Directed Project is established by completing the *COT Form 1 - Request to Schedule Oral Exam*, and submitted to the COT Graduate Office, Knoy 150, at least two weeks prior to the proposed examination date.
- All final examinations must be held before the last week of classes. Refer to the Directed Project Deadline Calendar and the Graduate School Graduation Deadlines Calendar for exact dates. Note: the Directed Project deadlines are different than those for MS Thesis & PhD.  
[http://www.tech.purdue.edu/academics/graduate/forms\\_documents.cfm](http://www.tech.purdue.edu/academics/graduate/forms_documents.cfm)

### **Conduct Proposal Meeting**

- Before beginning work on a Directed Project, Thesis, or Dissertation students are required to meet with their full faculty committee to seek their input and approval for their proposed work. Typically the student does a presentation and faculty ask follow-up questions and/or provide recommendations that guide the research.
- All committee members complete evaluation rubric for student proposal and presentation (see forms *GEC 05 Dissertation Research Proposal Form*, *GEC 11 Thesis Research Proposal Form*, and *GEC 13 Directed Project Proposal Form*). Once completed these forms are returned to the CoT Graduate Studies Office.
- Two weeks before the proposal meeting, the student should have the written proposal provided to the faculty committee for their review.
- The proposal meeting must occur the semester before the student intends to graduate.
- Following approval of the student proposal, s/he has the committee sign CoT Form 2, *Acceptance of Graduate Proposal*. The signed CoT Form 2 and a copy of the proposal are deposited in the CoT Graduate Studies Office.

### **Conduct Directed Project or Thesis Final Examination (Defense)**

- Must have an approved plan of study
- Must have three committee members at the defense
- Typically the student does a presentation and faculty ask follow-up questions relative to the results of the work.

- All committee members complete evaluation rubric for student defense and presentation (see forms *GEC 09 Thesis and Defense Form* and *GEC 10 Directed Project and Defense Form*). Once completed, these forms are returned to the CoT Graduate Studies Office.
- Two weeks before the defense meeting, the student should have the final written thesis or directed projects provided to the faculty committee for their review.
- The final defense meeting cannot occur in the same semester as the proposal meeting.

### **Conduct Doctoral Examinations**

- Doctoral Preliminary Examination
  - Must have an approved plan of study
  - Satisfactorily completed most of the formal study
  - The committee will consist of a minimum of three members
  - The preliminary exam is a number of questions submitted by the faculty committee to the student. These questions are normally answered over a period of about a week in an un-proctored manner. The student then submits their answers to the faculty committee for review before the oral portion of the exam.
  - All committee members complete evaluation rubric for doctoral final examination (see form *GEC 12 Written and Oral Preliminary Examination Form*). Once completed, these forms are returned to the CoT Graduate Studies Office.
- Doctoral Final Examination (Defense)
  - At least two academic sessions devoted to research and writing must elapse between the preliminary and final doctoral examinations. For example, a doctoral student who passes the preliminary examination during a spring semester is not eligible to take the final examination (provided that the student is registered for the subsequent summer session and fall semester) before the following spring semester.
  - The committee will consist of a minimum of four members.
  - All committee members complete evaluation rubric for doctoral final examination (see form *GEC 04 Dissertation and Defense Form*). Once completed, these forms are returned to the CoT Graduate Studies Office.
  - Final doctoral examinations should be announced so that interested members of the faculty and student body may attend.

### **Final Examination Packets**

After the *Form 8 or COT Form 1* has been approved, the following materials will be returned to your department:

#### **Master's Thesis Final Examination Packet:**

- Approved copy of the *Request for Appointment of Examining Committee (G.S. Form 8)*
- *Report of the Final Examination (G.S. Form 7)*
- *GEC 09 Thesis and Defense Form*
- Candidate Certification Audit

- Graduate School Exit Survey cover letter

**Nonthesis Master's Final Examination Packet:**

- Approved copy of the *COT Form 1 – Request to Schedule Oral Exam*
- *Report of the Final Examination (G.S. Form 7)*
- *GEC 10 Directed Project and Defense Form*
- Candidate Certification Audit
- College of Technology Exit Questionnaire

**Doctoral Final Examination Packet:**

- Approved copy of the *Request for Appointment of Examining Committee (G.S. Form 8)*
- *Report of the Final Examination (G.S. Form 11)*
- *GEC 04 Dissertation and Defense Form*
- Candidate Certification Audit
- Graduate School Exit Survey cover letter
- The Survey of Earned Doctorates

**Reporting the Results of Examinations**

- The Committee chair should present the examination committee with an appropriate examination report form (see the referenced GEC forms above).
- This examination report form should be completed and presented without delay to the head of the graduate program for recording and prompt transfer to the Graduate School.
- The report form for the final examination must be received by the Graduate School before the last week of classes of the academic session in which graduation is expected.
- After a satisfactory examination involving a thesis defense or dissertation, committee members who approve the thesis or dissertation must sign a *Thesis Acceptance (G.S. Form 9)*. The *Form 9* is prepared and brought to the exam by the student and can be found on the Graduate School Thesis web page <http://www.gradschool.purdue.edu/thesis.cfm> Directed Project students should prepare a *Report Cover Page* for committee members to sign. [http://www.tech.purdue.edu/academics/graduate/forms\\_documents.cfm](http://www.tech.purdue.edu/academics/graduate/forms_documents.cfm)
- Members of the examining committee might wish to examine the deposit copy of the thesis/directed project prior to signing the *Thesis Acceptance (G.S. Form 9)/Report Cover Page*. Once a committee member has signed the *Thesis Acceptance (G.S. Form 9)/Report Cover Page*, the document is approved by that individual.
- No changes may be made to the directed project/thesis/dissertation after it has been deposited in the Thesis/Dissertation Office/COT Grad Office.

**College Thesis and Dissertation Review**

- Prior to depositing the thesis or dissertation with the University, students must schedule a thesis review meeting with the College Thesis Format Advisor.

### **University Deposit of the Completed Thesis/Dissertation**

- The complete and corrected deposit copy of the thesis, including the completed *Thesis Acceptance (G.S. Form 9)*, must be delivered to the Graduate School Thesis/Dissertation Office before the last day of classes of the session in which the student is to graduate.
- Ph.D. and M.S. candidates will submit their theses electronically.
- Electronic copies of the MS Thesis and Directed Projects must be submitted to the College of Technology Purdue e-Pubs site <http://docs.lib.purdue.edu/tech/>.
- The Electronic Thesis Deposit (ETD) Submission/Deposit Checklist and the Masters Final Deposit Checklist along with other information regarding thesis preparation, deadlines and forms can be found at the Graduate School Thesis web page <http://www.gradschool.purdue.edu/thesis.cfm>

### **College Deposit of the Completed Thesis/Dissertation**

- The complete and corrected deposit copy of the thesis or dissertation is to be electronically submitted at the College of Technology Purdue e-Pubs site <http://docs.lib.purdue.edu/tech/>. The completed & signed *Form 9* must be delivered to the COT Graduate Office, Knoy 150. Both need to be submitted simultaneously before the last week of classes of the session in which the student is to graduate.
- **The signed Form 9 will not be accepted until an electronic copy of the thesis or dissertation has been submitted to the College of Technology Purdue e-Pubs site.**

### **College Deposit of the Completed Directed Project**

- The complete and corrected deposit copy of the directed project is to be electronically submitted at the College of Technology Purdue e-Pubs site <http://docs.lib.purdue.edu/tech/>. The completed & signed *Report Cover Page* must be delivered to the COT Graduate Office, Knoy 150. Both need to be submitted simultaneously before the last week of classes of the session in which the student is to graduate (refer to the Directed Project Deadlines Calendar <http://www.tech.purdue.edu/academics/graduate/dpdeadlines.cfm>).
- **The signed Report Cover Page will not be accepted until an electronic copy of the Directed Project has been submitted to the College of Technology Purdue e-Pubs site.**

### **Graduation Processes**

- Beginning candidate roster is sent to the COT graduate office.
- Review roster and inform the Graduate School of any adjustments that need to be made.
- Audit/Certification forms distributed to COT graduate office.
  - Be sure that all issues/problems indicated are corrected
  - Check for accuracy of degree title
  - Check for areas of specialization
  - If not previously done, indicate on the audit/certification form if the candidate will be continuing for another degree in your program.

- Commencement Participation
  - Must be a bona fide candidate eligible to graduate at the end of the session
  - Must be on the candidate roster

## **Questionnaires**

- **Graduate School Exit Questionnaire**
  - The Graduate School administers an exit questionnaire that is provided to both master's and doctoral candidates at the time the final examination is scheduled. Students should be assured that their answers are maintained confidentially in the Graduate School. The trend data, however, is distributed to departments and is useful in strengthening our graduate programs.
  
- **Survey of Earned Doctorates**
  - Although completing this survey is optional, departments should strongly encourage doctoral candidates to complete the Survey of Earned Doctorates, conducted by the National Opinion Research Center of the University of Chicago. Responses provide data that are important for statistical studies by federal agencies who conduct studies of national trends in doctoral education and of manpower supply and demand.
  
- **College of Technology Exit Questionnaire**
  - The College of Technology would like to keep a record of where our former graduate students go, the type of career they pursue, and their average starting salaries. The information provided via the exit questionnaire is the last entry in the permanent file of the student. This information serves as our means for contacting students after graduation and compiling reports pertaining to the demand for Technology advanced degrees. These reports are of value to the Dean of Technology, prospective employers, and prospective graduate students. M.S. Thesis and Doctoral students complete the questionnaire as part of their Thesis Format Review. Directed Project students complete the exit survey at their final oral defense.

