



CHECKLIST FOR YOUR FINAL DISSERTATION DEPOSIT APPOINTMENT Ph.D. Candidates

	<p>One (1) copy, bound in a 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.</p>
	<p>One (1) unbound (loose leaf) copy on copier paper. Please include a copy of your completed (i.e., signed) thesis acceptance form with your unbound copy as it is required by ProQuest Information and Learning prior to microfilming. Please bring your unbound dissertation copy in an appropriately-sized mailing envelope (e.g., 10 x 13 or 11 ½ x 14 ½), Mark your name and graduation date prominently on the outside front (e.g., DOE, JOHN MAY 2005) at the top and bottom.</p>
	<p>Color figures are acceptable for all <i>bound</i> copies of your thesis. However, when possible, color figures must be converted to “gray scale” or black & white in your “unbound copy” since ProQuest does not microfilm in color.</p>
	<p>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. 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.</p>
	<p>Candidates with “Confidential” dissertations must also bring their <i>departmental library copy</i> (normally turned in to departments during out-processing) since it must be maintained, along with the “cotton” and unbound copies, 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.</p>
	<p>Please bring along a copy of your thesis files on a CD-Rom, zip or floppy disk, or flash drive. Make sure 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.</p>
	<p>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!</p>
	<p>Other required items: One (1) extra title page, one (1) extra abstract (both of these can have page numbers on them), completed ProQuest microfilm agreement form, and a completed <i>Addendum to the UMI Doctoral Dissertation Agreement Form</i> (GS Form 14). <i>Please keep these documents “loose leaf”—do not bind them in to your dissertation.</i> The ProQuest and <i>Addendum</i> forms should be available through your department. Again, names and titles listed on all of the above items <i>must match</i>.</p>
	<p>Your ProQuest microfilming fee (\$73.00 as of May 2001) may be paid to the Purdue Bursar, Hovde Hall, at <i>any</i> time prior to graduation (the sooner the better!). No deposit receipt is required; you need only show proper identification to the Bursar. Individuals wishing to apply for optional “copyright registration” through ProQuest must present a cashier’s check or money order, in the amount of \$45.00 and payable to “PQIL,” at their final deposit appointment. NOTE: All money orders must have “expiration dates” of at least three years from date of purchase. We strongly recommend you get a U.S. Postal Service Money Order: They are inexpensive and have “indefinite” expiration dates. Please note the U.S.P.S. only accepts cash or debit cards!</p>
	<p>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 the thesis/dissertation deposit deadline day (always a Friday).</p>
	<p>Please take the time to fill out your <i>Doctoral Student Exit Questionnaire</i> and <i>Survey of Earned Doctorates</i>. Completion and submission of these are <i>voluntary</i>; however, the Graduate School encourages your feedback to improve its candidate programs and service.</p>
	<p>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 with Reception in Room 170, Ernest C. Young Hall <i>no more than five minutes prior to your appointment</i> to preclude excessive waiting, or conflicting with the appointments of others. 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!</p>