Graduation Checklist

1. Your schedule must indicate that you are a candidate for graduation. Please check your invoice or SSINFO, if you don’t see “CAND” or “CANDIDATE”, please call or visit the YDAE Office of Graduate Studies in AGAD 225, phone (765) 494-8439 or E-mail: grad@ydae.purdue.edu and tell us you are a candidate for graduation this session.
2. All degree requirements must be met. The Graduate School performs an audit about the 8th week of the session (4th week during the summer session), to make sure courses taken match your plan of study, etc. Ask your advisor if your audit form listed any discrepancies/deficiencies that need to be resolved.
3. You must not have any encumbrances on your record (i.e., parking tickets, other money owed to the University).
4. Give your current and future addresses to the Registrar, Hovde Rm 45 (or myPurdue) and to the YDAE Office of Graduate Studies, AGAD 225
5. Reply to the Registrar’s mailings promptly.

Questions about Thesis Format/Deposit
1. Remember you need to make an appointment to deposit your thesis. Master’s students will need to deposit one bound copy and doctoral students will need to deposit one bound copy and one unbound copy.
2. Remember: doctoral students need to pay $73 microfilming fee at the Bursar Teller Windows, Hovde Hall. See Appendix A of the Thesis Preparation Manual for Sequence of Steps Required to Complete a Graduate Degree checklist.
3. Contact the Thesis/Dissertation Office for an appointment at 494-2600 or email markj@purdue.edu

Questions about Graduation Processes
1. Contact the Registrar’s Office for information about graduation tickets, cap & gowns, etc. at 494-6165

Questions about Graduate School Deadlines for Degree
1. Remember that privileged registrations of Exam or Degree only must defend/deposit by an earlier deadline or registrations will be adjusted automatically by the Graduate School to three credits of research and students will be billed additional fees – see specific session graduation deadlines for exact dates.
2. Thesis option masters and doctoral students must be enrolled for research credits in the session you expect to graduate.
3. A handout is available in AGAD 225 with graduation deadlines for current/future sessions.
4. Contact YDAE Office of Graduate Studies, AGAD 225, phone: 494-8439, email grad@ydae.purdue.edu