

DECEMBER 2024 CANDIDATE WORKSHOP AUGUST 28, 2024

Dulcy Abraham

Professor and CCE Burke Graduate Chair

Jenny Ricksy

Burke Graduate Program Manager

Stacy Lane

Burke Graduate Program Senior Assistant



Lyles School of Civil and
Construction Engineering

Agenda

- Introduction
- Scheduling
- Masters Students – non-thesis
- Area Secretaries
 - Professional Courtesy
- Thesis/Dissertation Students

CCE Burke Graduate Program Office



Dulcy Abraham
Grad Program Chair



Jenny Ricksy
Grad Program Admin



Stacy Lane
Grad Program Assistant

Important Dates

- **Failing to Plan implies Planning to Fail**
- **September 11th** is the last day to declare candidacy
- **November 25th** Exam Completed
 - Forms submitted online by advisor by 5:00 pm or candidate will be removed as candidate.
- **December 4th** Final Date for Thesis Deposit
 - You will not be permitted to upload your document to the Graduate School for deposit until the Form 9 has been fully approved by Civil.
- Candidate deadlines can be found at:
 - <https://engineering.purdue.edu/CCE/Academics/Graduate/Current/Candidates/Dec2024>

Candidate Deadlines/Information

Available at the Current Students page:

https://engineering.purdue.edu/CCE/Academics/Graduate/Current/Graduating_Students

There are checklists available to help you navigate the process.

If you determine that you will not graduate, please let the CCE Grad Office know as soon as possible so you can be removed from the candidate list.

Deadline Fees

The graduate school has implemented fees for late candidate deadlines:

A \$200 late fee will be charged to a student who submits their Plan of Study (POS) after the deadline in the semester they wish to be a candidate. **For students wishing to graduate in December 2024, that date was August 18th**

A formal request must still be made of the graduate school to accept the POS after the deadline. If they do not approve, no fee will be charged.

Changes to POS do not affect the deadline.

Deadline Fees

A \$200 late fee will be charged to a student who requests candidacy after the appropriate deadline for the semester. **For students wishing to graduate in December 2024, that date is September 11th.**

A formal request must still be made of the graduate school to add the student to the candidate roster. If they do not approve, no fee will be charged.

Deadline Fees

A \$200 late fee will be charged to a student who has been on the candidate roster for the same degree for more than two consecutive semesters. For example, graduate students who were on the candidate roster for the same degree in Spring and Summer 2024 and register as a candidate for December 2024, will be charged this fee.

Any candidate registration during a semester (even one day) begins this count.

Commencement Task List

On September 20, the registrar will put a “Commencement” task list on your myPurdue account. This is where you will provide information needed for commencement and order a cap and gown.

October 25, 2024 -- Last day to indicate participation in the ceremony.

November 25, 2024 -- Last day to order cap and gown rentals at the discounted price.

December 2, 2024 -- Last day to order cap and gown rentals through the Commencement task list. All rental orders after this date will need to be placed through the University Bookstore.

December 13, 2024 -- Last day to provide diploma mailing address.

December 15, 2024 -- 7:00 pm all Civil Engineering student's graduate

December 29, 2024 -- Deadline to ship back gown rental.

January 6, 2025 – Degree Award notification will appear on official transcript

Posting of Degree

Although the University will try to post degrees by January 6, 2025, the Graduate School has 30 days, after commencement to complete the candidate audits. Unsubmitted grades, late approvals of final exam paperwork, and plan of study updates can cause delays in posting the degree.

Diplomas will be mailed to your “diploma address” listed on myPurdue.

Responsible Conduct of Research (RCR)

Completion of the online Response Conduct of Research (RCR) module is a requirement of all Graduate Students for Graduation. Must complete it before scheduling the exit interview with Professor Abraham (MSCE thesis students and PhD students) or Jenny Ricksy (non-thesis MSCE students)

Getting to the *right* CITI course: www.citiprogram.org

- <https://engineering.purdue.edu/CCE/Academics/Graduate/Current>

Side note: Purdue-relevant information is available at

<http://www.purdue.edu/gradschool/research/rcr/index.cfm>

Most students completed this requirement in their first semester as part of CE 691 – Grad Student Orientation

Additional Information

- Review your approved plan of study. If there are changes that need to be made (committee members, coursework updates, concentrations, etc) please initiate a change to your Plan as soon as possible.
- Your Purdue email account will stay active for about 6 months.
- It is possible to walk in a future commencement ceremony as a returnee: <https://www.purdue.edu/commencement/students/returneeParticipation.html>.



Additional Information

Thesis option student must be registered for at least one credit hour of research in their graduation semester – even if you already have the minimum required research hours.

Residential international students must be registered for at least one in-person course each semester; this includes the graduation semester.

Can register for one online/distance course as long as you are also registered for an in-person course. Research is considered in-person.

Final Exam

Every student, whether they are non-thesis or thesis option, must have a **Report of Final Examining Committee** on file with the graduate school in order to graduate.

This is confirmation that your committee agrees that you have completed all degree requirements to their satisfaction.

Final Exam

For thesis option students, this is done at their final defense.

For non-thesis students, the style of the final exam is up to the committee. It may be an oral or written exam, a meeting with the student or a committee meeting in the absence of the student. **Non-thesis students should speak to their committee as soon as possible to determine the manner of their final exam.**

Continuing for PhD

If you are continuing for a PhD you do not have to hold an exit interview.

Non-thesis MS students should still turn in the non-thesis MS rubric

Thesis students will still have to process a Form 9.

Masters Degree Exam Report for Non-Thesis Option

- Student should contact advisor to ask about examining procedure. Policies vary by area.
- If an exam event will be held, contact the CCE Grad Office **at least two weeks** before the exam date.
- Grad Office will prepare the electronic paperwork.
- Exam committee will electronically sign form.

MSCE non-thesis exit interview

Two required forms:

Graduate Student Departure Form

Graduate Students in Civil Engineering MUST complete and return form to the Graduate Programs Office prior to leaving. If this form is not completed and submitted you will be charged for keys and your academic record will be encumbered.

Name _____

Business Office: Not Applicable
1. MERS telephone codes have been cancelled
2. A forwarding address for tax forms has been provided
Business Office Representative: _____

Keys: Not Applicable
Cathy Ralston has received all building and laboratory keys that have been issued. A fine of \$25.00 will be charged for all unreturned keys.
Cathy Ralston: _____

Research Advisor has received: Not Applicable
1. Your research materials (lab notebooks, data, disks, etc.)
2. Thesis or final report dealing with your research
3. All laboratory materials used outside the research laboratory
Research Advisor: _____

Laboratory Manager has checked: Not Applicable
1. All laboratory property, including books, reference materials, tools and manuals have been returned;
2. Laboratory bench and work space have been cleaned;
3. All instrument control PC accounts have been terminated;
4. All research materials have been properly treated and labeled or disposed of properly.
5. _____
Laboratory Manager: _____

Area Head or Designated Individual has checked that: Not Applicable
1. You have finished all teaching duties
2. You have completed all your responsibilities for the Area
Area Head or Designee: _____

Alumni Office Civil Room 1141
1. Forwarding Address information has been submitted.
Alumni Representative: _____

Library Materials has checked that: Not Applicable
1. All publications from Civil area library have been returned.
2. If not applicable, area secretary must sign to verify. Area: _____
Library Rep. or Area Secretary: _____

The Graduate Office has:
1. Verified that all degree requirements have been met.
2. Verified that all above signatures have been acquired.
Graduate Office: _____

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Rubric for MS-non-thesis students

Semester of graduation _____

1. What courses contributed to your understanding and knowledge in subjects of your chosen field?
2. What courses required you to communicate effectively in your field of study? Examples of effective communication opportunities include term projects/reports, oral presentations, etc.
3. What courses required you to think critically and solve problems in your field of study?

MSCE non-thesis exit interview

Contact Jenny Ricksy (jricksy@purdue.edu) to arrange an exit interview, to be held November 25- December 6, 2024

You must take completed Departure Form and MS non-thesis rubric with you to the exit interview for final signature. Links to these documents are available on the CCE Current Grad Student webpage.

Exit interview is an informal 15-minute meeting – where you have a chance to voice any concerns/suggestions about the program.

Questions?

Non-thesis students excused

Please be sure that you have signed-in

Masters Students with thesis

Doctoral Students

Staff Introductions – Area Contacts

Cole Stonebraker
Construction



Bobbie Vance
Hydraulics and Hydrology
Environmental

Andrew Mueller
Geomatics
Architectural
Transportation
Materials



Vacant
Structures
Geotechnical

Graduate School Thesis and Dissertation Office

<https://www.purdue.edu/academics/ogsps/research/thesis/index.html>

Contact: thesishelp@purdue.edu

Format Options:

<https://www.purdue.edu/academics/ogsps/research/thesis/templates.html>

- MS Word Template
- LaTeX : If you are using, or think you may use, LaTeX, please sign up for the PurdueThesis mailing list so you can stay up to date on communications related to LaTeX. See the first paragraph of <https://engineering.purdue.edu/~mark/PurdueThesis> for the web address of the mailing list.

****The Burke Civil Engineering Graduate Program requires that you must use one of these formats****

If you do not, your document will not be approved for deposit with the graduate school

Graduate School Thesis and Dissertation Office

Thesis Format Requirements

Students should follow the Graduate School format guidelines – various links are available at: <https://www.purdue.edu/gradschool/research/thesis/templates.html>

Formatting Guidelines and Deposit Procedures Presentation: bit.ly/thesisworkshop
Access workshop series here: <https://tinyurl.com/PUthesisworkshop>

You can request an individual consultation:

<https://www.purdue.edu/gradschool/research/thesis/appointment.html>

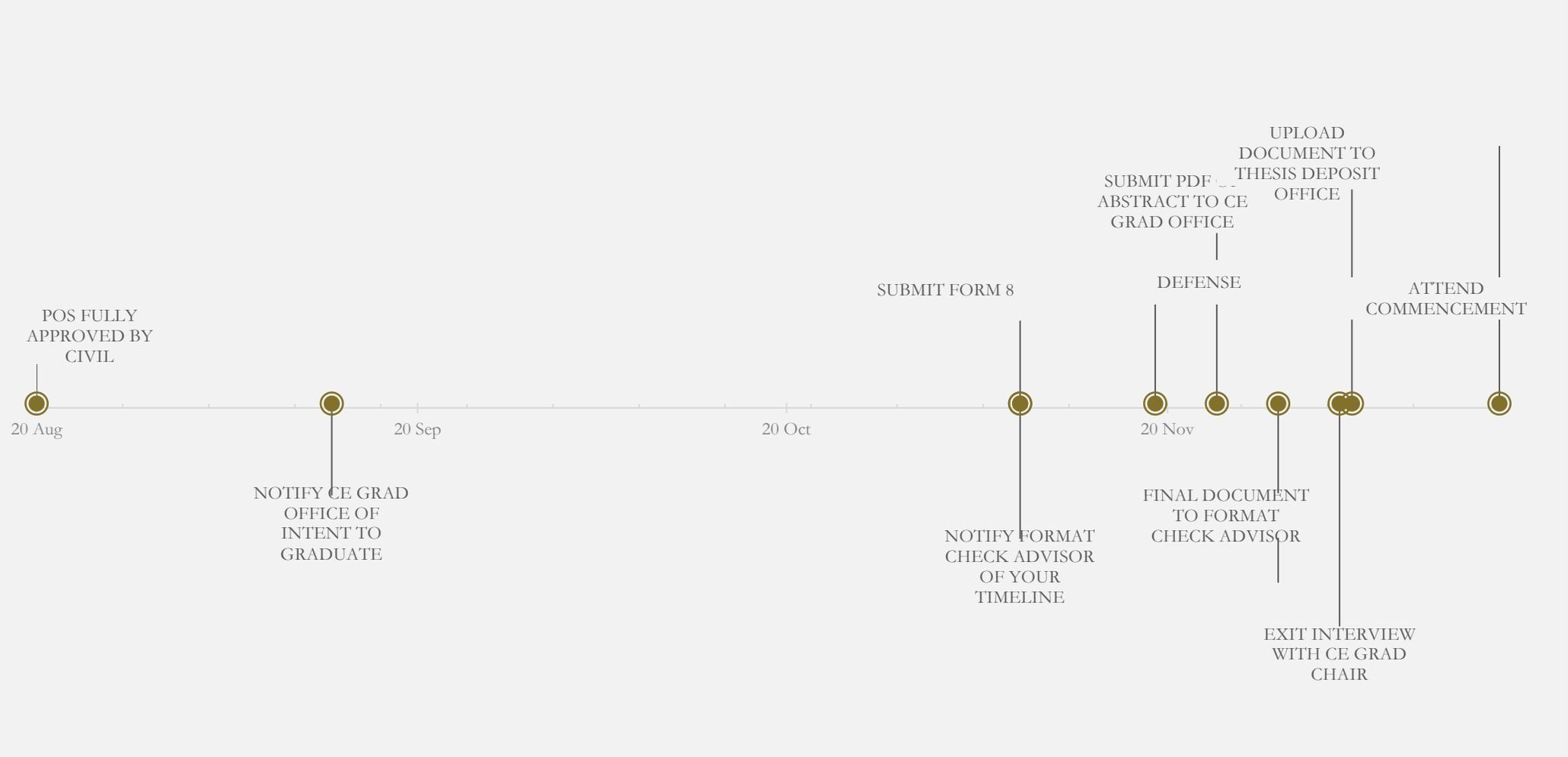
The Thesis Deposit office suggests that you submit your document to their office (thesishelp@purdue.edu) for a format consultation by November 20th.

Steps to graduate

- Submit Plan of study
- Get on the Candidate List
- Submit form 8
- Submit pdf of abstract to CCE Grad Office
- Complete Grad School Surveys
- Hold Defense
- Submit form 9
- Get Formal check approval
- Hold exit interview with Dr. Abraham
- Upload document to Grad School deposit site
- Pay deposit fee

*For PhD students: Hold Prelim at least one year before the semester you plan to graduate

Sample Timeline for thesis option students



Electronic Process for Exam Forms

- There are two main elements for thesis option graduation:
 - Defense : student initiates a Request for Appointment of Examining Committee (form 8). This then prompts the generation of a Report of Final Examination form, which your committee will sign to record the approval of your defense (the student does not see this form)
 - Deposit: student initiates a Thesis Acceptance Form (form 9).

Electronic Process for Exam Forms

- All forms (Form 8, Exam forms, Form 9) are processed electronically in a process similar to the plan of study.
- Students must use the online system to submit a Form 8 – requesting their exam date. **Confer with Major Professor and ensure that the thesis (document) is in good shape so that the requested date is realistic for conducting the exam.** Requests should be submitted at **least 3 weeks prior to the requested exam date.**
- **You must be registered in order for exam forms to be processed.**

Electronic Process for Exam Forms

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.

CIVENG-PHD Audit: Removed as a candidate for Fall 2022 Graduation

CIVENG-MSCE Audit: Cleared for Summer 2018 Graduation

CIVENG-MSCE Audit: Removed as a candidate for Spring 2018 Graduation

CIVENG-MSCE Audit: Removed as a candidate for Fall 2017 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.

Click on the “Form 8: Request for Appointment of Examining Committee” link to initiate the form and then indicate the exam to be taken.

Electronic Process for Exam Forms

- Click on the “Update Exam Committee” – confirm that the correct people are listed on your committee.
- Enter the exam date and time. You can use online/virtual/webex, etc. for location if it will not be in-person.
- In the “Thesis Title” section, enter the thesis title if requesting a final examination (this does not have to match the final title).
- Once completed, submit the form for approval.

Notes:

- *The form may be left in “Saved” status for editing but must be submitted in order to be processed.*
- *This request must be received by the Graduate School at least 3 weeks prior to the requested exam date.*
- *You will receive an automated email when the Form 8 has been fully approved.*

General Requirements

You should submit the final draft of your thesis to your advisor/committee for review BEFORE submitting the Form 8.

When you submit your Form 8 you can also submit a **pdf version of your thesis** abstract to the CCE Grad Office – jricksy@purdue.edu – and meeting invitation information so your defense date can be announced.

Form 8 – Additional Information

- You should work with your committee to find a date that works. The CCE grad office does not assign dates or rooms.
- We strongly recommend contacting your thesis format advisor at the time you submit your Form 8 to let them know you will be depositing so that a timeline for format review can be worked out.

Final Defense vs Thesis Acceptance

- The process of holding your final exam and having the final exam form submitted to the graduate school is separate from having your thesis accepted and approved by the committee members.
- **Do not assume that because your committee approves your final exam, that they will approve your thesis.**
- **Be sure to leave adequate time between your final exam and the deadline for thesis deposit to make any corrections to your thesis document that may be required by your committee.**

Thesis Format Check

- A format check must be done on all thesis/ dissertations.
- The area secretary is designated as the format check advisor.
- **The Form 9 will not be signed by the CCE Grad Chair without the format check advisor approval and the approval of the committee members (including chair/co-chair of committee)**
- The final deadline to submit your document for final CCE format check is at **least three business days BEFORE your exit interview with the CCE Grad Chair, but no later than November 27, 2024.**
- The graduate school offers formatting workshops throughout the semester – we suggest that you attend one of these if you have additional questions.

Deposit Information

- Please be sure to be consistent with listing your committee member's participation. If they are listed as Co-Chair on your POS, then you should continue to list them as Co-Chair in other documents.
- Be consistent with your own name across all publications. This will ensure that future searches will find you.

Exam/Thesis Acceptance Form Approval - Special Circumstances

- If you have a special certified faculty member on your committee— that member will need to send an email to the CCE Grad Office (jricksy@purdue.edu) indicating their approval of your defense and giving permission for the CCE Grad Office to electronically approve on their behalf.

Additional Information

Schedule exit interview with Dr. Abraham (CCE Grad Chair) as soon as possible since her schedule fills quickly during this time. Most of the time slots later in the semester gets filled very fast. The exit interviews can be held virtually or in-person.

Reminder: She will not be able to approve Form 9 until all your committee has approved and she has received email approval from the format check advisor.

Additional Information about the Deposit Process

We strongly recommend that you plan to deposit early. Although the Thesis/Dissertation office will do their best to process deposits by the December 4, 5:00 pm deadline, if you wait until the last minute, your deposit may not get in by the deadline.

If you do not have the Form 9 completed, Hammer Deposit Approved and Survey(s) complete by December 4th at 5:00 pm, you will have to request a Deposit Extension Deadline (Form 14) in order to graduate in December. There will also be a \$200 fee.

NEW THIS YEAR:

The Thesis Deposit office suggests that you submit your document to their office (thesishelp@purdue.edu) for a format consultation by November 20th.

This review is just to help make sure that the thesis or dissertation is in the correct format prior to the defense and for future publication. Content changes can still be made to this document up until the final thesis submission deadline for fall, which is December 4, 2024

Thesis Acceptance – Form 9

- Student should initiate Form 9 once a final title has been decided (usually at your defense).
- The link to Form 9 is in the same place as the plan of study generator and the link to Form 8.
- The committee members will be prompted by the system to approve the form.
- If you have a special certified faculty member on your committee– that member will need to send an email to the CEE Grad Office (jricksy@purdue.edu) indicating their approval of your thesis/dissertation and giving permission for the CCE Grad Office to electronically approve on their behalf.
- Also includes confirmation that your document has been reviewed by iThenticate Plagiarism Software. This must be done by your advisor.

Copyright

- **Be sure to obtain permission if you want to reuse somebody's copyrighted material en-mass.**
- **You will also need to get permission to use your own materials if they have been published.**
- Copyright permission(s) must be uploaded with your document to HammerRR
- For more information visit <http://www.lib.purdue.edu/uco/>



Exit Interview

Graduate Student Departure Form

Graduate Students in Civil Engineering MUST complete and return form to the Graduate Programs Office prior to leaving. If this form is not completed and submitted you will be charged for keys and your academic record will be encumbered.

Name _____

Business Office: Not Applicable

- MERS telephone codes have been cancelled
- A forwarding address for tax forms has been provided

Business Office Representative _____

Keys Not Applicable

Cathy Ralston has received all building and laboratory keys that have been issued. A fine of \$25.00 will be charged for all unreturned keys.

Cathy Ralston _____

Research Advisor has received: Not Applicable

- Your research materials (lab notebooks, data, disks, etc.)
- Thesis or final report dealing with your research
- all laboratory materials used outside the research laboratory

Research Advisor _____

Laboratory Manager has checked: Not Applicable

- All laboratory property, including books, reference materials, tools and manuals have been returned;
- Laboratory bench and work space have been cleaned;
- All instrument control PC accounts have been terminated;
- All research materials have been properly treated and labeled or disposed of properly.
-

Laboratory Manager _____

Area Head or Designated Individual has checked that: Not Applicable

- You have finished all teaching duties
- You have completed all your responsibilities for the Area

Area Head or Designee _____

Alumni Office Civil Room 1141

- Forwarding Address information has been submitted.

Alumni Representative _____

Library Materials has checked that: Not Applicable

- All publications from Civil area library have been returned.
- If not applicable, area secretary must sign to verify.

Area _____

Library Rep. or Area Secretary _____

The Graduate Office has:

- Verified that all degree requirements have been met.
- Verified that all above signatures have been acquired.

Graduate Office _____

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Email Dr. Abraham at dulcy@purdue.edu to arrange an exit interview to be held before December 2, 2024

At least 48 hours before exit interview, please email a copy of the dissertation/thesis to Dr. Abraham (dulcy@ecn.purdue.edu). This does not have to be a final/approved version.

**Note, Dr. Abraham will not be able to approve Form 9 until all committee members have approved and she has obtained approval from the format advisor.*

Deposit with Graduate School

- Complete Electronic Thesis Acceptance Form (Form 9)
 - The upload link will not be available to you until all the signatures have been obtained on the form 9.
- Submit Electronic Thesis/Dissertation to HammerRR
 - The Graduate School requires that you submit your electronic deposit **no later than 5:00 pm on December 4, 2024.**
- Graduate School exit survey must be complete
- Pay Deposit fee
 - MSCE is \$90
 - PhD is \$125

Deadline Extension

- The Graduate School will allow a request to extend the graduation deadline by up to two weeks.
- The request must be made BEFORE the regular deadline – so before November 25th for a defense extension or before December 4th for a deposit extension.
- The request form (Form 14) can be found in the Grad School database – the same place you do your plan of study and exam forms.
- There is a \$200 fee to extend the deadlines

Quality

- Your thesis/dissertation will be publicly accessible
- Spelling, grammar, figure quality, references, cross referencing take time to work out. Use OWL as a resource
- Your committee's first read should **be a very high-quality document... not a mid-point draft**
- Be considerate of your advisor's time on drafts. Make sure each revision he/she re-reads reflects more than a few hours of inserting edits
- **We recommend you first meet with your format advisor at the time you submit Form 8**



THANK YOU

Any questions?



Lyles School of Civil and
Construction Engineering