Q: Do I have to schedule an appointment for a thesis format review?
A: Yes, thesis format reviews are by appointment only. To schedule an appointment for your review, contact Debra Barker, IUPUI Graduate Office Recorder, at dsulliv2@iupui.edu.

Q: Who do I meet with regarding thesis formatting?
A: Debra Barker, IUPUI Graduate Office Recorder. Mrs. Barker is located at the IUPUI Graduate Office, 620 Union Drive, Union Building, UN 207.

Q: How long should I plan for the thesis format review?
A: A thesis format review takes 1 ½ hours.

Q: How many thesis format reviews are required?
A: If a student’s formatting is accurate, then only one format review will be required. If errors are found in the formatting, subsequent formatting review sessions will be required.

Q: What information is reviewed during the thesis format meeting?
A: The thesis review will cover:
- Student Name
- Title Page
- Signature Page
- Signed Abstract
- Unsigned Abstract
- Entire Document
- Purdue students only: Forms 9, 14, 15, 19, 20 (MS and PhD degree appropriate).

Q: Could my graduation be postponed if my thesis formatting is not accurate?
A: Yes, inaccurate formatting and multiple formatting re-checks could delay a student’s graduation.

Q: Does my electronic thesis submission have to be approved?
A: Yes, before you will be allowed to submit your electronic thesis, it must be approved by Debra Barker, IUPUI Graduate Office Recorder.

Q: How do I submit my thesis electronically?
A: Indiana University

- **Ph.D. candidates** will submit their thesis to ProQuest for Indiana University and through the Electronic Thesis Deposit (ETD) for the IUPUI library. ProQuest and ETD information will be given to Ph.D. candidates only after successful formatting review.

- **M.S. candidates** will submit their thesis through the Electronic Thesis Deposit (ETD) for the IUPUI library. ETD information will be given to M.S. candidates only after successful formatting review.

A: Purdue University

- **Ph.D. and M.S. candidates** will submit their thesis for Purdue University through the Electronic Thesis Deposit (ETD). ETD information will be given to Ph.D. and M.S. candidates only after successful formatting review.
Ph.D. and M.S. candidates will submit their thesis through Scholar Works for the IUPUI library. Scholar Works information will be given to Ph.D. and M.S. candidates only after successful formatting review.

**Q: What is the deadline for submitting a bound thesis to the IUPUI Graduate Office?**

**A: Indiana University**

*Ph.D. candidates* must submit a bound thesis to Debra Barker in the IUPUI Graduate Office, no later than the 10th day of the month that a candidate plans to graduate.

*M.S. candidates* must submit a bound thesis to Debra Barker in the IUPUI Graduate Office, no later than the 10th day of the month that a candidate plans to graduate.

**A: Purdue University**

*Ph.D. and M.S. candidates*, whose theses are confidential, must submit a bound thesis to Debra Barker at the IUPUI Graduate Office at the end of a semester/summer II session, pending a candidate’s graduation date of May, August or December. Deadline dates will vary per year.

**Q: Is a bound copy of a student’s thesis required to be submitted to the School of Science Dean’s Office?**

**A: Indiana University**

School of Science Dean’s Office copies are archived in the IUPUI Library. Since Ph.D. and M.S. candidates for Indiana University are required to submit their theses to the library via Scholar Works, a bound copy is not required by the Science Dean’s Office.

**A: Purdue University**

School of Science Dean’s Office copies are archived in the IUPUI Library. Since Ph.D. and M.S. candidates for Purdue University are required to submit their theses to the library via Scholar Works, a bound copy is not required by the Science Dean’s Office.
Q: Where can I have my thesis bound?
A: There are lots of places to have a thesis bound, but the IUPUI Graduate Office recommends the National Library Bindery. Below is the contact information for NLB:

- 55 South State Avenue
- Indianapolis, IN 4620.
- Phone: (317) 636-5606
- Website: http://www.nlbco.com/

Q: How much does it cost to have a thesis bound?
A: Prices vary.

Q: What kind of binding should I use for my thesis?
A: A thesis must be bound using the “library oversewn” method.

Q: What type of paper is to be used for the thesis?
A: 100% cotton paper

Q: Who do I contact, regarding thesis formatting?
A: For all thesis questions, contact Debra Barker at dsulliv2@iupui.edu.