

## Student Instructions for Purdue Form 8

### “Request for Appointment of Examining Committee”

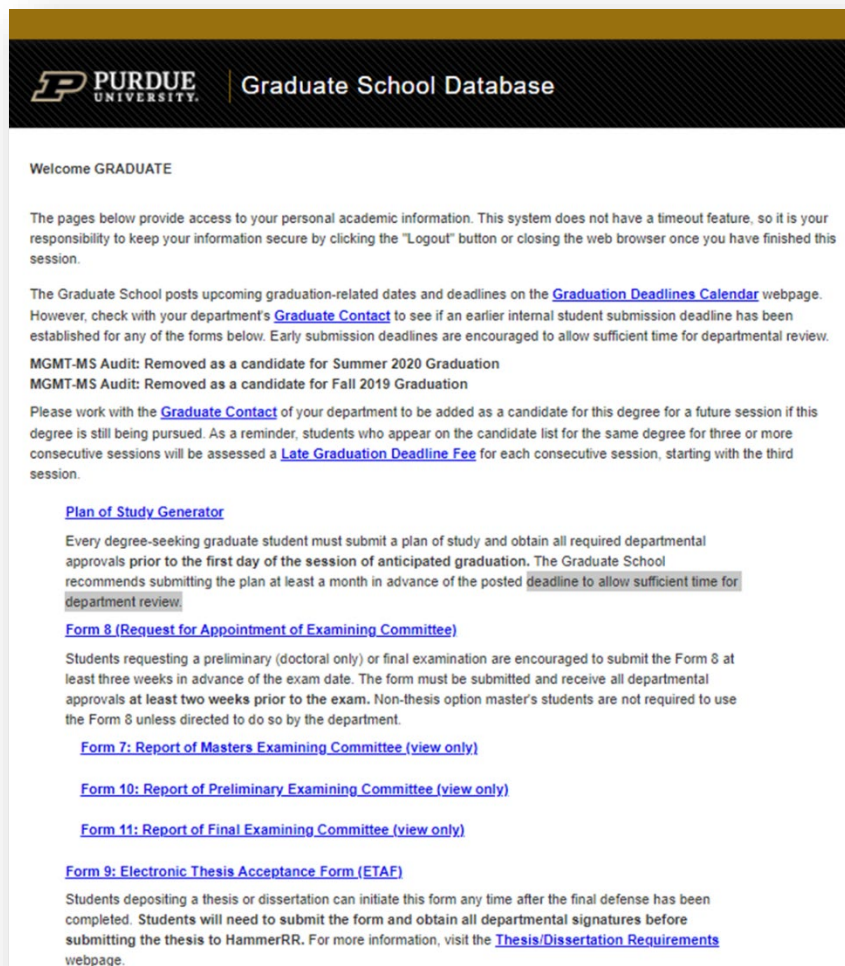
In a student’s final semester there are forms needed to record the result of the final exam so that the degree can be awarded. Form 8 is the Request for Appointment of the Examining Committee and is necessary for every major exam: Master’s Final (Thesis Defense), PhD Preliminary, and PhD Final (Dissertation Defense). Requirements for exam committees can be found in the Purdue Catalog for Graduate Programs [VII-D. Establishing Examining Committees](#).

Some non-thesis master’s degrees also require a final exam and students should check with their department for this requirement, as your department coordinator may initiate forms on behalf of the student. Departments with non-thesis final exams include:

- Physics MS – Student needs to initiate the form 8 with examining committee
- Applied Statistics MS – Department will initiate the final exam form for the student
- Technology Programs – Students with a directed project may be required to initiate a Form 8 for project presentation – check with your department advisor

To initiate an Exam Form 8, students must log in to myPurdue and navigate to the Graduate Students page and the Plan of Study portal. Detailed instructions can be found in our Purdue Graduate Student [page](#) under the Purdue Forms Database section <https://graduate.iupui.edu/purdue/purdue-pos/index.html>.

The Plan of Study Portal page looks like this:



The screenshot shows the Purdue University Graduate School Database interface. At the top, there is a header with the Purdue University logo and the text "Graduate School Database". Below the header, the page is titled "Welcome GRADUATE". The main content area contains several paragraphs of text providing information about graduation-related dates, deadlines, and the Plan of Study Generator. The text includes instructions for students to submit a plan of study and obtain departmental approvals. There are several hyperlinks provided, including "Plan of Study Generator", "Form 8 (Request for Appointment of Examining Committee)", "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)", and "Form 9: Electronic Thesis Acceptance Form (ETAF)".

**PURDUE UNIVERSITY** | Graduate School Database

Welcome GRADUATE

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.

**MGMT-MS Audit: Removed as a candidate for Summer 2020 Graduation**  
**MGMT-MS Audit: Removed as a candidate for Fall 2019 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.

Click this link to initiate your Exam Committee form (Form 8):

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 \(view only\)](#)

You will see this page:

The screenshot shows the 'Exam Form Generator' page on the Purdue University Graduate School Database. At the top, there is a header with the Purdue University logo and the text 'Graduate School Database'. Below the header, the page title 'Exam Form Generator' is centered. There are two buttons: 'Exit to Graduate School database home page' and 'Logout of database'. A paragraph states that the electronic Exam Form Generator is available for students on the West Lafayette campus. A link 'Create New Form 8 (Request for Appointment of Examining Committee)' is provided, with a sub-paragraph explaining its use for creating new exam forms. Below this, a section titled 'Forms available for edit or display:' contains a table with columns for Action Link, Form, Degree, Exam Type, Status, and Date. The table lists seven entries, all for 'Form 8: Request for Appointment of Examining Committee' for 'MASTER OF SCIENCE : NON-THESIS' degrees. The statuses are 'APPROVED' and 'SAVED'. At the bottom, there are instructions regarding editing forms and a 'Help' link.

Action Link	Form	Degree	Exam Type	Status	Date
<a href="#">View</a>	Form 8: Request for Appointment of Examining Committee	MASTER OF SCIENCE : NON-THESIS	FINAL	APPROVED	Submitted 09/04/2018
<a href="#">Edit</a>	Form 8: Request for Appointment of Examining Committee	MASTER OF SCIENCE : NON-THESIS	PRELIM	SAVED	Created 11/01/2018
<a href="#">Edit</a>	Form 8: Request for Appointment of Examining Committee	MASTER OF SCIENCE : NON-THESIS	PRELIM	SAVED	Created 11/05/2018
<a href="#">Edit</a>	Form 8: Request for Appointment of Examining Committee	MASTER OF SCIENCE : NON-THESIS	PRELIM	SAVED	Created 11/05/2018
<a href="#">Edit</a>	Form 8: Request for Appointment of Examining Committee	MASTER OF SCIENCE : NON-THESIS	PRELIM	SAVED	Created 11/05/2018
<a href="#">Edit</a>	Form 8: Request for Appointment of Examining Committee	MASTER OF SCIENCE : NON-THESIS	PRELIM	SAVED	Created 09/24/2018
<a href="#">Edit</a>	Form 8: Request for Appointment of Examining Committee	MASTER OF SCIENCE : NON-THESIS	FINAL	SAVED	Created 11/12/2021

Click this link towards the top of the page:

**Create New Form 8 (Request for Appointment of Examining Committee)**

This option allows you to create a new exam form for a Master's Final Examination, or a Doctoral's Preliminary or Final Examination. For further instructions, click on the "Help" link at the bottom of the page.

You will arrive at the degree and exam selection page:

**PURDUE UNIVERSITY** | Graduate School Database

### Form 8: Request for Appointment of Examining Committee

To fill out this form:  
-Indicate the degree sought.  
-Indicate the examination to be taken (preliminary or final examination).

For more detailed instructions, click on the "Help" button at the bottom of the page.

Degree sought:

-Select the degree for which you are taking the examination.

Examination to be taken:

-For master's degree, select Final Examination.

Process and Continue will process this page; any errors detected will be displayed at that time. Cancel will return you to the Exam Form Generator, but will not retain any data entered on this page.

Help Process and Continue Cancel

Degree Sought should populate with your primary degree. If you are enrolled in more than one degree (MS and PhD) and the one you want is not showing, please email [pugrad@iupui.edu](mailto:pugrad@iupui.edu) for assistance with making the correct degree available:

Degree sought:

-Select the degree for which you are taking the examination.

MASTER OF SCIENCE : NON-THESIS (MGMT)  
MASTER OF SCIENCE IN AERO/ASTRO : NON-THESIS (AAEN)



## Form 8: Request for Appointment of Examining Committee

### Student Information:

Name	STUDENT,GRADUATE	PUID	0023510378
Form Status	SAVED		
Campus	West Lafayette (Main Campus) (PWIA)	Admitted Program	MANAGEMENT (MGMT)
Degree Sought	MASTER OF SCIENCE : NON-THESIS (MS)		
Examination to be taken	FINAL EXAMINATION		

*For Non-Thesis Master's degrees, this form is required only if your examining committee is different than the advisory committee specified in your Plan of Study. For additional information, please contact your department's Plan of Study Coordinator.*

Examining Committee: [Update Exam Committee](#)

### Examining Committee:

*\*Some committee members were populated from this student's plan of study committee for your convenience. You may edit this committee using the "Update Exam Committee" link above if any changes need to be made.*

It is recommended that the following serve as members of the Examining Committee:

Participation	Dept	Faculty ID	Exam Committee Member	Area
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Exam Information: [Update Exam Information](#)

*\*Time, Building, and Room No. are optional for Non-Thesis Master's degrees.*

### Exam Information:

It is planned to hold the examination:

Date:                      Time:                      Building:                      Room No.:

From this screen, select the blue link to Update Exam Committee:

Examining Committee: [Update Exam Committee](#)

Committee member selection page looks like this:

Home Logout

**PURDUE UNIVERSITY** | Graduate School Database

### Form 8: Request for Appointment of Examining Committee

**Student Information:**

Name	STUDENT,GRADUATE	PUID	0023510378
Form Status	SAVED		
Campus	West Lafayette (Main Campus) (PWL)	Admitted Program	MANAGEMENT (MGMT)
Degree Sought	MASTER OF SCIENCE : NON-THESIS (MS)		
Examination to be taken	FINAL EXAMINATION		

**Add A Committee Member**

Participation	MEMBER	Department		Faculty ID		Area	
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[Add](#)

**Update A Committee Member**

\* For each member of the examining committee, indicate their participation, their Faculty 4+5 Code, and their area of expertise.

Use the "Faculty Advisor Search" section at the bottom of this page to obtain the identifiers for all people who are to serve on your examining committee. If you are unable to find the "Faculty 4+5 Code", please contact your department's Plan of Study Coordinator.

[Help](#) [Continue](#)

First add the Chair or first Co-chair. You will need to know the Department 4-character code (Purdue Code) and the 5-character Faculty ID code. Your department may provide these to you, but if not, you need to first use the Faculty Advisor Search function at the bottom of the committee page:

Use the "Faculty Advisor Search" section at the bottom of this page to obtain the identifiers for all people who are to serve on your examining committee. If you are unable to find the "Faculty 4+5 Code", please contact your department's Plan of Study Coordinator.

[Help](#) [Continue](#)



The Department drop list may contain 2 of the same department due to old and new department codes. If a faculty member does not come up with the first listing of your department, try selecting the 2<sup>nd</sup> duplicate listing. If you do not find a faculty member at all, contact your department for assistance. Your department coordinator can also help you set up a “special” appointment for outside industry members, faculty at other institutions, or non-Purdue IUPUI faculty (IU programs or IU School of Medicine, for example).

Program search example:

Department		
BIOMEDICAL ENGR PROGRAM		
<b>Search</b>		
Name	Dept. Code and Faculty Identifier	Certification Level
AKINGBA,A.,GEORGE	BMEP+C9643	S2
AKINGBA,GEORGE,	BMEP+X0792	S2
AKKUS,OZAN,	BMEP+C6654	S2
ALFREY,KAREN,D.	BMEP+X0955	S2
ALI,AFSAR,	BMEP+C9949	S2
ALLEN,MATTHEW,R	BMEP+X0893	R1
ALLEN,MATTHEW,R.	BMEP+C8662	S2
ALVES,NATHAN,JOSEPH	BMEP+C10399	S2
BANSAL,NAVIN	BMEP+C6149	S2
BELLIDO,TERESITA,	BMEP+C7706	S2
BENSMAIA,SLIMAN,J.	BMEP+C8353	S2
BERBARI,EDWARD J.	BMEP+X0295	R1
BERNHARD,JENNIFER,T.	BMEP+C9011	S2
BOLAD,ISLAM,A	BMEP+C10370	S2

To add the committee member, use the codes on the list (highlighted yellow and green). Specialization area is optional but may help document why members are chosen for your committee:

### Add A Committee Member

Participation: MEMBER | Department: BIOMEDICAL ENGR PROGRAM | Faculty ID: BMEP+X0893 | Area:

**Add**

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**Faculty Advisor Search** - Please choose the department of the faculty member for whom you are searching. Hit the "Search" button, and retrieve the Dept. Code and Faculty Identifier associated with the person who will serve on your committee. Please continue the searches until you have found the codes for all people who will serve on your committee. Individuals who hold "R" certification levels may serve throughout the Purdue system, as permitted by your department. Individuals who hold "S" certifications must have an active certification within your department in order to serve on your committee.

Department: BIOMEDICAL ENGR PROGRAM | **Search**

Name	Dept. Code and Faculty Identifier	Certification Level
AKINGBA,A.,GEORGE	BMEP+C9643	S2
AKINGBA,GEORGE,	BMEP+X0792	S2
AKKUS,OZAN,	BMEP+C6654	S2
ALFREY,KAREN,D.	BMEP+X0955	S2
ALI,AFSAR,	BMEP+C9949	S2
ALLEN,MATTHEW,R	<span style="background-color: yellow;">BMEP+X0893</span>	R1

Your department advisor should be most helpful in choosing your exam committee makeup. It is most common to use the Advisory Committee members named in the Plan of Study, but the exam committee is not required to be the same. Once all committee members are added, choose the Update Exam Information link:

**Exam Information:** [Update Exam Information](#)  
*\*Time, Building, and Room No. are optional for Non-Thesis Master's degrees.*

**Exam Information:**  
It is planned to hold the examination:

Date:	Time:	Building:	Room No.:
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Add in the date/time/location details using the drop down lists:

It is planned to hold the examination:

Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building	<input type="text" value="Building"/>	Room Number	<input type="text" value="Room No."/>

Help **Process and Continue** Cancel

For virtual exam presentations, add Zoom in both the Building and Room Number fields.

The Exam Information should update like this:

**Exam Information:** [Update Exam Information](#)  
*\*Time, Building, and Room No. are optional for Non-Thesis Master's degrees.*

**Exam Information:**  
It is planned to hold the examination:

Date:	Time:	Building:	Room No.:
APR 14, 2022	03:00 PM	ZOOM	ZOOM

Help **Submit Exam Form** Delete Form

Click "Submit Exam Form" when finished. Edits can be made by the IUPUI Graduate Office if anything changes after submission or approval.

You should see a final version of the form for your review:

## Form 8: Request for Appointment of Examining Committee

### Student Information:

**Name** STUDENT,GRADUATE **PUID** 0023510378

**Form Status** APPROVED

**Campus** West Lafayette (Main Campus) (PWL) **Admitted Program** MECHANICAL ENGINEERING (MECH)

**Degree Sought** MASTER OF SCIENCE : NON-THESIS (MS)

**Examination to be taken** FINAL EXAMINATION

### Examining Committee:

*\*Some committee members were populated from this student's plan of study committee for your convenience. You may edit this committee using the "Update Exam Committee" link above if any changes need to be made.*

It is recommended that the following serve as members of the Examining Committee:

Participation	Dept	Faculty ID	Exam Committee Member	Area
CHAIR	MECH	X0778	DIANE R. WAGNER	
MEMBER	MECH	X0670	ANDRES TOVAR	
MEMBER	MECH	X0615	MANGILAL AGARWAL	
MEMBER	MECH	X0460	SOHEL ANWAR	

### Exam Information:

It is planned to hold the examination:

**Date:** JAN 01, 2026 **Time:** 12:00 AM **Building:** UL **Room No.:** 1170

### Approval Status

Authorization	Required Signature	Status
Student	Graduate Student	SUBMITTED 09/04/2018 10:50:36
Plan of Study Coordinator	Summer Layton	APPROVED by Summer Layton 09/04/2018 10:54:00
Graduate School Authorization	Summer Layton	APPROVED by Summer Layton 09/04/2018 10:54:06

[Return](#)



## Editing a Submitted Form

Fully approved exam forms can be viewed and saved forms can be edited. If you need to make changes to a submitted or approved Form 8 (date, location, committee member, etc.), even if it is in a subsequent semester, the department should email [pugrad@iupui.edu](mailto:pugrad@iupui.edu) to have the IUPUI Graduate Office adjust the details. Once an exam form (Form 8) has been submitted, new exam forms should not be initiated for the same degree.

If a student does inadvertently initiate a 2<sup>nd</sup> form, the Graduate Office will delete or archive the later form and make the updates to the original form.

The screenshot shows the 'Exam Form Generator' page of the Purdue University Graduate School Database. At the top, there is a header with the Purdue University logo and the text 'PURDUE UNIVERSITY | Graduate School Database'. Below the header, the title 'Exam Form Generator' is centered. There are two buttons: 'Exit to Graduate School database home page' and 'Logout of database'. A notice states: 'Currently the electronic Exam Form Generator is available for students who are obtaining their degree on the West Lafayette campus.' Below this, there is a link: 'Create New Form 8 (Request for Appointment of Examining Committee)'. A paragraph explains: 'This option allows you to create a new exam form for a Master's Final Examination, or a Doctoral's Preliminary or Final Examination. For further instructions, click on the "Help" link at the bottom of the page.' Under the heading 'Forms available for edit or display:', there is a table with the following data:

Action Link	Form	Degree	Exam Type	Status	Date
<a href="#">View</a>	Form 8: Request for Appointment of Examining Committee	MASTER OF SCIENCE : NON-THESIS	FINAL	APPROVED	Submitted 09/04/2018
<a href="#">Edit</a>	Form 8: Request for Appointment of Examining Committee	MASTER OF SCIENCE : NON-THESIS	PRELIM	SAVED	Created 11/01/2018