

Student Name: _____ SID: _____

Ph.D. Checklist and Time Line

Project	Estimated Start Date	Estimated Finish Date	Completed
Register for Class (each semester)			
Graduate Assistantship Fee Signature (each semester) For students with a graduate assistantship only			
Plan of Study Submitted during 2 nd semester or earlier Request form from Grad office / Filed minimum 6 weeks before prelims			
Request for Prelim Exam (submit 3 weeks prior to exam date) Request form from Grad office			
Prelim (NOTE: two semesters must elapse between taking prelims and graduation) Request form from Grad office			
Proposal Approval Request form from Grad office 1			
Submit Approved Proposal with signed title page (Graduate Office)			
Register for Research Credits			
Dissertation (Get Institutional Review Board Approval if needed) "A Manual for the Preparation of Graduate Thesis" may be accessed online at www.purdue.edu/GradSchool/Publications/publications.html			
Six months before you expect to graduate check Graduate Office for graduation deadlines			
Register as a CANDIDATE for degree during advanced registration*			
Thesis Format Check			
Thesis Approval (Committee)			
Request for Final Exam (Defense) (submit 3 weeks prior to exam date)			
Thesis Defense			
Thesis Duplication			
Thesis Deposit (make appointment)			
PayDeposit fee to Bursar (if applicable, subject to change)			
Graduation			

This checklist is intended for general use. Some students may have different requirements for their degree. It is recommended that all aspects of your program be discussed in detail with your Major Professor. Keep a copy in your Major Professor's file and one copy for yourself.

* Students registering for Research in Absentia must submit *Registrar's Office Form 23* before the semester in which they are to graduate indicating their candidacy for degree.