

Procedure for students arranging a PhD final examination

- * Go to

http://www.cs.purdue.edu/academic_programs/graduate/curriculum/doctoral.sxhtml

and read the Thesis section of the rules that apply to you. You may have to select the proper item in the blue Related Documents box.

- * Read Section VII.C-E of the Graduate School's Policies and Procedures Manual:

http://www.gradschool.purdue.edu/downloads/Graduate_School_Policies_and_Procedures_Manual.pdf

- * Confer with your major professor to select a "faculty member representing an area outside that of the thesis", who will join with your advisory committee to form the examining committee.
- * Send the name of the person selected and the names of the members of your advisory committee to the chair of the Graduate Committee for the committee's approval. Please use the Subject Line: "Final Defense Committee." State the area of the thesis and the area of the person selected. The chair should inform the Graduate Office (as well as you) of his/her approval.
- * Go to <http://www.gradschool.purdue.edu/faculty/forms.cfm> and fill out Form 8.
- * You can get the Graduate Faculty Identifiers from <http://www.cs.purdue.edu/homes/wjg/pub/GFID> which is accessible from the cs.purdue.edu and a few other domains.
- * Schedule the examination with the examining committee.
- * To reserve a room, e-mail your request to events@cs.purdue.edu.
- * Ask your major professor to sign the form.
- * The department code is CS.
- * Submit the Form 8 to the Graduate Secretary at least three weeks before the proposed date of the examination.
- * Arrange with the Graduate Secretary for the review of the format of your thesis.
- * When the Form 8 comes back approved by the Graduate School, it will be accompanied by a final exam report form and instructions for completing a required online exit survey. You may pick up the instructions any time.
- * Prior to the exam (preferably the same day), you or your major professor must pick up the report form, a supplemental form, and a Form 9 (thesis acceptance), which we shall have prepared for you.

* If the title of the thesis is to be changed, try to get us to print a new Form 9 before anyone signs it. That is not necessary, but it would produce a nicer document, intended to remain in Purdue archives "forever".

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