

CEE CHECKLIST

PREPARATION FOR PH.D. DEFENSE

PRE- FPO

Step 1: Student discusses with examiners & readers a date to DEFEND. (Must have a minimum of 2 readers, 1 must be from CEE.)

Step 2: Inform the Graduate Coordinator by email with projected Defense date. This is needed in order to reserve a room for the FPO (usually will be in room E-219). Graduate Coordinator will confirm room.

Step 3: Due in the Office of Academic Affairs, 111 Clio Hall, **2 weeks prior to the defense date, the Graduate Coordinator **must** receive copies of the following completed forms for review **before** they are submitted to 111 Clio Hall.**

- [REPORT/REQUEST TO HOLD FINAL PUBLIC ORAL EXAMINATION](#)
- [TITLE PAGE OF THE DISSERTATION](#) (The correct degree award date, as on the Degree Application Form, Trustees' Meeting date, month and year only, must appear at the bottom of the title page.)
- [DISSERTATION ABSTRACT](#)
- [PH.D. DISSERTATION REPORT FORM](#) (Signed by Candidate's Advisor)
- [READERS REPORTS](#) (Sent by the principal readers to the department, to be received by the department's graduate coordinator. There must be at least two principal readers, with at least one from CEE and the other a qualified principal reader as determined by the Graduate School. A full description of such qualifications is provided in the Graduate School Website – see the section on Academics, PhD Requirements and Procedures. Additional readers may be assigned by the department. [Reader's Report Form.](#))
- [CV REQUIRED FOR AN OUTSIDE READER OR EXAMINER](#)
- [ADVANCED DEGREE APPLICATION](#) (This is an online form that can be accessed from the linked page on the grad school website. Please print a copy of what you are submitting for departmental records.)

Step 4: DISSERTATION – **Submit two hard copies and one electronic copy to the Graduate Coordinator **two weeks** before Defense date.**

Step 5: After documents are submitted to the Graduate Coordinator for review, the Director of Graduate Studies or Department Chair signs off on the Report/Request to Hold Final Public Oral Examination Form. You will then be contacted to retrieve your signed paperwork to take it to Clio Hall.

Step 6: The Graduate School reviews paperwork and sends Authorization Memo approving Final Public Oral Examination.

Step 7: Once Authorization is received, flyers advertising the date, time & location of your FPO will be posted and emailed to faculty & students to attend. This is posted at least three full working days, including Saturday, prior to the Defense.

Step 8: FPO Occurs

POST- FPO

Step 9: Advisor fills out the [CEE EXAM REPORT FORM](#) and indicates any suggested changes to written dissertation.

Step 10: CEE Faculty accepts /rejects committee's decision.

Step 11: Submit the following to the Graduate Coordinator BEFORE submission to MUDD library

- [1 Electronic copy on CD in Adobe PDF format](#)
- [1 bound copy of dissertation](#)
- [Copy of FPO Exam Report Form, End of Enrollment Form](#) and originals are to be submitted to MUDD library & Graduate School.

Step 12: Due in MUDD Library within 2 weeks of successful completion of Final Public Oral Examination

- **DISSERTATION** – Two bound copies **and** one electronic copy on CD in adobe PDF format. Must have jewel cases and CD properly labeled (name, title of dissertation, Princeton University).
- **CHECK or MONEY ORDER- Payable to Princeton University Library**
 - [The fees break down in the following way: Publishing Fee \\$65, Diploma Fee \\$15, Copyright Fee \\$65.](#)
 - [Total \\$145.](#)
 - [If a candidate chooses not to register his/her copyright, the total is then \\$80, i.e. the total of all the fees minus the copyright fee.](#)
 - [Re: Publishing Options Form: If a student chooses the Open Access Options, OA-1 and wishes to use copyright registration service, then the total cost will be \\$240!! \(\\$160-publishing fee, \\$15-diploma fee; \\$65-copyright registration fee, without copyright registration the fee will be \\$175\) EFFECTIVE SEPTEMBER 1, 2008.](#)
- **ProQuest Forms (see [Mudd Website](#)):**
 - 1 Dissertation Publishing Form
 - 1 Publishing Options Form
 - 1 Copyright Registration Form (optional)

- **TWO COPIES of the FINAL PUBLIC ORAL EXAMINATION REPORT**-(signed by the Director of Graduate Studies).
- **DOCTORAL DISSERTATION AGREEMENT FORM**-(contained in Booklet: Publishing Your Dissertation: How to Prepare Your Manuscript for Publication).

Step 13: Provide the following to the Graduate School, Dean Redman, Office of Academic Affairs, 111Clio Hall within 2 weeks of successful completion of FINAL Public Oral Exam. **The trustees will not award the Ph.D Degree until these documents are received, and the delay in the submission of these documents can jeopardize the award of your degree.**

- **FINAL PUBLIC ORAL EXAMINATION REPORT FORM** (Signed by the Director of Graduate Studies and Mudd Librarian).
- **SURVEY OF EARNED DOCTORATES** (Original plus one copy, completed by candidate).
- **EXIT QUESTIONNAIRE** (completed online by candidate).
- **END OF ENROLLMENT FORM** (completed by candidate **only** if enrollment has not already ended).

Dissertation specifications are on the Mudd library homepage:<http://www.princeton.edu/~mudd/thesis/index.shtml>
Revised 11/02/07 -**Retain copies of all documents above.**