

PhD Checklist and Timeline

This checklist does not comprise any specific program area requirements and there may be additional requirements that students need to complete while registered for graduate studies at Purdue.

Requirements	Estimated Start Date	Estimated Finish Date
<p>Subscribe to the College of Education Graduate Student Email Listserv (COEGRAD)</p> <p>To subscribe, address an email to listserv@lists.purdue.edu.</p> <ol style="list-style-type: none"> 1. Enter anything in the SUBJECT such as: Subscribe 2. In the body of the email, enter: Subscribe COEGRAD 3. Send the email. (You will receive a confirmation email from the server.) 	Upon Admission	
<p>Register for Classes (each semester)</p> <p>Meet with your faculty advisor to choose courses for advanced registration. Register for classes using myPurdue, and the registration PIN 999999. <u>Register early to avoid the \$200.00 late registration fee.</u></p> <p><u>Curriculum and Instruction Students</u> – Register for the two mandatory 1-credit hour doctoral seminars – EDCI 62800 and EDCI 63800 in the first academic year.</p>	Prior to the first week of classes each term	
<p>Register for Research Hours (69900) When Appropriate</p> <p>Consult with your faculty advisor.</p>		
<p>Plan of Study</p> <p>Submit an electronic plan of study during the third semester. The plan of study approval process can be lengthy, so you should submit your plan as early as possible. See the PhD plan of study policies document for your department. The plan of study must be approved at the College of Education levels prior to scheduling the preliminary exam.</p>	Third Semester	
<p>Preliminary Defense/Exam Request</p> <p>Submit the electronic Graduate School Database Form 8 Request for Appointment of Examining Committee from MyPurdue/Graduate Students area. Committee Submits Form 10 with decision after the defense.</p>	Form 8 submitted at least 3 weeks prior to exam date	
<p>Proposal For Dissertation Research Approval</p> <p>The student or chair can email edgrad@purdue.edu indicating that the student's proposal has been successfully completed.</p>		
<p>Dissertation</p> <p>Review the Deposit Requirements from the Thesis and Dissertation Office. See required form needed and steps for deposit.</p>		
<p>Graduation Deadlines</p> <p>Six months before you expect to graduate, review the deadlines calendar from the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS).</p>		

<p>Graduation Registration</p> <p>You must be registered as a CANDIDATE for graduation for degree and/or certificate at the start of the term in which you wish to graduate. Contact the COE Office of Graduate Studies or see office emails sent via the COEGRAD mailing list for instructions.</p> <ul style="list-style-type: none"> • <u>Requirement: Two full semesters in which you are registered for 69900 research credits must elapse between the semester of your preliminary exam and the semester of your final defense</u> 	<p>At the start of the final term</p>	
<p>Final Defense and Dissertation Deposit Requirements</p> <ol style="list-style-type: none"> 1. Dissertation Format Check – see your faculty advisor 2. Review Dissertation Deposit Requirements - Review the Deposit Requirements from the Thesis and Dissertation Office. See required form needed and steps for deposit. 3. Form 8 for Final Defense: Submit the electronic Graduate School Database Form 8 Request for Appointment of Examining Committee from MyPurdue/Graduate Students area. 4. Defense - Committee Submits Form 11 with decision after the defense 5. Exit Questionnaire – required for all thesis option candidates 6. Deposit Dissertation - Review the Deposit Requirements from the Thesis and Dissertation Office. See required form needed and steps for deposit. 	<p>Form 8 submitted at least 3 weeks prior to exam date</p> <p><u>Keep in mind the deadlines for scheduling final exam and dissertation deposit</u></p>	
<p>Commencement</p> <p>All students are asked to indicate participation in commencement once the Commencement Task List appears in myPurdue. Visit the Commencement webpage for information.</p>		

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