

## ESE Timeline for Ph.D. Candidates

### First Semester

- Initial registration with help from your major professor and ESE Graduate Program Specialist, Amy Ledman ([aledman@purdue.edu](mailto:aledman@purdue.edu))
- Official transcripts on file for all previous course work/degrees earned by October 1<sup>st</sup> or not eligible to register the following semester.

### Second Semester

- Advisory committee selected in early second semester with first committee meeting by the end of the 2<sup>nd</sup> semester.
- Saved or Draft Plan of Study (POS) filed before the end of the 2<sup>nd</sup> semester, the final POS by the start of year 2.
- Confirm that you meet the requirements of your home academic department and ESE.

### All subsequent Semesters prior to Preliminary Examination and Last Semester

- Meet with Advisor/Major Professor frequently.
- Meet with the Advisory Committee at least once per semester, but not less than annually.
- Submit a signed committee meeting report to ESE Graduate Program Specialist.
- Committee meeting to determine if course objectives have been or will likely be met prior to the end of the semester and incomplete grades resolved.
- Confirm that your POS doesn't need changed due to course not taking/offered or research interest changed.

### Written & Oral Preliminary Examination (prior to the end of 3<sup>rd</sup> Fall)

- A proposal must be submitted to your advisory committee at least two weeks before the intended examination date.
- Complete OGSPS Form 8 to schedule exams two weeks before the date of the exam. This applies for all oral examinations, MUST have a minimum of two semesters between prelim and final examinations.
- Preliminary examinations results are entered electronically by the PhD Advisory Committee using a Form 10.

### Start of Last Semester

- Register as CAND using Scheduling Assistant and notify ESE Graduate Program Specialist.
- The first draft of dissertation must be submitted to major professor at least six weeks before intended examination date.
- The dissertation draft must be submitted to the advisory committee at least two weeks before the intended examination date.
- 3 weeks before the intended examination, request an appointment for a final exam using the Form 8, then also submit an abstract to the ESE Graduate Program Specialist to circulate before your defense.

### Successful Completion of Your Degree

- Final exam results are electronically filed by the PhD Advisory Committee using a Form 11.
- Once the final exam is complete, prepare for your dissertation deposit, which requires approval of PhD advisory committee members, ESE Program Head, and formatted according to OGSPS:
  - [www.purdue.edu/academics/ogsp/thesis/thesis-requirements](http://www.purdue.edu/academics/ogsp/thesis/thesis-requirements)
- Exit questionnaire from OGSPS and exit questionnaire for ESE.

### Minimum Credit Hours on Plan of Study

- A total of 90 credits are required by OGSPS. The distribution between formal course credits and research credits varies across associated academic departments.

### Important Dates

- Draft plan of study due May 1<sup>st</sup>.
- Final plan of study submission due Aug. 1<sup>st</sup>.
- The deadline to have a committee meeting is May 1<sup>st</sup>.
- Prelim by December of 3<sup>rd</sup> fall semester.