



The Graduate School
Princeton University

CHECKLIST PREPARATION FOR PH.D. DEFENSE

1. **Due in the Office of Academic Affairs, 111 Clio Hall, 2 weeks prior to the defense date. Your graduate department must receive copies of these completed forms before they are submitted to 111 Clio Hall.**

- REQUEST TO HOLD FINAL PUBLIC ORAL EXAMINATION**
(Signed by the Director of Graduate Studies or Department Chair)
- 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** (*Strongly recommended not to exceed 350 words*)
- PH.D. DISSERTATION REPORT FORM** (Signed by Candidate's Advisor)
- READERS' REPORTS**
Given to the Committee of Examiners - 2 Reader's Reports from candidate's department. Additional readers may be assigned by department. Outside reader: someone outside the candidate's department or outside Princeton University.
- ADVANCED DEGREE APPLICATION** ([Submitted online](#))
- DISSERTATION - TWO BOUND COPIES** (Due in your department at least two full weeks before defense date.)

2. **Authorization memo approving Final Public Oral Examination**

(From Dean Russel – must be posted in department at least three full working days, including Saturday, prior to the defense.)

3. **Due in Mudd Library normally by the end of the day of the student's successful completion of the Final Public Oral Exam:**

- DISSERTATION: TWO BOUND COPIES AND ONE ELECTRONIC COPY ON CD IN ADOBE PDF FORMAT** (*If the advisor and examining committee recommend that minor, non-substantive changes be made in the text, the student must submit the corrected final copies within two weeks of the FPO date*).
- CASH, CHECK OR MONEY ORDER PAYABLE TO PRINCETON UNIVERSITY LIBRARY:** \$145.00 (\$80 without copyright fee) for Traditional Publishing; \$240 (\$175 without copyright fee) for Open Access
- UMI PUBLISHING AGREEMENT FORM.** NOTE: *The Graduate School does not allow publication restrictions.*
- FINAL PUBLIC ORAL EXAMINATION REPORT** (Signed by the Director of Graduate Studies)

4. **Due to Dean Redman, Office of Academic Affairs, 111 Clio Hall immediately following Mudd Library submission (#3 above):**

- FINAL PUBLIC ORAL EXAMINATION REPORT** (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)

The End of Enrollment Form must be completed if you are currently enrolled. The Form should be submitted within one week of the termination date indicated on the form.

The Trustees will not award the Ph.D. degree until these documents are received. Any delay in submitting these documents may jeopardize the award of your degree!