

Preliminary examinations must be completed no later than the end of the first semester of the third year of the PhD program.

As soon
as prelim
date is set

- Schedule a conference room
- Make any teleconference arrangements

Minimum
30 days
from
prelim date

- Submit special appointment paperwork with graduate school (for members outside of Purdue)
- Initiate GS Form 8

Two
weeks
prior

- Send prelim documents to committee
 - Research proposal
 - CV
 - Background and training goals
 - Unofficial transcript
 - Individual Development Plan (IDP)
- Send Information to Sandy May (smmay@purdue.edu) for prelim announcement
 - Name
 - Research Title
 - Thesis Committee Members with Major Professor Designated
 - Date, Time and Location of Prelim Exam
 - Abstract (no more that 250 words)