

**SUMMARY OF CPB AND GRADUATE SCHOOL
ADMINISTRATIVE PROCEDURES FOR THE PhD DEGREE**

The following summarizes the steps for completion of the PhD degree. Detail is outlined in the Graduate School Policies and Procedures Manual for Administering Graduate Programs and other Graduate School policies.

1. Obtain formal admission to CPB and Graduate School of Purdue University. Any conditions of admission are specified in the Graduate School and CPB notification letters.
2. Satisfy any conditions of admission for the Graduate School and OEPP requirement for international teaching assistants.
3. Complete first (and each) semester's course registration in consultation with the major advisor who will answer course-related questions. The CPB Graduate Program Coordinator will distribute partially completed registration forms along with a memo and will answer questions pertaining to University registration policies. The major professor will email the completed registration form to the CPB Graduate Program Coordinator who will enter the registration into myPurdue.
4. Each student will be registered for 0 credits of CPB 69700 (Research Seminar). The CPB Graduate Program Coordinator will change registration to 1 credit hour for students giving presentations each semester.
5. Each student must take an ethics course during Year 1 or 2 of the graduate program. They must also take a statistics course.
6. Work with major advisor to establish advisory committee, selecting a minimum of three additional members for the committee using [CPB Graduate Studies Committee \(GSC\) Form 4](#) (available through CPB Graduate Program Coordinator); meet with advisor and committee to develop electronic plan of study (E-POS) and plan of research (POR).
7. Submit draft E-POS and [CPB/GSC E-POS/POR Approval Form](#) signed by advisory committee to CPB Graduate Program Coordinator for GSC review. If approved by the Department Head, CPB Graduate Program Coordinator will email the student to submit E-POS in final form. Do this no later than the third semester of residence.
8. Continue mandatory annual meetings with advisory committee throughout program, using [GSC Form 6](#).
9. Submit plan of research and CPB/GSC E-POS/POR Approval Form signed by advisory committee to CPB Graduate Program Coordinator for GSC review. The plan of research does not have to be approved before the preliminary examination.
10. Request appointment of PhD preliminary examining committee (Online [GS Form 8](#) through CPB Graduate Program Coordinator) no later than four weeks prior to examination and no later than one year prior to anticipated degree date.
11. Pass PhD preliminary examination for admission to candidacy. Continue advisory committee meetings and research until completed. Procedures for sections may vary.
12. Work with the Graduate School's Thesis/Dissertation Office to properly submit your thesis. You should attend a workshop prior to your last semester so you are familiar with what needs to be done.
13. Request appointment of final examining committee (Online [GS Form 8](#) through CPB Graduate Program Coordinator) no later than four weeks prior to final examination date. NOTE: The final examination must be passed no later than one week before the last working day of classes for the semester.
14. Circulate student and major advisor approved final draft of thesis (including format approval by major advisor) among the examining committee no later than three weeks prior to the thesis defense and final examination.
15. Schedule CPB thesis defense/final examination with CPB Graduate Program Coordinator. Formal exam with committee will follow the lecture. Also have the CPB Department Head Secretary advertise the thesis defense announcement. This should be done no later than four weeks before PhD final examination. The committee will complete an online exam report form following the defense.

16. Make any final revisions to thesis suggested by the examining committee during the week following the final examination and no later than the last working day of classes for the semester.

17. Submit approved thesis to Graduate School. The department will pay the deposit fee. Make sure the CPB Graduate Program Coordinator has taken care of this step prior to your thesis submission. This should be done no later than the last working day of classes for the semester. No extensions will be granted by the Graduate School.

Abbreviations Used:

E-POS - Electronic Plan of Study

OEPP - Oral English Proficiency Program

GS - Graduate School

POR - Plan of Research

GSC - CPB Graduate Studies Committee