

# Student FPO Checklist

Name: \_\_\_\_\_ FPO Date: \_\_\_\_\_ Advisor: \_\_\_\_\_

Location/Time \_\_\_\_\_

Student Email \_\_\_\_\_

Committee Members \_\_\_\_\_

## ***Pre FPO Paperwork***

Due to Grad Coordinator 2.5 weeks before Defense Date

- PhD Dissertation Report/Request to Hold FPO Form
- Title Page
- Abstract
- PhD Dissertation Report Form (& supporting documents)  Signed by Advisor
- Reader's Reports (3) \_\_\_\_\_
- Advanced Degree Application (print out online version)
- Minor Requirement Sheet filled out (with advisor's signature) Pick up from Grad Coord.
- Loose Bound "Display Thesis" - *due one week before FPO*

## ***Post FPO Paperwork***

***All steps must be completed within 2 weeks of FPO date***

- Approval emailed by Advisor to Grad Coordinator
- 3 Professionally bound copies of thesis  CD of Thesis
- ProQuest Copyright form
- Survey of Earned Doctorates (ED) - print confirmation page after submitting online
- Check for \$135 or \$80 made payable to Princeton University Library
- Exit Questionnaire (online) within 2 weeks of FPO
- Submit To Mudd: 2Thesis, CD, Proquest Copyright form, Check, FPO Report form & copy
- Copy of FPO report form with Mudd Signature to Grad Coordinator
- Submit To Grad School: FPO Report (pick up from Grad Coord.), 2 copies of ED Survey
- End of Enrollment (if not previously filled out)  EE Exit Info Form
- Turn in Office Keys to Grad Coordinator  Clean out desk
- Webpage Release form  Updated Photo