

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
can be submitted in person, via email, or uploaded in SCORE

- Submit Graduation Application in SCORE
- Upload Title Page in SCORE
- Upload Abstract in SCORE
- Prior Presentation & Publication Form (& supporting documents) Signed by Advisor
- Reader's Reports (3) _____
- CV's of outside readers and committee members (if applicable)
- 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
- 2 Professionally bound copies of thesis
- Exit Questionnaire - 2 confirmations
- Survey of Earned Doctorates - 2 confirmations
- \$15 exact cash or check made payable to Princeton University Library
- Email confirmation from UMI - 2 copies
- Submit To Mudd: Thesis, \$15, UMI confirmation email, FPO Report form & copy
- Copy of FPO report form with Mudd Signature to Grad Coordinator
- To Grad School: FPO Report, Survey of Earned Doctorates, Exit Questionnaire, End of Enrollment
- 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