

## Preliminary Examination Check-list

Prelim is to be held no later than two weeks before the end of the Spring semester of the following year after passing the Qualify Exam.

\_\_\_\_\_ Arrange day, hour and room for final exam at a time convenient for your committee. Schedule room as far in advance as possible. Check web site: <http://www.bio.purdue.edu/resources/calendar/> for room availability before-emailing. The use of doodle.com is helpful in availability <http://www.doodle.com/>

\_\_\_\_\_ Submit Room Reservation request to [calendars@bio.purdue.edu](mailto:calendars@bio.purdue.edu) with

- Room Number or Name (“Lilly 1-117” or “Watson’s Crick”)
- Date (“December 8”)
- Start Time and Duration (or End Time) (don’t forget to allow 30 minutes before and after for set up and clean up.
- Description of the Event (Final Exam)

\_\_\_\_\_ Read the [Preliminary Examination Guide.pdf](#)

\_\_\_\_\_ **3 weeks prior** to your Prelim Examination:

- complete the Form 8 “Request for Appointment of Examining Committee” to access the form;  
Log onto MyPurdue / Academics / Graduate School Plan of Study  
**DO NOT** change your committee listing
- Submit Prelim outline to committee

\_\_\_\_\_ 1-2 business days before your Examination, the BIOL-Graduate Office will send the Department Form.

\_\_\_\_\_ Day of Exam, give Department Form to your Principal Examiner.

\_\_\_\_\_ Return the paperwork to the BIOL-Graduate Office, no later than the 2-business days after your Examination.