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

_____ Read the Preliminary Examination Guide.pdf

_____ 3 weeks prior to your Prelim Examination:
   a. Your Major Professor will designate whom the Chair of your Prelim Exam Will be
   b. Complete the Form 8 “Request for Appointment of Examining Committee” to access the form;
      i. Log onto MyPurdue / Academics / Graduate School Plan of Study
      ii. Update your committee listing
      iii. Replace your Major Professor with whom has been designated as the new Prelim Exam Chair
   b. Submit Prelim outline to committee

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

_____ Day of Exam, hand out Department Forms.

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