

FPO Checklist and Timeline

You finished your dissertation! Congratulations! There are 13 steps you should follow to transform your dissertation baby into three letters after your name. As always, do not hesitate to reach out to me – Daniel Rusnak, your friendly Department Graduate Administrator (GA) – if you have any questions.

1. Send current DGS (Hendrik Lorenz) and the GA (Daniel Rusnak) an electronic copy of your dissertation (**more than two months before your FPO**)
 - a. Your dissertation *must* be in the proper format (*see note on dissertation format below)
2. The DGS will assign two readers (**1 week**)
 - a. If you have preferences, let the DGS know in advance and copy the GA
 - i. The DGS is not obliged to use your suggestions
 - b. Your primary advisor cannot be a reader
3. Readers will read your dissertation and write a report (**4-5 weeks**)
 - a. This will take about 4-5 weeks, sometimes longer
 - b. If one report is negative, a third reader will be assigned
4. Readers reports will be distributed to the faculty for a one-week review period (**1 week**)
 - a. The GA will send you the readers reports
 - i. Read this report carefully and make changes to your dissertation (if necessary)
 - b. The GA will notify you when the one-week reading period begins and ends
5. If there are no objections, the DGS will select your examiners (**1 week**)
 - a. Typically, one will be your main advisor, your two readers, and one additional
 - b. Feel free to send your suggestions, but bear in mind that the DGS is not obliged to use your suggestions
6. While steps 2-5 are happening, you should simultaneously:
 - a. Review the instructions on the Graduate School [website](#)
 - b. Navigate to the “Advanced Degree Application” (on TigerHub)
 - i. Fill out name, address, dissertation title, non-Princeton email, advisors, and embargo info (if applicable)
 - ii. Attach your title page and abstract
 - c. Complete your “Exit Questionnaire” (on TigerHub)
 - d. Complete the “Survey of Earned Doctorates” (on TigerHub)
7. Tell the GA your preferred dates and times for your FPO
 - a. Give as much selection as possible
 - b. The GA will coordinate with your examiners and let you know the result
 - c. FPOs will not be scheduled during July
8. Send the GA your final dissertation (**at least 2 weeks before your FPO**)
 - a. It is important that this is done *at least* two weeks before your FPO

- b. Your dissertation will be distributed to the Department and stored in the Mudd Library, so be sure that there are no more edits to be done
9. The GA will complete the last portions of your Advanced Degree Application form
 - a. After, your application will be sent to:
 - i. Your advisor for prior presentation info
 - ii. The DGS reviews everything and submits to the Grad School for approval
 - b. No action is required on your side
10. Once your Advanced Degree Application is submitted and approved, your FPO time will be officially approved
11. Complete your Checkout form (on TigerHub under “Enrollment and Graduation”)
 - a. **Important:** This **must** be completed before your FPO
12. Defend your dissertation!
13. Complete and submit Final Paperwork form (on TigerHub under “Enrollment and Graduation”)
 - a. **Important:** This must be completed prior to your degree deadline date or a maximum of two weeks after your FPO date, whichever is sooner. **If this form is not submitted on time, you will miss your degree date.**

**Note on Dissertation Format*

- Formatting instructions [here](#) (please review carefully)
- Your dissertation must include:
 - Title page
 - Example [here](#)
 - Advisors’ names – do not forget any
 - Correct degree date
 - This is the month that your degree is conferred, not the month in which you defend
 - Find your degree date [here](#)
 - Formatted month year, no day
 - Copyright page
 - Centered in the top third of the page
 - © Copyright by Jane Ellen Doe, 2019. All rights reserved.
 - Abstract
 - No more than 350 words
 - Third page of the dissertation – roman numeral iii.
 - Table of contents
- Submit one dissertation, not multiple papers
- For Mudd Library questions (especially about formatting and submitting):
 - [Website](#) • [Email](#) • [FAQ](#)