

# Checklist for the Ph.D. Student

- Provide Graduate School with documents required as stated in letter of acceptance. These may include the following:
  - English proficiency examinations
  - Final transcripts and/or official evidence of B.A. and M.A. awarded.

These documents must be in the Graduate School during the first semester of enrollment.

- Form Ph.D. Advisory Committee:  
Committee must have a chair or co-chair who is a member of the American Studies faculty from your field of concentration. Committee must have at least two additional members who are members of the American Studies faculty. Additional members may be added as appropriate.
- Complete course requirements:
  - AMST 601 and 602 (unless already taken as an M.A. student at Purdue).
  - AMST 603 (Beginning Fall 2007).
  - AMST 650 (variable title/variable content American Studies seminar; must be taken at least once).
  - Other courses necessary to prepare for preliminary examinations in field of concentration, related field, and special field, or to satisfy alternative methods of meeting special field requirement.
- Fulfill language and/or research methods requirement.  
This requirement must be completed before taking preliminary examinations.
- File Plan of Study  
A Plan must be submitted by the end of the second full semester of study. You must have all coursework added and committee changes made to the Plan no later than the end of the semester prior to the semester in which you plan to receive the degree. Please see the American Studies web site (<http://www.cla.purdue.edu/american-studies/>) for information on completing the Plan of Study.
- Preliminary Examinations:
  - In field of concentration;
  - In minor field;
  - In special field. Students must submit their request to schedule the special field examination to the Administrative Assistant **no later than three (3) weeks** prior to the defense date.
- Form Dissertation Committee
- Dissertation Prospectus Meeting
- Dissertation Format approval by Dissertation Committee
- Request for Final Examination  
Students must submit their request to schedule the dissertation defense to the Administrative Assistant **no later than three (3) weeks** prior to the defense date.
- Final Examination (Defense of Dissertation)
- Declare degree candidacy:  
When registering for the final semester, indicate on the registration form (Form 23) or to the Administrative Assistant by email that you are a degree candidate.