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Academics: Overview
The Electrical Engineering Department offers graduate programs leading to the Doctor of Philosophy (Ph.D.) and to the Master of Engineering (M.Eng.) degrees. Under special circumstances, a student in the Ph.D. program may terminate her/his study with the Master of Science in Engineering (M.S.E.) degree.

Graduate Application
To apply to the graduate program, please refer to the online application:
http://www.princeton.edu/gradschool/admission/applicants/

When completing your application, please specify whether you are applying for the Ph.D. program or the M.Eng. program. (An applicant can apply directly to the Ph.D. program with or without a prior master's degree.) To ensure that your application is reviewed by the appropriate professors, please specify which of the following topics is your primary area of interest:

- Applied Physics
- Biological and Biomedical Engineering
- Computer Architecture and Integrated Circuits
- Materials, Devices and Circuits
- Optics and Photonics
- Quantum Information and Computation
- Signal, Systems, and Communication

Additionally, you can select up to one other research areas of interest.

Degree Programs

Doctor of Philosophy (Ph.D.)
A doctoral candidate develops, in consultation with faculty advisor(s), an integrated program of study and research. In the first two years, students must complete eight graded, graduate-level courses with a minimum grade point average (GPA) of 3.3. Six of these courses must be completed in the first year. In the second year, students are expected to demonstrate competence in certain core subjects relevant to their chosen area of study, as determined by the General Examination.

Each doctoral candidate must complete all course requirements, pass the General Examination, and complete a teaching assistantship appointment. After the candidate’s dissertation has been accepted, she/he will take the Final Public Oral Examination (FPO). The FPO is primarily a public defense of the dissertation.
**Master of Engineering (M.Eng..)**
The Master of Engineering (M.Eng.) degree program provides rigorous and advanced training in the applied aspects of modern technology, beyond the typical four-year engineering degree program. For adequately prepared students, the program can be completed in one year of full-time study. Qualified students may also pursue the M.Eng. degree on a part-time basis.

The degree requirements are met by successfully completing eight courses with a GPA above 2.7 (B-). Six of the courses must be at the graduate level, which includes all 400-and 500-level Electrical Engineering classes except ELE 491/591. An M.Eng. candidate may take two semesters of Master’s Design Project (ELE 597/598). A thesis is not required.

Financial support is typically NOT provided for M.Eng. candidates. M.Eng. applicants are required to complete the Financial Resources Form and will not be considered without this information.

M.Eng. is a terminal degree program, and not a precursor to the Ph.D. program. Students interested in continuing to a Ph.D. must apply for admission into Ph.D. program directly.

**Master of Science in Engineering (M.S.E.)**
Students are not admitted directly to the M.S.E. degree track. This degree is typically awarded to students in the Ph.D. program who, for personal or academic reasons, cannot complete the Ph.D. degree. The M.S.E. is a terminal degree.

To qualify for the M.S.E. degree a student must:

- Enroll as a full-time Ph.D. candidate for at least one academic year.
- Complete six graduate-level courses, with a GPA of 2.7 or better. Four of the courses must be 400- or 500-level ELE courses. Under special circumstances and with departmental approval, some of the courses may be at the 300 level.
- Complete an M.S.E. thesis under the supervision of a faculty advisor.

**Master of Arts (M.A.)**
The M.A. degree can be earned by Ph.D. students en route to their Ph.D., after the student has: (a) completed the course requirements (b) presented a Research Seminar approved by the student’s General Examination Committee and (c) passed the General Examination.

**Faculty Graduate Program Committee**
Each year the department chair appoints a faculty committee for the graduate program. The committee is chaired by the DGS. The members of this committee serve as departmental resources for students to contact beyond their academic or thesis advisors. For the 2013-14 academic year, the members of the Faculty Graduate Student Committee and their Faculty Assistants are:
Director of Graduate Studies

Chair: Professor Mung Chiang  
B-328, chiangm@princeton.edu  
Faculty Assistant: Lisa Lewis  
B-325A, ll2@princeton.edu

Committee Members

Professor Paul Cuff  
B-316, cuff@princeton.edu  
Faculty Assistant: Lisa Lewis  
B-325A, ll2@princeton.edu

Professor Stephen Lyon  
B-428, lyon@princeton.edu  
Faculty Assistant: Barbara Fruhling  
B-405, bfruhlin@princeton.edu

Professor Hakan Tureci  
B-312, tureci@princeton.edu  
Faculty Assistant: Lori Bailey  
B-229, lbailey@princeton.edu

Professor Sigurd Wagner  
B-422, wagner@princeton.edu  
Faculty Assistant: Barbara Fruhling  
B-405, bfruhlin@princeton.edu

Professor Sun-Yuan Kung  
B-230, kung@princeton.edu  
Faculty Assistant: Lori Bailey  
B-229, lbailey@princeton.edu

Professor Mansour Shayegan  
B-408, shayegan@princeton.edu  
Faculty Assistant: Barbara Fruhling  
B-405, bfruhlin@princeton.edu

Professor Naveen Verma  
B-226, nverma@princeton.edu  
Faculty Assistant: Lori Bailey  
B-229, lbailey@princeton.edu

Academic Advisor

Each incoming student is assigned an academic advisor to help with course selection and other concerns the student may have. The final course selection does not have to be finalized until well after courses begin, so students have time to meet with their advisors and attend some classes before making final course decisions.

During the first year, each Ph.D. student will select a research advisor who will then take over the academic advising responsibilities. M.Eng. students will continue with their original academic advisors.

Ph.D.: Selecting a Research Advisor

On the last day of fall semester reading period, each first year Ph.D. student submits a ranked order list of exactly three preferences, where each preference can be either an individual faculty advisor or a pair of co-advisors, to the DGS. Students who need more time to interact with faculty before
submitting the list can petition to the DGS for an extension of the deadline. On the Friday of intercession, a decision will be made for each student: either matched (and matched to whom) or not-matched. Non-matched students may be matched any point later in the semester.

Each faculty is free to decide to make a decision on student advisee during the period in between these two dates, or wait until any later time in spring semester. If a faculty decides to wait, he or she will discuss with those students who listed their names on the preference lists before the Friday of intercession. Each student then has the option to make his or her own choice: participate in this round of matching or wait till later.

Choosing a research advisor is one of the most important steps in the Ph.D. program; it should be done with care! A good way to select a research advisor is to get to know all or most of the professors in the student's area of interest, and to let the professors learn about the student’s interest. Students should contact the professors to arrange one-on-one meetings, at any point in the fall semester of the first year. In addition to meetings with professors, students should talk with current graduate students and ask for permission to attend some weekly research group meetings.

It is not uncommon for students to focus initially on finding a professor whose research interests most closely align with the student’s interest. While research area is undeniably important, there are other factors to consider (and ask about!) as well.

- Is there a good match in terms of research style? (For example, an experimental vs. theoretical focus; collaborative, group-oriented research vs. very independent research)
- Amount of faculty time available for students, and the style of interaction: Some professors schedule one-hour weekly meetings with students, other professors might stop by the lab to chat periodically, and others expect the students to arrange appointments when they need to talk.
- Consider personality, keeping in mind that dissertation research usually lasts for three to five years.
- What do graduates of this research group do next? All academics? All industry? A mix? How does this match the student’s own career aspirations?
- How long does it typically take a student to graduate from this group?
- Are the current students happy?

Overall, the student should not simply choose an advisor based on research alone, but should ask enough questions to develop a sense of which faculty member’s research interests and work style are most compatible with her/his own.

Some groups of faculty may have specific expectations for students that they may take on as research advisees. For example, students wishing to pursue theoretical/computational research in applied physics (solid state, quantum physics, optics) with Professor Bhatt or Tureci are strongly recommended to take the following sequence of courses. If they wish to deviate from this schedule, they should talk with the above two professors latest by September 18.
Semester I:
PHY 505: Quantum Mechanics - 1
ELE 441: Solid State Physics - 1
ELE 453: Optical Electronics
PHY 511: Statistical Physics

Semester 2:
ELE 442: Solid State Physics - 2
ELE 456: Quantum Optics
PHY 506: Quantum Mechanics - 2

Fourth course, to be decided with research advisor

Switching Research Groups
The Department recognizes research interests may change after a student begins graduate study at Princeton. If a student feels that her/his talents and interests would be better served working with a different advisor, a change is possible in many cases. While it can feel awkward to switch advisors, the benefits often outweigh the hassles.

The specifics of how to go about a switch depend somewhat on the situation. Students are always welcome to discuss the situation (confidentially, if preferred) with the DGS. But in general, a typical approach for a student to follow is to:

1. Discuss any issues with the current advisor. Sometimes a simple adjustment of research topic may be enough to improve the situation.
2. Speak to faculty members with whom the student would like to work.
3. Finalize with the professor who will be the new advisor.
4. Let the former advisor know about the new choice.
5. When the switch is finalized, notify the Department’s Graduate Studies Office to update the records.

Academic and Research Ethics
The ability of the University to achieve its goals depends upon the quality and integrity of the academic work that its faculty, staff, and students perform. Academic freedom can flourish only in a community of scholars that recognizes that intellectual integrity, with its accompanying rights and responsibilities, lies at the heart of its mission. Observing basic honesty in one’s work, words, ideas, and actions is a principle to which all members of the community are required to subscribe.
Coursework Bureaucracy

**SCORE: Course signups**
Students should sign up for courses each term using the Student Course Online Registration Engine (SCORE) system: [https://registrar.princeton.edu/score/](https://registrar.princeton.edu/score/)

**Course Adds and Drops**
Although initial course registration and changes are done online via SCORE, changes after the Graduate School’s posted deadline are done via the paper Course Worksheet form, which should be turned in to the registrar’s office. These worksheets are also available from the SCORE website: [https://registrar.princeton.edu/score/WebCourseEnrollmentWorksheet.pdf](https://registrar.princeton.edu/score/WebCourseEnrollmentWorksheet.pdf)

If a student stops attending but does not officially drop a class, the student will receive a grade assigned by the course instructor.

**Course Requirements**
A minimum of eight graded technical courses at the 400 or 500 level must be completed in the first two years of Ph.D. study, with a required minimum GPA of 3.3 for those eight courses. A minimum of six graded technical courses at the 400 and 500 level are to be completed in the first year. The grades for these courses are an important component of the Department’s readmission decision. Some technical courses at the 300 level from other departments may count for this requirement with the permission of the academic advisor.

**Minor Requirement**
At least two of the eight courses should be outside of the student’s major area. These two courses satisfy the Minor Requirement for Graduation.

Some specific courses may be recommended or required by a research advisor. Students should check with their research advisor for specific details.

**Incompletes**
Graduate students who have not completed the requirements of a course by the deadline will receive an incomplete (INC). INCs are typically given for extremely extenuating circumstances, such as personal or family problems. INCs will be replaced by a regular grade (including F) within one year from the end of the semester in which the INC was assigned.

For each INC, the student and the professor should agree on a concrete plan for completing the unfinished work within the necessary time period.
Financial Support

General Information

Academic Year:

Enrolled fulltime Ph.D. students are supported with full tuition and a stipend as set by Princeton University.

All first-year Ph.D. students are supported by fellowships. After the first year, Ph.D. students in good standing can expect to be supported by Assistantships in Research (AR) and/or Assistantships in Instruction (AI), or some combination of these two. AIs and ARs appointed for the full academic year will receive ten equal payments at the end of each month from September through June. Compensation for an assistantship is taxable.

Summer Support:

Students should discuss their summer plans in advance with their research advisors. Students who continue their research on campus during the summer months, July and August, will normally receive summer stipends. With the approval of the advisor, students who do a summer research internship away from Princeton can choose start dates from June 1 onwards. Such internships should be completed before Fall Term registration begins (usually around September 2). For international students, further internship details can be found on the Curricular Practical Training website: http://www.princeton.edu/intlctr/graduate/for-f-1-students/employmenttraining/off-campus-employment/curricular-practical-train/

Vacation:

The department encourages mutual arrangements between the student and her/his thesis advisor for some “down time” during the calendar year.

A student on AR support should discuss with her/his advisor before making plans for time away. A student on AI should check with the instructor in charge of the course before arranging for time away. A student serving as AI in the fall semester should bear in mind that the semester continues into January, so planning a long vacation in December/January is inappropriate.

Assistantship in Research (AR)

Students supported on AR appointments for part of the academic year are expected to be working on research during the portion of the academic year for which they are being paid.

Assistantships in Instruction (AI)

Students with AI assignments may be involved in some combination of classroom instruction, laboratory supervision, and grading. Students holding non-Princeton fellowships may also be
appointed (and receive compensation) as an AI. A student must hold one 3 hour AI in order to graduate.

The typical AI assignment is what the university calls a “3-hour AI.” The term “3-hour” refers to the number of hours the AI spends in contact with students. However, a student with such an AI (also known as a Teaching Assistantship, or TA) should expect to spend 10 hours per week on the duties assigned by the course instructor. Such an AI assignment is usually made in combination with an AR assignment. Students enrolled in absentia may not hold AI assignments.

**Required AI Training:** All students who serve as AIs are required to attend a training session administered by the McGraw Center for Teaching and Learning. Failure to attend will jeopardize the financial support for that semester. Students who cannot attend the scheduled session should inform the Graduate Studies Office to arrange for an alternative training time.

**External Fellowships**
The Department recognizes that external fellowships are prestigious to our students and our department. Both new applicants and continuing students are encouraged to apply for support by external agencies and programs. More information on external fellowships is available at the Graduate School's website: [http://www.princeton.edu/gradschool/financial/fellowships/external/](http://www.princeton.edu/gradschool/financial/fellowships/external/)

Students who have received an external fellowship (such as NSF or NDSEG fellowships) are guaranteed to be paid no less than students paid by an internal research assistantship. "supplement" and "bonus" policies are described in detail below.

Students receiving a fellowship from a non-Princeton source are expected to accept that award and to notify in writing the Associate Dean of Budget and Administrative Affairs of the Graduate School. A non-Princeton award may be held concurrently with a University award, although there could be some adjustment of the amount of the award as set by Graduate School policies. In all cases, full tuition grants from outside sources will replace a Princeton tuition award.

**External Fellowship Supplement and Bonus Policies**
1. For students receiving external, non-corporate fellowships, internal funds (partial AR or first-year fellowship) will be used to "supplement" funding to the appropriate AR or fellowship rate.

2. For a student receiving an external, non-corporate fellowship that either covers full tuition or is one in which Princeton will cover tuition:
   - If the fellowship stipend is greater than the AR stipend, the student will receive the fellowship stipend plus a $4,000 bonus, paid as a lump sum in the September of each year of the award.
   - If the fellowship stipend is less than the AR stipend, the student’s stipend is first “supplemented” to the full AR level. In addition, the student will receive a $4,000 bonus, paid as a lump sum in September for each year of the award.
3. There are a few external fellowships that do not offer any tuition support, and for which the Graduate School does not provide tuition support. Recipients of these fellowships are typically not eligible for bonuses.

**Dissertation Completion Enrollment (DCE) Status**

Enrolled Ph.D. students who have not completed their degrees within five years may be enrolled for up to two additional years in the Dissertation Completion Enrollment (DCE) status. Students in DCE status are formally enrolled graduate students, working full-time to complete degree requirements. DCE students may be enrolled as regular students (in residence) or *in absentia* students (pursuing their work away from Princeton). Students apply for the DCE or DCE *in absentia* (ABX) status during the annual readmission at the end of their fifth year. Enrollment as DCE or ABX must be approved by the Department and the Graduate School Office based on prior academic progress.

Students who have not completed their degrees within five years and who do not choose DCE status will enter Enrollment Terminated/Degree Candidacy Continues (ET/DCC) status.

DCE status carries most of the benefits of enrolled student status. These are:

- Receipt of certain types of University financial support, including fellowships, AI, AR, and departmental and program fellowships
- Continued coverage under the Student Health Plan and access to the University Health Services and its resources; eligibility to purchase dependent and family coverage, and dental and vision plans
- Deferment of current and prior student loans; eligibility to borrow additional funds or to take out new loans
- For international students, eligibility for extension of F and J student immigration status
- Continued student access and borrowing privileges in the University Library system
- Regular student ID card, and spouse/partner ID card according to established guidelines
- Regular graduate student e-mail, Internet, and computer accounts
- Participation in graduate housing draw, on the basis of year-of-study priorities (for regular but not ABX students)
- Use of athletic facilities
- On-campus parking privileges according to established priorities for enrolled students
- Use of the Career Services office
- Eligibility to be a Member of the House at the Graduate College
DCE status **does not** include the following benefits:

- Enrollment in courses, including participating in course exchange programs (DCE students must work full time to complete their dissertation.)
- Graduate School summer funding

More information can be found in the DCE Handbook [PDF]:

**Loans**

Short-term loans are available for students who encounter extenuating circumstances. These loans are for meeting unexpected financial need and must be repaid within the same academic year. Students in science and engineering who intend to pursue teaching careers may also be eligible for loans under the Ford Foundation Engineering Loan Program. Additional information on these loan programs can be found on the Graduate School’s website:
http://www.princeton.edu/gradschool/financial/loans/

**The Ph.D. General Examination**

The General Examination consists of two components: a Research Seminar and an Oral Examination to be completed prior to the end of the second year of study.

The Research Seminar and Oral Examination are scheduled by the student and the student's advisor, typically during the General Examination period in the spring of the second year as set by the Graduate School.

**The Research Seminar and Oral Examination**

The performance of the Research Seminar and the Oral Examination are evaluated by the student’s General Examination Committee, which consists of at least three Princeton faculty members. At least one of these committee members must be Department or Department-affiliated faculty member. The committee is selected by the research advisor in consultation with the student. One member of the committee should be in a research field outside the student’s immediate research.

Students must give the Research Seminar and take the Oral Examination **before the end of the fourth semester of enrollment** in the Ph.D. program. Any requests for exemption of this rule must be raised with the DGS. Failure to complete a Research Seminar by June 1 of the second year will be considered unsatisfactory academic progress unless an exemption has been given.

**Research Seminar:** The Research Seminar is a presentation of the student’s research at Princeton, typically lasting about 45 minutes. The seminar is intended to demonstrate that the student is capable of independent research and has initiated a research topic that has the potential to lead to a doctoral dissertation.
**Oral Examination:** The Oral Examination is administered by the student’s General Examination Committee. It may be held immediately after the research seminar, or at a later date within one month of the Research Seminar.

After passing all components of the General Examination, a student is eligible to receive a Master of Arts degree in Electrical Engineering from Princeton University. It is the student’s responsibility to apply for this degree.

**Academic Status, Degree Completion, and Timelines**

**Ph.D. Timeline**
The normal timeline for a Ph.D. student is outlined below:

1. Choose a thesis advisor by the end of the first year, preferably by the beginning of spring semester.

2. Complete the course requirement by the end of the second year and take Ethics Course EGR501.

3. Present the Research Seminar and take the Oral General Examination by May of the second year.

4. Complete one 3-hour AI Assignment.

If special circumstances prevent a student from staying on this timeline, the student should speak with her/his advisor and the DGS.

During subsequent years, a student is expected to make continuing progress on research. Through the readmissions process (described in detail below), students will have access to their advisors’ assessments of their progress.

**Readmission**
All students must apply each spring for readmission or termination. The student’s advisor will provide an assessment of the student’s progress and a recommendation. The Graduate School will approve or disapprove the application based on the recommendation of the department. Students who have satisfied all academic requirements and have demonstrated their readiness for continuing graduate work will be offered readmission. In some cases, readmissions decisions may be deferred in order for the department to gather more information.

Readmission instructions are distributed in early March. The readmission system involves the use of the SCORE website, the same website that students use to register and sign up for courses. Failure to participate in the readmission process on time may interrupt receiving stipend checks, jeopardize the student’s status, and possibly affect visa status for international students.
Special Note for International Students – The readmissions process, from application to approval by the Graduate School, can take up to several months to complete. International students requiring visas to re-enter the U.S. therefore should not plan to leave the U.S. during May and early June.

Readmissions time is a good time for annual feedback between graduate students and their research advisors. Students should make sure they read and understand the comments given by professors on the online readmissions forms.

Readmissions guidelines are as follows:

- **First-year students**: A first-year student is normally readmitted if she/he has completed six graded, graduate level courses, made adequate academic progress, and has found a thesis advisor. If a student has not completed six graded, graduate level courses by the end of the first year, readmission may be deferred or granted for fall term only, depending on the student’s coursework and research promise.

- **Second-year students**: If the student presented a Research Seminar successfully, passed the Oral General Examination, completed the course requirement, and is making good academic progress in general, she/he can normally expect to be readmitted. Otherwise, readmission may be deferred or granted for fall term only.

Degree Completion Paperwork and Timelines

**Ph.D. Degree**

A student should plan to complete the draft thesis a minimum of 10 weeks before the proposed FPO date. For submitting draft and final copy of the Ph.D. dissertation, the students should allow:

- Three weeks for a first reading of thesis by readers
- Two more weeks for making revisions
- Two more weeks for a second reading by readers
- One more week to make a final version
- Two and a half more weeks for FPO Request Paperwork. FPO Request Paperwork must be submitted to the Graduate Program Coordinator (B-209) no less than 2.5 weeks before the student’s FPO date. After receiving the DGS signature, the student must hand-deliver the signed paperwork to Dean Redman, 113 Clio Hall. The department will also need a final display copy of the thesis at least one week prior to the FPO.

Take note that the final 2.5-week interval imposed by the graduate school between the FPO request and the FPO date is a non-flexible requirement.
Paperwork Summary:

To schedule an FPO, the student must submit to the Department's Graduate Studies Office (B-209) at least 2.5 weeks days before the proposed FPO date:

- Submit the Graduation Application in SCORE
- Title page of the Dissertation
- Dissertation abstract (no more than 350 words)
- Prior Presentation and Publication form and Advisor's statement of thesis-related publications
- Reader's Report forms from advisor and 2 readers
- Department Minor Requirement Completion form (to be picked up from B-209, signed by the advisor and returned to B-209).  Note: Please see Course Requirements on page 8 for explanation of Minor Requirement.
- Loosely-bound display copy of thesis (required at least one week prior to FPO date)

The student is responsible for collecting these papers and bringing them to the Department’s Graduate Studies Office as one complete package. The FPO cannot be scheduled until the paperwork is complete.

Selecting Readers:

There must be at least three principal readers of a dissertation, normally members of the Princeton Faculty at the rank of assistant professor or higher. One of the three readers must be a current regular faculty member of the student’s home department, normally the student’s advisor. Any non-Princeton reader must be of a comparable standing in a relevant branch in the scholarly community. Please attach a c.v. or a memo describing the background and qualifications of the non-Princeton reader(s).

Selecting FPO Committee Members:

Three principal examiners, all of them normally at the rank of assistant professor or higher, at least two of whom have not been principal readers of the dissertation. One of the three examiners must be a current regular faculty member of the student’s home department, normally the student’s advisor. Any external examiner must be of a comparable standing in a relevant branch in the scholarly community. Please attach a c.v. or a memo describing the background and qualifications of the external examiner(s). If you are co-advised, both advisors must be members of your FPO committee. You will require 2 additional members.
A student should plan to complete the draft thesis a minimum of 10 weeks before the proposed FPO date. For submitting draft and final copy of the Ph.D. dissertation, the students should allow:

- Three weeks for a first reading of thesis by readers
- Two more weeks for making revisions
- Two more weeks for a second reading by readers
- One more week to make a final version
- Two and a half more weeks for FPO Request Paperwork. FPO Request Paperwork must be submitted to the Graduate Program Coordinator (B-209) no less than 2.5 weeks before the student’s FPO date. After receiving the DGS signature, the student must hand-deliver the signed paperwork to Dean Redman, 113 Clio Hall. The department will also need a final display copy of the thesis at least one week prior to the FPO.

Take note that the final 2.5-week interval imposed by the graduate school between the FPO request and the FPO date is a non-flexible requirement.

**Paperwork Summary:**

To schedule an FPO, the student must submit to the Department’s Graduate Studies Office (B-209) at least 2.5 weeks days before the proposed FPO date:

- Submit the Graduation Application in SCORE
- Title page of the Dissertation
- Dissertation abstract (no more than 350 words)
- Prior Presentation and Publication form and Advisor’s statement of thesis-related publications
- Reader’s Report forms from advisor and 2 readers
- Department Minor Requirement Completion form (to be picked up from B-209, signed by the advisor and returned to B-209). *Note: Please see Course Requirements on page 8 for explanation of Minor Requirement.*
- Loosely-bound display copy of thesis (required at least one week prior to FPO date)

The student is responsible for collecting these papers and bringing them to the Department’s Graduate Studies Office as one complete package. The FPO cannot be scheduled until the paperwork is complete.
At the FPO:

- Two professionally bound copies of the dissertation must be available at the FPO. These copies should not be printed on Department printers.

After the FPO:

Immediately following the FPO, the student should remind the advisor to email the Graduate Program Coordinator the FPO results, and then the student must bring to the Graduate Studies Office (B-209):

- An email confirming that you have successfully uploaded your thesis to the UMI website, per Mudd Library's rules.
- A completed Survey of Earned Doctorates and Exit Questionnaire (Submit online and print 2 copies of the completion page.)
- A completed End of Enrollment form (Select “all degree requirements completed.”)
- A Departmental Exit Form (See “Form URLs” below.)
- Desk keys, after cleaning out desk and lab space

M.Eng. Degree

To apply for the M.Eng. degree, a student should fill out the following forms, which can be found at [http://gso.princeton.edu/academics/processes/](http://gso.princeton.edu/academics/processes/):

- Submit the Graduation Application in SCORE.
- Exit Questionnaire (Submit online and print 2 copies of the confirmation page.)
- End of Enrollment form (Submit to Graduate Studies Office (B-209). This keeps you from being charged tuition next term!)

The student should also fill out:

- Departmental Exit Form (See “Form URLs” below.)

M.Eng. students typically complete the degree in the spring semester and can participate in the June commencement that year. They may apply (no later than May 6) for the degree in anticipation of their finishing all required work by late May. Since the deadline for the June Degree List is several weeks earlier than final exam, the student must complete an Advanced Degree Application form online (and submit a copy to the Graduate Studies Office, B-209). If the requirements are not fully
met, the student’s name will be removed from the June Degree List and the student will not be permitted to participate in June Commencement.

The timing is tight between the entering of final spring grades and the finalization of the degree lists. Therefore, to apply to participate in June Commencement, a student cannot have INCs on her/his transcript and must complete all spring coursework on time.

**M.S.E. Degree**

To apply for the M.S.E. degree, the student should make sure that the Master’s Degree Report form has been signed by the thesis advisor with a letter grade and has been submitted to the Graduate Studies Office (B-209).

The student should also:

- Submit the Graduation Application in SCORE
- Complete the End of Enrollment form and brings it to the Graduate Studies Office (B-209). (See “Form URLs” below.)
- Complete the Exit Questionnaire online and print 2 copies of the confirmation page.
- Complete the Departmental Exit Form and bring to the Graduate Studies Office (B-209). See “Form URLs” below.)
- Clean out desk and turn in desk keys.

**M.A. Degree**

A student may apply for the M.A. degree, if all the requirements listed in Section 1.2.4 are satisfied, by completing the Graduation Application in SCORE online. (Select “Master of Arts.”)

**Form URLs**

**End of Enrollment Form [PDF]:**

http://www.princeton.edu/gradschool/about/docs/academics/EndofEnrollment.pdf

**Departmental Exit Form [PDF]:**

http://www.ee.princeton.edu/guide/forms/ExitInfoForm-GS.pdf

**Degree Conferral Dates**

Princeton University has five deadlines for graduate degree applications each academic year. For 2013-2014, the dates in the left column below are the dates by which all paperwork must be received by the Graduate School Office in Clio Hall in order for the degree to be conferred at the corresponding trustees’ meeting listed in the right column.
Paperwork Deadlines | Trustees' Meeting Dates
---|---
Friday, August 30, 2013 | Saturday, September 21, 2013
Friday, October 25, 2013 | Saturday, November 16, 2013
Friday, January 3, 2014 | Saturday, January 25, 2014
Friday, March 14, 2014 | Saturday, April 5, 2014
Tuesday, May 6, 2014 | Tuesday, June 3, 2014

Please allow one week of extra time before the Graduate School deadline for signatures and approvals to be processed in the department.

**Commencement**

Students who are on the September 2013, November 2013, January 2014, April 2014, and June 2014 degree lists are all eligible to march in the June 2014 Commencement. The deadline for signing up to participate in commencement is typically about two months before commencement.