



## PhD Exam Planning Document

When planning for your graduation date, preliminary, and final exam, it's best to start with the date you intend to graduate and work your way backwards. The last day to complete the final exam is usually not listed on the Graduate College Calendar a year out, so you have to estimate the date.

**Expected Graduation Date:** \_\_\_\_\_

**Final Exam Date:** \_\_\_\_\_ (The last day to take the Final Exam is usually 4 weeks before the day after Reading Day, except Summer. Summer is usually 5 weeks before the day after Reading Day)

**Preliminary Exam Date:** \_\_\_\_\_ (6 months prior to the final exam date)

Keep in mind that the dissertation deposit deadline varies from term to term and can be 1-3 weeks before Reading Day.

### **Scheduling your preliminary and final exam (no later than 6 weeks prior to your event)**

**Final Exam:** 303 Transportation Bldg.

**Preliminary Exam:** 215 or 304 Transportation Bldg. or one of the Senior Design Lab Conference Rooms if not a Tuesday or Thursday morning.

- To scheduled room 215, 303, 304, or the Senior Design Lab Conference Room, please see the staff in 117 TB.
- If the above rooms are unavailable, email Peggy Regan [plregan@illinois.edu](mailto:plregan@illinois.edu) to schedule one of the classrooms. Please provide the date, time, what the room is being used for, and the number of seats you need (prelim: 7 seats; final: 30 seats)
- You should schedule the room 15 minutes prior to your exam time (set up) and schedule the room for 2 hours for the exam.
- Have a primary date and time and a back-up date and time in the event your room is not available.
- Avoid 10:00 am-2:00 pm. This is the busiest time for the conference rooms and classrooms.