

**Ph.D. Requirements for Graduate Programs of Animal Sciences and Dairy Science**

To complete the Ph.D. degree in the Graduate Program of Animal Sciences and Dairy Science at University of Wisconsin-Madison requires successful completion of the following items. These must be completed in a timely fashion or the student will not be allowed to continue registration. Working closely with your advisor and committee is essential for the successful completion of a Ph.D. Please note that minimum requirements are provided, however successful completion of the Ph.D. requires the achievement of the standing of a demonstrated scientist through your Ph.D. program and by making a significant research contribution to the scientific literature.

- I.** Select Graduate Program (Animal Sciences or Dairy Science), form a Ph.D. mentor and examination Committee (by end of 2nd semester).
- II.** Meet with your Ph.D. Committee. Approve coursework and immediate research plans (by end of 2nd Semester)
- III.** Schedule preliminary examination and file request for preliminary examination (by end of 4th semester).
- IV.** Complete Written Preliminary Examination, Complete Oral Preliminary Examination (by end of 5th semester).  
If passed, Warrant should be signed and returned to Graduate School. You will be a dissertator.
- V.** Complete research and thesis. Regular meetings with your Committee are expected.
- VI.** Request for final examination (includes documentation that exam requirements have been met).
- VII.** Final Defense and Examination.

**The following forms must be completed, signed, and returned to the departmental student services coordinator at the proper times.**

**Be sure to keep a copy of all signed forms, warrants, etc.**

## Ph.D. Requirements - Preliminary Examination Committee

### I. Ph.D. Mentor and Preliminary Examination Committee (This form must be completed and approved by end of the second semester.)

<b>Name of Student:</b>		<b>Student ID:</b>	
<b>Discipline:</b>			

**Major professor and three committee members are required. Additional committee members may also be selected.**

	Name	Department
Major professor:		
Committee member #1:		
Committee member #2:		
Committee member #3		
Committee member #4 (optional)		

### APPROVALS

	<b>Student</b>	Date
Signed:		
	<b>Major Professor</b>	Date
Approved:		
	<b>Chair, Research and Graduate Education Committee</b>	Date
Approved:		

### Instructions

1. A minimum of four faculty members is required. At least three of the committee members must be faculty in the Department of Animal and Dairy Sciences.
2. One faculty member on the Committee must be from outside of the Department.
3. The graduate student formally requests the participation of the faculty on the committee.
4. The student, major professor, and chair of the Research and Graduate Education Committee must approve of all members on this committee.
5. Changes to Ph.D. Committee must be submitted in writing to the Graduate Committee.

## II. Instructions for Plan of Study during Ph.D. program

Students must meet all Graduate School and Departmental requirements.

Students should discuss planned coursework with major professor and Ph.D. committee.

### Departmental Requirements:

1. Minimum of 51 graduate credits (semester credits, courses numbered 300 or greater), after the BS degree. A minimum of 32 of these credits must be taken while a graduate student at UW-Madison (Minimum Graduate Residence Credit Requirement).  
**NOTE:** Courses taken post-BS as a Special Student (not enrolled in a graduate program) do NOT automatically count toward a graduate degree. To use these credits toward a graduate degree, the student should obtain approval of the department and graduate school PRIOR to taking the courses.
2. At least 50% of the graduate coursework (26 credits) must be in didactic courses (formal classes or formal seminars) designed for graduate work. In other words, courses numbered > 700 or courses numbered 500-699 that are composed of at least 50% graduate students or courses that assess graduate students separately from undergraduates.
3. Minimum 3.0 Cumulative GPA (B average) in all graduate coursework taken at UW-Madison.
4. Minimum of 12 Credits of Departmental 990 (Research).
5. Graduate Seminar: Students are required to enroll in the Departmental Graduate Seminar (900) at least one time per academic year and receive a grade of B or better. The Animal and Dairy Science Seminar will be offered in both the Fall and Spring semesters. Ph.D. students are required to present a seminar in the Departmental Seminar at least 2 times during their Ph.D. program.
6. Students should be advised that the above represent minimum requirements. Most students required coursework, research and time in excess of the minimum to successfully complete the Ph.D. degree. In addition, Ph.D. committees may suggest additional courses.
7. Prior to attaining dissertator status, full-time students should register for 8-15 total credits (courses, seminars and research) per semester. Students conducting research should register for at least 1 credit of 990 during each semester when research is conducted.
8. After attaining dissertator status, the student must register for 3 credits per semester until graduation. One of these credits may be Graduate Seminar (900).
9. A doctoral minor is required by the Dairy Science but not the Animal Sciences Graduate Program in the Department of Animal and Dairy Sciences. Thus, Dairy Science Ph.D. students must complete a minor degree before they can be granted dissertator status. There are two minor degree options:  
Option A External Minor: Requires a minimum of nine credits in a single department/program, such as Statistics or Computer Science. Selection of this option requires the approval of the minor department/program. Students interested in an Option A minor should contact the minor department.  
Option B Distributed Minor: Requires a minimum of nine credits in one or more departments/programs and can include course work in the major department/program. Selection of this option requires the approval of your thesis committee.
10. There is Special Skills requirement: Ph.D. students should complete a course in 2 areas:
  - A. Educational principles (DS 799, Teaching or Extension Practicum or other approved course)
  - B. Technical Writing course or Writing Practicum

**Ph.D. Requirements - Plan of Study**

**III. Plan of Study**

**(This form must be completed and approved by the end of the second semester.)**

Student:		Student ID:	
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**LIST PROPOSED GRADUATE COURSES.** Minimum 51 total credits, at least 36 credits at UW-Madison, at least 26 in didactic course (formal classes or formal seminars)

Course	Description	Credits	Institution

Skills Courses	Dept.	Course #	Course Title	Credits	Grade	Institution
1. Education						
2. Writing						

**APPROVALS:**

	<b>Signatures:</b>	Date
Student		
Major Professor		
Committee Member 1		
Committee Member 2		
Committee Member 3		
Committee Member 4:		
Chair, Graduate Committee:		

**Ph.D. Requirements - Request for Preliminary Examination Warrant**

**IV. Request for Preliminary Examination**

**(This form must be approved prior to the end of the Fourth Semester)**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Student:</b>			
<b>Major Professor:</b>			

Student and major professor should complete indicated sections. The signed warrant should be sent to student services. The Departmental Graduate Education Coordinator will work with Graduate Committee Chair to verify that all departmental requirements have been met and then submit the request to the Graduate School.

**GRADUATE DEPARTMENTAL SEMINAR** (900 taken at least once per academic year; Present at least once before preliminary exam)

**List graduate seminars attended, semester grade, and title of presentation, if done.**

Semester	Grade	Presentation?

**Checklist of requirements (For Office Use Only). Student should use this as a guide, but leave the OK column blank for office to use.**

	Requirement	OK (Office)
1.	Certification form filed and approved	
2.	Preliminary Examination Committee approved	
3.	Satisfactory Progress on coursework plan	
4.	Minimum GPA of 3.0	

**APPROVED**

	<b>Chair, Research and Graduate Education Committee</b>	Date
Approved:		

**Ph.D. Requirements - Preliminary Examination Instructions**  
**Instructions for Preliminary Examination**

Preliminary Examination

All Ph.D. students are required to pass a qualifying examination before the end of the fifth semester of their Ph.D. program after the majority of their coursework is completed. The purpose of the qualifying examination is not to evaluate progress on the thesis project. **The purpose of the qualifying examination is to assess the depth and breadth of knowledge and the candidate's ability for scientific reasoning.**

The qualifying examination will include two components: a written component followed by an oral examination. The format (timing, location, open/closed book) of the written component and oral examinations shall be determined by the major professor, agreed upon by the members of the Ph.D. committee, and approved by the chair of the Graduate Committee.

Written Component: Can either be written examination questions prepared by each of the Ph.D. committee members, or alternatively, the Ph.D. committee may require a written scientific proposal that is ready for submission to a federal agency.

Oral Examination: The oral examination shall take place within 4 weeks of completion of the written component. During the oral examination, questions may be asked from any area including clarification of written examination question or defense of the formal proposal.

After completion of the written and oral components of the qualifying examination, the Ph.D. committee will determine whether the candidate has passed the examination.

**V. Plan and Dates for Ph.D. Preliminary Examinations**  
**(This form must be approved prior to the end of the fourth semester.)**

<b>Name of Student:</b>	
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**Plan for Preliminary Examination:**

**Date of Preliminary Examinations:**

**Written Component Date:**

**Oral Examination Date:**

	<b>Signatures:</b>	<b>Date</b>
Student		
Major Professor		
Committee Member 1		
Member 2		
Member 3		
Member 4:		
Chair, Graduate Committee:		

**Ph.D. Requirements - Request for Ph.D. Final Examination Warrant**

**VI. Proposed Ph.D. Final Examination Committee:**

**(Note: This committee may be the same or different from Ph.D. Preliminary Examination Committee)**

<b>Name of Student:</b>	
<b>Discipline:</b>	

1. A minimum of four faculty members are required. At least 3 members must be tenure-track faculty members from Department of Animal and Dairy Sciences.
2. One faculty member must be from outside of the Department.
3. Detailed instructions on the Final Examination Committee from the UW-Madison Graduate School can be found at: <https://grad.wisc.edu/documents/committees/>

**Major professor and four committee members are required. Additional committee members may also be selected.**

	Name	Discipline	Department
Major professor:			
Committee member:			
Committee member:			
Committee member:			
Committee member: (optional)			

**APPROVALS**

	<b>Student</b>	Date
Signed:		
	<b>Major Professor</b>	Date
Approved:		
	<b>Chair, Research and Graduate Education Committee</b>	Date
Approved:		



**VII. Requirements to be met prior to Ph.D. Final Examination:**

	Name	Signature	Date
<b>Student:</b>			
<b>Major Professor:</b>			

Fill in indicated spaces. The Department will then use this checklist to verify that all requirements have been met and request a warrant from the Graduate School.

**DEPARTMENTAL SEMINAR AND SEMINAR PRESENTATIONS since Preliminary examination (900 will be taken at least once during each academic year, with a total of 2 presentations during Graduate Program)**

**List graduate seminars attended, semester grade, and title of presentation, if done.**

Semester	Grade	Presentation? Title

**Checklist of Requirements (Office use)**

	Requirement	OK (Office)
1.	Passed preliminary exam	
2.	Completion of any deficiencies from preliminary examination	
3.	Completion of all coursework listed on certification form	
4.	Final Examination Committee approved	
5.	Completion of coursework plan, including 36 credits graduate coursework	
6.	Completion of 24 graduate credits at UW-Madison	
7.	Minimum GPA of 3.0	
8.	At least 8 Credits of research	
9.	Continuous enrollment since Preliminary exam	

**APPROVED**

	Chair, Research and Graduate Education Committee	Date
Approved:		