

Ph.D. Requirements Department of Animal and Dairy Sciences

**III. Request for Preliminary Examination
(This form must be approved prior to the end of the Fourth Semester)**

	Name:	Signature:	Date:
Student:			
Major Professor:			

Student and major professor should complete indicated sections. The signed form should be sent to the Graduate Program Manager who will work with Graduate Committee Chair to verify that all departmental requirements have been met. Once this completed form, the completed **IV Plan and Dates for Ph.D. Preliminary Examinations** form, and the [PhD Warrant Request form](#) have been submitted to the Graduate Program Manager, the Graduate Program Manager will submit the request for a preliminary exam warrant to the Graduate School. These completed forms should be submitted at least 4 weeks before the oral portion of the preliminary exam.

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:	Date and Title of Completed 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:

	Signature:	Date:
Chair, Graduate Committee:		

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Instructions for Preliminary Examination (see next page for the form to be completed)

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 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.

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

Name of Student:	
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Plan for Preliminary Examination:

Date of Preliminary Examinations:

Written Component Date:

Oral Examination Date:

	Signature:	Date:
Student:		
Major Professor:		
Committee Member 1:		
Committee Member 2:		
Committee Member 3:		
Committee Member 4: (optional)		

APPROVED:

	Signature:	Date:
Chair, Graduate Committee:		

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V. Ph.D. Final Examination Committee:

(Note: these members may or may not be the same as the Ph.D. Mentor Committee)

Name of Student:		Student ID:	
Discipline:			

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:

	Signature:	Date:
Student:		
Major Professor:		
Chair, Graduate Committee:		

Instructions

11. The graduate student formally requests the participation of the faculty on the committee.
12. The committee must have at least four members (including major professor).
13. The committee must have members from at least two UW–Madison graduate programs.
14. Up to three of the committee members may be graduate faculty in the Department of Animal and Dairy Sciences.
15. At least three committee members must be designated as readers.
16. The fourth member and additional members may be from the following categories, as approved by the Research and Graduate Education Committee: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified.
17. All committee members have voting rights. To receive a doctoral degree, students cannot receive more than one dissenting vote from their committee on the final degree warrant.
18. The student, major professor, and chair of the Research and Graduate Education Committee must approve all members on this committee.
19. Changes to a Ph.D. Mentor Committee must be submitted in writing to the Departmental Research and Graduate Education Committee.
20. Detailed information regarding the Ph.D. Mentor Committee requirement for the UW-Madison Graduate School: <https://grad.wisc.edu/documents/committees/>.

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VI. Request for Ph.D. Final Examination:

	Name:	Signature:	Date:
Student:			
Major Professor:			

Student and major professor should complete indicated sections. The signed form should be sent to the Graduate Program Manager who will work with Graduate Committee Chair to verify that all departmental requirements have been met. Once this completed form and the completed [PhD Final Warrant Request form](#) have been submitted to the Graduate Program Manager, the Graduate Program Manager will submit the request for a final exam warrant to the Graduate School. These completed forms should be submitted at least 4 weeks before the exam.

DEPARTMENTAL SEMINARS (900 should be taken at least once during each academic year; students should present during seminar at least twice during Ph.D. program). **List graduate seminars attended, semester grade, and title of presentation, if applicable:**

Semester:	Grade:	Presentation Date and Title if done:

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 51 credits graduate coursework	
6.	Completion of 32 graduate credits at UW-Madison	
7.	Completion of 26 graduate credits in didactic courses or seminars	
8.	Minimum GPA of 3.0	
9.	At least 8 Credits of research	
10.	Continuous enrollment since Preliminary exam	

For exceptions to requirements, attach evidence of prior approval by the Research and Graduate Education Committee. For unsatisfactory evaluations, attach evidence of completion to the Departmental Research and Graduate Education Committee.

APPROVED:

	Signature:	Date:
Chair, Graduate Committee:		