Ph.D. Requirements in Animal and Dairy Sciences

To complete the Ph.D. degree in Animal and Dairy Sciences at the University of Wisconsin-Madison requires successful completion of the following items. Each item must be completed in a timely fashion as noted, or the student will not be allowed to register until the forms are completed and turned into the Graduate Program Manager. Working closely with your major professor/advisor (PI) and committee is essential for the successful completion of the degree. Please note that **minimum requirements** are provided, however, successful completion of the Ph.D. requires achieving the standing of a demonstrated scientist through your Ph.D. program and by making a significant research contribution to the scientific literature.

I. Form a Ph.D. Mentor and Examination Committee. Submit completed corresponding form to Graduate Program Manager **by end of 2nd semester**.

II. Meet with Ph.D. Mentor and Examination Committee to approve Plan of Study. Submit completed corresponding form to Graduate Program Manager **by end of 2nd Semester**.

a. Regular meetings with the Ph.D. Mentor and Examination Committee are expected, at least annually.
b. Complete coursework (except final seminar and research) prior to preliminary examination.
c. If changes are needed to the Plan of Study, the student must complete, receive approval, and file a new Plan of Study form with the Graduate Program Manager.

III. Meet with Ph.D. Mentor and Examination Committee to approve plan and schedule for preliminary examination. Submit completed corresponding form to Graduate Program Manager **by end of 4th semester**.

IV. Request warrant for preliminary examination. Submit completed corresponding forms to Graduate Program Manager **by end of 4th semester**.

a. Complete written and oral preliminary examinations as outlined in approved form III **(by end of 5th semester)**.
    i. If passed, the student must request electronic signatures on the warrant. Once fully signed, the Graduate Program Manager will submit to the Graduate School. The student will become a dissertator for the following semester.
b. Complete research and thesis after passing the preliminary examination.

V. Confirm and work with Ph.D. Mentor and Examination Committee to schedule the final examination. Submit completed corresponding forms to Graduate Program Manager **at least 4 weeks prior to the Final Defense and Examination**.

VI. Successfully pass the Final Defense and Examination. Submit completed corresponding forms to Graduate Program Manager requesting final examination **at least 4 weeks prior to the Final Defense and Examination.**

The following forms must be completed, signed, and returned to the Graduate Program Manager at the designated times.

Students should keep a copy of all signed forms, warrants, etc.

I. Ph.D. Mentor and Preliminary Examination Committee

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

Student Name (Printed)		**Student ID**	

PI and three committee members are required. Additional committee members are optional.

	Name (Printed)	**Department**	**Reader** (Y/N)
PI			
Committee member			
Committee member			
Committee member			
Committee member (optional)			

List email address and job title for Committee Member(s) outside of UW	

APPROVALS

	Signature	**Date**
Student		
PI		
Director of Graduate Studies		

Instructions

1. The graduate student formally requests the participation of the faculty on the committee.
2. The committee must have at least four members (including PI).
3. The committee must have representation from at least **two** UW–Madison graduate programs. Affiliate appointments may be used to satisfy this requirement.
4. Three of the committee members must be graduate faculty in the Department of Animal and Dairy Sciences.
5. At least three committee members must be designated as readers. Readers are committee members who closely read and review the entire dissertation. Some committee members may be designated non-readers. This facilitates faculty participation which may otherwise not be possible.
6. 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.
7. 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.
8. The student, PI, and Director of Graduate Studies must approve all members on this committee.
9. Changes to a Ph.D. Mentor and Preliminary Examination Committee must be approved and submitted on a new form to the Graduate Program Manager.
10. You can view detailed information regarding the Ph.D. Mentor and Preliminary Examination Committee requirement for the UW-Madison Graduate School.

Instructions for Plan of Study

(see next page to complete form)

Students must develop a coursework plan with their PI and Ph.D. Mentor and Preliminary Examination Committee before the **end of their second semester**. The below requirements represent **minimum credit requirements** for completing the Animal and Dairy Sciences Ph.D. degree. Most students require coursework, research and time beyond the minimum to successfully complete the Ph.D. degree. Additionally, Ph.D. committees may suggest additional courses beyond the minimum.

Departmental Requirements:

1. Minimum of 51 graduate credits (courses numbered 300 or greater), after the BS degree. A minimum of 32 of these graduate credits must be taken while a graduate student at UW-Madison (minimum Graduate Residence Credit Requirement).
    a. **NOTE:** Courses taken post-BS as a "Special Student" 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 graduate-level courses designed and designated specifically for graduate work. In other words, courses numbered >700 **or** courses numbered 300-699 with the G50% attribute. Graduate level coursework is identified with an attribute of "G50%" in the Course Guide description and Course Search under course attributes.

3. Minimum 3.0 Cumulative GPA (B average) in all graduate coursework taken at UW-Madison.

4. Graduate Seminar (900): Students are required to enroll and present in 900 once prior to and once after their preliminary examination and must receive a grade of B or better.
    a. **NOTE:** 900 is offered in the Fall and Spring semesters. Students must attend 900 every semester, even when not enrolled.

5. Research (990): Students are required to complete at least 8 credits of 990. Students conducting research toward their degree should register for at least 1 credit of 990 during each semester when research is conducted.
    a. **NOTE:** Non-dissertator full-time students should register for 8-12 credits (courses, seminars, and research) each spring and fall semester. Students on a Research Assistantship are required to enroll in at least 2 credits during the summer semester. Part-time students should consult their PI on the appropriate number of credits.
    b. **NOTE:** After attaining dissertator status, the student must register for exactly 3 credits each semester until graduation. One of these credits may be the Graduate Seminar (900).

6. Doctoral minor: Before the student can be granted dissertator status one option must be completed:
    a. External Minor: Requires minimum of 9 credits in a doctoral minor program outside of the student's doctoral major program, such as Statistics or Computer Science. Students selecting Option A minors must contact the doctoral minor program directly for approval.
    b. Distributed Minor: Requires a minimum of nine credits in one or more programs forming a coherent topic and can include coursework in the major program. Students selecting Option B must receive approval of their Ph.D. Mentor and Preliminary Examination Committee.

7. Educational principles: Students must complete 6 credits in Teaching Practicum (799) and/or Extension Practicum (399).

8. Technical Writing: Students must complete at least one course as approved by the program.

II. Plan of Study

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

Student Name (Printed)		**Student ID**	

LIST PROPOSED GRADUATE COURSES. Minimum 51 credits, 32 credits at UW-Madison, 26 didactic courses (courses numbered >700 **or** courses numbered 300-699 with the G50% attribute). Research (990) should only be listed under "Required" section with "varies" in the semester/year column.

Subj. and Course #	**Course Title**	**Credits**	**Institution**	**Sem/Year**

Required	**Subj. and Course #**	**Course Title**	**Credits**	**Institution**	**Sem/Year**
Research	ADS 990	Animal and Dairy Sciences Research	8+	UW-Madison	Varies
Seminar	ADS 900	ADS Departmental Seminar	2	UW-Madison	Varies
Practicum 1					
Practicum 2					
Writing					

APPROVALS

	Signature	**Date**
Student		
PI		
Committee Member		
Committee Member		
Committee Member		
Committee Member (Optional)		
Director of Graduate Studies		

III. Request for Preliminary Examination

(This form must be completed, approved, and filed by the end of the Fourth Semester)

	Name (printed)	**Signature**	**Date**	**Use preferred name** (as listed in MyUW) **instead of legal name on warrant**
Student				☐
PI				

The student and PI must sign above. The student must send all completed preliminary examination forms (**III. Request for Preliminary Examination, IV. Plan and Dates for Ph.D. Preliminary Examination,** and **Ph.D. Warrant Request)** to the Graduate Program Manager **by the end of the fourth semester.** The Graduate Program Manager will work with the Director of Graduate Studies to verify that all requirements have been met. Once the requirements have been verified, the Graduate Program Manager will submit the request for the warrant to the Graduate School.

DEPARTMENTAL GRADUATE SEMINAR (900) Students must enroll and present in 900 once prior to the preliminary exam. **List the seminar information including the semester, grade, and title of presentation.**

Semester/Year	**Grade**	**Date and Title of Presentation**

Checklist of requirements (for office use only)**. Students should use this as a guide but leave the OK column blank.**

Requirements	**OK** (office use only)
Completion of all coursework (besides 990 and 900) approved on Plan of Study form	
Preliminary Examination Committee approved	
Minimum GPA of 3.0	

NOTE: For exceptions to requirements, attach evidence of prior approval by the Director of Graduate Studies. For prior unsatisfactory evaluations, attach evidence of progress completion.

APPROVAL

	Signature	**Date**
Director of Graduate Studies		

Instructions for Preliminary Examination

(see next page to complete form)

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

The examination will include a written component followed by an oral component. The format (timing, location, open/closed book) of the examinations shall be determined by the PI, agreed upon by the members of the Ph.D. committee, and approved by the Director of Graduate Studies.

Written Component (choose one option): (A) a grant proposal or (B) a take-home examination. Regardless of the format, the work must be completed **specifically** for the preliminary examination. Refer to the Written Preliminary Examination Guidelines for additional information.

Oral Examination: The oral examination begins with the Ph.D. Mentor and Preliminary Examination Committee asking follow-up/clarifying questions they had regarding the written examination. Then, the Committee Members will ask open-ended general content questions. Refer to the Oral Preliminary Examination Guidelines for additional information.

After completion of the written and oral components of the preliminary examination, the Ph.D. committee will determine whether the candidate has passed the examination. Refer to the handbook for additional information.

IV. Plan and Dates for Ph.D. Preliminary Examinations

(This form must be approved prior to the end of the fourth semester.)

Student Name (printed)		**Oral Exam Date**	

Grant Proposal option:

1. The PI communicates the topic to the student 8 weeks prior to the oral examination.
2. The student sends the written proposal to the committee four weeks prior to the oral examination.
3. The committee reviews the proposal and asks the student follow-up questions within 10 days. A minimum of 4 and a maximum of 5 committee members must ask follow-up questions.
4. The student responds to the follow up questions within 10 days of receipt.

Responsible party - task	Due Date
PI - Topic provided to student	
Student - Proposal to the committee	
Committee - Follow-up questions to student	
Student - Responses to the committee	

Take-Home option:

1. The PI communicates the question sets to the student on dates listed below.
2. Students have 48 hours per committee member's set of questions with at least a 24-hour break between sets of questions.
3. A minimum of 4 and a maximum of 5 committee members must ask questions.
4. The written examination should be completed at least 5-7 days before the oral examination.

Question Set	Date questions due to student	Date answers Due to PI
1		
2		
3		
4		
5 (optional)		

APPROVALS

	Signature	Date
Student		
PI		
Committee Member		
Committee Member		
Committee Member		
Committee Member (Optional)		
Director of Graduate Studies		

V. Ph.D. Final Examination Committee

(**NOTE:** members can be different from the Ph.D. Mentor and Preliminary Examination Committee)

Student Name (Printed)		**Student ID**	

PI and three committee members are required. Additional committee members are optional.

	Name (Printed)	**Department**	**Reader** (Y/N)
PI			
Committee member			
Committee member			
Committee member			
Committee member (optional)			

List email address and job title for Committee Member(s) outside of UW	

APPROVALS

	Signature	**Date**
Student		
PI		
Director of Graduate Studies		

Instructions

1. The graduate student formally requests the participation of the faculty on the committee.
2. The committee must have at least four members (including PI).
3. The committee must have representation from at least **two** UW–Madison graduate programs. Affiliate appointments may be used to satisfy this requirement.
4. Three of the committee members must be graduate faculty in the Department of Animal and Dairy Sciences.
5. At least three committee members must be designated as readers. Readers are committee members who closely read and review the entire dissertation. Some committee members may be designated non-readers. This facilitates faculty participation which may otherwise not be possible.
6. 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.
7. 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.
8. The student, PI, and Director of Graduate Studies must approve all members on this committee.
9. Changes to a Ph.D. Mentor and Preliminary Examination Committee must be approved and submitted on a new form to the Graduate Program Manager.
10. You can view detailed information regarding the Ph.D. Mentor and Preliminary Examination Committee requirement for the UW-Madison Graduate School.

VII. Request for Ph.D. Final Examination

	Name (printed)	**Signature**	**Date**	**Use preferred name** (as listed in MyUW) **instead of legal name on warrant**
Student				
PI				

The student must send all completed examination forms (**V. Ph.D. Final Examination Committee, VI. Request for Ph.D. Final Examination,** and **PhD Final Warrant Request)** to the Graduate Program Manager **at least 4 weeks prior to the examination.** The Graduate Program Manager will work with the Director of Graduate Studies to verify that all requirements have been met. Once the requirements have been verified, the Graduate Program Manager will submit the request for the warrant to the Graduate School.

Minor	
Date of Examination	
Proposed Dissertation Title (to list on warrant request)	

DEPARTMENTAL GRADUATE SEMINAR (900) Students must enroll and present in 900 once after the preliminary examination. **List the seminar information including the semester, grade, and title of presentation.**

Semester/Year	**Grade**	**Date and Title of Presentation**

Checklist of requirements (for office use only). Students should use this as a guide but leave the OK column blank.

Requirement	**OK** (office use only)
Passed preliminary exam	
Completion of any deficiencies from preliminary examination	
Completion of all coursework approved on Plan of Study form	
Final Examination Committee approved	
Completion of coursework plan, including 51 credits graduate coursework	
Minimum GPA of 3.0	
At least 8 Credits of research	
Continuous enrollment since Preliminary exam	

NOTE: For exceptions to requirements, attach evidence of prior approval of the Director of Graduate Studies. For prior unsatisfactory evaluations, attach evidence of progress completion.

APPROVAL

	Signature	**Date**
Director of Graduate Studies		