

## PhD Preliminary Exam Checklist

- Early in the semester, reach out to the Graduate Student Services Coordinator (GSSC, Mariah Allen) to discuss critical dates and deadlines<sup>1</sup> and enrollment requirements.
- Discuss with your advisor:
  - Committee members
    - Minimum of 3 members, all who must have UW-Madison Graduate Faculty membership<sup>2</sup>
    - Recommended that one member be from the minor area of study (outside the School of Nursing)
  - Exam format (1-week take home or 2-day in the SoN) and allowed resources
  - Preparation – study questions, references and reading suggestions
  - Schedule exam period
- At least 6 weeks before the exam**, complete the [Intent to Write Comprehensive / Candidacy Examination form](#) and submit to the GSSC so she can electronically request the *Preliminary Exam Warrant*.
- Complete the exam and submit responses to the GSSC. After the committee has submitted their scores, the GSSC will electronically obtain signatures on the *Preliminary Exam Warrant* and submit the completed warrant to the Graduate School.
- In all subsequent semesters, enroll for 3 credits of N990, *Dissertation Research* with your faculty advisor.

1. [Critical dates](#) include campus deadlines for submitting the signed preliminary exam warrant to become a dissertator in a given semester, deadlines for requesting degree warrants, and a window period by the end of which you must submit your dissertation in order to receive your degree.
2. [Graduate Faculty](#) = all university faculty holding professorial rank (professor, associate professor, assistant professor, or instructor) in any department with graduate program authority.