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\(^1\) and enrollment requirements.

☐ Discuss with your advisor:
  • Committee members
    o Minimum of 3 members, all who must have UW-Madison Graduate Faculty membership\(^2\)
    o 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.

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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.