PhD Preliminary Exam Checklist

☐ Early in the semester, reach out to the Graduate Advising Manager (Lynaye Stone) 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 At least one committee member must be prepared as a nurse and hold a research doctorate
    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 Graduate Advising Manager so she can electronically request the *Preliminary Exam Warrant*.

☐ Complete the exam and submit responses to the Graduate Advising Manager. After the committee has submitted their scores, the Graduate Advising Manager 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.