

Steps to Take Your Preliminary Exam

At Least Three weeks before your Preliminary Exam:

- Meet with your advisor to discuss the preliminary
- Schedule your Preliminary date and time with your GPAC. Remember your preliminary must be at least 6 months before your final defense, and can be scheduled during the semester in which all required course work except one graded seminar credit is completed.
- Print out the Preliminary instructions and forms document from the Food Science web site (This PDF)
- Request a Warrant from the Graduate Coordinator (will need a warrant request form)
- Go to the Grad School web site and read "Preliminary Examinations."

<https://grad.wisc.edu/documents/preliminary-examinations/>

At least seven business days before your Preliminary:

- Distribute research proposal to GPAC at least 7 business days before your preliminary.

Bring to your Preliminary:

- Your Warrant
- Your UW transcripts
- Your signed Certification of Food Science Graduate Course Program form
- A minor agreement form if needed
- Your research proposal
- The forms from the Preliminary forms document
 - Food Science Preliminary Exam Approval Form
 - Progress Form

After your defense:

- Follow-up on any instructions that your GPAC provided at your preliminary

If You Pass Your Preliminary

- Submit the following completed and or signed forms to the Graduate Coordinator.
 - The signed and dated warrant
 - The signed Progress Form
 - The signed Preliminary Exam Approval Form
- You will receive a confirmation from the Grad School when you are a dissertator.
- Once you are a dissertator, you will need to register for 2 credits of FS 990 and one credit of FS 900 in fall and spring semesters. RA's need to register for 3 credits in summer also.

<https://grad.wisc.edu/documents/enrollment-requirements/>

- International Students should schedule an appointment with an ISS advisor to report change of level and request advice.
- If the period between passing the preliminary exam and completing the PhD exceeds five years, you must re-take the preliminary exam.

**The University of Wisconsin – Madison
The Graduate School**

Request for Preliminary Warrant Form

Please submit Warrant Request to the FS Graduate Coordinator in 105 Babcock 4 weeks prior to prelim exam date.

Grades and current registration may be checked on ISIS. Remember that a warrant will not be issued if there are incomplete grades or progress grades in anything other than research/thesis (usually 990). Independent study (usually 699 or 999) must be given a grade (not progress) each semester.

Student's Name:

10-Digit ID Number:

(Last, First, Middle)

Student's Program Major: _____

Student's Proposed Minor: _____
(Option A: name it, for example option A – Music) (Option B: Distributed **and what THEME for Distributed minor**)

Proposed Date of Prelim Exam: _____

Proposed Date of Completion of Minor: _____
(Must be 6 digits, ie 07-11-14. **Use end of semester you completed your Minor coursework**)

Date of graded FS Seminar: _____ (or if not date, then in what semester?)

TA assignment, FS 799 or other teaching experience (if you had a TA assignment or taught elsewhere, please indicate semester/year taught, name of course and where it was taught: _____)

Prelim Committee Member Names (if applicable): please print

	(Last name, First name	Rank (asst prof, prof)	Department Name)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

-----for office use only-----

Name/Address/Phone Number/Email of Coordinator making this request:

Theresa Pillar, 105 H Babcock Hall, pillar@wisc.edu

Warrant must be requested a minimum of 3 weeks before the exam to the Degree Coordinator/ Grad School

Date Warrant was requested from Graduate School: _____

Department of Food Science
University of Wisconsin-Madison

APPROVAL FOR PRELIMINARY PhD EXAMINATION

Candidates for the PhD degree with a major or minor in the Department of Food Science must present this completed form for the Examination Committee at the time of the PhD Preliminary Examination. The candidate must also present transcripts for his/her entire college record together with the Graduate Course Certification Form to the Examination Committee.

After the examination has been successfully completed, this form must be filed in the Department of Food Science Office.

Name of Candidate _____

Food Science: ☐ Major ☐ Minor

Have all course requirements been completed? ☐ Yes ☐ No

Deficiencies, if any:

GPA for all required courses in the UW Graduate-School _____

Has the departmental teaching requirement (Majors only) been met? ☐ Yes ☐ No

What course(s) have been taught?

If the teaching requirement has not been met, how will it be satisfied?

Approved by Major or Minor Professor: _____

Examination Date: _____ Date: _____

Student Progress Evaluation Form

Student Name

Major Advisor

Date of Meeting

Type of Meeting (check one box)

PhD ☐ *Initial Meeting* ☐ *Proposal* ☐ *Exit Seminar* ☐ *Final Defense* ☐ *Additional Meeting*

MS ☐ *Initial Meeting* ☐ *Final Defense*

Consensus comments from meeting (e.g. additional courses suggested, was course work certified, statement of current progress, suggestions on research topic) attach additional page if necessary:

Only to be completed for MS Final Defense Meeting:

If the candidate would desire to enter the UW-Madison Food Science PhD Program, does the committee think (s)he would be successful ☐ **yes** ☐ **no** ☐ **maybe** (please provide rational in the box above)

Committee Members:

Printed Names

Signatures

*** one signed copy for departmental student record, one to student and one for each committee member***