To: PRELIMINARY EXAMINATION APPLICANTS

From: Deidre Vincevineus, Coordinator - Graduate Program

Re: Applying for Prelims

1. Fill out the Application **A MINIMUM OF THREE WEEKS PRIOR TO YOUR PRELIMINARY EXAMINATION DATE**, have your Major Professor sign the Proposed Examination Committee Form and return both to this office.

2. Your Preliminary Examination WARRANT will be requested from the Graduate School by the Curriculum and Instruction Graduate Program Office at the time you turn in your Application for the Preliminary Examination. However, before we can do that, you need to have filed your Minor Agreement Form and removed all "Incomplete"s from your record.

A NOTE OF CAUTION: Semester Break is NOT an appropriate time to expect faculty to read and evaluate an examination. Many faculty are not available over the BREAK period, thus you should check with each of them regarding their willingness to read your exam during break. If you expect to be a DISSERTATOR in the FOLLOWING Semester, you must allow sufficient time for faculty to read the exam and for this office to process the warrant.

If you have questions not covered in these brief steps, please feel free to call or e-mail, 608-263-7466, vincevineus@wisc.edu.
APPLICATION FOR Ph.D. PRELIMINARY EXAMINATION

• Date ___________________________  • ID No. ________________________________

• Name  ___________________________________________________________________________________________
  Last    First    M.I.

• Notification Address  _____________________________________________________________________________
  Number  Street

  _____________________________________________________________________________________________
  City                 State              Zip    Telephone No.

• Date admitted to the doctoral program ___________________  • E-mail address ______________________________

• I plan to take: An 8-hour exam ___________________; A take-home exam ____________________
  Date of exam: __________________ to __________________

• My area (within the Department of Curriculum and Instruction) is:
  _____________________________________________________________________________________________

• My Major professor (in the Department of Curriculum and Instruction) is:
  _____________________________________________________________________________________________

• I plan to complete the minor requirement through Option A or B (circle the appropriate letter).
  • For Option A:
    My minor is in the department(s) of ____________________________
    My minor professor (outside the Dept. of Curriculum and Instruction) is:
    ___________________________________________________________________________________________
  • For Option B:
    My program in lieu of a minor HAS (HAS NOT) been approved by my major professor.
    My program in lieu of a minor HAS (HAS NOT) been placed on file in the Graduate Program Office
    of the Department of Curriculum and Instruction.

• List any previous Ph.D. Preliminary Examinations that you have taken, giving dates administered and the outcome (Pass or Fail)
  _____________________________________________________________________________________________

FOR GRADUATE PROGRAM OFFICE USE ONLY:

_____ 36 credits complete (Res. Cr.)  _____ Minor Complete  _____ 3 Research Methods Courses
_____ 18 C&I Content Courses  _____ Incompletes removed  _____ GPA  _____ credits
_____ 2 Full-time semesters
PROPOSED Ph.D. PRELIMINARY EXAMINATION COMMITTEE

Student’s Name_________________________________________ Field___________________________________

Committee ___________________________________
___________________________________
___________________________________
(3 to 5 members) ____________________________________
___________________________________

List the courses you took to satisfy the Research Methods course requirement:
(Three courses are required if you entered the Ph.D. in Summer 2011 or later)
______________________________________________
______________________________________________
______________________________________________

Will a two-hour oral examination be required after the written Preliminary Examination?
(Check one)
Yes_____
No ______
To be determined after written Prelim ______

Date__________________   Approved___________________________________
Major Professor

Date___________________   Approved___________________________________
Graduate Program Chair