

overview of the LSC preliminary examinations procedure

LSC graduate students take preliminary examinations after completing all course program requirements as agreed upon in your approved “program proposal”. Preliminary exams are conducted as ‘open book’ exams. Students will select 5 days within a 10-business day window to take their exams. Students’ committee members will each submit a preliminary exam question within an agreed-upon area of study. Students will take one exam question per day over their 5-day exam. Students have 8 hours/day/question and can take as many breaks as needed, but must complete the exam in 8 hours. Students will report at an agreed-upon start time every morning of their exam days to receive their exam question, and will work in a designated office within Hiram Smith. When finished with the exam, students will email their exam document and submit a hard copy of their exam. Students have one additional day to fix their references. (Initial answers will be graded, but students can provide a finalized reference list within one day of the last exam.) Students should use endnote or another piece of reference software to limit the amount of changes needed.

critical steps to prepare for your preliminary examinations

- + review the Graduate School’s policy listing on preliminary examinations:
<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#140>
- + get approval from your advisor - review your program proposal (which has to be approved by the joint committee) and student record with your advisor to ensure you have met your requirements
- + in writing, inform your Student Services Coordinator/SSC (Kristin) that you intend to take your prelims
- + in writing, inform your SSC that your advisor approved your plans and verified that you have met your requirements based on your program proposal
- + in consultation with your advisor and your committee, prepare a reading list to help you prepare for your exams
- + in consultation with your advisor, compile an initial list of prelim dates - *5 dates within 10 business days*.
 - *initial prelim dates should be selected a minimum of 6 weeks in advance****
- + send initial list of preliminary exam dates to SSC to ensure LSC/Hiram Smith availability
- + in consultation with your advisor, inform your committee of your prelim exam dates
- + in consultation with your advisor, confirm your final prelim dates with your SSC and your committee
- + pick up your “preliminary warrant *request*” (from your SSC), and
- + deliver your “preliminary warrant *request*” to the Graduate School
 - *warrant requests MUST BE submitted to the GS a minimum 3 weeks prior to your first exam date*
- + contact your SSC to confirm your “start time” for your prelim exam days
- + complete your prelims
- + upon receiving a “pass” from all your committee members, take your prelim warrant to committee member for their signature and feedback, return signed warrant to SSC for file copy, and
- + submit your signed warrant to the GS

deadlines for dissertator status

Jun 14	summer 2013 dissertator eligibility
Aug 30	fall 2013 dissertator eligibility

**the deadlines indicate that you must have taken and passed your prelims by this date to be a dissertator for that semester. However, you should note that your committee will be allowed a reasonable window of time (as directed by your advisor) to review your exam. Also, the GS may take up to a week or more to process the prelim warrant. Students who plan to take prelims just prior to a deadline need to plan accordingly for this exam review time and processing time, i.e. students may not receive official dissertator status until 3 weeks into the semester.*

- + review the Graduate School's policy listing information and FAQs on dissertator status:

<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#56>

Please make an appointment with your Student Services Coordinator/Kristin to discuss the logistics in more detail: kahaakenson@wisc.edu