

Educational Leadership & Policy Analysis Ph.D. Preliminary Exam

Final Oral Exams can not be scheduled during the last two weeks of classes during the fall, spring and summer sessions, between semesters, or prior to the first day of instruction for the semester. Refer to the University academic calendar for dates of instruction.

Step #1 Determine if you are ready.

To be eligible for your preliminary exam you need to meet the following requirements:

1. Your Ph.D. program plan needs to have been completed and approved by your advisor and the Department. Your program plan should be on file with the Department.
2. Your research requirements (research classes) must be completed or will be completed during the semester in which you expect to complete your preliminary exam.
3. You need to be registered for a minimum of 2 graduate credits.
4. The Ph.D. qualifying exam has been passed.
5. You have no grades of incomplete on your record. The Graduate School will not issue a warrant for a student to complete their preliminary exams if a student has an incomplete grade.
6. You have no grades of "P" (progress) in any courses other than research (990).

Step #2 Schedule your exam.

At least three weeks prior to your preliminary exam:

1. Contact your advisor to determine your committee members and the day and time for your exam.
2. Contact Shari Smith, Student Services Coordinator, 1152 Educational Sciences, Room 1152, ssmith@education.wisc.edu and provide the names of your committee members and the day/time of your exam. A room will be assigned for your exam.

What happens next?

1. Your program plan will be audited to make sure all your course work is complete.
2. The Department will request a warrant from the Graduate School that allows for you to complete your preliminary exam.

Step #3 Submit your proposal.

At least two weeks (determine the exact date for submission with your advisor) prior to your preliminary exam:

1. Submit copies of your proposal to your advisor and committee members.

Step #4 Prepare title page for your preliminary exam.

1. You need to prepare the title page for your Ph.D. proposal. While the title page does not have a specific format, it should look something like this:

UNIVERSITY OF WISCONSIN-MADISON
DEPARTMENT OF EDUCATIONAL LEADERSHIP & POLICY ANALYSIS

DISSERTATION PROPOSAL
(insert the date of your preliminary exam)

TITLE: (insert title of proposal)

CANDIDATE: (insert your name)

COMMITTEE MEMBERS: _____
(insert name of major advisor (chair of committee))

(insert name of second reader)

(insert name of third reader)

Step #5 Pick up your packet.

On the day of your preliminary exam you will be given a packet that contains:

1. Your record of graduate study (a listing prepared by the Student Services Coordinator).
2. Your warrant.
3. Copies of your program plan.
4. A request for an electronic version of your abstract (to be submitted after your preliminary exam is completed).

Step #6 Return documents to ELPA Student Services Coordinator.
After your preliminary exam is completed:

1. Return your record of graduate study.
2. Return your signed warrant.
3. Return one copy of your signed proposal. Keep one copy for your records and give one copy to your advisor.

I passed. What happens now?

1. Your warrant is signed by the Department Chairperson and return to the Graduate School.
2. You will be given dissertator status the semester immediately following the semester in which you completed your preliminary exam.

What is dissertator status?

1. Dissertator status means you have completed all the requirements for your degree with the exception of your dissertation. Dissertators are required to maintain continuous enrollment (see Graduate School requirement at <http://www.wisc.edu/grad/guidelines/gloss.html#continuousregistrationrequire>) during the fall/spring semesters. Summers are optional, however, if you are working with your advisor during the summer session, enrollment will also be required for the summer. Dissertators must enroll in 3 credits of 990 (research). You must enroll for 3 credits; no more, no less.
2. After you have dissertator status your tuition decreases significantly. The tuition for dissertator credits is available on the Registrar's website at http://registrar.wisc.edu/students/fees_tuition/tuition.php.

CONGRATULATIONS!

**You should be extremely proud of yourself....
ELPA certainly is proud of your accomplishments.**