PhD Preliminary Exam & Dissertator Status

In order to undertake the **PhD Preliminary Exam**, the student must have:

- ✔ Satisfied all CSCR major course requirements (except research and thesis credits) as evidenced by the student’s signed checklist
- ✔ Satisfied all the minor course requirements (check one)
  - □ Distributed
  - □ Concentrated ____________________________ (name of minor concentration)
- ✔ Have no incomplete grades or in-progress grades (other than CSCS 990)
- ✔ Scheduled a date for the preliminary exam: __________________________

**STEP 1.** Prior to beginning Prelims, students should meet with their committee, review progress, complete this checklist, and have the committee certify that the requirements have been met by signing the statement at the bottom of this form. This form should be completed and signed by your committee within one week of receiving your prelim questions.

**STEP 2.** After the committee discusses the prelim examination, students should submit the checklist signed by the committee to the Graduate Program Coordinator. The Graduate Program Coordinator will then request the PhD prelim warrant. The warrant cannot be ordered if the signed and completed PhD checklist has not been submitted.

**STEP 3.** To request a Prelim Warrant, the Graduate Program Coordinator submits an electronic form to the Graduate School at least **three weeks before a student’s preliminary defense date**. It is the student’s responsibility to turn in all necessary paperwork to the Graduate Program Coordinator so that this can occur in a timely fashion.

**STEP 4.** The Prelim Warrant is signed by the committee at the student’s prelim warrant defense meeting, and must then be turned in to the Graduate Program Coordinator.

**CERTIFICATION STATEMENT**

*This committee certifies that ____________________________ (Student’s name) has completed all course requirements for candidacy for the CSCR PhD degree, has no outstanding incompletes, and has a GPA of at least 3.0.*

Date approved by student’s advisory committee: __________________________

Signatures of the members of Committee (at least 3):

Chair: ______________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

*When this form has been completed and signed, give the original to the Graduate Program Coordinator. It is recommended that the student keep a copy for their own records.*

**This form must be in the student’s file in order to request the prelim warrant. It will usually be filed at the time of the prelim planning meeting, but must be completed prior to obtaining the warrant**