

Ph.D. Requirements Department of Animal and Dairy Sciences

Ph.D. Requirements in Animal Sciences or Dairy Science in the Department of Animal and Dairy Sciences

To complete the Ph.D. degree in Animal Sciences or and Dairy Science in the Department of Animal and Dairy Sciences at the University of Wisconsin-Madison requires successful completion of the following items. Each item must be completed in a timely fashion as noted, or the student will not be allowed to register until the forms are completed and turned in to the Graduate Program Manager. Working closely with your advisor and committee is essential for the successful completion of a Ph.D. degree. Please note that minimum requirements are provided, however successful completion of the Ph.D. requires achieving the standing of a demonstrated scientist through your Ph.D. program and by making a significant research contribution to the scientific literature.

- I.** Select graduate program (Animal Sciences or Dairy Science), form a Ph.D. Mentor and Examination Committee (by end of 2nd semester). Submit completed corresponding form to Graduate Program Manager.
- II.** Meet with Ph.D. Mentor Committee to approve Plan of Study (by end of 2nd Semester). Submit completed corresponding form to Graduate Program Manager. Regular meetings with Ph.D. Mentor Committee are expected.
 - a. Complete coursework (except seminar and research) prior to preliminary examination (documentation of completion is required before preliminary examination).
- III.** Schedule your preliminary examination and submit completed corresponding forms to Graduate Program Manager for preliminary examination (by end of 4th semester).
- IV.** Complete written preliminary examination as outlined; complete oral preliminary examination as outlined (by end of 5th semester).
 - a. If passed, the warrant should be signed and returned to Graduate School. Student will become a dissertator.
- V.** Confirm Final Ph.D. Examination Committee. Submit completed corresponding forms to Graduate Program Manager.
- VI.** Complete research and thesis (documentation of completion is required before defense), schedule your final examination, and submit completed corresponding forms to Graduate Program Manager for final examination.
 - a. Successfully complete Final Defense and Examination.

The following forms must be completed, signed, and returned to the departmental Graduate Program Manager at the designated times.

Students should keep a copy of all signed forms, warrants, etc.

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**I. Ph.D. Mentor and Preliminary Examination Committee
(This form must be completed and approved by end of the second semester.)**

Name of Student:		Student ID:	
Discipline:			

Major professor and three committee members are required. Additional committee members may also be selected.

	Name:	Department:
Major professor:		
Committee member #1:		
Committee member #2:		
Committee member #3:		
Committee member #4: (optional)		

APPROVALS:

	Signature:	Date:
Student:		
Major Professor:		
Chair, Graduate Committee:		

Instructions

1. The graduate student formally requests the participation of the faculty on the committee.
2. The committee must have at least four members (including major professor).
3. The committee must have members from at least two UW–Madison graduate programs.
4. Up to three of the committee members may be graduate faculty in the Department of Animal and Dairy Sciences.
5. At least three committee members must be designated as readers.
6. The fourth member and additional members may be from the following categories, as approved by the Research and Graduate Education Committee: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified.
7. All committee members have voting rights. To receive a doctoral degree, students cannot receive more than one dissenting vote from their committee on the final degree warrant.
8. The student, major professor, and chair of the Research and Graduate Education Committee must approve all members on this committee.
9. Changes to a Ph.D. Mentor Committee must be submitted in writing to the Departmental Research and Graduate Education Committee.
10. Detailed information regarding the Ph.D. Mentor Committee requirement for the UW-Madison Graduate School: <https://grad.wisc.edu/documents/committees/>.

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Instructions for Plan of Study (see next page for the form to be completed)

Students must meet all Graduate School and Departmental requirements and should discuss planned coursework with major professor and Ph.D. Mentor Committee.

Departmental Requirements:

1. Minimum of 51 graduate credits (semester credits, courses numbered 300 or greater), after the BS degree. A minimum of 32 of these graduate credits must be taken while a graduate student at UW-Madison (minimum Graduate Residence Credit Requirement).
NOTE: Courses taken post-BS as a Special Student (not enrolled in a graduate program) do NOT automatically count toward a graduate degree. To use these credits toward a graduate degree, the student should obtain approval of the department and graduate school PRIOR to taking the courses.
2. At least 50% of the graduate coursework (26 credits) must be in didactic graduate-level courses (formal classes or formal seminars) designed for graduate work. In other words, courses numbered > 700 or courses numbered 500-699 that are composed of at least 50% graduate students or courses that assess graduate students separately from undergraduates.
3. Minimum 3.0 Cumulative GPA (B average) in all graduate coursework taken at UW-Madison.
4. Minimum of 8 Credits of Departmental 990 (Research).
5. Graduate Seminar: graduate students are required to enroll in the Departmental Graduate Seminar (900) at least one time per academic year and receive a grade of B or better. The Animal and Dairy Science Seminar will be offered in the Fall and Spring semesters. Ph.D. students are required to present at least two seminars in the Departmental Seminar during their Ph.D. program.
6. The above items represent minimum requirements. Most students require coursework, research, and time more than the minimum to successfully complete the Ph.D. degree. In addition, Ph.D. committees may suggest additional courses.
7. Prior to attaining dissertator status, full-time students should register for 8-15 total credits (courses, seminars, and research) each spring and fall semester and 2-12 total credits during summer semester if they are a Research Assistant. Students conducting research should register for at least 1 credit of 990 during each semester when research is conducted.
8. After attaining dissertator status, the student must register for exactly 3 credits each semester until graduation. One of these credits may be Graduate Seminar (900).
9. A doctoral minor is required by the graduate programs in the Department of Animal and Dairy Sciences. Students must complete a minor degree before they can be granted dissertator status. There are two minor degree options:
Option A External Minor: Requires a minimum of nine credits in a single department/program, such as Statistics or Computer Science. Selection of this option requires the approval of the minor department/program. Students interested in an Option A minor should contact the minor department.
Option B Distributed Minor: Requires a minimum of nine credits in one or more departments/programs and can include course work in the major department/program. This option requires approval by the Mentor Committee.
10. Special Skills requirement: Ph.D. students should complete a course in the following 2 areas:
 - a. Educational principles (DS 799, Teaching or Extension Practicum or other approved course)
 - b. Technical Writing course

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II. Plan of Study

(This form must be completed and approved by the end of the second semester.)

Student:		Student ID:	
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LIST PROPOSED GRADUATE COURSES. Minimum 51 total credits, at least 32 credits at UW-Madison, at least 26 in didactic course (formal classes or formal seminars).

Course:	Description:			Credits:	Institution:	Semester:
Skills Courses	Dept.:	Course #:	Description:	Credits:	Institution:	Semester:
1. Education						
2. Writing						

APPROVALS:

	Signature:	Date:
Student:		
Major Professor:		
Committee Member 1:		
Committee Member 2:		
Committee Member 3:		
Committee Member 4: (Optional)		
Chair, Graduate Committee:		

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**III. Request for Preliminary Examination
(This form must be approved prior to the end of the Fourth Semester)**

	Name:	Signature:	Date:
Student:			
Major Professor:			

Student and major professor should complete indicated sections. The signed form should be sent to the Graduate Program Manager who will work with Graduate Committee Chair to verify that all departmental requirements have been met. Once this completed form, the completed **IV Plan and Dates for Ph.D. Preliminary Examinations** form, and the [PhD Warrant Request form](#) have been submitted to the Graduate Program Manager, the Graduate Program Manager will submit the request for a preliminary exam warrant to the Graduate School. These completed forms should be submitted at least 4 weeks before the oral portion of the preliminary exam.

GRADUATE DEPARTMENTAL SEMINAR (900 taken at least once per academic year; present at least once before preliminary exam)

List graduate seminars attended, semester grade, and title of presentation, if done.

Semester:	Grade:	Date and Title of Completed Presentation:

Checklist of requirements (For Office Use Only). Student should use this as a guide, but leave the OK column blank for office to use.

	Requirement:	OK (Office):
1.	Certification form filed and approved	
2.	Preliminary Examination Committee approved	
3.	Satisfactory Progress on coursework plan	
4.	Minimum GPA of 3.0	

APPROVED:

	Signature:	Date:
Chair, Graduate Committee:		

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Instructions for Preliminary Examination (see next page for the form to be completed)

All Ph.D. students are required to pass a qualifying examination before the end of the fifth semester of their Ph.D. program after the majority of their coursework is completed. The purpose of the qualifying examination is not to evaluate progress on the thesis project. **The purpose of the qualifying examination is to assess the depth and breadth of knowledge and the candidate's ability for scientific reasoning.**

The qualifying examination will include two components: a written component followed by an oral examination. The format (timing, location, open/closed book) of the written component and oral examinations shall be determined by the major professor, agreed upon by the members of the Ph.D. committee, and approved by the chair of the Graduate Committee.

Written Component: can be written examination questions prepared by each of the Ph.D. committee members, or alternatively, the Ph.D. committee may require a written scientific proposal that is ready for submission to a federal agency.

Oral Examination: The oral examination shall take place within 4 weeks of completion of the written component. During the oral examination, questions may be asked from any area including clarification of written examination question or defense of the formal proposal.

After completion of the written and oral components of the qualifying examination, the Ph.D. committee will determine whether the candidate has passed the examination.

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IV. Plan and Dates for Ph.D. Preliminary Examinations
(This form must be approved prior to the end of the fourth semester.)

Name of Student:	
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Plan for Preliminary Examination:

Date of Preliminary Examinations:

Written Component Date:

Oral Examination Date:

	Signature:	Date:
Student:		
Major Professor:		
Committee Member 1:		
Committee Member 2:		
Committee Member 3:		
Committee Member 4: (optional)		

APPROVED:

	Signature:	Date:
Chair, Graduate Committee:		

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V. Ph.D. Final Examination Committee:

(Note: these members may or may not be the same as the Ph.D. Mentor Committee)

Name of Student:		Student ID:	
Discipline:			

Major professor and three committee members are required. Additional committee members may also be selected.

	Name:	Department:
Major professor:		
Committee member #1:		
Committee member #2:		
Committee member #3:		
Committee member #4: (optional)		

APPROVALS:

	Signature:	Date:
Student:		
Major Professor:		
Chair, Graduate Committee:		

Instructions

11. The graduate student formally requests the participation of the faculty on the committee.
12. The committee must have at least four members (including major professor).
13. The committee must have members from at least two UW–Madison graduate programs.
14. Up to three of the committee members may be graduate faculty in the Department of Animal and Dairy Sciences.
15. At least three committee members must be designated as readers.
16. The fourth member and additional members may be from the following categories, as approved by the Research and Graduate Education Committee: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified.
17. All committee members have voting rights. To receive a doctoral degree, students cannot receive more than one dissenting vote from their committee on the final degree warrant.
18. The student, major professor, and chair of the Research and Graduate Education Committee must approve all members on this committee.
19. Changes to a Ph.D. Mentor Committee must be submitted in writing to the Departmental Research and Graduate Education Committee.
20. Detailed information regarding the Ph.D. Mentor Committee requirement for the UW-Madison Graduate School: <https://grad.wisc.edu/documents/committees/>.

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VI. Request for Ph.D. Final Examination:

	Name:	Signature:	Date:
Student:			
Major Professor:			

Student and major professor should complete indicated sections. The signed form should be sent to the Graduate Program Manager who will work with Graduate Committee Chair to verify that all departmental requirements have been met. Once this completed form and the completed [PhD Final Warrant Request form](#) have been submitted to the Graduate Program Manager, the Graduate Program Manager will submit the request for a final exam warrant to the Graduate School. These completed forms should be submitted at least 4 weeks before the exam.

DEPARTMENTAL SEMINARS (900 should be taken at least once during each academic year; students should present during seminar at least twice during Ph.D. program). **List graduate seminars attended, semester grade, and title of presentation, if applicable:**

Semester:	Grade:	Presentation Date and Title if done:

Checklist of Requirements (Office use):

	Requirement:	OK (Office):
1.	Passed preliminary exam	
2.	Completion of any deficiencies from preliminary examination	
3.	Completion of all coursework listed on certification form	
4.	Final Examination Committee approved	
5.	Completion of coursework plan, including 51 credits graduate coursework	
6.	Completion of 32 graduate credits at UW-Madison	
7.	Completion of 26 graduate credits in didactic courses or seminars	
8.	Minimum GPA of 3.0	
9.	At least 8 Credits of research	
10.	Continuous enrollment since Preliminary exam	

For exceptions to requirements, attach evidence of prior approval by the Research and Graduate Education Committee. For unsatisfactory evaluations, attach evidence of completion to the Departmental Research and Graduate Education Committee.

APPROVED:

	Signature:	Date:
Chair, Graduate Committee:		