

Doctoral Students - Steps for Prelim Exam

Before your Prelim

1. **Register for 590 Individual Topics.** (After your Prelim, you will register for 599 Thesis Research until your Final Defense.)
2. **Work with your Advisor to Schedule your Prelim.** Following completion of coursework, students will take a Preliminary Examination (no later than the end of the 1st semester of their 3rd year). Go to [Graduate Resources/FAQ](#) for information about the Prelim and download the [EEB Graduate Handbook \(PDF\)](#) for more thorough information.
3. **Reserve a Room or provide a Zoom Meeting link** for your Prelim after the date and time have been approved by your committee. **Inform the EEB Office Administrator** of the date, time, room/zoom link, and the names of your committee members at least **3 weeks before** your Prelim date. If you need help reserving a room, contact the EEB Office Administrator.
4. Submit a **Graduate College Preliminary Exam Committee Approval Request** through the [Graduate College Student Portal](#) exactly **3 weeks before** the date agreed upon by you and your committee for your Prelim Exam. You will need to submit the date, time, and place of the exam, as well as the NetIDs of all your committee members while also distinguishing which one is the Chair of the Committee and which one is your Director of Research (advisor). You can find the NetIDs of most of our faculty and affiliates in the [Graduate College Faculty Database](#).
5. Fill out the **EEB Pre-Prelim Form** (see Page 2, below) with your committee members. Student should meet briefly with each committee member prior to the exams. During this meeting, expectations for both the oral and written exams should be discussed.

After your Prelim

A passing grade qualifies the student as a Ph.D. candidate. If the committee determines that a student's performance during the exam does not warrant a passing grade, they will defer their decisions. A deferred decision will require you to take a second preliminary examination no later than the following semester (within 180 days of the first try). A second failure will result in dismissal from the program.

EEB Pre-Prelim Form

STUDENT: _____

Each student should meet briefly with each committee member prior to the exams. During this meeting, expectations for both the oral and written exams should be discussed. For each committee member, please indicate which of the six areas (Ecology, Evolution, Behavior, Genetics, Physiology, and Conservation) the student will cover. All committees should have representation from at least three (3) areas.

Committee Member	Area(s) to be examined	Signature	Date
Additional Comments:			

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