Instructions to Obtain the PhD Prelim Exam Warrant
See checklist for information on Prelim Exam and PhD minor

To request the Prelim Warrant, the SoHE Graduate Program Coordinator prepares paperwork to submit to the Graduate School at least three weeks before a student’s final prelim defense. It is the student’s responsibility to turn in all necessary paperwork to the department administrator so that this can occur in a timely fashion.

After the committee first discusses the prelim examination, students should submit a checklist signed by the committee to the SoHE Graduate Program Coordinator. Students should submit this form to obtain the PhD prelim warrant, signed by their advisors, within one week of receiving their prelim questions. The warrant cannot be ordered if the signed and completed PhD checklist has not been submitted.

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

Student’s Name: ___________________________________________ ID# __________________

Last, First, Middle

Proposed prelim exam defense meeting date: __________

Signed: Date: ________________________________

(Advisor’s signature)

Signed: Date: ________________________________

(Student’s signature)