



TEXAS A&M UNIVERSITY

Nutrition

# Preliminary Exam Checklist

## First - Check Yourself

1. Make sure your degree plan has been approved in DPSS (<https://ogsdps.tamu.edu/>).
2. Make sure you are in good academic standing (at least a 3.0 GPA, no holds on your account).
3. Make sure you have completed all the courses listed on your degree plan.\*

\*You may have up to 6 credit hours on your degree plan of courses you haven't taken yet and still schedule your prelim - but it's better to have all of your required coursework out of the way before your prelims if you can!

## Next - Check with your Committee

1. Check with your PI that they are ready for you to take your preliminary exam.
2. Poll your committee for times that they are all free\*\* for you to take your prelim - keep in mind, you'll need time to study, so try to poll their availability at least a month out from when you are aiming to take your exam.
3. Once you determine a time and date that works for your committee, and that you are comfortable with, you'll need to reserve a room to take your exam in. We recommend reserving the room for at least 3 hours so you have time to get through your presentation and then answer questions.

\*\* You may substitute one member of your committee to grade your preliminary exam if it is necessary. You will need to identify a suitable substitute with the help of your PI, and submit this name when you schedule your prelim in ARCS.

## Last - Make it Official!

1. Log in to Howdy and click on "My ARCS". You'll see a list of icons that shows where you are at in your degree process.
2. Click on the "Preliminary Exam" milestone - this will prompt ARCS to run an audit to verify your eligibility to schedule your prelim. For help with this, check out the ARCS Student Guide ([https://grad.tamu.edu/knowledge-center/grad-student-resources/academic-requirements-completion-system-\(arcs\)-student-guide](https://grad.tamu.edu/knowledge-center/grad-student-resources/academic-requirements-completion-system-(arcs)-student-guide))
3. If you meet all the requirements for scheduling, a box will appear that will ask you for the date and time of your exam, and you're all set!

If you have any questions or concerns, email Tyler Fadal ([tyler.fadal@ag.tamu.edu](mailto:tyler.fadal@ag.tamu.edu)) or Serina DeSalvio ([serina.desalvio@ag.tamu.edu](mailto:serina.desalvio@ag.tamu.edu)).