

## Checklist/Timetable for Doctoral Degree Requirements

Please refer to the Department's *Doctoral Degree Program Guidelines*, [Online Doctoral Milestone System](#) and [Graduate School's Doctoral Requirements](#) for additional information. Graduate School Forms can be downloaded from the Graduate School website.

Requirement	Deadline
<p><u>Advisory Committee Formation</u></p> <ul style="list-style-type: none"> <li>• Five members including your major advisor</li> <li>• Major advisor (chair)</li> <li>• At least 2 members in addition to your advisor must be voting members of Department of Biological Sciences</li> <li>• One member of your committee must be in your secondary area of concentration</li> <li>• Departmental Graduate Committee must approve all non-UWM Advisory Committee members. Submit cover letter and their CV to the Chair of the Graduate Committee.</li> </ul>	<p>Spring semester <b>year 1</b></p>
<p><u>Course Requirements</u> Total of 54 credits*</p> <ul style="list-style-type: none"> <li>-Course &amp; seminar credits (27) Note: the Bio Sci 94, 935, and 936 "Research Advances" seminars DO NOT count as graduate credit.</li> <li>-Credits in secondary area of concentration (9) Note: These 9 cr are part of (not additional to) the total 27 course &amp; seminar credits</li> <li>-Colloquium credits (4)</li> <li>-Research credits</li> </ul> <p>*If you enter the PhD Program with a MS degree, up to 27 credits from your MS can apply toward the 54 credits required (24 if your MS degree is from UWM). Your Advisory Committee makes the decision on which courses can count.</p>	<p>All course/seminar/secondary area and colloquium credits completed by end of <b>year 2</b></p> <p>Research credits completed by graduation</p> <p>Use <i>Plan of Study</i> to keep track of your course requirements and update yearly</p> <p>Submit <i>Doctoral Transfer Credit Approval Form</i> by end of <b>year 1</b></p>
<p><u>Language/Data Analysis Proficiency</u></p> <ul style="list-style-type: none"> <li>• Demonstrate proficiency in data analysis by taking 12 cr at the 200 level or above in any combination of mathematics, statistics, or computer science courses, including those taken as an undergrad.</li> <li>• Demonstrate foreign language proficiency by 12 cr in single language, scoring <math>\geq 50^{\text{th}}</math> percentile in ETS language proficiency exam or by satisfactory completion of timed translation of scientific paper.</li> </ul>	<p>End of <b>year 2</b></p>
<p><u>Residency</u> <i>Continuous-year requirement</i> You must complete 8 to 12 graduate credits in each of two consecutive semesters, or 6 or more graduate credits in each of three consecutive semesters, exclusive of summer sessions. This</p>	<p>By the end of <b>year 4</b></p>

<p>requirement is intended to provide immersion in the chosen discipline and foster participation in the community of scholars.</p> <p><i>50% of credits requirement</i> At least half of the graduate credits required for the Ph.D. must be completed at UWM in doctoral status.</p>	
<p><u>Submit/Defend Dissertation Proposal</u></p> <ul style="list-style-type: none"> <li>• Submit your thesis proposal to your committee at least one week before the hearing. Confirm that this time is sufficient for your committee.</li> <li>• You should prepare a 20-30 minute oral presentation of your proposal or as directed by your committee.</li> <li>• Expect to answer questions for at least one hour.</li> <li>• Set the date/time and reserve the room at least two weeks in advance of the hearing. Reserve the room for two hours.</li> </ul>	<p><b>End of year 2</b> Complete the Doctoral Dissertation Proposal Hearing Form located in the <a href="#">Online Doctoral Milestones System</a>. The form will be approved electronically by your Advisor and Graduate Program Chair and forwarded to the Graduate School for final processing.</p> <p>Submit the departmental <i>Doctoral Thesis Proposal Hearing Form</i> to the Graduate Program Assistant.</p>
<p><u>Preliminary Exam (Parts I and II)</u> <i>One-credit exemption</i> During the semester that you are preparing for doctoral prelims, you may enroll for a minimum of one graduate credit and still be considered full time for financial aid or grant purposes, even if you are a Teaching or Research Assistant. International students should check with the Center for International Education for more information. This status is available for one semester only, and does not fulfill residence requirements. <b>You must have already submitted the electronic Application for Doctoral Preliminary Examination Form to be eligible.</b></p> <p><i>Part 1: Written exam</i> Please see <i>Doctoral Degree Program Guidelines</i> for more detailed information.</p> <ul style="list-style-type: none"> <li>• The members of the Committee shall identify the one or more areas of research for which the student will prepare a grant proposal, 2 “mini-proposals” or write essays answering questions in their field.</li> <li>• The student will have <b>six weeks</b> from the time he/she receives the questions (or alternatively, from the date of approval of the outlines) to write the research proposals or essays.</li> <li>• The written portion for each topic should not exceed 10 pages of single-space type for a single grant proposal or pages if two mini-proposals (exclusive of references) and must address issues raised in the question (s). If the student follows the proposal option, you must follow the format of proposals submitted to national granting agencies such as NSF or NIH. If the essay format is chosen, your committee decides its length, which should be similar to that required for the grant proposals.</li> </ul>	<p><b>Year 3</b> Complete the Application for Doctoral Preliminary Examinations available on the <a href="#">Online Doctoral Milestones System</a> at <b>least 3 weeks before</b> you plan on taking the exams. The form will be approved electronically by your Advisor and Graduate Program Chair and forwarded to the Graduate School for final processing.</p> <p>If you did not submit the Application for Doctoral Preliminary Examination form in the Milestones System, you must submit the <a href="#">Request for Exception</a> form to request the one-credit exemption.</p>

<ul style="list-style-type: none"> <li>• We <b>STRONGLY</b> advise you to procure appropriate examples of grant proposals prior to writing to the exam and examples of preliminary exams from fellow students.</li> <li>• The Advisory Committee will have one week after the date the proposals are due for submission to grade the proposals.</li> <li>• Within two weeks of passing the written examination, the student and the Committee should administer Part II (the oral exam) of the Preliminary Examination.</li> </ul> <p><i>Part II: The Oral Exam</i></p> <ul style="list-style-type: none"> <li>• The questions/topics of the written examination will be explored in further detail during the oral examination.</li> <li>• Set a date/time and reserve a room early. Reserve the room for two hours.</li> <li>• You may be asked to prepare a 15-20 minute oral presentation of the written portion of your exam.</li> <li>• Expect to spend at least one hour answering questions.</li> <li>• Failure to pass one part of the Preliminary Exam will result in dismissal from the program. (See <i>Doctoral Degree Program Guidelines</i> for more information)</li> </ul>	<p>Submit the signed departmental <i>Doctoral Preliminary Examination Form</i> with the attached Prelim Exam Questions to the Graduate Program Assistant.</p>
<p><u>Dissertator Status</u> You are eligible to become a dissertator when you have:</p> <ol style="list-style-type: none"> <li>1. Completed all major and minor course requirements.</li> <li>2. Passed the doctoral preliminary examination.</li> <li>3. Submitted an online dissertation topic summary or online proposal hearing form in the online Doctoral Milestones System.</li> <li>4. Completed the residence requirements.</li> <li>5. Cleared incomplete and "progress" grades/reports in non-research courses.</li> <li>6. Achieved a 3.0 or higher cumulative GPA.</li> <li>7. Completed the language/data analysis proficiency requirement.</li> </ol> <p>Doctoral students with dissertator status must maintain continuous registration. A dissertator must register for three (3) graduate-level dissertation or research credits (at the current per-credit dissertator rate) each semester until the Graduate School accepts the dissertation.</p>	<p>After completion of Preliminary Exams and Dissertation Proposal Hearing, you need to complete the Doctoral Dissertator Status Requirements Form available on the <a href="#">Online Doctoral Milestones System</a> for this information to be verified by the Graduate School. <b>You must submit this form before the semester begins.</b> The Graduate School will notify you by email when they approve your dissertator status.</p>
<p><u>Complete Dissertation Research</u></p>	<p><b>Years 4 and 5</b></p>
<p><u>Dissertation Submission, Defense, Departmental Colloquium and Manuscript Submission</u></p> <p><i>Graduation Application</i></p> <ul style="list-style-type: none"> <li>• Complete the Application for Doctoral Dissertation and Graduation Form in PAWS</li> <li>• Before you submit this form, check the <a href="#">Graduation Dates and Deadlines</a> for the deadlines for application submission, thesis defense and thesis submission to graduate that semester. If you</li> </ul>	<p><b>Year 5</b></p> <p>Complete and submit Part I of the Application for Doctoral Dissertation and Graduation Form via PAWS <b>by the posted deadline.</b> You must also pay a non-refundable \$40 graduation processing</p>

cannot meet these deadlines, your graduation may be delayed until the following semester.

#### *Minimum Credit Registration*

- You must be registered for at least three (3) UWM graduate credit (audit not allowed) during the semester your degree is awarded

#### *Present Departmental Colloquium*

- **The presentation of your research in a Departmental Colloquium is a requirement for completion of your degree.**

#### *Dissertation and defense and thesis submission*

- Once you and your advisor are satisfied with the quality of your thesis, give it to your Advisory Committee. Confirm how far in advance of your defense that your committee wants to receive your thesis, but it should be at least two weeks before the hearing.
- You should prepare a ~ 45 minute oral presentation of your research.
- Expect to answer questions from the general audience first and then expect to answer questions/discuss topics from your Advisory Committee for at least one hour.
- Set the date/time and reserve the room at least two weeks in advance of the hearing. Reserve the room for two hours.
- You must have your warrant from the Graduate School before your defense. Obtain your warrant from the Graduate Program Assistant.
- Submission of thesis to Graduate School

Follow the instructions from the Graduate School for [electronic submission of your thesis](#).

*Submission or acceptance of at least one primary authored manuscript in peer-reviewed journal before graduation.*

- **This is a requirement for completion of your degree.**

#### *Graduation*

Refer to the [Graduation Dates and Deadlines](#) for more information on commencement.

To graduate in the semester you applied for, you must meet these

fee, which will be billed by the Bursar's office during the semester. If you do not graduate, another application must be submitted but no additional fee is required. The Graduate Program Chair will receive the Warrant for Doctoral Defense from the Graduate School.

**Check with the Graduate Program Assistant at least 3 weeks before your defense to be certain it is in your file. You cannot proceed to your defense without it.**

Contact the Colloquium Organizer to schedule a date for your Departmental Colloquium. **You must do this well in advance of the beginning of the semester.**

Refer to the [Graduation Dates and Deadlines](#) for the specific deadlines for the defense date and thesis submission each semester.

*If any of these deadlines are not met, you must apply and graduate in the next semester. **You will not be required to register for the next semester if the dissertation has been defended, passed, and accepted by the Graduate School before the first day of classes for the next semester. The date of graduation, however, will be the next semester.***

<p>deadlines:</p> <ul style="list-style-type: none"> <li>• Apply for graduation by the posted deadline for the semester in which you intend to graduate.</li> <li>• Submit the Application for Doctoral Graduation in PAWS. Applications do not carry forward; you must re-apply if you did not graduate in the semester you anticipated.</li> <li>• Hold the dissertation defense by the posted deadline.</li> <li>• Submit your final dissertation by the posted submission deadline. Submission to the Graduate School must include: <ul style="list-style-type: none"> <li>-An electronic submission of the thesis through the <a href="#">ProQuest ETD Administrator</a>. More information on the submission process found on the Graduate School's <a href="#">Electronic Theses and Dissertation</a> website.</li> <li>-<a href="#">Thesis &amp; Dissertation Approval and Publishing Options Form</a> with an original signature from you and your major professor.</li> <li>-Complete the online <a href="#">Survey of Earned Doctorates</a>.</li> </ul> </li> </ul>	
<p><u>Yearly Committee Meetings</u></p> <p>At your yearly committee meeting you will submit to and have your committee approve your annual <i>Graduate Student Progress Report</i> and update your <i>Plan of Study</i>. Your committee will complete and file their assessment of your progress using the annual <i>Advisory Committee Progress Report</i>.</p>	<p>File your <i>Progress Reports</i> and <i>Plan of Study</i> by <b>May 15</b> of your <b>first year</b>. You must update your <i>Progress Reports</i> and <i>Plan of Study</i> and file <b>yearly</b> by <b>January 15</b>.</p> <p>Return all three forms to the Graduate Program Assistant.</p>
<p><u>Travel Support for Research Presentations at Meetings</u></p> <ul style="list-style-type: none"> <li>• Request Travel Support from the Graduate School. For more information see the Graduate School's <a href="#">Graduate Student Travel Awards</a>. Funded amounts vary depending on distance, receipt of prior support through this program, and other current support. Funding is provided as reimbursement of expenses after the travel has been completed. There is a cumulative limit of approximately \$1,000 per student for each program in which the student is enrolled. <ul style="list-style-type: none"> <li>-Students are encouraged to submit applications six months <i>before</i> the event.</li> <li>-Students may not apply more than six months after the event.</li> <li>-Each student may apply only once for a specific conference/event (e.g. the American Physical Society meeting, March 2012).</li> <li>-Each student is limited to two applications per academic year.</li> </ul> </li> <li>• Ruth Walker Funds for travel support.</li> </ul>	<p>Please contact the Graduate Program Assistant for information on the Ruth Walker Funds for Travel Support.</p>