

## **ATTENTION FUTURE DOCTORAL DISSERTATOR STATUS STUDENTS**

### **You are eligible to become a dissertator when you have:**

1. Completed all major and minor course requirements. (see your Chemistry and Biochemistry Graduate Student Handbook)
2. Completed your Advanced Qualifying Examination (AQE) in the Chemistry Department.
3. Passed the doctoral preliminary examination (orals).
  - You must complete, within the first two weeks of the semester, the electronic Application for the Doctoral Preliminary examination, located in the online Doctoral Milestones System <http://www.graduateschool.uwm.edu/forms-and-downloads/>
  - After you electronically submit the form, the Graduate Subcommittee Chair will be notified to submit their approval, then eligibility is validated by the Graduate School. After the exam (oral), the Graduate Subcommittee Chair will enter the results and submit their approval online. It then goes to Graduate School for Final process.
  - One-credit exemption  
During the semester that you are preparing for doctoral prelims, you may enroll for a minimum of 1 graduate credit and still be considered full time for financial aid or grant purposes. 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. To request this option, you must have already submitted your online Application for Doctoral Preliminary Examination.

If you fail the prelim, the department must provide you with a written policy regarding continuation. If you miss the scheduled prelims, you must file a new application for the next semester.

Your preliminary results will be posted in the memorandum section of your unofficial transcript).

4. All incomplete and “progress” grades/reports in non-research courses are cleared.

### **Now that you are eligible for dissertator status, you should:**

- Submit an online Application for Doctoral Dissertator Status, located in the online Doctoral Milestones System, for this information to be verified and approved by the Graduate School and the Chair of our Graduate Sub-Committee.
  - **You must submit the online form before the semester begins.**
- Your dissertator status is confirmed with an e-mail from the Graduate School doctoral specialist, Pat Hayes. Once you have received the email from Ms. Pat Hayes of your dissertator status effective date, you can only register for a maximum of 3 graduate-level dissertation or research credits.
- Finally, complete the online Doctoral Dissertation Proposal Hearing Form; again, in the online Doctoral Milestones System. The form is forwarded to Graduate Student Services for final processing.