


Please select a student, below



Students: You will need to select your own name here before you begin.
Program Users: Select the student that you need to work on from the drop down list.

Application for Preliminary Exam

Student: Please enter a minimum of 3 committee members. Select their name from the drop down menu. If they are Not Listed, enter their First Name, Last Name, and email. Then, indicate which member is your Major Professor. Next, fill out the Prelim Enrollment Semester section. Lastly, click Submit.

Basic instructions appear at the top of each section.

Students: To enter your committee, if the name is not in the drop down, select Not Listed. Three new fields will appear and you will need to enter their First Name, Last Name, and email. As more faculty log into the site, the drop down will gradually add their names to the list.

Indicate which member is the Major Professor by clicking the radio button next to their name. They will get email notifications to log in and approve your application.

Major Professor

Member:

Member:

Member:

Member:

Member:

Member:

Prelim Enrollment Semester:

Select the semester and year you will be finishing prelims. During this semester, you are permitted to enroll in as little as 1 graduate credit and maintain full-time enrollment.

/

Students: Select the semester and year that you plan to finish prelims, or the semester you are preparing for the preliminary exam. This grants you "prelim status" in PAWS for that semester only. You can enroll in just 1cr during this semester, and will be reported as full-time, which satisfies enrollment requirements for financial aid, graduate assistant tuition remission, Graduate School fellowships, and federal visa requirements for international students. NOTE: your program may require you to enroll in more than 1cr, so you must check with your program.

Students: Click Submit or your information will be lost. If there's any missing required information, the system will tell you.

Committee Approval

Please review the student's committee and Prelim Status Semester for correctness. If there are errors, contact the Grad School at gs-doctoralservices@uwm.edu. If correct, select your role and click Submit.

Major Professor Approval

Graduate Program Representative Approval

Graduate School Approval

Major Professors, Grad Reps, Support Staff: Depending on who you are, one of the Submit buttons will be green for you to approve, and the others will be grayed out. Check the box next to your role, and click Submit.

Grad Reps: You no longer have to switch between Grad Rep and Professor views. If you are both the Major Professor and Grad Rep, you will be able to approve both.


Support Staff: You have been automatically given access to approve in lieu of the Grad Rep. You must determine within your program if that is a function you are approved to do.

Final Exam Results

Major Professor: select the date of the student's final preliminary exam, then select Pass or Fail, and click Submit.

Grad Rep: review the result, enter your approval, and click Submit.

If there are errors, contact the Grad School at gs-doctoralservices@uwm.edu.

Date: 

Pass Fail Major Professor Approval

Major Professor: Once the student completes prelims, log in and select the final date prelims were completed, and choose the result.

The Grad Rep will receive notification to log in and approve the Major Professor's action.

The Grad School will then record the approved result in the student's PAWS record.

Graduate Rep Approval

Graduate School Approval

Topic Summary or Abstract

This is only needed if your program allows you to achieve dissertator status prior to passing your Proposal. If your program requires a Proposal Hearing before dissertator status, then skip this section and go to Proposal Hearing.

Students: The Topic Summary/Abstract is used in programs that allow a student to become a dissertator prior to having the proposal accepted. If your program requires you to pass the proposal in order to be a dissertator, then you can skip this section.

Submit

Application for Proposal Hearing

The Proposal Hearing is REQUIRED for PhD graduation, so you cannot skip this section. **If your program has the prelim and proposal combined into one event, then both the Prelim section and the Proposal section should be completed at the same time.** This section can be completed before or after you have achieved Dissertator Status, depending on your program.

Student: Please enter your current dissertation title, and a minimum of 3 committee members. Select their name from the drop down menu. If they are Not Listed, enter their First Name, Last Name, and email. Then, indicate which member is your Major Professor. Click Submit to finish.

[Need Help?](#)

Dissertation Title

Students: Enter your current working title here. This might not be your final title.

Major Professor

Member:

Submit

Member:

Member:

Member:

Member:

Member:

Students: Committee selection here works the same as for Prelims. You may have different members. You may also indicate a different Major Professor if this has changed since Prelims.

Proposal Hearing Results

Major Professor: enter the date of the Proposal Hearing, select Pass or Fail, and click Submit. Grad Rep: review the result, enter your approval, and click Submit. If there are errors, contact the Grad School at gs-doctoralservices@uwm.edu.

Date:

Pass Fail Major Professor Approval

Submit

Graduate Rep Approval

Submit

Graduate School Approval

Submit

Major Professor, Grad Rep, Support Staff: The approval process here works the same as for Prelims.

Application for Dissertator Status

Dissertator Status in the context of this application refers to a change in your student status in PAWS. It does not correlate to any professional or academic distinction that may exist in your particular field. If you have not completed this section, then you do NOT have dissertator status.

Student: Please select your Major Professor from the drop down menu, and then select the semester and year you will begin dissertator status. Click Submit. If your Major Professor is not listed, contact the Grad School at gs-doctoralservices@uwm.edu.

Major Professor:

Students: Choose your Major Professor here. It should likely be the same as either your Prelim or Proposal selection. If not, send an email to gs-doctoralservices@uwm.edu

Semester you plan to start dissertator status: /

Submit

Students: Select the semester and year you wish to begin dissertator status.

In order to achieve dissertator status, you must first pass the preliminary exam, and the proposal hearing or topic Summary

Preliminary exam:

Proposal Hearing: When the student has passed both Prelims and Proposal (or submitted a Topic Summary/Abstract), that will be indicated here automatically.

Topic / Abstract: Yes

The Graduate School must confirm the following requirements:

- Yes No Continuous year residency requirement
- Yes No Cumulative GPA of at least 3.00 in doctoral status
- Yes No Cleared all incompletes in non-research courses

Once the student has initiated the Dissertator Status application, the Grad School will review to make sure the student meets all eligibility requirements. Once all three are approved, the Major Professor will receive an email notification to review for program requirements.

Submit

Once these items have been completed, your advisor and program must confirm all program requirements have been met:

- Yes No Major Course Requirements
- Yes No Minor Course Requirements(if applicable)
- Yes No Foreign Language or Other Program Requirements (if applicable)
- Yes No Major Professor Approval

Major Professor: Please indicate if the student has met all of your program's requirements. **If your program does not have minor requirements or language requirements, please select Yes.** Then select your own approval for the student to begin dissertator status and click Submit.

Submit

Yes No Graduate Program Rep Approval

Grad Rep/Support Staff: Indicate your approval for dissertator status and click Submit.

Yes No Graduate School Approval

Dissertator Status has been approved for: /

Submit

The Grad School enters the final approval of dissertator status and updates the student's status in PAWS. The student must then comply with the Dissertator Continuous Enrollment Requirement every semester until graduation.

ADDITIONAL NOTES ON DOCTORAL MILESTONES

Detailed explanations of the different milestones can be found on the Graduate School website:

<https://uwm.edu/graduateschool/doctoral-milestones/>

Committee Requirements: For Prelim and Proposal, there must be a minimum of 3 committee members, which includes the Major Professor. They must be approved graduate faculty members. ONE committee member may be external to UWM, unless the program has an approved exception. UWM faculty that leave or retire may continue to serve on doctoral committees for up to two years. After two years, they may serve as external members. The program ultimately decides who may or may not serve on doctoral committees in that program.

Applications for Prelims and for Dissertator Status: Since these two applications result in a change in the student's status in PAWS, it is imperative that these applications be completed before the semester begins for which the student is requesting prelim or dissertator status. The last day any status changes can be entered in PAWS is the semester add/drop deadline. If the student has not met ALL eligibility requirements for prelims or dissertator status by that date, then they will NOT be able to be approved for that semester.

Preliminary Exams must be passed within 5 years of the student's start in the PhD program. The student will not be permitted to enroll beyond that if they have not passed prelims. This includes programs that have a combined prelim and proposal. The student may request an extension, if the program supports it, by submitting a Request for Exception form. <https://uwm.edu/graduateschool/forms-downloads/>

Dissertator Continuous Enrollment Requirement: Students with dissertator status in PAWS must maintain continuous registration. A dissertator must register for 3 graduate-level dissertation or research credits each fall and spring semester until graduation. During any summers in which a student uses University facilities or faculty time, is a fellow or research assistant, or plans to graduate, they must register for 3 graduate-level credits in the regular eight-week summer session. Three is the minimum (and the maximum) number of graduate credits required per semester. Dissertators are full-time at 3cr, which fulfills enrollment requirements for financial aid, graduate assistant tuition remission, Graduate School fellowships, and federal visa requirements for international students. Dissertators are also charged a reduced tuition rate. NOTE: Some programs have approved exceptions or other enrollment options, so the program must be consulted about dissertator enrollment.

The Graduate School monitors dissertator enrollment every semester to be sure that students are registered properly. The Graduate School has the authority to remove them from dissertator status if they are not in compliance with dissertator regulations. The Graduate School will notify them and the program of dissertator status requirements and of any registration problems. If they do not maintain continuous registration, they will be placed in a default status.

Default status: If a student breaks the continuous registration requirement after attaining dissertator status, they will be assessed a dissertator default fee of 12 credits at the time of graduation. If they resume continuous enrollment, the 12-credit default fee is reduced by 3 credits per semester for each consecutive semester of enrollment. If they return and enroll for at least four consecutive semesters following a break in registration, the default fee is not assessed at the time of graduation.