# Table of Contents

WELCOME! .................................................................................................................. 3
INTRODUCTION ....................................................................................................... 4
APPLICATION PROCESS ............................................................................................ 4
ADMISSIONS .............................................................................................................. 4
EMAIL & STUDENT MAILBOXES ........................................................................... 6
MAJOR PROFESSOR ................................................................................................. 6
  The Major Professor/Doctoral Student Relationship ....................................................... 6
  Selection of a Major Professor ...................................................................................... 7
  Termination of the Major Professor/Doctoral Student Relationship ......................... 7
  Retirement of Major Professor ................................................................................... 7
  Eligibility Criteria for Major Professor Status ............................................................ 8
  Major Professor / Doctoral Advisory Committee Eligibility Status Updates ..................... 8
  Responsibilities of the Major Professor ....................................................................... 9
PROGRAM OF STUDY .............................................................................................. 11
  Initial Program of Doctoral Study ............................................................................... 12
  Approval for Transfer Credits .................................................................................... 12
  Formal Program of Doctoral Study ............................................................................. 12
  Annual Progress To Degree ....................................................................................... 12
DOCTORAL ADVISORY COMMITTEE .................................................................... 12
  Selection .................................................................................................................... 12
  Role of the Doctoral Advisory Committee .................................................................. 13
  Eligibility Criteria for Doctoral Advisory Committee Status ....................................... 13
  Appointment of Non-UWM Committee Member .......................................................... 13
Ph.D. PROGRAM CHANGES ..................................................................................... 13
  Changes to Program of Doctoral Study ..................................................................... 13
  Request to Change Major Professor or Dissertation Committee Member ..................... 13
  Changes to Area of Concentration and/or Cross-Disciplinary Area ............................... 14
DOCTORAL PRELIMINARY EXAMINATIONS ...................................................... 14
  Retaking Preliminary Exams .................................................................................... 15
DISSERTATION ......................................................................................................... 16
  Candidacy ................................................................................................................ 16
  Dissertation Proposal & Hearing .............................................................................. 16
  Dissertation Credits .................................................................................................. 17
  Dissertator Status ....................................................................................................... 17
  Dissertation ............................................................................................................... 17
  Dissertation Defense ................................................................................................. 17
  Filing of Dissertation ................................................................................................. 18
  Distribution of Dissertation Copies ........................................................................... 18
TIME LIMIT .............................................................................................................. 18
FUNDING ................................................................................................................... 18
  Student Employment .................................................................................................. 18
  Graduate Assistant Appointments ............................................................................... 19
  Student Hourly Employment ...................................................................................... 19
  Scholarships and Fellowships .................................................................................... 19
  Chancellor’s Graduate Student Awards ....................................................................... 19
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td>19</td>
</tr>
<tr>
<td>APPEALS PROCEDURE</td>
<td>19</td>
</tr>
<tr>
<td>APPENDIX I – MILESTONES AND DEADLINES</td>
<td>22</td>
</tr>
<tr>
<td>APPENDIX II – FLOWCHART OF DEGREE ACTIVITIES</td>
<td>23</td>
</tr>
<tr>
<td>APPENDIX III – TIMELINE OF DEGREE ACTIVITIES</td>
<td>24</td>
</tr>
<tr>
<td>APPENDIX IV – GUIDE TO APPLICATION PROCESS</td>
<td>25</td>
</tr>
<tr>
<td>APPENDIX V – FORMS AND INSTRUCTIONS</td>
<td>27</td>
</tr>
<tr>
<td>PROGRAM OF DOCTORAL STUDY FORM</td>
<td>28</td>
</tr>
<tr>
<td>PROGRAM OF DOCTORAL STUDY FORM: CHECKLIST</td>
<td>29</td>
</tr>
<tr>
<td>PROGRAM OF STUDY – SAMPLE 1</td>
<td>30</td>
</tr>
<tr>
<td>PROGRAM OF STUDY – SAMPLE 2</td>
<td>31</td>
</tr>
<tr>
<td>APPLICATION FOR THE DOCTORAL PRELIMINARY EXAMINATION(S)</td>
<td>32</td>
</tr>
<tr>
<td>DISSERTATION COMMITTEE SELECTION FORM</td>
<td>33</td>
</tr>
<tr>
<td>APPLICATION FOR DOCTORAL DISSERTATOR STATUS</td>
<td>34</td>
</tr>
<tr>
<td>DOCTORAL DISSERTATION PROPOSAL HEARING FORM</td>
<td>35</td>
</tr>
<tr>
<td>APPLICATION FOR THE DOCTORAL DISSERTATION DEFENSE AND GRADUATION</td>
<td>36</td>
</tr>
<tr>
<td>CHANGE OF MAJOR PROFESSOR FORM</td>
<td>37</td>
</tr>
<tr>
<td>CHANGE OF DISSERTATION COMMITTEE FORM</td>
<td>38</td>
</tr>
<tr>
<td>APPENDIX VI – REQUIRED CLEARANCES</td>
<td>39</td>
</tr>
<tr>
<td>APPENDIX VII - CONTACTS</td>
<td>40</td>
</tr>
<tr>
<td>APPENDIX VIII - HELPFUL LINKS</td>
<td>41</td>
</tr>
</tbody>
</table>

Revised: 12/20/2012          phd handbook fall 2012-1.doc
WELCOME!
Congratulations and welcome to the Health Sciences PhD program at the University of Wisconsin-Milwaukee (UWM) in the College of Health Sciences (CHS)! We are delighted to have you join us.

It is an exciting time to be a doctoral student at UWM. By working with an esteemed and experienced group of faculty members from a number of departments and research units, our students have a unique opportunity to obtain interdisciplinary preparation and experiences in their academics and research. The pursuit of a doctoral education requires a two-fold commitment from both the student and the University. As a student, you will commit a significant amount of time, energy, and resources to this endeavor. For its part, the University is committed to facilitating your academic and professional success.

You are embarking on an academic journey that will require dedication, commitment and perseverance. The PhD is a research degree requiring in-depth study of your chosen topics. The culmination of your efforts will be a dissertation—an impeccable piece of original research that contributes to the knowledge base of the Health Sciences.

Please use the information provided in this handbook to serve as a guide as you navigate through your journey. The handbook contains descriptions of the Health Sciences PhD program policies and procedures, forms that must be completed and submitted within the course of doctoral study, and information on graduate student financial support. Regular communication with your major professor and doctoral committee members will be important to your success in the Health Sciences Ph.D. program. You also are to review the information and policies pertaining to PhD students at UWM that is provided on the UWM Graduate School website: http://www.graduateschool.uwm.edu/students/current/doctoral/

On behalf of the CHS faculty, I want to welcome you and wish you success in achieving your goals in undertaking advanced study in the Health Sciences PhD program. Please feel free to contact me with questions.

Sincerely,

Paula M. Rhyner, Ph.D., CCC-SLP, BRS-CL
ASHA Fellow
Assoc. Dean for Graduate Studies and Research
College of Health Sciences
Professor, Dept. of Communication Sciences & Disorders
INTRODUCTION
The Ph.D. program in Health Sciences is an interdisciplinary degree program within the College of Health Sciences (CHS) at the University of Wisconsin–Milwaukee (UWM). The program is designed to accomplish the following major objectives:

1) To provide advanced study and research training opportunities in the human health sciences.
2) To produce cohorts of scholars capable of advancing the discovery, dissemination, and application of new knowledge in the health sciences.
3) To prepare future academic leaders in the health sciences.

The Ph.D. in Health Sciences program requires that students complete a minimum of 72 credits beyond the Bachelor’s degree in two or more disciplinary areas. With the approval of the CHS Associate Dean for Graduate Studies and Research, up to 36 credits may be transferred from a master’s degree or other post-baccalaureate coursework in related fields such as:

- Communication Sciences and Disorders
- Kinesiology
- Occupational Therapy
- Physical Therapy
- Biomedical Sciences
- Health Informatics & Administration

The curriculum includes a set of core courses that provides a comprehensive structure for doctoral education. The core courses address content pertaining to:

1) philosophical foundations,
2) concepts and practices that contribute to students’ development as teaching scholars,
3) research methods, and
4) a series of seminars that build students’ critical thinking skills, familiarity with a range of health sciences research topics, and experience in scholarly dialogue and presentation.

In addition to the core courses, the program for each student is developed to include cross-disciplinary courses that are customized to the student’s area of interest. The cross-disciplinary coursework can include courses from departments within the CHS and from other schools and colleges.

APPLICATION PROCESS
All students must formally apply for admission to the UWM Graduate School before proceeding with studies toward the Health Sciences Ph.D. degree, including those who previously earned a degree at UWM.

ADMISSIONS
To be considered for admission to the Ph.D. program in Health Sciences applicants must satisfy all UWM Graduate School admission requirements. In addition, the applicant must meet the following College of Health Sciences requirements:
Prior to submitting an application, an applicant to the Ph.D. program in Health Sciences is encouraged to identify an area of research interest and a faculty member with an active research program in that area who has agreed to serve as the Major Professor. The Major Professor will serve as the student’s research advisor and chairperson of the student’s doctoral and dissertation committees. If the applicant does not identify a Major Professor, the CHS Office of Graduate Studies and Research will attempt to identify an appropriate match.

The applicant must submit scores for the General Test portion of the Graduate Record Examination (GRE). The applicant must have taken the GRE within last five years.

The applicant should hold a Master’s degree or equivalent in an area that provides foundational academic preparation for the proposed Health Sciences PhD "Area of Concentration." Individuals applying for the PhD program in Health Sciences without first completing a Master’s degree should present evidence of exceptional promise, as indicated by research experience/evidence of writing (e.g., published research) or an undergraduate project, letters of recommendation, GRE scores, and undergraduate GPA.

The applicant must provide a writing sample (e.g., thesis, published research article, etc.) that demonstrates his or her ability to conduct research and/or the ability to critically analyze the scholarly work of others.

The applicant must submit a letter outlining his or her academic and professional background, intended Area of Concentration, Major Professor, specific research interests, and goals for his or her Ph.D. program.

The applicant must request letters of recommendation from three individuals familiar with the applicant’s intellectual achievement and potential. At least two of the letters must be from faculty members or senior administrators at academic institutions.

The applicant must submit a current curriculum vitae (CV) that delineates his or her educational background, academic achievements, and professional experiences.

Applicants whose first language is not English must show Proof of English Language Proficiency as listed in the UWM Graduate School Degree Admission Requirements.

The key criteria that the Ph.D. admissions committee considers in evaluating an application are:

1) A minimum grade point average from the master’s degree program of 3.0 (on a 4.0 scale). One official transcript should be sent directly to the Graduate School from each undergraduate and graduate school attended.

2) Combined GRE score (Verbal plus Quantitative): 300 or greater (tests taken on or after August 1, 2011), 1100 or greater (tests taken prior to August 1, 2011).

3) Scholarly writing skills, as evidenced by writing sample(s), publication(s), or strong GRE writing score.

4) Master’s thesis or compensatory scientific training, experience, and accomplishment (e.g., publication). Applicants applying for the PhD without first
completing a Master’s degree should present evidence of exceptional promise, as indicated by research experience (such as evidence of scientific writing or an undergraduate research project, recommendations, GRE scores, and undergraduate GPA).

5) Acculturation to scientific values and personal commitment to science as evidenced by the personal statement and letters of recommendation.

Before applying, applicants that do not meet the minimum requirements should contact the CHS Office of Graduate Studies and Research and/or his or her proposed Major Professor to identify compensatory strengths and discuss strategies for remediating weaknesses.

After reviewing and discussing the application and supporting materials for an applicant, members of the Ph.D. Steering Committee will make an admission recommendation that the Office of Graduate Studies and Research will then forward to the appropriate College of Health Sciences departmental Graduate Faculty or Executive Committee and identified Major Professor. The final admission decision is contingent upon approval by the departmental Graduate Faculty Committee or Executive Committee, the applicant’s Major Professor, and the UWM Graduate School. In rare cases, an applicant who does not meet the minimum admission criteria might provide strong evidence of exceptional promise for success in the PhD program. In such cases, the department can determine that the applicant will be admitted to the Health Sciences PhD program on academic probation; conditions for continuation in the program will be determined by the department and presented to the applicant in the letter of admission.

EMAIL & STUDENT MAILBOXES

UWM Email Account
All students at UWM are assigned a UWM email account. The University Information Technology Services (UITS) will notify new students to inform them of their assigned email addresses and passwords. The UITS helpline number is (414) 229-4040. Students are to regularly check their e-mail accounts as the UWM Graduate School and the College of Health Sciences will communicate with graduate students via e-mail.

Doctoral Student Mailboxes
All enrolled Health Sciences PhD students will have an assigned mailbox which is located in the departmental homes of their Major Professors.

MAJOR PROFESSOR

The Major Professor-Doctoral Student Relationship
The Major Professor-doctoral student relationship is one of the most important and critical relationships the student will have throughout the PhD program. For this reason, it is imperative that the student’s Major Professor be selected with great care. The Health Sciences Ph.D. program requests that applicants to the program identify a Major Professor with whom they wish to work prior to program admission. A written request for exception to the requirement to identify a Major Professor prior to program admission can be submitted for consideration by the CHS Ph.D. Steering Committee.
Selection of a Major Professor
The multidisciplinary nature of the Health Sciences Ph.D. program is such that there are a number of doctoral faculty members representing diversity of research expertise. Thus, the selection of a Major Professor is an extremely important decision that should be premised on the following factors:

1) the Major Professor’s primary program of research is consistent with the student’s research interests and goals;

2) a comfortable professional and interpersonal relationship can be established between the student and the student’s Major Professor; and

3) the Major Professor has a clear and strong commitment to working with the student.

Termination of the Major Professor/Doctoral Student Relationship
The relationship between the Major Professor and doctoral student may be terminated by the student or, in some instances, by the Major Professor at any time. The student may terminate the relationship if, for example, research interests change significantly and another Major Professor can be identified. The Major Professor may terminate the relationship if, for example, a conflict of interest were to emerge that would prevent continuation in the role as Major Professor.

Diversity of research interests among the CHS faculty members is a very positive aspect of the program, but can present challenges if either the student or Major Professor wishes to discontinue the relationship. In such instances, the student will need to find another Major Professor with compatible research interests.

If the student’s Major Professor leaves UWM for a position at another university before the student has completed the PhD program, the Major Professor must determine whether the student would be invited to move to the new university. In instances where the student is invited to move with the Major Professor, the student often moves to the new university. The student may elect to remain at UWM if another Major Professor with whom the student can work is identified. If the Major Professor does not invite the student to move to the new university, the student must identify a new Major Professor. Selection of a new Major Professor can be a difficult task and one for which there are no assurances of success. The program will make every effort to assist the student in identifying a new Major Professor.

Retirement of Major Professor
Upon retirement or resignation, an individual who has been serving as a Major Professor for a particular Health Sciences PhD student may continue in that role for up to one year. After one year, s/he may be permitted to serve as co-Major Professor, consistent with the requirements of Graduate Faculty Committee Doc No. 1173. In such cases, the student must submit a written request to the CHS PhD Steering Committee for approval of the faculty member that will serve as the co-Major Professor with the retired faculty member. The faculty member to serve as Co-Chair should meet at least the criteria for serving on the doctoral dissertation committee. If the Co-Chair is a faculty member in the College of Health Sciences that is approved for PhD
Graduate Faculty status, the faculty member’s curriculum vitae (CV) is not required to be included with the request. If the Co-Chair will be a UWM faculty member outside of the College of Health Sciences, the student is to include the faculty member's CV as part of the written request. The request should adequately delineate the qualifications of the faculty member relative to the dissertation research to demonstrate the faculty member’s relevant expertise.

Eligibility Criteria for Major Professor Status
To hold “Major Professor” PhD Graduate Faculty status in the College of Health Sciences, a faculty member must:

1) hold an earned Ph.D. or equivalent doctoral research degree (e.g., D.Sc., Sc.D.) from an accredited institution
2) hold a faculty appointment within the College of Health Sciences at UWM
3) be a current member of the UWM Graduate Faculty
4) be an active scholar as evidenced by an established, defined line of research/scholarly work that has been peer reviewed (e.g., national peer reviewed scientific presentations, successful competitive research grant awards)

   The principal evidence should be the consistent pursuit of an established research program which is demonstrated by continuous publication of original research in peer reviewed journals. It is important that the publications are very recent. Publications not more than three years old with accompanying evidence of manuscripts under review may be considered adequate.

5) Chair of at least one master’s thesis or dissertation committee, or other demonstrated readiness to mentor a Ph.D. student; a faculty member who has not already served as Chair of a master’s thesis or dissertation committee for a completed student must have at least two senior committee members on the doctoral and/or dissertation committee which he or she chairs. (Senior committee members are those who have previously served as Chair of a Master’s thesis or dissertation committee.)

NOTE: Major Professor status will be determined on an annual basis. If a faculty member loses Major Professor status, students currently under his/her advisement will be permitted to continue to completion of the degree. The professor will continue mentoring current students but will not mentor any new students until Major Professor status is reinstated upon subsequent annual criteria reviews.

Major Professor / Doctoral Advisory Committee Eligibility Status Updates
The list of faculty and staff members who are eligible to serve as Major Professor or as members of a Doctoral Advisory Committee is updated at least annually. Using the current approved list as a starting point, each Department Chair is responsible for identifying any additions, deletions, or status changes for personnel in his/her department. The Chair’s proposed modifications are then reviewed with the department’s representative to the Ph.D. Steering Committee, who is responsible for ensuring that the classification of personnel in the revised list conforms to the eligibility criteria as set forth in the Health Sciences Ph.D. Student Handbook. Once the
department’s representative has reviewed and approved the revised list, the list then is presented for approval by the Health Sciences Ph.D. Steering Committee.

Responsibilities of the Major Professor

1) Assist the student in completing and maintaining the formal program of doctoral study in accordance with program requirements and research interests including:

   a) approving and submitting to the Associate Dean for Graduate Studies and Research the initial Program of Doctoral Study Form which is completed by the student in consultation with the Major Professor upon admission to the program

   b) approving and submitting to the Associate Dean for Graduate Studies and Research the formal Program of Doctoral Study Form which is completed by the student in consultation with the Major Professor upon completion of no more than 12 credits. The formal Program of Doctoral Study Form should also designate the Doctoral Advisory Committee and bear their approval signatures.

2) Serve as Chairperson of the student’s Doctoral Advisory Committee including:

   a) determining the student’s readiness to take the preliminary examinations and signing and submitting an Application for the Doctoral Preliminary Examinations to the College of Health Sciences Associate Dean for Graduate Studies and Research six weeks prior to administration of the examinations date. The student completes the application.

   b) coordinating the creation and administration of the student’s preliminary examinations

   c) approving and submitting to the Associate Dean for Graduate Studies and Research the student’s Dissertation Committee Form within one month of the student’s successful completion of the preliminary examinations. This committee will typically consist of the same individuals that constituted the student’s Doctoral Advisory Committee.

3) Provide the student with primary guidance throughout the dissertation proposal and dissertation research processes and completion of the dissertation to include assistance with:

   a) selecting and delimiting of research topic

   b) identifying and reviewing of relevant research literature

   c) developing an appropriate theoretical framework and research design

   d) developing and proposing the dissertation research including approving and submitting to the Associate Dean for Graduate Studies and Research the student’s Doctoral Dissertation Proposal Hearing Form six weeks prior to the proposal hearing.

   e) insuring that upon Dissertation Committee approval, proposed research involving any of the “Required Clearances” listed in Appendix VI receives
approval from the appropriate University oversight entity (e.g., Institutional Animal Care and Use Committee (IACUC), Institutional Review Board (IRB), etc.).

f) signing and submitting the student’s Application for Doctoral Dissertator Status to the Associate Dean for Graduate Studies and Research within two weeks of receiving Dissertation Committee approval of the dissertation proposal.

g) carrying out the research as proposed and approved

h) writing the dissertation and insuring that the dissertation complies with the UWM Graduate School “Master’s Thesis and Doctoral Dissertation Format requirements” and is written using American Psychological Association (APA) format.

i) defending the dissertation and ensuring that:

i) the dissertation is of publication-quality (as judged by the Dissertation Committee)

ii) the dissertation defense is held at least three weeks prior to graduation in an open forum

iii) the Dissertation Committee meets in closed session and makes a degree conferral decision

iv) the time and place of the public presentation is announced with adequate time (at least one week prior to the defense) so that faculty and students may attend

v) an Application for the Doctoral Dissertation Defense and Graduation is completed by the student and signed and submitted to the Associate Dean for Graduate Studies and Research no later than 6 weeks prior to the date of graduation

vi) the Warrant for Dissertation Defense (indicating pass or fail) or the deferral form is completed and returned to the UWM Graduate School within 10 working days of the defense or a deferral is automatically assigned

vii) the doctoral candidate schedules a format review appointment with the UWM Graduate School prior to filing the dissertation and a final submission appointment (see UWM Graduate School “Master’s Thesis and Doctoral Dissertation Format Requirements” for details)

viii) the doctoral candidate provides the College of Health Sciences Associate Dean for Graduate Studies and Research with a copy of the dissertation, a copy is filed with the UWM Graduate School and each member of the Dissertation Committee receives a copy. The student must follow the requirements of the UWM Graduate School for the formatting and submission of the final dissertation document.

4) Support the student upon attainment of dissertator status to complete remaining requirements for the degree within the required timeline.
5) Assist the student to insure completion of all requirements for the degree within seven years from the date of initial enrollment in the program.

**PROGRAM OF STUDY**

The Health Sciences Ph.D. program requires 72 credits beyond the Bachelor’s degree, including no more than 36 credits from a related master’s degree and/or other post baccalaureate coursework. A student must complete a minimum of 36 credits in doctoral status at UWM, including pre-candidacy and candidacy work.

Of the credits taken in residence, the student must complete at least 8 graduate credits in each of two consecutive semesters, or 6 or more graduate credits in each of three consecutive semesters, exclusive of summer sessions. In exceptional cases, modifications of the residence requirement may be requested, subject to the approval of the College of Health Sciences Ph.D. Steering Committee and the UWM Graduate School.

The precise number of credits and actual course requirements will be determined after review of the applicant’s previous coursework by the Major Professor and the Associate Dean for Graduate Studies and Research. The student plans an individual program of study in consultation with the Major Professor and Doctoral Advisory Committee that will include a set of core courses, an area of concentration, cross-disciplinary courses, electives, and the dissertation.

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<tr>
<th>Core Courses (16 Credits)*</th>
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<tbody>
<tr>
<td>BMS 901 Philosophical Foundations of Health Research</td>
<td>3 credits</td>
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<tr>
<td>KIN 702 Multivariate Analysis in the Health Sciences</td>
<td>3 credits</td>
</tr>
<tr>
<td>BMS 910 Advanced Graduate Seminar</td>
<td>1 credit, repeated 4 times</td>
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<tr>
<td>OCCTHPY 900 Teaching, Learning &amp; Educational Leadership in the Health Sciences</td>
<td>3 credits</td>
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A statistical analysis, qualitative analysis, or research methods course approved by the student’s Major Professor

3 credits

For some core courses, the course number will change depending upon the department through which the course is offered during a particular semester.

Area of Concentration (minimum of 9 credits): Courses related to the area of concentration will require students to draw upon the strengths and expertise of the faculty and curriculum in an interdisciplinary and collaborative manner.

Cross Disciplinary Area (minimum of 6 credits): Cross-disciplinary courses are courses in areas outside of the area of concentration but related to student’s cross-disciplinary focus.

Electives (6 credits): Elective courses are courses relevant to the student’s Program of Study. Foreign language coursework is optional, depending upon the recommendation of the student’s Major Professor.

Dissertation (minimum of 12 credits): The last component of the degree requirements, independent research and dissertation, will be structured by the choice of area of concentration. The dissertation is to consist of focused, independent research that contributes
to the existing body of scientific knowledge. Per the UWM Graduate School policy, a minimum of 3 and maximum of 3 dissertation credits may be taken in a given semester. Thus, a minimum of 4 semesters of dissertation work are required.

**Initial Program of Doctoral Study**
The student, in consultation with his/her Major Professor, will prepare an initial Program of Doctoral Study Form upon admission to the program. The form must be approved by the Major Professor and the Associate Dean for Graduate Studies and Research prior to the student’s first semester of coursework.

**Approval for Transfer Credits**
The list of previously completed courses and associated credits for transfer into the Health Sciences Ph.D. program should be submitted with the initial Program of Study to be approved by the Associate Dean for Graduate Studies and Research and retained in the Office of Graduate Studies and Research.

**Formal Program of Doctoral Study**
The student, in consultation with his/her Major Professor and Doctoral Advisory Committee, will prepare a formal Program of Doctoral Study Form upon completion of no more than 12 credits. The program must be approved by the Major Professor, Doctoral Advisory Committee and the Associate Dean for Graduate Studies and Research prior to the student’s enrollment in any coursework beyond 12 credits.

See Appendix V for Program of Study examples.

**Annual Progress To Degree**
The CHS Office of Graduate Studies and Research (OGSR) will evaluate the student’s progress on an annual basis against the most current version of the student’s Program of Study. The evaluation will be provided to the student and Major Professor for their review and signatures. Any corrections to the evaluation should be coordinated with the Office of Graduate Studies and Research.

**DOCTORAL ADVISORY COMMITTEE**

**Selection**
In consultation with the Major Professor, each student is responsible for selecting a Doctoral Advisory Committee before completing 12 credits in the doctoral program. The Doctoral Advisory Committee shall consist of the student’s Major Professor and four additional eligible members, including at least one from each of the following:

1) the area of concentration,
2) the cross-disciplinary area,
3) a supporting area within the College of Health Sciences, and
4) a supporting area from outside the College of Health Sciences.

Upon selection, the names of those chosen for the Doctoral Advisory Committee are listed, and their approval signatures included, on the student’s formal Program of Study.
Role of the Doctoral Advisory Committee
The role of Doctoral Advisory Committee is to:

1) Review and approve student’s formal Program of Study
2) Collaborate with the Major Professor in directing and mentoring the student
3) Participate in development and administration of the student’s preliminary examinations

Eligibility Criteria for Doctoral Advisory Committee Status
To be eligible to be a member of a doctoral advisory committee, the faculty member must:

1) Hold a Ph.D. or equivalent doctoral research degree (e.g., D.Sc., Sc.D.)
2) Be an active scholar as evidenced by:
   - An established, defined line of research/scholarly work that has been peer reviewed (e.g., national peer reviewed scientific presentations, successful competitive research grant awards).
   - Production and dissemination of scholarly work within the past three years (e.g., peer-reviewed publications, major book chapters).

Both faculty and academic staff members who meet these criteria are eligible to serve on doctoral and dissertation committees.

Appointment of Non-UWM Committee Member
At the recommendation of the student’s major professor, one non-UWM faculty member may be appointed to the doctoral student’s committee. Such appointments are made on the basis of appropriate professional and academic credentials for those whose expertise would make a relevant and significant contribution to the student’s progress. Such non-UWM appointments must be approved by the Associate Dean for Graduate Studies and Research.

Ph.D. PROGRAM CHANGES
Changes to Program of Doctoral Study
Proposed changes to the approved Program of Study will be reviewed and approved by the Major Professor and the Associate Dean for Graduate Studies and Research. If they deem the change to represent a significant alteration to the Program of Study, the approval of the Doctoral Advisory Committee also will be required.

Request to Change Major Professor or Dissertation Committee Member
The student may request to replace his or her Major Professor or a Dissertation Committee member at any time and in some instances, the Major Professor or committee members may request release from their duties. In all instances a Change of Major Professor Form and/or a Change in Dissertation Committee Member(s) Form must be completed, signed by the student’s current Major Professor and submitted for approval to the Associate Dean for Graduate Studies and Research in the College of Health Sciences. Once the dissertation proposal has been approved by the Major Professor and dissertation committee, the Major Professor and committee members cannot normally remove themselves if they become dissatisfied with the student’s dissertation progress. Please refer to the UWM Graduate School website for more detailed information.
If the Major Professor and/or Dissertation Committee are changed, the student’s Program of Study must be reviewed and approved by the new Major Professor and Dissertation Committee.

**Changes to Area of Concentration and/or Cross-Disciplinary Area**

In some cases, the student may wish to change his or her Area of Concentration and or Cross-Disciplinary Area after the formal Program of Study has been created and approved. Such changes should be reflected by appropriate revisions to the program of study and, if necessary, to the Doctoral Advisory Committee. A revised program of study, including the names and approval signatures of the Major Professor and revised Doctoral Advisory Committee should be submitted to the Associate Dean for Graduate Studies and Research for approval.

**DOCTORAL PRELIMINARY EXAMINATIONS**

The doctoral preliminary examinations must be taken within the first three years of the student’s initial enrollment in the Health Sciences PhD program. A student may be granted up to two additional semesters to complete the preliminary examinations with approval of the Major Professor and the Associate Dean for Graduate Studies and Research. The student must take the preliminary examinations either after completing all doctoral course work or with no more than three credits of doctoral course work remaining. A student that has any incomplete or unreported grades or a GPA less than 3.0 will not be permitted to take the preliminary examinations.

To take the Doctoral Preliminary Examinations, the student must be deemed ready by his/her Major Professor. An Application for the Doctoral Preliminary Examination must be completed and signed by the Major Professor and submitted for approval by the Associate Dean for Graduate Studies and Research at least three weeks prior to administration of the preliminary examinations. The OGSR will submit the signed form to the UWM Graduate School for approval and a copy will be retained in the student’s file in the OGSR. The UWM Graduate School official will review and sign the form, if approved, and return the approved form to the OGSR. Approval from the UWM Graduate School of the Application for the Doctoral Preliminary Examination is required for the student to proceed with the preliminary examinations. When the date for the oral exam has been determined, the Major Professor should notify the OGSR at least one week in advance and the Application for the Doctoral Preliminary Examination form shall be retrieved.

The Doctoral Preliminary Examinations Committee must include a qualified faculty representative for each of the following areas:

1. research design and statistics
2. the student’s identified area of concentration,
3. the student’s identified cross-disciplinary area, and
4. the area of the student’s dissertation research

The same faculty member may represent two areas. For example, the Major Professor usually represents the area of concentration and the dissertation area. The names of the preliminary examination committee must be listed on the Application for the Doctoral Preliminary Examination.

The doctoral preliminary examinations consist of two parts:
1) a written examination designed to demonstrate the breadth of a student’s knowledge pertaining to research design and statistics, the area of concentration, the cross-disciplinary area and the proposed dissertation topic and the ability to conduct advanced research, and

2) an oral exam covering issues raised during the written exam and/or focusing on the proposed dissertation.

The written examination will assess the student’s command of content in the area of research design and statistics, the area of concentration, the cross-disciplinary area and research related to the proposed dissertation topic. The written examination will be administered at a location on the UWM campus that the Major Professor identifies and will consist of two sessions that are to occur on two consecutive days. Each session for the written examination will be three to four hours in length. The first session will focus on the student’s identified area of concentration and cross-disciplinary area. The appropriate members of the student’s Doctoral Preliminary Examinations Committee will determine the number and types of questions that the student will address and format that the student will follow in addressing each question.

The second session for the written examination will focus on research design and statistics and research related to the proposed dissertation topic. The Major Professor will collaborate with the appropriate member of the student’s Doctoral Preliminary Examinations Committee to develop the questions pertaining to advanced research and the dissertation topic.

The oral exam must follow the written examination within ten business days of the completion of the written examinations. Following completion of the written and oral examination, members of the student’s Doctoral Preliminary Examination Committee must reach a majority vote on whether to assign a “PASS” or “FAIL,” based on the student’s performance on the written and oral examinations. Upon the student’s completion of the doctoral preliminary examinations process, the Major Professor must report the examination results on the student’s Application for the Doctoral Preliminary Examination (Section IV) and submit the completed form to the OGSR. The OGSR will send the completed form to the UWM Graduate School for approval of the results.

A student who is assigned a “PASS” on the doctoral preliminary examinations will be approved for Doctoral Candidacy status. A student who is assigned a “FAIL” on the doctoral preliminary examinations will not be approved for Doctoral Candidacy status and must re-take the doctoral preliminary examinations. The doctoral preliminary examinations may be retaken only once.

Re-taking the Doctoral Preliminary Examinations
If a student fails any portion of the doctoral preliminary examinations, all portions of the preliminary examinations must be retaken within one year of the date that the failing grade was received on the original examination. Members of the Doctoral Preliminary Examinations Committee should determine by a majority vote whether the student must re-take courses or take additional courses to foster a passing grade upon re-examination.

If a student is re-taking the Doctoral Preliminary Examinations, the procedures described for the completion and submission of the Application for the Doctoral Preliminary Examination must be followed. Upon the student’s completion of the re-take of the doctoral preliminary examinations, members of the student’s Doctoral Preliminary Examination Committee must
reach a majority vote on whether to assign a “PASS” or “FAIL,” based on the student’s performance on the written and oral examinations. Upon the student’s completion of the doctoral preliminary examinations process, the Major Professor must report the examination results on the student’s Application for the Doctoral Preliminary Examination (Section IV) and submit the completed form to the OGSR. The OGSR will send the completed form to the UWM Graduate School for approval of the results.

A student who is assigned a “PASS” on the re-take of the doctoral preliminary examinations will be approved for Doctoral Candidacy status. A student who is assigned a “FAIL” on the re-take of the doctoral preliminary examinations will not be approved for Doctoral Candidacy status and not be permitted to continue in the Health Sciences PhD program.

**DISSERTATION Candidacy**

The student is formally recognized as a “Candidate for the Doctoral Degree” after passing the doctoral preliminary examinations and completing all coursework delineated in the approved formal Program of Study. In consultation with the Major Professor, the candidate forms a Dissertation Committee which, in most cases, will be the Doctoral Advisory Committee and potentially augmented with appropriate members.

A **Dissertation Committee Form** must be completed by the student and, after approval by the Major Professor and committee members, submitted to the Associate Dean for Graduate Studies and Research within one month after the student successfully completes the Preliminary Examinations.

**Dissertation Proposal & Hearing**

Upon successful completion of the preliminary examinations, the student submits a written dissertation proposal and delivers an oral presentation of the proposed research to the Dissertation Committee at a Dissertation Proposal Hearing. The proposal takes the form of a scholarly document outlining the problem, its background and significance, summarizing relevant literature, and outlining the proposed research methods. The proposal should include a tentative timetable and outline any required resources (e.g., space, equipment, etc.).

The student may enroll for three dissertation credits per semester for a maximum of six credits while the proposal is being prepared. The dissertation proposal must be approved by the student’s Dissertation Committee. The Dissertation Committee’s approval of the dissertation proposal establishes an agreement on the student’s chosen research. The student is to complete Section I of the **Doctoral Dissertation Proposal Hearing Form** and forward it to the Major Professor, who completes Section II along with members of the committee to indicate approval of the doctoral dissertation proposal. The **Doctoral Dissertation Proposal Hearing Form** is submitted to the Associate Dean for Graduate Studies and Research by the Major Professor. The OGSR will submit the completed form to the UWM Graduate School.

Upon Dissertation Committee approval, proposed research involving any of the “Required Clearances” listed in Appendix VI must receive approval from the appropriate University oversight entity (e.g., Institutional Animal Care and Use Committee, Institutional Review Board, etc.). **No proposed dissertation data may be collected prior to the Dissertation Committee’s**
approval and the securing of all required clearances. It is recognized that pilot/preliminary data supporting the dissertation proposal, but not involving human subjects, animals, or hazardous materials, may be collected prior to obtaining the noted approval/clearances, and reported in the dissertation if appropriate. The Major Professor must provide a copy of any approval notifications for the student’s dissertation research and any revisions to the OGSR.

Note: On rare occasions, the candidate and Major Professor determine that the dissertation topic and/or methodology must be revised after the original dissertation proposal has been approved by the members of the candidate’s Dissertation Committee. In such cases, the candidate must submit a revised proposal to the members of the Dissertation Committee and follow the required procedures described for the Doctoral Dissertation Proposal Hearing.

Dissertation Credits
A student may enroll in dissertation credits upon successful completion of the preliminary examination and prior to obtaining dissertator status. The student may enroll for a maximum of six credits of dissertation prior to attaining Doctoral Dissertator Status. Per The UWM Graduate School guidelines, a minimum of 3 and maximum of 3 dissertation credits may be taken in any given semester. Thus, a minimum of 4 semesters of dissertation work is required and at least two of which will occur after the student is approved for doctoral dissertator status.

Doctoral Dissertator Status
The College of Health Sciences Ph.D. program requires that dissertator status is only attained after successful acceptance of the dissertation proposal. An Application for Doctoral Dissertator Status Form must be completed by the student then approved and submitted to the Associate Dean for Graduate Studies and Research by the Major Professor within two weeks of receiving Dissertation Committee approval of the dissertation proposal. The OGSR will retain a copy of the form in the student’s file and submit the completed form to the UWM Graduate School.

Dissertation
The dissertation is a major piece of original research representing a substantial contribution to the existing body of knowledge. The original research findings embodied in the dissertation should be acceptable for publication in a refereed professional journal. The Major Professor and Dissertation Committee are to provide guidance to the student in completing the dissertation.

The dissertation must comply with the UWM Graduate School “Master’s Thesis and Doctoral Dissertation Format Requirements” and is to be written using American Psychological Association (APA) format.

Doctoral Dissertation Defense
Once the student’s doctoral dissertation document meets Doctoral Dissertation Committee approval, an oral dissertation defense meeting is scheduled. At the time of the doctoral dissertation defense meeting, the dissertation must be of publication-quality as judged by the Doctoral Dissertation Committee.

The time and place of the doctoral dissertation defense meeting must be announced with adequate time (i.e., at least one week prior to the defense) so that faculty and students may plan to attend the meeting. The student must complete Part I of the Application for the Doctoral Dissertation Defense and Graduation online via the UWM Graduate School website (http://graduateschool.uwm.edu/students/current/doctoral/) no later than the end of the second week of the semester in which the student expects to graduate. The Graduate School
then completes Part II of the application and sends it to the OGSR for completion of Part III, which specifies the date for the dissertation defense meeting.

The doctoral dissertation defense meeting must be held at least three weeks prior to graduation in an open forum. The student orally presents the dissertation and responds to questions during the open forum. Following the open forum, the Doctoral Dissertation Committee will meet in closed session to ask additional questions and engage in further discussion with the student. When the Doctoral Dissertation Committee members agree that they have had sufficient time to evaluate the student’s research, the committee will excuse the student from the meeting and proceed to make a decision on degree conferral.

As soon as the dissertation defense meeting has been scheduled, the student should provide the formal announcement and the Application for the Doctoral Dissertation Defense and Graduation (with Part III completed) to the OGSR. The OGSR will submit the completed Application for the Doctoral Dissertation Defense and Graduation to the UWM Graduate School and will forward the formal announcement to the PhD students in the CHS. At least one week prior to the dissertation defense meeting, the UWM Graduate School will return the student’s Warrant for the Doctoral Defense to the OGSR. The Warrant for the Doctoral Dissertation Defense must be taken to the dissertation defense meeting and signed by the Dissertation Committee, Major Professor, and Associate Dean for Graduate Studies and Research to document the outcome of the dissertation defense. A copy of the completed Warrant for the Doctoral Dissertation Defense is retained by the Office of Graduate Studies and Research for the student’s file and the original Warrant for the Doctoral Dissertation Defense is returned to the UWM Graduate School to be bound with the student’s dissertation.

Filing of the Doctoral Dissertation
Doctoral candidates must schedule a format review appointment with the UWM Graduate School prior to filing the dissertation and scheduling the final submission appointment. The student should contact the UWM Graduate School to schedule all doctoral dissertation review appointments.

Distribution of Dissertation Copies
The doctoral candidate provides the College of Health Sciences Associate Dean for Graduate Studies and Research with a copy of the dissertation, a copy is filed with the UWM Graduate School and each member of the Dissertation Committee receives a copy. The student must follow the requirements of the UWM Graduate School for the formatting and submission of the final dissertation document.

TIME LIMIT
Upon attainment of dissertator status the student is to complete the remaining requirements for the degree within four years. All requirements for the degree are to be completed within seven years from the date of initial enrollment in the program.

FUNDING
Please refer to the Helpful Links section in Appendix V for links to the websites providing additional information to some of the funding options below.

Student Employment
To avoid potential conflict of interest, students in the Health Sciences PhD program may not hold a 50% or greater faculty or academic staff appointments within the College of Health
Sciences at any time during their doctoral programs. They may, however, serve as ad hoc instructors at any time during their doctoral programs. Exceptions for those employed as non-voting department members on grants to support research may be considered. Requests for exceptions must be submitted in writing to the Associate Dean for Graduate Studies and Research.

**Graduate Assistant Appointments**

Graduate Assistantship appointments are made by departments, or in some cases, by individual professors who have grant funding available to support graduate assistants. Graduate students may be appointed as Teaching Assistants, Project Assistants, or Research Assistants. Details on the nature of and requirements for various appointment types can be found on the UWM Graduate School website (http://www.graduateschool.uwm.edu/students/financial-support/).

**Student Hourly Employment**

Graduate students may be employed by the University on an hourly basis. Student hourly appointments do not provide any form of tuition remission, paid time off, healthy/life insurance or retirement benefits.

**Scholarships and Fellowships**

A variety of fellowships are available for graduate students through the UWM Graduate School, such as the Advanced Opportunity Program Fellowship and the Graduate School Dissertation Fellowship. Please see current information available on the UWM Graduate School website (http://www.graduateschool.uwm.edu/students/financial-support/).

Other fellowships and scholarships become available from time to time. The Department Chair, the student’s Major Professor, and the Office of Graduate Studies and Research will inform students of these opportunities.

**Chancellor’s Graduate Student Awards**

Chancellor’s Graduate Student Awards are awarded to graduate students with high academic performance and potential. The Chancellor’s Graduate Student Awards are provided by departments and by the Health Sciences PhD program itself and may be received concurrently with graduate assistantships. Funding available through the various fellowships and the Chancellor’s Graduate Student Awards is limited and the awards are highly competitive.

**Grants**

Agencies, foundations and other external entities sometimes provide funding that may help support doctoral students engaged in research in particular areas of interest. The student’s Major Professor or the Office of Graduate Studies and Research can assist the student in identifying and pursuing these funding opportunities.

**APPEALS PROCEDURE**

Graduate students who wish to appeal an academic decision made by an individual faculty member or instructor of a particular course must comply with the UWM Graduate School’s “Appealing Academic Decisions Policy,” which can be found at:

http://www.graduateschool.uwm.edu/students/policies/

**Step 1**

The first step in the process is to appeal the decision in the student’s program or department.
For purposes of appeals to the College of Health Sciences, the following definitions of terms apply:

1) “Graduate Student” is defined as any student enrolled for graduate credit in the College of Health Sciences and registered as a graduate student at the University of Wisconsin-Milwaukee.

2) “Appropriate Authority within the Department Faculty Body” and “Graduate Faculty of the Program Concerned” are defined as the College of Health Sciences (CHS) Associate Dean for Graduate Studies and Research and the CHS PhD Steering Committee members who are present at the meeting during which an appeal is heard; there is no separate appeals body.

3) Graduate programs include non-degree as well as degree, and non-certificate as well as certificate, courses of study.

Step 2
In order that the College of Health Sciences Ph.D. Steering Committee may make an informed and impartial ruling on Step 2 Appeals, the following procedures will be followed:

1) Appeals must be made in writing and submitted to the College of Health Sciences Associate Dean for Graduate Studies and Research (or to a member of the College of Health Sciences Ph.D. Steering Committee if the Associate Dean is directly involved) and must include the following:
   a) A description of the action that prompted the appeal.
   b) The rationale for claiming that the action was inappropriate.
   c) The specific remedy sought.
   d) A rationale explaining why the remedy sought is appropriate.

2) The appeals meeting will have both evidentiary and deliberation portions:
   a) Students may be accompanied by counsel of their choice and may present witnesses and evidence in support of their appeals during the evidentiary portion.
   b) The evidentiary portion can be closed where the provisions of Wisconsin Statutes 19.85 (1) (f) are met and an appropriate closed session motion is passed.
   c) The deliberation portion of the meeting will be totally confidential if a closed session motion is passed either under Sec. 19.85 (1) (a) or Sec. 19.85 (1) (f) Wisconsin Statutes, and no one other than fully qualified College of Health Sciences Ph.D. Steering Committee will be present during that time. The faculty member(s) directly involved in the matter will not vote on the final motion; neither will they be present during the College of Health Sciences Ph.D. Steering Committee’s deliberations on it.
3) The College of Health Sciences PhD Steering Committee’s action will be determined by a majority vote of the members present and voting. The vote will be by a show of hands and recorded in the committee minutes.

4) The student’s appeal will be placed on the agenda of the next regular College of Health Sciences PhD Steering Committee meeting. Special meetings to hear student appeals will be scheduled when a majority of those present and voting at a regular meeting of the Committee votes to do so.

**Step 3**
If the Step 2 decision is negative, the student may, within 10 working days from the date of notification of that decision, submit a written appeal to the dean of the UWM Graduate School. The student must provide written information on: (1) the reason for the appeal, (2) substantial documented evidence that supports the appeal, and (3) the requested solution. All documentation must be forwarded to the dean. In appeals dealing with academic matters which fall within the purview of the faculty, the dean of the Graduate School will respect the faculty decision.
APPENDIX I – MILESTONES AND DEADLINES
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APPENDIX II – FLOWCHART OF DEGREE ACTIVITIES

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APPENDIX III – TIMELINE OF DEGREE ACTIVITIES
Error! No topic specified.
APPENDIX IV – GUIDE TO APPLICATION PROCESS
Error! No topic specified.
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## APPENDIX V – FORMS AND INSTRUCTIONS

<table>
<thead>
<tr>
<th>ORDER</th>
<th>FORM</th>
<th>ADMINISTERING DEPARTMENT</th>
<th>INTERNET LOCATION</th>
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<td>1</td>
<td>Program of Doctoral Study Form</td>
<td>CHS Graduate Studies and</td>
<td><a href="http://www4.uwm.edu/chs/academics/phd_health_sciences/forms.cfm">http://www4.uwm.edu/chs/academics/phd_health_sciences/forms.cfm</a></td>
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<td>Research Office</td>
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<td>Preliminary Examinations</td>
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<td>3</td>
<td>Dissertation Committee Form</td>
<td>CHS Graduate Studies and</td>
<td><a href="http://www4.uwm.edu/chs/academics/phd_health_sciences/forms.cfm">http://www4.uwm.edu/chs/academics/phd_health_sciences/forms.cfm</a></td>
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<td>Form</td>
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<td>Status</td>
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<tr>
<td></td>
<td>Defense and Graduation</td>
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</tr>
<tr>
<td>7</td>
<td>Change of Major Professor Form</td>
<td>CHS Graduate Studies and</td>
<td><a href="http://www4.uwm.edu/chs/academics/phd_health_sciences/forms.cfm">http://www4.uwm.edu/chs/academics/phd_health_sciences/forms.cfm</a></td>
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<td>Research Office</td>
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<td>8</td>
<td>Change in of Dissertation Committee</td>
<td>CHS Graduate Studies and</td>
<td><a href="http://www4.uwm.edu/chs/academics/phd_health_sciences/forms.cfm">http://www4.uwm.edu/chs/academics/phd_health_sciences/forms.cfm</a></td>
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<tr>
<td></td>
<td>Member Form</td>
<td>Research Office</td>
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</table>
## Program of Doctoral Study Form

**College of Health Sciences PhD Program**

**Program of Doctoral Study Form**

<table>
<thead>
<tr>
<th>Area of Concentration</th>
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<th>CREDITS</th>
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<th>CREDITS</th>
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<td>Total</td>
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<table>
<thead>
<tr>
<th>Dissertation</th>
<th>SEM</th>
<th>YEAR</th>
<th>GRADE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 801 (Description)</td>
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<tr>
<td>CSCI 802 (Description)</td>
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<tr>
<td>CSCI 803 (Description)</td>
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Total Minimum: 12

**Approval Signatures**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Professor</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Doctoral Committee</th>
</tr>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
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</tbody>
</table>

**Teaching, Learning, & Educational Leadership in the Health Sciences**

1. 
2. 
3. 
4. 

**Quantitative or Qualitative Analysis**

Complete this section and have it approved.
PROGRAM OF DOCTORAL STUDY FORM: CHECKLIST

<table>
<thead>
<tr>
<th>Transfer Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with major professor to discuss number of M.S. credits approved toward Ph.D.</td>
</tr>
<tr>
<td>Fill out the top section of the Program of Doctoral Study Form with this information.</td>
</tr>
<tr>
<td>Submit this to Associate Dean of Graduate Studies for signature of approval.</td>
</tr>
<tr>
<td>A copy of this must be filed in the Office of Graduate Studies and Research</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initial Program of Doctoral Study Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>With major professor, create plan of study.</td>
</tr>
<tr>
<td>This document must be approved and signed by major professor and the Associate Dean for Graduate Studies and Research.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Formal Program of Doctoral Study Form</th>
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</thead>
<tbody>
<tr>
<td>Before 12 credit hours have been completed, the initial plan of study must be updated.</td>
</tr>
<tr>
<td>This document must be approved and signed by the major professor, the Associate Dean for Graduate Studies and Research, and designated doctoral program committee.</td>
</tr>
</tbody>
</table>

*Also refer to Page 12 of the Doctoral Program Handbook*
PROGRAM OF STUDY – SAMPLE 1

Error! No topic specified.
PROGRAM OF STUDY – SAMPLE 2
Error! No topic specified.
APPLICATION FOR THE DOCTORAL PRELIMINARY EXAMINATION(S)

Graduate School
Application for the Doctoral Preliminary Examination(s)

<table>
<thead>
<tr>
<th>SECTION I: To be completed by the Doctoral Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>City</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION II: To be completed by the Major Professor and authorized Graduate Program Representative or Department Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete this section and return the form to Graduate School - Student Services at least three weeks before the exam. The committee must have at least three members with current UWM Graduate Faculty status.</td>
</tr>
<tr>
<td>Print names of committee members</td>
</tr>
<tr>
<td>Major Professor</td>
</tr>
<tr>
<td>Professor</td>
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<td>Professor</td>
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<td>Professor</td>
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<tr>
<td>Professor</td>
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<tr>
<td>Month/year of examination (if more than one exam, list month/year of last exam)</td>
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<thead>
<tr>
<th>SECTION III: Warrant Authorizing the Preliminary Examination (to be completed by the Graduate School)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This student is in good standing, the committee is approved, and the student is authorized to take the Doctoral Preliminary Examination.</td>
</tr>
<tr>
<td>Completed by:</td>
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<table>
<thead>
<tr>
<th>SECTION IV: Exam Results (to be completed by the committee and the authorized Graduate Program Representative or Department Chair)</th>
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</thead>
<tbody>
<tr>
<td>When the student has taken the Doctoral Preliminary Examination(s), complete this section and return the form to the Graduate School.</td>
</tr>
<tr>
<td>Date of Last Examination</td>
</tr>
<tr>
<td>Major Professor</td>
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<tr>
<td>Professor</td>
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<tr>
<td>Professor</td>
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<tr>
<td>Authorizing Program Representative</td>
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</table>

<table>
<thead>
<tr>
<th>SECTION V: Graduate School Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student has failed the examination(s). The student has been informed of the program’s regulations regarding re-taking the examination(s).</td>
</tr>
</tbody>
</table>

| Authorizing Graduate School Representative | Date |

| PACT Code: |

Revised: 12/20/2012   phd handbook fall 2012-1.doc
# Dissertations Committee Selection Form

**College of Health Sciences PhD Program**  
**Dissertation Committee Selection Form**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>ID:</th>
<th>DATE:</th>
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**Telephone:** (h) (w)  
**E-mail:**

## Dissertations Committee Members (2-5 or 6)

<table>
<thead>
<tr>
<th>Selected Member</th>
<th>Approval Signature</th>
<th>Date</th>
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<tbody>
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</table>

**Major Professor Approval**  
**Approval Signature**  
**Date**

**Office of Graduate Studies and Research Approval**  
**Approval Signature**  
**Date**
APPLICATION FOR DOCTORAL DISSERTATOR STATUS

University of Wisconsin–Milwaukee
Graduate School
Application For Doctoral Dissertator Status

SECTION I. Student Action

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Identification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>Telephone</td>
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<td>City</td>
<td>State</td>
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<tr>
<td>Doctoral Program</td>
<td>Major Professor</td>
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<tr>
<td>E-mail</td>
<td>Semester / year</td>
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</table>

Unless you have a Proposal Hearing form on file with the Graduate School, you must attach a brief summary of your dissertation topic to this form.

SECTION II. Graduate School Action

Our records show that the following requirements for dissertator status have been met:

- Passed Preliminary Examination
- Topic summary or Proposal Hearing form on file
- Continuous year portion of residency requirement
- Achieved cumulative G.P.A. of 3.0 in doctoral status
- Cleared all Incompletes or grades of "progress" in non-research courses

Authorized Graduate School Signature: 
Date:

SECTION III. To be completed by the Major Professor and Graduate Program Representative.

Please return to the Graduate School, Mitchell 261.

Please verify that the following requirements for dissertator status have been met:

- Major Course Requirements
- Minor Course Requirements
- Option A In
- Option B
- Foreign Language Requirements (if applicable)

Signature of Major Professor: 
Date: 
Signature of Graduate Program Representative: 
Date: 

SECTION IV. Graduate School Action

Dissertator Status Approved for: 
Semester / Year: 
Date: 

DOCTORAL DISSERTATION PROPOSAL HEARING FORM

Graduate School

Doctoral Dissertation Proposal Hearing Form

STUDENT INSTRUCTIONS - Complete Section I and submit this form to your Major Professor.

SECTION I. To be completed by the Doctoral Student

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID Number</th>
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<td>Mailing Address</td>
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<td>Doctoral Program</td>
<td>Major Professor</td>
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<tr>
<td>Dissertation Title</td>
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SECTION II.

Major Professor - Please see that Section I is completed and return this form to the Graduate School, Mitchell 261.

A minimum of three graduate faculty which can include the major professor have heard the dissertation proposal on ____________________________ and approved the proposal.

<table>
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<th>Date</th>
<th>Signature</th>
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<tr>
<td>Major Professor (print)</td>
<td>Signature</td>
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<tr>
<td>Faculty Name (print)</td>
<td>Signature</td>
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<td>Faculty Name (print)</td>
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<td>Faculty Name (print)</td>
<td>Signature</td>
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<tr>
<td>Signature or Authorized Graduate Representative</td>
<td>Date</td>
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</tbody>
</table>

Remarks

SECTION III. Graduate School Action

The Dissertation Proposal Hearing has been conducted and the dissertation proposal is approved.

Authorized Graduate School Signature | Date
APPLICATION FOR THE DOCTORAL DISSERTATION DEFENSE AND GRADUATION

**UW-Milwaukee Graduate School**

The University of Wisconsin-Milwaukee Graduate School

**Application for the Doctoral Dissertation Defense and Graduation**

Clearly TYPE or PRINT all information. Your name on the diploma will be printed as it exists on your university records. Changes to your name must be made in Milwaukee 247 at least one month prior to graduation. All listed information will appear in the commencement program.

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<th>Field</th>
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<tr>
<td><em>First Name:</em></td>
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<td>Middle Name or Initial:</td>
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<td><em>Last Name:</em></td>
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<td><em>E-mail Address:</em></td>
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<tr>
<td><em>Doctoral Program:</em></td>
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<td>Minor Option A (if applicable):</td>
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<td><em>Major Professor (or Co-Chair):</em></td>
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<tr>
<td><em>Expected Graduation Date:</em></td>
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</tbody>
</table>

Dissertation Title:

All the committee members must be graduate faculty members approved by the Graduate Curriculum Committee, unless written approval is granted by the Graduate School Associate Dean for Academic Programs and Student Services. A minimum of 5 graduate faculty members, including the major professor, are nominated to serve on the student's dissertation defense committee as follows:

Committee Members:

| Committee Member 1 |
| Committee Member 2 |

http://www.graduateschool.uwm.edu/forms-and-downloads/students/grad_doctoral_app.cfm

8/1/2011

NOTE: This is an online form, completed and submitted via the internet.
CHANGE OF MAJOR PROFESSOR FORM

College of Health Sciences PhD Program
Change of Major Professor Form

Student:
Current Major Professor:

Graduate courses, credits and grades completed to date

<table>
<thead>
<tr>
<th>Graduate Course Title &amp; Number</th>
<th>SEM</th>
<th>YEAR</th>
<th>GRADE</th>
<th>CREDITS</th>
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Proposed Change to Major Professor:
Please provide reason(s) for change:

Signatures:

Major Professor ____________________________ Date __________

New Major Professor _________________________ Date __________

Associate Dean for Graduate Studies & Research ______________________ Date __________
CHANGE OF DISSERTATION COMMITTEE FORM

College of Health Sciences PhD Program
Change in Dissertation Committee Form

Student:
Current Major Professor:

Graduate courses, credits and grades completed to date

Proposed Change to Dissertation Committee:

Please provide reason(s) for change:

<table>
<thead>
<tr>
<th>Graduate Course Title &amp; Number</th>
<th>SEM</th>
<th>YEAR</th>
<th>GRADE</th>
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</table>

Signatures:

Major Professor  

Associate Dean for Graduate Studies & Research  

Date

Date

Revised: 12/20/2012  

phd handbook fall 2012-1.doc  

38
APPENDIX VI – REQUIRED CLEARANCES
Does the proposed project involve the following:

1) Hazardous chemicals; pharmacological agents; radiation or radioactive materials; biohazardous agents or toxins; or rDNA techniques?

2) Use of human subjects or human tissue?

3) Use of vertebrate animals?

4) Potential environmental impacts which require review under the Wisconsin Environmental Policy Act?

5) Action involving space, remodel, or reconstruction?

6) Funding primarily dedicated to building, renovations, or equipment?

If the answer to any of these questions is “yes,” review and approvals by the appropriate institutional oversight group (IRB, IACUC, etc.) must be obtained before the research can be started.
APPENDIX VII - CONTACT

For further information about the interdisciplinary PhD Program in Health Sciences please contact:

Office of Graduate Studies and Research, College of Health Sciences
P.O. Box 413
University of Wisconsin-Milwaukee
(414) 229-1196
ogsrchs@uwm.edu

Also, visit the PhD in Health Sciences at the UWM College of Health Sciences’ web page at

http://www4.uwm.edu/chs/academics/phd_health_sciences/
APPENDIX VIII - HELPFUL LINKS

College of Health Sciences
http://www4.uwm.edu/chs/

UWM Graduate School
Additional information regarding doctoral study at the University of Wisconsin-Milwaukee may be found in the following sources:
http://www.graduateschool.uwm.edu/

Graduate School Degree Admission Requirements
http://www.graduateschool.uwm.edu/students/prospective/admission/

Graduate School Forms and Downloads
http://www.graduateschool.uwm.edu/forms-and-downloads/

Graduate School: Financial Support
http://www.graduateschool.uwm.edu/students/financial-support/

Graduate School Doctoral Requirements
Specific requirements which must be completed before a doctoral student qualifies for dissertator status are described at:
http://www.graduateschool.uwm.edu/students/current/doctoral

Doctoral Dissertation Format Requirements

Schedule of Classes
The most up-to-date schedule of classes may be found at:
http://www4.uwm.edu/schedule/

The UWM Help Desk
For technical related issues:
https://www4.uwm.edu/uits/

UWM Campus Map
http://www4.uwm.edu/map/map_color.pdf