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Social Welfare Doctoral Program

Helen Bader School of Social Welfare:
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PhD in Social Welfare

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The University of Wisconsin-Milwaukee

According to the Carnegie Classification of Institutions of Higher Education (2025), the University of Wisconsin-Milwaukee (UWM) is ranked as having one of the campuses with the "highest research activity." Often referred to as "R1 institution," this classification was earned by only 187 out of nearly 4,000 U.S. colleges and universities nationwide in 2025. Beyond being appraised as highly productive in terms of research, UWM was also one of the 368 colleges and universities in the United States to be identified as a "Community Engaged Institution." When taken together, UWM is one of only 64 institutions within the country that is designated as having an exceptional commitment to both research and community engagement.

Mission and Guiding Values

UWM takes pride in earning an R1 designation, as well as is committed to having a positive impact in the community where it is situated. According to the Board of Regents of the University of Wisconsin System (2025), UWM aims "to fulfill its mission as a major urban doctoral university and to meet the diverse needs of Wisconsin's largest metropolitan area, the University of Wisconsin–Milwaukee must provide a wide array of degree programs, a balanced program of applied and basic research, and a faculty who are active in public service. Fulfilling this mission requires the pursuit of these mutually reinforcing academic goals:

- To develop and maintain high quality undergraduate, graduate and continuing education programs appropriate to a major urban doctoral university.
- To engage in a sustained research effort which will enhance and fulfill the University's role as a doctoral institution of academic and professional excellence.
- To continue development of a balanced array of high-quality doctoral programs in basic disciplines and professional areas.
- To attract highly qualified students who demonstrate the potential for intellectual development, innovation, and leadership for their communities.
- To further academic and professional opportunities at all levels for women, minority, part-time, and financially or educationally disadvantaged students.
- To establish and maintain productive relationships with appropriate public and private organizations at the local, regional, state, national, and international levels.
- To promote public service and research efforts directed toward meeting the social, economic and cultural needs of the state of Wisconsin and its metropolitan areas.

- To encourage others from institutions in the University of Wisconsin System and from other educational institutions and agencies to seek benefit from the University's research and educational resources such as libraries, special collections, archives, museums, research facilities, and academic programs.
- To provide educational leadership in meeting future social, cultural, and technological challenges."

Doctoral Program in Social Welfare

Mission

In addition to working to meet the overarching goals of the larger University, the Social Welfare Doctoral Program aims to prepare students for their subsequent careers as faculty members, researchers, and leaders in social work or criminal justice. The goals and objectives of the doctoral program reflect the School's concern with urban social problems; social and economic equity and well-being; cultural diversity; and the empowerment of individuals; families; organizations and communities to effect change.

As described by the University of Wisconsin-Milwaukee's Graduate School (2025), "Obtaining a doctoral degree (PhD or equivalent) offers numerous benefits, both personally and professionally. Here are some of the key advantages of earning a doctoral degree:

- **Expertise in a specialized field**: Doctoral programs are designed to provide in-depth knowledge and expertise in a specific area of study. Completing a doctoral degree demonstrates your high level of proficiency and understanding in your chosen field.
- **Career advancement**: A doctoral degree can open doors to advanced career opportunities. Many leadership and high-level research positions require candidates to hold a PhD. Having a doctoral degree can also significantly increase your earning potential.
- **Research opportunities**: Doctoral programs involve extensive research, and this training prepares graduates for conducting original and innovative research in academia, industry, or government sectors.
- **Contribution to knowledge**: Doctoral research often leads to the discovery of new knowledge and contributes to the expansion of the academic and scientific community's understanding of various subjects.
- **Prestige and recognition**: Earning a doctoral degree brings prestige and recognition within your field of study and among peers. It signifies your dedication and commitment to advancing knowledge in your area.

- **Networking opportunities**: Doctoral programs allow students to connect with experts and scholars in their field. Building a strong network can lead to collaborations, conference opportunities and access to research resources.
- **Teaching and academic careers**: Doctoral graduates are well-suited for careers in academia as professors, lecturers or researchers at universities and colleges.
- **Problem-solving and critical thinking skills**: The rigorous nature of doctoral studies cultivates strong analytical, problem-solving and critical thinking skills, which are valuable in various industries.
- **Professional growth and personal satisfaction**: Completing a doctoral degree is a challenging but rewarding endeavor. It represents a significant accomplishment, fostering personal growth and a sense of satisfaction.
- **International opportunities**: A doctoral degree can increase your chances of participating in international research collaborations and conferences, facilitating global networking and collaboration.
- **Lifelong learning**: Pursuing a doctorate instills a passion for lifelong learning, enabling graduates to stay up to date with the latest advancements and continuously contribute to their field."[1]

Through partnerships between students, faculty, and staff, as well as with alumni, community agencies, and local organizations, it is our hope that students of the Helen Bader School of Social Welfare will gain valuable information and expertise in the fields of Social Work and Criminal Justice.

Program Description

The University of Wisconsin-Milwaukee (UWM) Social Welfare Doctoral Program promotes a holistic approach to studying social welfare by interweaving aspects of both Social Work and Criminal Justice. UWM's Social Welfare Doctoral Program offers a unique course of study, as students have the opportunity to complete courses that span topics related to:

1. Children and Families,
2. Criminal Justice and Criminology,
3. Gerontology, and
4. Health and Behavioral Health.

[1] The University of Wisconsin-Milwaukee Graduate School (2025). *Doctoral Resources*. https://uwm.edu/graduateschool/students/academic-policies-and-procedures/doctoral-resources/

An interdisciplinary approach is encouraged, as students often complete coursework in other disciplines, such as Public Health, Education and Educational Psychology, Sociology, Anthropology, Administration, and Information Studies. Through coursework and mentorship from faculty, students have the ability to gain skills that will prepare them for successful research or academic careers. To do so, the curriculum emphasizes quantitative and qualitative research methods, theory, the philosophy of science, and ongoing development of technical skills in areas such as grant writing and classroom teaching.

Beyond classroom instruction, the Social Welfare Doctoral Program promotes research and scholarship among students. Our program is small and close-knit, and we strive to maximize opportunities for students to build learning relationships with faculty. Students benefit from accessible faculty and are vital contributors to faculty research. Students routinely work closely with faculty members who aid in the development of quantitative and qualitative skills, foster an environment conducive to honing student research agendas, and developing their own scholarly voice. Students regularly engage in research on funded projects/grants, co-author manuscripts with faculty members, and present at national conferences.

Information of educational, teaching, and research backgrounds of faculty members can be found on the Helen Bader School of Social Welfare Faculty and Staff Directory website (https://uwm.edu/socialwelfare/directory/)

Social Welfare Doctoral Program Curriculum

Curriculum Overview

The Social Welfare Doctoral Program accepts both part-time and full-time students. In consultation with the Major Professor, each student designs a program of study to gain the knowledge and skills appropriate to their educational goals.

A minimum degree of 43 graduate credits beyond the Master's degree are required. Students with Masters' degrees in fields related to, but not within, criminal justice and criminology or social work at the time of admission may be required to take up to 12 credits of graduate-level coursework in order to ensure their familiarity with core concepts and perspectives in the social welfare knowledge base. The course(s) required will be determined on a case-by-case basis by the doctoral program committee in consultation with the student and their advisor.

Students who are attending the program full-time should anticipate a minimum of three to four years to complete the program. The first two years of the program focus on coursework. Following the second year of the program, students will complete their preliminary exam and dissertation, in successive order. Although some full-time students have completed the program in as few as three years, it should be noted that program completion may take longer for other students, due to other constraints that are typically

related to their dissertation (e.g., length of time needed for obtaining secondary data, collecting primary data, conducting analyses, writing the dissertation). All degree requirements must be completed within 10 years of the date of initial enrollment.

Curriculum Requirements

As discussed above, the first two years of the program are devoted to student coursework. During this time, students will take courses focused on the philosophy of science, systematic review and meta-analysis, and qualitative and quantitative research methods and analysis. To convey a variety of approaches and content, students are required to successfully complete the following courses:

- Two required foundations courses, including:
    - Philosophy of Science (SOC WRK 901). This course focuses on analyzing philosophical foundations of science, knowledge building processes, and the scope and nature of knowledge, emphasizing applications for the social and behavioral sciences.
    - Theories and Research on Behavior Change (SOC WRK 932). This seminar focuses on behavioral health, and allows students to explore theoretical frameworks, including theories of change, for their research areas.

- Three research methods courses, including two courses covering foundational quantitative methods and qualitative methods, respectively[2,3]. The third methods course explores systematic reviews and meta-analysis (SOC WRK 950), providing strong training for the dissertation process.

- Three classes on applied statistics, including two courses that represent core training in doctoral level statistical analysis. The remaining course exposes students to advanced statistical methods of their choosing, (e.g., spatial analysis, structural equation modeling, big data, and others).

- Two proseminars that cover specialized content relevant to research and teaching, including:
    - Grant Writing and Research Ethics (SOC WRK 991), and
    - Teaching Methods (SOCIOL 794 or equivalent).

- One professional development, brown bag style course (SOC WRK/CRM JST 999), which is taken by incoming doctoral students during their first semester of study.

- One seminar course (SOC WRK 791)[4] that focuses on the students area of interest, including:
    - Current Topics in Social Work: Issues in Child and Family Wellbeing, or

[2] Options for course fulfillment include Public Health 831, Educational Psychology 827, Sociology 750, or Nursing, 883.

[3] Options for course fulfillment include Africology 800, Nursing 882, Nursing 886, or Sociology 979.

[4] Both courses may be taken, in which case, one will count as an elective course.

    - Current Topics in Social Work: Criminal Justice Practice and Policy.
- Three electives, usually taken outside the school, in areas that strengthen students' knowledge in their substantive areas of interest.

Coursework Plan of Study Example

Below is an example of a plan of study for a student enrolled full-time in the doctoral program. Please note that examples of electives have been included, and students do not need to enroll in these specific courses when fulfilling flexible or elective credits. Additionally, not all courses are offered every semester. Rather, in general, courses alternate years. This means that the course plan below reflects a student who began the program in the Fall Semester of an odd year (e.g., 2025). Because courses often change, it is important that students meet regularly with their Major Professor and the Doctoral Program Director.

Year 1			
Fall Semester		**Spring Semester**	
Course	**Cr.**	**Course**	**Cr.**
Philo. of Science (SOC WRK 901)	3	Grant Writing & Research Ethics (SOC WRK 991)	3
Educational Statistical Methods II (ED PSY 724)	4	Quantitative Research Methods[2]	3
Children & Families Seminar (SOC WRK 791)[1]	3	Systematic Review & Meta-Analysis (SOC WRK 950)	3
Criminal Justice Practice & Policy Seminar (SW 791)[1]	3	Qualitative Research Methods[3]	3
Brown Bag Seminar (SOC WRK/CRM JST 999)	1		
Total Credits: 14		**Total Credits: 12**	

[1] Or elective if student does not chose to take both 791 offerings.

[2] Options for course fulfillment include Public Health 831, Educational Psychology 827, or Sociology 750. Course approval from the Doctoral Program Director is required.

[3] Options for course fulfillment include Africology 800, Nursing 882, Nursing 886, or Sociology 979. Course approval from the Doctoral Program Director is required.

Year 2			
Fall Semester		**Spring Semester**	
Course	**Cr.**	**Course**	**Cr.**
Theories & Research on Behavior Change (SOC WRK 932)	3	Qualitative Research Methods[3]	3
Teaching Seminar (SOCIO 794 or Equivalent)	2	Multivariate Methods (ED PSY 824)	3
Elective Course	3	Elective Methods/Stats Course	3
Total Credits: 8		**Total Credits: 9**	

Years 3 and 4:
Once all coursework has been successfully completed, students will enroll in 1-3 credits (depending on their appointment level; i.e., full-time v. part-time) the preliminary exam course (SOC WRK 999), under the course section for their Major Professor. After successfully passing their comprehensive exams (see below), students will be deemed to be in "dissertator status." During each semester in the dissertation phase of study, students will enroll in 3 credits SOC WRK 990.

Identifying a Major Professor

According to the Graduate School's Policies and Procedures (2025) webpage, students are required to "have a Major Professor from your chosen graduate program unit. Many graduate program units assign a temporary advisor to direct the entering student's work. The Major Professor advises on courses and graduate faculty requirements and supervises research…For the doctoral candidate, the Major Professor serves as the chair of the dissertation committee and of the committee hearing the dissertation defense. All Major Professors must be members of the UWM Graduate Faculty. Doctoral advisors require approval by the doctoral program unit and the Graduate School."[5]

Full-Time v. Part-Time Enrollment

According to the Graduate School's Policies and Procedures webpage (https://uwm.edu/graduateschool/students/academic-policies-and-procedures/), "Graduate students enrolled for a minimum of 8 credits per semester or 6 credits during a summer session are considered full time, with the exceptions described below.

UWM teaching and project assistants who are employed for one-third (33%) time or more must enroll for a minimum of 6 credits per semester. They are considered full-time with this minimum enrollment. The Graduate School and/or graduate program unit reserves the option to require a higher credit minimum for those who hold Graduate School awards (see Financial Assistance).

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. This status is available for one semester only, and does not fulfill residence requirements. To request this option, you must have already submitted your Application for the Doctoral Preliminary Examination.

Doctoral students (including teaching, research, and project assistants) who have reached dissertator status are required to carry 3 dissertator credits."[4]

[5] The University of Wisconsin-Milwaukee Graduate School (2023). *Academic Policies and Procedures*. https://uwm.edu/graduateschool/students/academic-policies-and-procedures/

Credit Load Requirements

Maximum Credit Load

Per the Graduate School's Policies and Procedures (2025) webpage, students "may not register for more than 12 credits in a semester or 9 credits in the eight-week summer session or a total of 12 credits in all sessions between the beginning of Semester I and the end of Semester II.[6] Audit, sport/recreation, and colloquium seminar credits are not counted when determining a graduate student's credit load; undergraduate credits are counted." [4]

Minimum Credit Load

According to the Graduate School's Policies and Procedures (2025) webpage, "students who use University resources must be enrolled at UWM, with few exceptions. Minimum registration is 1 credit per semester or summer. If you are a doctoral student with dissertator status, see Doctoral Dissertator Enrollment on the Doctoral Requirements page.

A student undertaking research and/or working on a project, paper, or thesis enrolls at UWM according to the amount of time required for the investigation as determined by the instructor and the Major Professor. Students completing a final project, exam, thesis or defense after the completion of all other coursework and research credits must register for at least one credit.

Students finishing an Incomplete or Permanent Incomplete after their last semester may submit a Request for Exception to the 1 credit enrollment requirement. These will be routinely granted by the Graduate School.

Students who have other outstanding requirements for non-credit-bearing internships, clinical placements, other kinds of off-campus fieldwork, or examinations external to UWM may submit a Request for Exception to the 1 credit enrollment requirement. If programs are supportive, these will be routinely granted by the Graduate School. However, programs may not support the Request for Exception, if they conclude that the student is still making use of institutional and faculty resources.

Students may choose to enroll in at least one credit in order to maintain access to resources such as the library and Student Health and Wellness Center."[4]

[6] Please note that based on the example template above, this can be allowed via the PhD Program Coordinator.

Credit Overload

According to the Graduate School's Policies and Procedures (2025) webpage, "requests to exceed the maximum credit load are considered under the following circumstances:

- You are taking undergraduate certification coursework.
- You are making up deficiencies.
- You have exceptional circumstances resulting in special hardship.

You must have a cumulative GPA of 3.0 and no outstanding incompletes to be considered for overload approval. You must submit a Request for Exception Form (PDF) along with recommendations from your Major Professor and your graduate program representative explaining the reasons and justification for the exception.

To be considered, your exception request must be submitted to Graduate Student Services before the enrollment period of the semester in question. If you enroll for more than the maximum credit load without permission, courses will be dropped to reduce your course load to the maximum allowed. Only individual student requests are reviewed. Overload requests for groups of students are not considered."[4]

Time Limit Requirements

All students must successfully complete an oral defense of their dissertation proposal to determine their readiness for independent research. Students must successfully complete their dissertation proposal defense within four years of initial enrollment (see below for more information on the dissertation process). Although it is estimated that students will finish the program within three to five years of initial enrollment in the doctoral program; however, the Graduate School requires that all degree components must be completed within ten years from the date of initial enrollment.

Per the Graduate School's Policies and Procedures webpage, "the doctoral degree must be completed within ten years of initial enrollment in a doctoral program at UWM. This includes successful completion of all coursework, internships, examinations, the dissertation and the dissertation defense.

For students entering doctoral program in the fall of 2000 and later, doctoral preliminary examinations must be passed within five years of initial enrollment.

Requests for extending time limits must include all of the following information:

- An explanation for the delay
- An explanation of how the factors that caused the delay have been resolved, or what steps are being taken to prevent further delays
- A schedule for completion of the degree, including anticipated semester of graduation. Master's students writing a thesis and all doctoral students requesting time limit extensions should address the following as appropriate:
    - Is literature review complete?
    - Is data collection complete?
    - Is data analysis complete?
    - Number of chapters written
    - Number of chapters read by Major Professor
    - Tentative defense date
- A supporting statement from the Major Professor verifying progress-to-date

The request also must be supported by the graduate program representative."[4]

Preliminary Examination Policies & Procedures

Overview

The preliminary examination process is designed to promote and assess students' emergent mastery of content in specified areas of social welfare research. Students must demonstrate that they can articulate clear research interests, then analyze and synthesize empirical knowledge within their designated line of inquiry. They must also demonstrate command of relevant theoretical concepts and perspectives, and be able to communicate how the application of theory might affect their capacity to generate knowledge. Finally, students must exhibit an understanding of scientific methodologies commensurate with conducting independent research. Students' ability to demonstrate mastery of substantive, theoretical, and methodological content, through both written and oral examinations, will indicate their readiness to develop a dissertation proposal.

Students are eligible to begin working on the preliminary exam once they have successfully completed all required courses within the social welfare curriculum, even if they have elective credits to be completed outside the department, as long as they have the approval of their Major Professor. Students will be considered to have successfully completed their courses only if they have no incomplete or unreported grades and a GPA of at least 3.0 for all classes taken as a doctoral student.

According to the UWM Graduate School, doctoral students are required to complete their preliminary exams within no more than five years of their initial doctoral program enrollment (http://graduateschool.uwm.edu/students/current/doctoral/); however, students in social welfare are encouraged to complete them within one to two semesters after completing course requirements.

Per Graduate School policies, all Doctoral students must successfully complete a preliminary examination as part of the requirements for admission to doctoral candidacy.

Applying for the Preliminary Exam

An Application for the Doctoral Preliminary Examination (available at: http://www.graduateschool.uwm.edu/students/current/doctoral/) must be completed by the student and signed and submitted to the Ph.D. Steering Committee by the Major Professor six weeks prior to the first examination. Example questions will be kept on file and made available to Major Professors as they design the examinations.

The Preliminary Examination Committee

During the Spring and Summer semesters of the second year, students will work with their Major Professor to form a preliminary examination committee. Committee members are chosen based on their knowledge in the content area(s) of the preliminary exam. Students are encouraged to identify faculty in social work, criminal justice, and other departments with similar interests early in the program. Students may find it helpful to enroll in Independent Readings (SOC WRK 999) or seek research opportunities to familiarize themselves with faculty and advance their research interests.

The Preliminary Examination Committee must include three to five graduate faculty members, a majority of whom must be from the Helen Bader School of Social Welfare. It is the student's responsibility to set up meetings with and obtain agreement/commitment from faculty members to sit on this committee. For approval of the Preliminary Examination Committee, the student will complete the Declaration of Committee form available from the Graduate Studies Office in Curtin Hall 433. The Committee members are responsible for assessing the readiness of the student to initiate the preliminary exam process, approving the preliminary proposal, and evaluating the preliminary exam.

Upon the identification of acceptable Preliminary Examination Committee members, and agreement by all members to serve on the student's Committee, this information needs to be entered by the student into the Online Doctoral Milestones System webpage (https://web.uwm.edu/milestones/careers). Additionally, the student must declare the semester and year that they will submit/defend their preliminary examination. After this information has been entered into the Milestones System, the student's Major Professor, the

Graduate Program Representative (i.e., the Doctoral Program Director), and the Graduate School must approve the selected Committee.

The Preliminary Examination Proposal

Following the completion of all mandatory course requirements in the core curriculum, students should begin preparing a six to eight page proposal (double spaced, excluding references) that outlines:

1. A substantive area of interest, along with potential research questions.
2. Theoretical perspectives or concepts that inform their understanding of the problem area.
3. Methodological issues or approaches that have influenced research in this area. Students must also provide a comprehensive reference list that informed the substantive, theoretical, and methodological sections of the proposal. Each student will work with their Chairperson (i.e., Major Professor) to distribute the proposal to the preliminary examination committee and to schedule a meeting for discussion and evaluation of the proposal. If approval is given by the committee, students may begin work toward completing their preliminary examination.

Preliminary Examination Format Options

Students are allowed to choose one of two options for completing the preliminary examination. The first option requires students to complete a paper that includes an extensive critical literature review in on a topic related to their area of substantive interest, a discussion of relevant theories and their application, and a description and critique of research methodologies and analytic strategies. Papers are traditionally between 60 and 100 pages in length, and may be used as a starting point for the student's dissertation research. Students who fail the preliminary examination may not proceed to the dissertation. The exam may be retaken only once.

The alternative option for the preliminary exam is a more traditional approach in which the student identifies a small group of topics of interest and presents a reading list for each. The chair and other committee members make revisions and additions, after which the student prepares for both a written and oral examination.

At least one semester prior to the examination, the student will develop a reading list in consultation with her/his Major Professor. In consultation with the student's advisory committee and with the approval of the Doctoral Program Director, one or a combination of the following formats will be required. Regardless of format, the preliminary examination is comprehensive and integrative, reflective of the student's individual course of study, and requiring independent work beyond the course requirements.

Option 1 (Recommended):

Students complete a paper that consists of three sections:

1. A critical literature review in a discrete area of study.
2. A discussion of the relevant theory and its application.
3. A description and critique of research methodologies and analytic strategies.

The paper should meet the following criteria:

- Provide a thorough review, critical analysis, and integrative synthesis of literature that is germane to the substantive area of study along with gaps that require further scholarly attention.
- Describe and critique one or more theoretical perspectives and associated concepts that are relevant to the problem area. Present the strengths and limitations of these and alternative theories and discuss how a select theoretical orientation will contribute to advancing knowledge.
- Review research methodologies (e.g., design; measurement; analysis) that have been used, or might be used, to study the problem area, including the strengths and limitations of each. Offer a convincing rationale why a particular methodological approach should be selected among various alternatives.
- Demonstrate an integrative understanding of connections among the substantive, theoretical, and methodological components of research.
- Employ APA style of referencing and organizing.
- Total approximately 60-100 pages in length (double spaced, excluding references).

It is expected that most students will complete the manuscript within no more than one semester following the date of approval of the proposal by the committee. Students may seek direction of a general nature from the committee chair and members prior to writing the paper, but unlike the dissertation the preliminary examination is not intended to be an interactive endeavor, and the final product should be an independent work by the student. The completed manuscript should be submitted to the committee chair, who will then distribute it to other members.

The paper will be evaluated by the chair and committee members on the following criteria:

- **Significance:** Does the paper adequately explain the importance of the issue? Does it have the potential to contribute meaningfully to the knowledge base of the profession?

- **Quality of review:** Does the paper demonstrate the student's familiarity with relevant literature? Do major gaps exist in the paper's coverage of this literature? Does the paper analyze the literature critically and in appropriate depth?
- **Quality of analysis:** Does the paper demonstrate the student's ability to integrate and synthesize information across multiple works? Does it identify implications in an insightful manner and draw appropriate conclusions? Is the overall conceptualization and theme of the paper cohesive and clear?
- **Quality of writing:** Is the organization of the paper reasonable? Is the writing style clear?

The committee chair will solicit feedback from committee members and, if approval is given to proceed, work with the student to schedule a meeting to complete the oral examination. The oral examination is a public meeting that interested student peers and faculty may attend, and it will be advertised several days prior to the examination date. Student peers will be encouraged to attend. If others attend this meeting besides the committee members, questions from audience members other than the committee will be addressed first. Deliberations by committee members will take place after the student and other audience members have been dismissed and the committee has gone into closed session.

Option 2:

At the discretion of their Major Professor, and with the approval of the Doctoral Program Director, students may elect to follow an alternative preliminary examination format that includes both a written and oral component. The written preliminary examination will be designed to assess the breadth and depth of a student's knowledge in the core curriculum and area of concentration along with his/her ability to conduct independent research. The option must meet the following guidelines:

- At least one semester prior to the examination, the student will develop a reading list in consultation with her/his Major Professor that covers: a) critical literature in a discrete area of study, b) the relevant theory and its application in this area, and c) description and critique of research methodologies and analytic strategies common to the area.
- The written preliminary examination will be designed to assess the breadth and depth of a student's knowledge in the core curriculum and area of concentration along with his/her ability to conduct independent research.
- Potential examination questions will be submitted by the members of the examining committee and will be based on the sources appearing on the reading list. The final set of examination items will be selected by the chair of the examination committee; regardless of format, the preliminary examination is comprehensive and integrative, reflective of the student's individual course of study, and requiring independent work beyond the course requirements.

- Students will receive four to five questions to which they must respond within three weeks. At least one question must cover content from each of the following areas—substantive, theoretical, and methodological.
- Responses should be structured as a formal written paper with appropriate citations/formats and a bibliography of the works cited. An alternative preliminary examination that includes both a written and oral component.

Post-Preliminary Exam Paperwork

After students have successfully passed their preliminary examination, this information must be added to the Online Doctoral Milestones System, where it will be approved by the Major Professor, Graduate Program Representative (i.e., Doctoral Program Director), and then the UWM Graduate School (https://web.uwm.edu/milestones/careers). This process constitutes the submission of the completed Preliminary Exam Warrant.

Dissertation Policies & Procedures

Overview & Purpose

Once students have successfully completed their preliminary exam, they are able to move into the dissertation portion of the doctoral program. Overall, a dissertation serves as a culminating project, which allows students to demonstrate their knowledge, research skills, and ability to contribute meaningfully to their field of study. It also prepares them for future academic and professional endeavors. To meet the requirements for the dissertation, the candidate must complete an original independent research project that adds meaningfully to the existing body of knowledge in criminal justice or social work. This project includes both a written portion (i.e., the dissertation; see below for organization and formatting), as well as an oral defense. The dissertation should be of a caliber that warrants publication in respected journals in the field.

Specifically, throughout the written and oral submissions, the dissertation allows for students to highlight their:

- Capacity for independent scholarship by framing meaningful questions rooted in the existing empirical and theoretical literature.
- Mastery and deep understanding of the area of study by integration, synthesizing, and critiquing the extant literature (e.g., methodologies, findings, theoretical underpinnings, gaps/limitations in prior studies).
- Analytic expertise, evidenced by the ability to test research questions using a sound methodological approach and appropriate analytic/statistical designs.

- Critical thinking demonstrated through the ability to clearly communicate findings to transfer knowledge to others.
- Ability to apply findings to expand on or transform current theoretical frameworks or policies.
- Capabilities in effectively communicating with others through written and oral presentations of the literature, methodology, findings, and discussion.
- Problem solving skills through remedying issues with data and analysis, as well as the ability to provide thoughtful responses to questions and critiques during the defense.
- Ability to significantly contribute empirical research and theoretical extensions within the field of social welfare.

Committee Selection

In consultation with their Major Professor, students will be required to identify faculty members to serve as Dissertation Committee members for their examination. Three Committee members should be within the Helen Bader School of Social Welfare, and one Committee member must be from an outside School or University. The sections below detail the dissertation process and requirements.

Doctoral Dissertator Enrollment

Students who have successfully completed their Preliminary Examinations and a one-page preliminary dissertation proposal are formally admitted to doctoral candidacy, also referred to as "dissertator status." To formally do this, students must use the Online Doctoral Milestones System website, students must complete the application for their Dissertation Proposal Hearing (i.e., Dissertation Proposal Defense) (https://web.uwm.edu/milestones/careers). This application requires students to provide the following two pieces of information: the intended title of the student's dissertation, as well as the Chairperson and other Dissertation Committee members.

In terms of course registration, the University of Wisconsin-Milwaukee Graduate School requires dissertator students to "register for 3 graduate-level dissertation or research credits (at the current per-credit dissertator rate) each semester until the dissertation is accepted by the Graduate School. During any summers in which you use University facilities or faculty time, are a fellow or research assistant, or plan to graduate, you must register for 3 graduate-level credits (dissertator rate) in the regular eight-week summer session. Three is the minimum (and the maximum) number of graduate credits required per semester."[7]

[7] The University of Wisconsin-Milwaukee Graduate School (2023). *Doctoral Requirements*. https://uwm.edu/graduateschool/students/academic-policies-and-procedures/doctoral-resources/doctoral-requirements/

Dissertation Proposal Defense

As discussed above, students must complete the Online Doctoral Milestones System application for their Dissertation Proposal Hearing (i.e., Dissertation Proposal Defense), in which these provide the working title of their dissertation and list all Dissertation Committee members (https://web.uwm.edu/milestones/careers).

In terms of the Dissertation Proposal Defense, the student should consult closely with their Major Professor/Chairperson, as well as the other members of the committee to glean information on required components for the defense. In general, students should anticipate preparing the following sections in written and oral delivery to their Dissertation Committee prior to their defense:

- Specific research questions informed by the existing empirical and/or theoretical literature. Here, students should have a deep understanding of the extant literature in the area, and be able to demonstrate this knowledge, as well as express how they intend on expanding on the existing literature.
- Intended methodology, including: variables, available data sources/strategies for data collection, and analytic approaches that will be used to test research questions.
- Information regarding obtaining IRB approval.[8]
- Timeline for completion of each step within the dissertation process. It is important that students project realistic timelines that take into account anticipated (as well as potentially unforeseen) obstacles in data procurement, data cleaning/harvesting, analyses, writing the final dissertation document, and constructing the oral presentation.

After the student has submitted their Dissertation Proposal Defense materials, and has presented these materials orally, Committee members will provide feedback, areas for expansion, recommendations, and critiques of the proposed project. Once the student has addressed these areas, and the committee has approved the Dissertation project and timeline, the student may move forward with their Dissertation. At this time, the student Major Professor/Chairperson will enter "Pass" and the date of the successful defense under the "Hearing Results" portion of the Online Doctoral Milestones System website. Additionally, the Doctoral Program Representative/Director and the Graduate School will approve the passing result of the Dissertation Proposal Defense.

[8] Students should review the definition of human subjects research at the University of Wisconsin-Milwaukee Institutional Review Board (IRB, https://uwm.edu/irb/) to determine if their dissertation research will need IRB approval and be prepared to discuss this process at the dissertation proposal stage.

Applying for the Dissertation Defense

According to the UWM Graduate School (2025), "to begin the process of holding your dissertation defense, the first step is to apply for graduation in PAWS. This must be done no later than the second week of the semester in which you plan to graduate. The Application for Doctoral Defense and Graduation paperwork that is generated is used to determine your eligibility for defense and graduation, and for scheduling the date of your defense. The Graduate School and your program work together in this process. In order to graduate in the semester you applied for, the dissertation defense must be held at least two weeks before the commencement ceremony date."[4] Please visit the Graduate School's Graduate "Dates and Deadlines" webpage for important deadlines related to applying for the dissertation defense, graduation, and the commencement ceremony (https://uwm.edu/graduateschool/gradresources/graduation-dates-and-deadlines/).

Traditional Dissertation

As discussed above, dissertations allow students to showcase their:

- Understanding of the existing literature.
- Ability to synthesize what is known and unknow about a specific area to develop unique and important research questions.
- Competency to identify and employ strong methodological designs.
- Proficiency in conducting robust analytic models.
- Capability to draw on findings to provide theoretical or policy-based recommendations.
- Capacity to clearly communicate findings both in writing and verbally.
- Adeptness to respond to questions and critiques of their methodological design, results, and interpretation of findings in a professional and scholarly manner.

Organization

When constructing the dissertation document, the dissertator should work closely with their Major Professor/Chairperson, as well as other members of their Committee to come to an agreement about the required elements for the written document and oral presentation. In general, a dissertation includes the following organizational sections within the main text:

Chapter I: Introduction.

The introduction should begin with an interesting statement to entice the reader into continuing to read the rest of the dissertation. This chapter serves as the foundation for the

rest of the dissertation, and should provide an organization roadmap for the subsequent sections of the dissertation. The introduction chapter will include:

- **Background on the Topic:** Provide context and background on the topic of the dissertation. This should be concise, but also clarify any areas, terms, or jargon that the reader may be unfamiliar with and are important to understand for the remainder of the dissertation. Additionally, the empirical and theoretical underpinnings in which the dissertation is rooted in should be briefly discussed, and furthermore, how these frameworks inform the current line of inquiry.
- **Statement of Research Questions:** Clearly and concisely state the research question guiding the dissertation.
- **Contributions of the Project:** Summarize the potential contributions of the findings stemming from this dissertation. Here, gaps in the area of interest should be identified, as well as how the current dissertation aims to mitigate lapses in our understanding or knowledge of the specific areas. This section should highlight why the research questions are significant and warrant examination. Moreover, it should be identified how findings from this study may impact theoretical development or policy initiatives.
- **Organization of Dissertation:** Briefly discuss the structure and organization of the subsequent chapters of the dissertation, identifying what readers should anticipate in each of the remaining sections.

Chapter II: Literature Review.

The literature review provides context for the area of inquiry, by showing a deep understanding by synthesizing the literature and weaving together key concepts and findings, while pointing to areas that warrant critical review or further examination. The literature review chapter allows the dissertator to highlight how the current project is situated within the area of interest. provides the context for your research by discussing the key theories, concepts, and ideas that are relevant to your topic. It helps readers understand why your research is important and how it fits into the broader academic conversation. Specifically, the literature review should provide the following elements:

- **Theoretical Framework:** This section of the literature review should not only summarize the theoretical framework(s) that are relevant to the project, but should also contrast and critique areas of the theory that may not extend or be applicable to the question/inquiry of interest. The dissertator should take time and care in highlighting key tenants, themes, and assumptions of theories, as well as provide evidence that supports and refutes the selected theoretical model(s).
- **Empirical Literature:** In this section of the literature review chapter, the dissertator should delve deeply into the empirical findings surrounding the subject matter of the current dissertation. Here, there should be an in-depth discussion on key findings,

non-congruent findings, methodological concerns, and areas that have not been considered. Within this section, the discussion of the extant findings should be discussed in a way that synthesizes findings across studies, rather than discussing individual findings/studies within silos. The best literature reviews will pull together key themes, to create a seamless understanding of the current state of the literature and understanding of the topic at hand.

- **Prior Methodological Strategies:** Another area that is generally included in the literature review focuses on methodological frameworks that have been harnessed in prior studies. This section should include a critical evaluation of methodologies employed and results gleaned from prior evaluations and projects.

Recall, in this section, the dissertator should be setting the stage for how your project is situated within the context of the line of inquiry. The literature review should relate to and inform the research questions being presented, as well as to methodological and analytic decisions. This portion of the dissertation is important because it further guides the reader as to why this question is important.

Chapter III: Data and Methodology.

The methods chapter of the dissertation explicitly states the nuances of the data and analyses. This section of the dissertation should allow readers to have a clear understanding of each step that was taken to obtain, clean, and conduct analyses on data. Specifically, this chapter generally includes the following sections.

- **Statement of Hypotheses:** The beginning of this chapter should include a pointed statement of all research hypotheses (or research questions) that will be examined by analysis. These statements should be concise, and align not only with the main outcomes of the project, but also be linear with the literature discussed within the literature review.

- **Data and Sample:** This section of the dissertation includes specific descriptions of the data and sample used for the analyses. Here, the dissertator will include a discussion of all data sources used to obtain data, the location/site for data collection, the sample from which data were drawn, the unit(s) of analyses, and any other important aspects related to the obtainment of data or the sample from which data were collected.

- **Measures:** Next, this chapter discusses all variables included in analyses. Specifically, the deserter will discuss all dependent variables, independent variables, and control variables. When discussing the measures for the project, the dissertation must be transparent in the original data that was obtained as well as how these data were cleaned, manipulated, or coded to create variables or themes.

- **Analytic Design(s):** In this portion of Chapter III, the dissertator states the analytic approaches used to test the research questions. Specifically, rationale for variables

included/not included within models, as well as why specific models were selected for analyses should be discussed.

Chapter IV: Results.

In the results chapter, the dissertator states the results from analysis. Although it may be easy to get caught up in what these findings mean, this section should only focus on explicitly stating the findings, rather the meaning or ramification of these findings. Within this chapter of the dissertation the following elements should be included:

- **Descriptive Results:** Descriptive results may vary dependent on whether qualitative, quantitative, or mixed method approaches were used. In general, descriptive results will state the mean, standard deviation, and minimum and maximum values found across key variables. The descriptive results may also include information on the sample, or where the sample was drawn from. Again, this section may differ depending on the methods that were employed.
- **Bivariate Results:** This section of the results chapter will document whether key variables correlated with one another, and if so, the direction and strength of these correlations. Similar to descriptive statistics, not all studies will include bivariate analyses. Here, although this section should be included within dissertations employing quantitative analysis, this section may not be applicable to qualitative methodological designs.
- **Multivariate Results:** This section of the results chapter will state whether significant associations were found between dependent and key/independent variables. The direction and strength of these relationships should be reported. As was stated above, these types of results are likely to only apply to quantitative based studies, and often are not applicable to qualitative research designs.
- **Qualitative Results:** Within dissertations that use qualitative designs, there are several other types of results that may be reported. Some of these may include themes or patterns in which the researcher has analyzed and identified common themes related to the phenomenon of interest. Researchers may highlight these themes or patterns by including narratives, quotes, or other information important to examining the research question(s).
- **Tables, Graphs, and Figures:** Although tables, graphs, and figures will be inserted after the references portion of the dissertation, reference to any included tables, graphs, or figures should be included within the results and discussion sections.

Chapter V: Discussion, Implications/Policy Recommendation & Limitations.

The discussion chapter is the portion of the dissertation where the dissertator delves into the results, connects these findings with prior research/theory, and offers ideas for extension of

policy or theory based on these findings. Stated differently, this chapter of the dissertation answers the question "So what?" Specifically, this chapter should include the following elements:

- **Discussion of Findings:** This section of the dissertation explains how results stemming from analyses support or refute the research hypotheses. Furthermore, these findings should be integrated into the extant literature to lend support or contradict prior findings. Rationale as to why specific results were found may be addressed, as well as a discussion of founded speculation surrounding interesting/unexpected findings.
- **Implications/Policy Recommendations:** This portion of the discussion chapter offers potential extension as to how findings from the study inform the larger conversation within the area of interest. Specifically, the dissertation will focus on the implications or policy recommendations that may stem from these findings. Stated differently, the dissertator will point to what these findings mean in terms of resource dispersion, practitioner practices, or other policy initiatives. When constructing this subsection, the dissertator should pull together their findings and the extant literature to create realistic policy recommendations. Additionally, this section should consider what the main takeaways from the study are how these findings inform the creation of new policies, what these policies would entail and how they could practically be carried out, and any other potential benefits or backfire effects that may result from implementing policies or new strategies.
- **Limitations:** The next section of the chapter should focus on limitations of the current dissertation study. Limitations may include, but are not limited to, constraints related to the data, analysis, generalizability across people or places, and slash or reliability or validity of measures.
- **Future Research:** The final section of this chapter will focus on future avenues of research period specifically, the dissertation will draw on some of the limitations that were discussed above. Further, gaps that still remain in the literature may be discussed. Here, the dissertator will discuss potential strategies and ideas for further examination of these areas in the future.

Chapter VI: Conclusion.

The conclusions chapter of the dissertation should leave the reader feeling fulfilled, and without question on the data, results, and implications of the study. The conclusion should end with a declarative statement with the main takeaway message from the dissertation. This is what the reader is leaving with, so be certain to make it strong and clear. make sure it is clear and strong.

Formatting

Specific guidelines on formatting the dissertation can be found on the Graduate School's Thesis and Dissertation Formatting website (https://uwm.edu/graduateschool/gradresources/thesis-and-dissertation-formatting/).

Multiple Article Option (MAO) for Dissertation

Students in the Social Welfare Doctoral Program may choose an alternative approach to the dissertation, known as the Multiple Article Option (MAO). The MAO allows students to complete the dissertation requirement by writing, under the supervision of their Major Professor and dissertation committee, a minimum of three articles designed for publication in peer-reviewed journals.

The goal of the MAO is to help students learn the process of writing for publication, become familiar with the form and content of journal articles, establish a publishing record, contribute to the professional knowledge base, and prepare for entry into the academic job market.

Students interested in pursuing the MAO should consult with their dissertation chairs regarding the feasibility and suitability of this option. All MAO dissertations require prior approval of the dissertation committee and Doctoral Program Director. When choosing a committee, a student should consider faculty members who have strong journal publishing records.

MAO Requirements

Below are the requirements for the MAO dissertation.

- Students must complete, to the satisfaction of their committee, at least three manuscripts suitable for submission for publication as journal articles.
- The manuscripts should form a cohesive body of work that supports a theme or themes that are identified clearly in the dissertation proposal.
- At least two of the three manuscripts must be data-based research reports. The third may be in the form of a position paper, review of the literature, historical review, or other such work, as approved by the dissertation committee.
- An article previously published by the student may, with the approval of the student's dissertation committee and the Doctoral Program Director, be counted as one of the three articles required by MAO guidelines. The article must represent work undertaken while the student is enrolled in the doctoral program, and must be approved at the time of the student's dissertation proposal defense. Here, note than no more than one such article may be counted (see Appendix A)

- If a previously published article is approved by the committee, the student will be responsible for securing necessary permissions from the copyright holder and other authors.
- Articles should be submitted to journals following the style requirements of those particular publications, but for the MAO-format dissertation the articles must follow University guidelines with respect to formatting and presentation.
- To fulfill MAO requirements, each article manuscript must be formally submitted to a journal approved by the dissertation committee. The committee will assist the student in selecting journals that will challenge the student while also offering a reasonable chance of publication success.
- All article manuscripts must be submitted prior to the dissertation defense unless otherwise approved by the dissertation committee and the Doctoral Program Director.

MAO Authorship

Below, please find requirements for manuscripts stemming from MAO articles.

1. **Authorship Expectations**. Students must be the lead author of papers submitted for review by the dissertation committee prior to the dissertation defense. Although publications from the dissertation may include committee members or collaborators outside the committee as co-authors, the dissertation evaluated by the committee (i.e., three publishable papers and the oral defense) should reflect the student's intellectual leadership and scholarly independence. These materials should meet the standards expected of a first-author publication, with the student's unique scholarly voice evident throughout these materials.

2. **Publication Discussions.** The dissertation chair and student should have early conversations about authorship expectations, including anticipated contributions and the order of authorship for any papers stemming from the dissertation. These discussions should be revisited as needed. Documenting these decisions and communicating them with the dissertation committee is strongly encouraged. This includes expectations for co-authorship and clarification of committee members' roles in subsequent manuscript development.

3. **Post-Degree Publications.** While the student is typically the lead author on dissertation-based publications, collaboration that occurs between the student, faculty, and other contributors after completing the PhD program may warrant adjustments to authorship order. Authorship decisions should be transparent, mutually agreed upon, and revisited throughout the publication process to reflect

actual contributions. Authorship should follow APA guidelines, ensuring contributions are accurately reflected.

MAO Organization

Dissertations completed in the MAO format must include an abstract that synthesizes the articles, an introduction (usually Chapter 1), and a conclusion (usually Chapter 5, assuming 3 articles are presented).

The introduction section must include:

- A definition or statement of the problem.
- The importance of the problem, i.e., why it is worth researching, why it matters to the field of social work.
- The theoretical foundation(s) supporting the problem/issue.
- An overview of the important literature (overview, because each article submitted for the MAO will have its own unique literature review).
- The research questions.
- The methodology to be used to answer those questions.

The conclusion section must include:

- A summary of the dissertation's major findings.
- A clear and relevant discussion of implications based on findings from analyses.
- Synthesis and linkages to allow the readers to make connections between the manuscripts submitted in the MAO dissertation.
- A comparison of findings (e.g., similarities and differences) between the separate manuscripts included in the MAO dissertation.

MAO Formatting

The MAO dissertation will be formatted and bound consistent with University guidelines (See the Graduate School's Thesis and Dissertation Formatting Requirements webpage at https://uwm.edu/graduateschool/gradresources/thesis-and-dissertation-formatting/).

MAO Proposal and Defense Procedures

Dissertations prepared using the MAO format will be subject to proposal and dissertation defense procedures as specified by program policy. The dissertation proposal must include:

- The introductory chapter.
- Copies of any completed articles, whether published or not.
- An outline of any articles in progress.
- A list of proposed journals.
- A timeline for completion of the work.
- IRB approval and research procedures, if required.

The Dissertation Defense

"The dissertation defense provides an opportunity for you to demonstrate your expertise after several years of preparatory coursework, research, and writing. You also will demonstrate your ability to explain ideas and methods embodied in the dissertation and to defend the implications and conclusions of your research. The defense allows your committee members to verify your independent scholarly contributions. They may offer guidance regarding publication possibilities for the dissertation, and encourage further research efforts in your area of academic specialization."[9]

At the time of the defense, dissertators who elect to complete the MAO must present a final document that includes all the formatting elements required by the University Thesis Office for a traditional dissertation (e.g., abstract, table of contents, appendices), as well as their introductory chapter; any previously published article(s), article(s) submitted for publication, and a concluding chapter.

Prior to all defenses (i.e., traditional and MAO dissertation defenses), all committee members will read the dissertation in its entirety, and be prepared to ask questions and give feedback to the dissertator. That said, the specific organization, structure, and required elements of the defense is largely made in agreement between the dissertator and their Dissertation Committee members. Here, it should be noted that Dissertation Defenses are generally deemed to be "open session," meaning that individuals outside of the committee are allowed, and often encouraged, to attend the defense. Within the Helen Bader School of Social Welfare, we regularly invite non-committee faculty members, staff, and one's fellow

[9] The University of Wisconsin-Milwaukee Graduate School (2025). *Doctoral Requirements: Defense*. https://uwm.edu/graduateschool/students/academic-policies-and-procedures/doctoral-resources/doctoral-requirements/

graduate students to attend Dissertation Defenses to ask questions, gain insight to new research, and provide support for the dissertator.

Per Graduate School requirements, "all committee members must be in attendance at your defense. Committee members may attend via video conference if unable to appear in person. In such cases, that member must email their vote to your committee chair or the program's graduate representative, providing their decision and authorization for the chair or Grad Rep to sign the warrant in their place. That email must be printed and returned with the warrant to the Graduate School. If at the last minute, a committee member cannot attend the defense in any format, the student must set up a time to defend separately to that committee member."[4]

Voting

Following the conclusion of the defense, as well as any subsequent questions and areas for feedback/critiques, the defense will move into a closed-session meeting, in which only the Dissertation Committee members are present. According to the University of Wisconsin-Milwaukee Graduate School (2025), "the committee may vote either pass or fail, or it may decide to defer the decision. All committee members must vote. The warrant (indicating pass or fail) or the deferral form must be returned to the Graduate School within 10 working days of the defense or a deferral is automatically assigned."[4]

Pass. "To pass the defense, a majority of the committee must vote to pass. No absentee ballots are allowed."[4]

Fail. "If you fail the defense, you may re-defend once after a waiting period, to be determined by the committee and communicated to you in writing. The Graduate School requires that this second defense take place within one calendar year of the original defense. A new application and warrant are required for the second defense. In the case of a four-person committee, if the vote is a tie, the defense is failed."[4]

Defer. "If the committee determines that you need more than 10 working days to complete revisions to the dissertation, a deferral form must be so marked and submitted to the Graduate School within 10 working days of the defense.

Your Major Professor must notify you and the Graduate School of the specific reasons for the deferral action and the completion date required by the committee (not to exceed 4 months from the original defense date). If satisfactory changes are not made within 4 months, the deferral turns into a fail. You then have 8 months from the deferral deadline to pass a second defense.

You cannot graduate in deferral status and must register for the next semester if the deferral is not changed to a Pass by the Graduate School dissertation submission deadline.

The entire committee is responsible for verifying that the dissertation revisions have been made to their satisfaction. At this point, the committee passes or fails the dissertation and the Major Professor returns the signed warrant to the Graduate School."[4]

Key Program Policies

Annual Student Review

Annual reviews will occur once per year prior to the end of the Spring semester. All current students will be reviewed unless they are scheduled to graduate at the end of the Spring semester.

Each student's review committee will consist of the student's chair/advisor, the PhD program director, and one other faculty member assigned by the PhD program director from among faculty who teach in the PhD program or are eligible to serve on prelim or dissertation committees. Once the PhD program director has assigned a third committee member, the chair/advisor should contact all parties to arrange a date and time to meet.

Face-to-face reviews are preferred, but Microsoft Teams (i.e., virtual) may be used. Students should submit a current CV to committee members at least three days prior to the review. It is recommended that they also submit a summary of their progress and their plans (e.g., tasks, timelines) for moving forward.

Following the meeting, a written summary of the review will be prepared within two weeks. The chair/advisor is responsible for writing the first draft of the report and circulating it among the other two reviewers for comments prior to providing a copy to the student. Each review will include:

- A summary of the student's performance in coursework, assistantships/fellowships, teaching, scholarship. This should address both strengths and weaknesses.
- For students who have completed classroom requirements, a summary of progress toward completion of next task (prelims, dissertation proposal, or dissertation).
- Comments by review committee members. These should clearly articulate areas of strength, areas of concern, and recommendations for improvement if concerns are identified.
- Acknowledgment of assistance/guidance requested by the student.
- Identification of goals/objectives for the coming year, which are to be used for the next annual review.

To indicate that all parties have received and read the review, one copy should be signed by the student, chair/advisor and PhD program director. If desired, the student may attach a

written response. One copy of the review is to be given to the student and another copy, with any response from the student, is to be placed in his/her departmental file.

GPA Requirements

Per Graduate School requirements, Doctoral students must earn a 3.0 GPA each semester, as well as maintain a cumulative 3.0 GPA. If a student does not earn a 3.0 GPA for a given semester, they will receive an academic warning. If a student has semester and cumulative GPAs that fall below 3.0, they must receive approval from the Doctoral Program Director and the Dean of the Graduate School to continue in the program.

Academic Dismissal

According to the Graduate School's Academic Policies and Procedures website (2025), "The graduate program unit may recommend that you be academically dismissed for poor academic performance, lack of progress toward degree, or failure to meet graduate faculty policy or program requirements. The Graduate School, in consultation with the graduate program, may also initiate a dismissal for these reasons. In all cases, the Dean of the Graduate School makes the final decision regarding academic dismissal.

Recommendation for dismissal may be initiated for, but is not limited to, the following:

- A cumulative graduate grade point average below 3.0.
- Failing the doctoral preliminary examination.
- Failing the dissertation defense.
- Failing to have the doctoral dissertation accepted within the time period specified for deferral status (reverts to failed dissertation defense).
- Failing to successfully defend the doctoral dissertation upon a second attempt within the specified time period.
- Exceeding the time limit for degree completion.
- Accumulating U grades in thesis or dissertation courses.

A graduate student will need to receive a Graduate Dean's Approval Required to Continue action if any of the following conditions exist:

- The student's cumulative grade point average falls below 3.0
- The student is not removed from probation status within three enrolled semesters
- The student does not satisfy course deficiencies within three enrolled semesters.

This action precludes registration for a subsequent semester.

To receive permission to register following this action, students must demonstrate academic improvement and must show that factors that led to the placement of the Graduate Dean's Approval Required to Continue have been negated. The request must include a program of study for the following semester and must be supported by the graduate program representative and the student's advisor." [4]

Incompletes

According to the Graduate School's Policies and Procedures (2025) webpage, "an I (Incomplete) may be assigned by the instructor if you are unable to finish all the course requirements during the original semester of enrollment. An Incomplete course status designation is appropriate only when the following conditions are present:

- You have done satisfactory work in a substantial fraction of the course requirements prior to grading time and provide the instructor with evidence of potential success in the remaining work.
- Extraordinary circumstances, not related to performance in the class, such as illness or a family emergency, have prevented you from finishing the course requirements on time.

An Incomplete will not be given to enable you to do additional work to improve a grade. The instructor may deny a request for an Incomplete and assign a grade based on the work completed at that point.

It is your responsibility to initiate a request for an Incomplete. Reasons for requesting the Incomplete must be acceptable to the instructor. If approved, the instructor will indicate the conditions for the removal of the Incomplete, including the date for submitting all remaining work. You are responsible for seeing that the Incomplete is removed by the deadline and that the instructor has reported the grade to the Graduate School. The instructor may change the I to a grade (including an F) or to a PI (Permanent Incomplete) if the remaining work is not submitted by the deadline for completion.

If the remaining work is not completed within one year of the end of the term of original registration for the course, the Incomplete will be administratively changed to a Permanent Incomplete ("PI"). (A "PI" is not computed into the grade point average.) Except in cases where the work was completed, but the instructor neglected or was unable to file a grade change in time, the "PI" will remain on the student's record.

If the instructor and the Graduate Program Representative support it, the Graduate School will automatically approve a Request for Exception for a PI grade change within one year of the assigning of the PI. No extensive justification is required within this time period. If the instructor is no longer available, the Chair of the department for that course must approve the change, along with the Graduate Program Representative.

A student who wishes to receive credit for a course in which a "PI" has been recorded, where one year has passed since the assigning of the PI, or where the instructor or graduate program does not support a request for a PI grade change, must register again for the course and satisfy the requirements for the course as set forth under the second registration.
A student may not register for a course in which an "I" remains on record. A student may graduate with a course outcome status of "PI", provided that all degree requirements have been met. All Incompletes must be changed to grades or Permanent Incompletes before a student may graduate." [4]

Late Add/Registration & Drop/Withdrawal

Late Add/Registration

Per the Graduate School's Academic Policies and Procedures webpage (2025), a "student should state whether he or she has been attending class(es). Instructors should verify attendance or confirm that the student may successfully join the class at this time. A completed Change of Registration form, signed by the course instructor(s), should accompany the Graduate School Request for Exception Form. If the exception is approved, the student is responsible for all late fees in addition to the tuition payment." [4]

Late Drop/Withdrawal (Past the Deadline)

According to the Graduate School's Academic Policies and Procedures webpage (2025), a late drop or withdrawal (past the drop/withdrawal deadline) "will be considered only for reasons unrelated to academic performance. A completed Change of Registration form, signed by the course instructor (for drops), or a completed withdrawal form should accompany the Request for Exception form. In either case, the course instructor(s) should verify successful completion of course requirements to date. The request also must be supported by the graduate program representative."[4]

Academic Holds

Per the Graduate School's Academic Policies and Procedures (2025) webpage, "A hold may be placed on your record for the following reasons:

- An unpaid debt to the University.
- Failure to maintain continuous registration (dissertators only).
- Failure to show proof of insurance (international students only).
- Official transcript required for admission not received.
- Administrative obligation.

A hold on your record prohibits you from registering for classes, obtaining transcripts, or receiving your diploma. In addition, international students with holds cannot have non-immigrant papers processed by the Center for International Education (CIE)."[4]

Academic Misconduct

According to the University of Wisconsin-Milwaukee's Dean of Students Office (2025), "academic misconduct is an act in which a student:

- Seeks to claim credit for the work or efforts of another without authorization or citation.
- Uses unauthorized materials or fabricated data in any academic exercise.
- Forges or falsifies academic documents or records.
- Intentionally impedes or damages the academic work of others.
- Engages in conduct aimed at making false representation of a student's academic performance.
- Assists other students in any of these acts."[10]

As identified by the Dean of Students Office (2025), "prohibited conduct includes but is not limited to:

- Cheating on an examination and/or assignment.
- Collaborating with others in work to be presented.
- Contrary to the stated rules of the course.
- Submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another.
- Utilizing Artificial Intelligence technology such as ChatGPT on an assignment without authorization or citation.
- Submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas.
- Stealing examinations or course materials.
- Submitting, if contrary to the rules of a course, work previously presented in another course.
- Tampering with the laboratory experiment or computer program of another student.
- Knowingly and intentionally assisting another student in any of the above including

[10] The University of Wisconsin-Milwaukee Dean of Students (2023). *Academic Misconduct.* https://uwm.edu/deanofstudents/academic-misconduct-2/

- including assistance in an arrangement whereby any work
- classroom performance
- examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of any student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed."

Campus Resources

Student Support Directors & Case Managers

"The Dean of Students Office Student Support Directors and Case Managers work closely with students who experience personal challenges. They work with students to:

- Listen and gain understanding of students' experiences.
- Identify and connect to resources at UWM and in the greater community.
- Explore options and policies that might be helpful.
- Break down large issues into more manageable steps.
- Develop a plan on how to move forward.
- Help students contact instructors, advisors, and others as needed.
- Help students return to campus after taking a break.

The Student Support Directors and Case Managers seek to empower students as they work together. Our goal is to help the student navigate the personal challenge so that the student can achieve their academic goals.

To connect with a Student Support Director or Case Manager, complete a Student Support Request/Referral Form (https://cm.maxient.com/reportingform.php?UnivofWisconsinMilwaukee&layout_id=5)."[11]

Emergency Grant

"The UWM Emergency Grant helps currently enrolled students who have financial hardship cover expenses related to unforeseen emergencies that significantly impact their ability to be successful during the semester.

If a student's situation is unrelated to an unforeseen emergency or if they seek funding to cover tuition, we recommend that the student apply for scholarships instead. To apply for a scholarship, check out the UWM Panther Scholarship Portal. We encourage students to create a scholarship application even if scholarships deadlines have passed. Opportunities may become available at any time. Students who experience unforeseen emergencies may apply for both a UWM Student Emergency Grant (see below for application) and scholarships."[12]

Information of eligibility and applications can be found at:
https://uwm.edu/deanofstudents/assistance/uwm-emergency-grant/

Food Resources & Pantry

UWM Food Center & Pantry

In partnership with Feeding America-Eastern Wisconsin and Milwaukee Diaper Mission, UWM students have access to the UWM Food Center and Pantry (located on the ground floor of the Student Union, along Maryland Avenue). Students can access the pantry once a week with an appointment (foodassist@uwm.edu). At the time of the appointment, check in at the desk with your UWM email or ID, and then fill one of the provided bags with items that you would like for the week.

Food Pantry Hours:

- Mondays: CLOSED
- Tuesdays: 4:30 PM to 5:30 PM (by appointment only)
- Wednesdays: 2 PM to 5:30 PM (by appointment only)
- Thursdays: 4 PM to 6 PM
- Fridays: 8 AM to 1 PM

[11] The University of Wisconsin-Milwaukee Dean of Students (2025). *Student Support Directors & Case Managers (non-clinical)*. https://uwm.edu/deanofstudents/assistance/casemanagement/
[12] The University of Wisconsin-Milwaukee Dean of Students (2025). *UWM Emergency Grant*. https://uwm.edu/deanofstudents/assistance/uwm-emergency-grant/

Greater Milwaukee Food Assistance Resources

"The Hunger Task Force Fresh Picks Mobile Market offers fresh produce, meat, and dairy items at a discount. The market accepts debit cards, credit cards and Quest EBT. The Fresh Picks Mobile Market visits various locations throughout the Milwaukee Area. Check out their calendar to find a location near you."[13]

Mobile Market Site: https://www.hungertaskforce.org/what-we-do/mobile-market/

Kinship is another community food center in Milwaukee, and is located at 924 E. Clarke Street. Kinship has food distribution Tuesdays from 4:00-6:00pm, and Saturdays from 8:30-10:30am.

Kinship Community Food Center Site: https://www.kinshipmke.org/

Food Share (SNAP)

"College students who meet certain criteria are eligible for Food Share. Students can apply on the Wisconsin Access site. Students must be at least 1/2 time enrolled and meet one of the following criteria:

- Be either eligible for work study (whether or not you are employed), or
- Have an expected family contribution (EFC) of $0. This is based the student's FAFSA application."[10]

Wisconsin Access Site: https://access.wisconsin.gov/access/

Housing & Utility Assistance

"Community Advocates offers a range of services including temporary housing, housing vouchers, applications for energy assistance, case management services, etc. During certain times of the year, they also offer rent assistance. They help people before they are homeless and when they are homeless. Their website includes an extensive list of their services." [12]
Community Advocates Site: https://communityadvocates.net/what-we-do/

In addition, the Social Development Commission "has emergency funds for housing and/or funds to pay overdue rent."[12] Social Development Commission Site: https://www.cr-sdc.org/services/mera

The Wisconsin Home Energy Assistance Program provides assistance on energy bills for students that meet income guidelines. Students can apply at https://energybenefit .wi.gov.

[13] The University of Wisconsin-Milwaukee Dean of Students (2023). *Food Center and Pantry.* https://uwm.edu/deanofstudents/assistance/food-pantry/

Medical & Mental Health Assistance

Student Health & Wellness Center

UWM Students are able to access the Student Health and Wellness Center, which is located at the Northwest Quadrant, in Building D on the 7th and 8th Floors. Services offered include:

- Doctor appointments
- Pharmacy/prescription filling/refills
- Laboratory work
- Immunizations
- Travel clinic
- Allergy & immunotherapy injections
- Case management services
- Individual and group counseling
- Crisis counseling
- Psychiatry
- Advocacy resources

Appointments can be made through the patient portal: https://uwm.medicatconnect.com/ or via phone call: (414)229-7429

Student Health & Wellness Center Site: https://uwm.edu/wellness/

Medical Bill Assistance

"In general, if students need help with medical bills they can call the billing office and ask for a Financial Counselor or a Case Manager." [14]

- Columbia St. Mary's/Ascension Financial Assistance: https://healthcare.ascension.org/locations/wisconsin/wimil/milwaukee-ascension-columbia-st-marys-hospital-milwaukee/financial-assistance
- Aurora Financial Assistance: https://www.aurorahealthcare.org/patients-visitors/billing-payment/financial-assistance
- Froedtert Financial Assistance: https://www.froedtert.com/financial-services

[14] The University of Wisconsin-Milwaukee Dean of Students (2023). *Resources of Students.* https://uwm.edu/deanofstudents/assistance/resources/

Free or Low-Cost Health Care Providers

According to the Dean of Students Resources of Student's (2023) webpage, below are several free, low-cost, or sliding scale health providers in the Milwaukee area:[11]

- UWM Health & Wellness Center:
  Call 414-229-7429 for Medical Services and 414-229-4133 for Counseling Services. You can also check out UWM's Community Referral Database to find providers in the community that meet your criteria.
- UWM Psychology Clinic:
  Offers low-cost assessment and psychotherapy services to the Milwaukee community. Call 414-229-5521 for services.
- Marquette Dental Clinic:
  Offers low-cost dental services to the Milwaukee community. Call 414-288-6790 for services.
- Mental Health Emergency Center:
  Milwaukee County psychiatric emergency department. Call 414-966-3030.
- Milwaukee County Behavioral Health Division:
  414-257-7665. (Psychiatric assessment, Medication evaluation, brief crisis counseling and/or referrals to outpatient. Refers to Outreach Clinic for long-term medication).
- Marquette Center for Psychological Services:
  Outpatient mental health training clinic offering low-cost assessment and psychotherapy services to the Milwaukee community. Call 414-288-3487 for services.
- Center for Psychotherapies (St. Joseph's Hospital):
  A community resource for the treatment of individuals with a wide variety of emotional challenges. The Psychotherapy center has an adjustable fee structure. Call 414 803-4077 for services.
- Aurora Family Service:
  Offers family counseling, credit counseling, senior care services, and money management services. Call 414-345-4941 for services.
- Lutheran Social Services:
  Offers counseling for children and adults, substance use services, housing assistance, refugee services, and disability resources. Call 414-967-3900 for services.
- Samaritan Family Wellness:
  Offers outpatient community counseling on a sliding scale payment fee (accepts Medicaid and Medicare). Call 414-964-4357 for services.

Low-Cost Prescriptions/Pharmacies

"UWM Health Center: offers several common prescriptions and over the counter medications for a low cost.

- GoodRx: free program that offers discounts on prescriptions.
- Social Development Commission: offers a Prescription Advocacy & Referral Service for individuals who do not qualify for state/federal health insurance but are unable to pay for prescriptions. Eligible individuals might qualify for free or reduced-priced prescriptions.
- Prescription Drug Company Discounts: Google "rebate" and the name of your prescription to see if there are discounts advertised online. You may also try contacting the drug company directly to see if they have any programs to help people who cannot afford prescriptions."[11]

Computers & Internet Programs

Laptop Loan Program

"This program is designed to help students get through a short-term emergency; it is not designed for extended use. UWM has a very limited number of used Dell laptops and MacBooks made available by private donors. Devices are not new.

The Dean of Students Office will notify students 10 days after they have submitted an application on whether they have been selected to receive a device or have been placed on a waiting list.

Eligibility

- Devices are not available for students to complete their workplace responsibilities. If you need a device for your campus job or teaching assistantship, please talk to your department.
- Current student enrolled at least half time.
- Enrolled in the term in which the device is requested.
- Enrolled in a degree-seeking or certificate program.
- No disciplinary holds and good standing with the University.
- Demonstrated financial need that hinders continued enrollment and success at UWM.
- Reasonably exhausted all other resources (e.g., computer lab, student loans, friends and family, etc.).

- Students are only eligible to check out a device for one semester throughout the entirety of their enrollment at UWM.

Priority is given eligible applicants who have demonstrated financial need, and have previously not borrowed a device."[15]

More information can be found at: https://uwm.edu/deanofstudents/assistance/laptop-loan-program/

Federal Affordable Technology Program (Internet)

Federal Affordable Technology program: Discounts of up to $30/month for internet service ($75 for qualifying tribal lands) and up to $100 for a 1-time purchase of a laptop. Students who receive Pell Grants and/or Food Share are eligible. The site lists additional ways that students may be eligible.

Students must apply: https://www.affordableconnectivity.gov/ AND contact their internet provider (who may have an additional application). Here are a few internet providers:

- US Cellular
- AT&T
- Spectrum
- Verizon[11]

UWM Surplus

"UWM Surplus often has reasonably priced computers and laptops available for sale (many for $50 or $100). Go to the Shop UWM Surplus Facebook page to view inventory or contact UWM Surplus by email or phone at 414-659-1391. Surplus is open weekdays from 8 a.m. to 4 p.m. by appointment only. It is located in the University Services and Research Building north of North First St. and East Capital Drive."[11]

Sexual and/or Relationship Violence Advocacy

Advocacy is a free and *confidential* service for UWM students who have experienced sexual and/or relationship violence. Advocates can:

- Support student survivors whether they decide to report their victimization or not
- Provide emotional support and information while walking a student through their choices/options
- Support a student throughout any criminal and/or Title IX investigation

[15] The University of Wisconsin-Milwaukee Dean of Students (2023). *UWM Laptop Loan Program.* https://uwm.edu/deanofstudents/assistance/laptop-loan-program/

- Assist students with needed adjustments to academics and/or housing

Contact Information:

Advocacy Services (Confidential):
Phone:414-229-4582
Email: victimadvocacy@uwm.edu
Website: http://uwm.edu/norris/health-services/sexual-violence-services/
UWM Counseling Services: 414-229-4716
Norris Health Center: 414-229-4716

Other On-Campus Resources (Confidentiality cannot be guaranteed due to federal reporting requirements):
Dean of Students Office: 414-229-4632
Title IX Director: 414-229-7012
Office of Equity/Diversity Services: 414-229-5923
UWM Police: 414-229-9911 (9-911 campus phone)
Women's Resource Center: 414-229-2852

Off-Campus Resources:
Aurora Health and Advocacy Services: 414-229-5555
- 24/7 victim/survivor advocacy services
- 24-hour crisis phone line
- Medical Forensic Exam
- Counseling and therapeutic services

Sojourner Family Peace Center (24-hour relationship violence support):
Phone: 414-933-2722

Legal Assistance (Low-Cost or Free)

The following clinics offer low-cost or free legal assistance:

UWM Legal Clinic:
"Offers basic legal support. They help students a lot to understand leases, citations, etc. They cannot offer legal advice against UWM."[11]
https://uwm.edu/university-legal-clinic/

Marquette Legal Clinic:
"Offers free and low cost legal services for the entire community. They offer both appointments and walk in support."[11]
https://law.marquette.edu/mvlc/

Legal Aid Society:
"Provides free legal advice in areas such as evictions, family court, children's court, bankruptcy, and LGBTQ+ legal issues."[11]
https://legalaidmke.com/

International Student Resources

The College for International Education (CIE) provides international students with several services, including:

- Help enrolling in courses
- Arrival and transportation to campus
- Developing packing lists
- Visa questions
- Funding questions
- Arrival and check-in

Information on each of these topics can be found at CIE's website:
https://uwm.edu/cie/services/students/new-student-overview/

For additional information, see Appendix B.

Resources for Veterans

Below is a list of UWM and Milwaukee resources for veterans:

UWM Military and Veterans Resource Center (MAVRC):
This Center provides "support resource for UWM students and also can help connect students to additional community resources."[11]
https://uwm.edu/mavrc/

Veterans Affairs (VA)-Milwaukee:
The VA "offers resources including healthcare, disability services, employment and job training, housing support, and more."[11]
https://www.va.gov/milwaukee-health-care/

Milwaukee Education Benefits Office:
This office is "located near financial aid and can help students navigate any state or federal military benefits."[11]
https://uwm.edu/onestop/menublock/military-education-benefits-office/

Milwaukee County Veterans Services:

An additional “list of resources including support obtaining official documents, tuition waivers, legal support, housing assistance, healthcare grants, and more.”[11] https://county.milwaukee.gov/EN/DHHS/Adults-Services/Veterans-Services

Appendices

Appendix A. Incorporation of Previously Published, Accepted, & Submitted Articles as Portions of a Dissertation

1. The dissertation (final product) looks like any other dissertation. In other words, it has the same component parts and the same format as any other dissertation.
2. Each previously published reprint and accepted or submitted article (or chapter as an article prepared for publication) is treated as a separate chapter.
3. The dissertation must have a general abstract that covers all components. A general introduction and general conclusion are recommended.
4. If a dissertation incorporating previously published articles as chapters is selected, references should be placed at the end of each chapter not at the end of the manuscript. Each set of references may follow a different style guide, depending on the journal in which the chapter is published or will be published.
5. Reprints are acceptable. However, some departments require that previously published articles be reformatted to match all other chapters.
6. The reprints are accepted as they are except they must be single-sided copy only, must fit within the thesis margins, and must be numbered consecutively with the rest of the text. All other chapters (whether accepted, submitted, or in preparation) must fit campus guidelines, as specified in the Handbook (margins, subheads, figure and table placement, etc.).
7. In the List of Figures and List of Tables, figures and tables from reprints are treated as if they are numbered with respect to the rest of the text. A local, decimal numbering scheme must be used. For example, in the List of Figures, the first figure in Chapter 5, which is a reprint, is listed as 5.1.
8. The requirement that all print be at least 2 mm does not apply to reprints.
9. Copyright issues frequently arise with previously published material. Students must obtain permission to duplicate copyrighted material (and, possibly, multiple author releases).
10. As for any other thesis or dissertation, students are urged to submit their manuscripts prior to the defense for a preliminary review.

Appendix B. CIE New International Student Handbook

ADMISSIONS CHECKLIST

- [x] Get admitted to UWM
- [ ] Set up your ePantherID & UWM email
- [ ] Access your PAWS account
- [ ] Confirm your enrollment plans
- [ ] Request your I-20
- [ ] Pay your SEVIS fee
- [ ] Apply for your student visa
- [ ] Join us on social media
- [ ] Visit campus virtually
- [ ] Make your housing arrangements
- [ ] Prepare your final transcript
- [ ] Make your travel arrangements
- [ ] Register for classes
- [ ] Understand your health care coverage and resources
- [ ] Complete arrival check-in and F-1/J-1 Student Orientation

Access your PAWS account

Use your ePantherID and password to log into your PAWS account, which is where you'll complete important enrollment steps, pay your tuition and fees, and more. You'll use PAWS regularly throughout your time at UWM.

Confirm your enrollment plans

Be sure to accept your admission in your online Panthera application. Contact your Program Representative if you have any questions about your program.

Request your I-20

Following the instructions in your admission email, complete your I-20 request in ISSS Connect. The request will require you to upload the biographical data page of your passport, proof of funding, and other documents, depending on your situation.

Set up your ePantherID & UWM Email

ePANTHERID

Your ePantherID is your UWM login information. It is your UWM email address (ePantherID@uwm.edu), and your login for all UWM sponsored systems. You need it to access your class schedule, billing information and the ISSS Connect portal where you'll upload your visa documents to get your I-20.

Go to epantherid.uwm.edu to activate your ePanther ID and establish your password. You need your Campus ID (991-xx-xxxx), which can be found in your admission letter.

UWM EMAIL

All important information from UWM will be sent to this email address, so be sure to check it frequently. To log in, go to the UWM main website, click on Current Students, and then Office 365. Log in with your ePantherID and password, and open Outlook.

Pay your SEVIS fee

After you receive your I-20, visit the U.S. Immigration and Customs Enforcement website at FMJFee.com to complete the I-901 form. You can pay with a credit card online, Western Union, or by mail. Be sure to print and keep your receipt of payment for the SEVIS fee.

Apply for your student visa

After you have paid your SEVIS fee, visit Travel.State.Gov to learn how to apply for a student (F-1) visa. Review the website of the embassy/consulate where you plan to go for your visa interview for information about scheduling an appointment, for a complete listing of the documents you should bring, and to learn if there are any additional fees.

IMPORTANT IMMIGRATION DOCUMENTS

Bring these documents to your visa interview, and when traveling to the U.S., keep them accessible in your carry-on luggage so they can be shown to customs officials at the port of entry.

- Passport
- F-1 visa
- Printed copy of your original I-20
- Admission letter from UW-Milwaukee
- Receipt for payment of the SEVIS I-901 fee
- Proof of financial support

Join us on social media

Join our social media groups for newly admitted international students. Here you can:

- Connect with other incoming students in your program and from your home country
- Ask questions about admission, arrival, or the visa application process
- Begin new friendships and find future roommates

We have groups on Facebook, WhatsApp and WeChat.

Visit campus virtually

Get to know the UWM main campus from the comfort and convenience of home by taking a 360-degree virtual campus tour.

Imagine yourself on our main campus, located just five minutes from Lake Michigan and 10 minutes from downtown. You'll also get to see our downtown locations: UWM Panther Arena, the School of Freshwater Sciences and the Zilber School of Public Health.

CAMPUS LOCATION

UWM is close to the excitement and energy of downtown, but also far enough away that students get to enjoy a campus surrounded by plenty of trees, homes and coffee shops. Our location offers the perfect balance of a bustling urban environment and a safe, scenic residential neighborhood.

WHY WE ♥ MILWAUKEE

Milwaukee is the largest city in Wisconsin with a regional population of 1.5 million people and the center of business, industry and culture in the state. The city is known for its year-round festivals, beautiful lakefront, friendly community & historic architecture.

60+ festivals & events each year

9 fortune 500 companies

120+ miles of Milwaukee County bike trails

Make your housing arrangements

UWM international students are encouraged to live on campus for at least their first academic year to help ease the transition to living in the U.S.

ON-CAMPUS HOUSING

Kenilworth Square Apartments is a UWM Residence Hall for older students, a popular option for master's and PhD students. Kenilworth houses approximately 330 students in one, two and three-bedroom apartments.

Housing will not be automatically arranged for you, so be sure to contact Kenilworth if you want to live on-campus!

OFF-CAMPUS HOUSING

The UWM Off-Campus Resource Center assists students in finding safe, quality off-campus housing and roommates. If you would like to live off campus in an apartment or house, this is a great place to start.

Prepare your final transcript

Prepare your final transcripts and give them to us upon your arrival to campus. There's no need to mail them. Check the To-Do items in your PAWS account to see what final transcripts are required.

WHEN TO ARRIVE

You must be at UWM and ready to start attending classes on the first day of classes, which is the start date on your I-20. F-1 students can enter the U.S. no earlier than 30 days prior to the start date on the I-20.

MICROSOFT MULTI-FACTOR AUTHENTICATION

After enrolling in classes, when you log into UWM services (Microsoft 365 or PAWS) you will be prompted to enroll in Microsoft Multi-Factor Authentication (MFA). We strongly recommend using the Microsoft Authenticator App. Remember to bring your smart devices with you when you are traveling internationally. View additional details on MFA.

Make your travel arrangements

FROM MILWAUKEE GENERAL MITCHELL INTERNATIONAL AIRPORT

If you're traveling from the Milwaukee airport to UWM or your arranged housing, we recommend you take a taxi or city bus, or arrange for a Lyft or Uber.

FROM CHICAGO O'HARE INTERNATIONAL AIRPORT

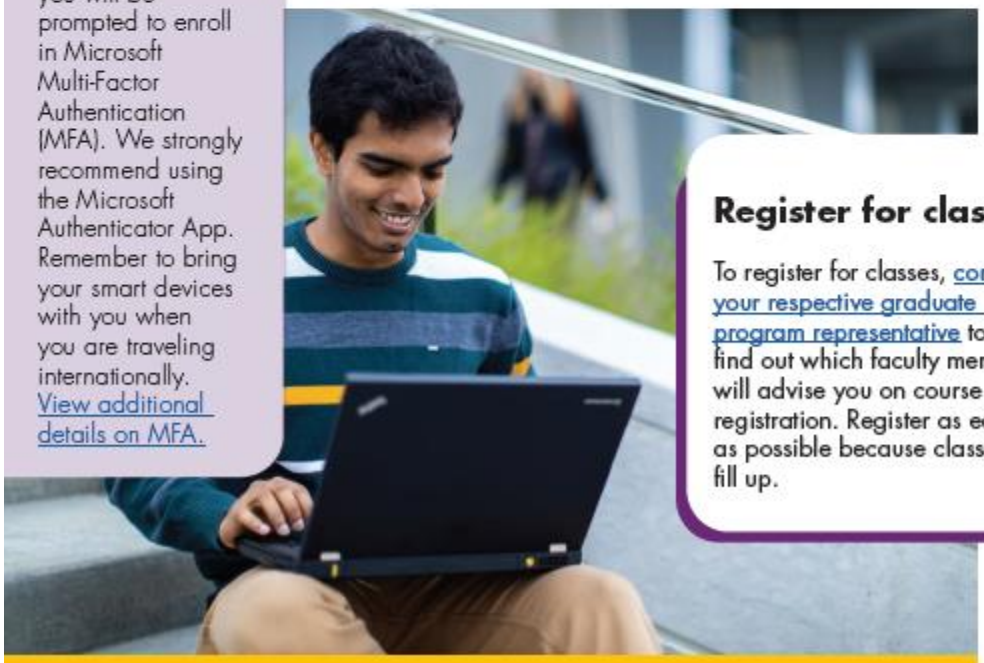
If you fly in to Chicago, you can:

- Take a CoachUSA bus from Chicago O'Hare International Airport to the Milwaukee Intermodal Station, then take a taxi or city bus, or arrange for a Lyft or Uber.

  Students who have confirmed valid visas and confirmed flight tickets into O'Hare can sign up in advance for Panther Pickup and we will provide you with a ticket for the CoachUSA bus.

- Take the Amtrak Train to Milwaukee and then take a city bus to UWM's campus.

View arrival details and additional transportation options.



Register for classes

To register for classes, contact your respective graduate program representative to find out which faculty member will advise you on course registration. Register as early as possible because classes fill up.

HOW TO PAY YOUR BILL

Visit our billings and payments webpage to learn the details of your tuition and fees, and how to pay your bill.

Understand your health care coverage and resources

HEALTH INSURANCE

After you register for classes, you will be automatically enrolled in the UWM international student health insurance policy. Health insurance is mandatory, and you may not substitute another insurance policy for the UWM approved insurance.

If you have an assistantship, fellowship or award that provides UWM employee health insurance, you may request to have the automatic health insurance charge waived. You must take steps to request the waiver. Otherwise, the health insurance charge will remain on your account, and you will be enrolled in the general UWM international student health insurance policy.

STUDENT HEALTH AND WELLNESS CENTER

The UWM Student Health and Wellness Center can help you identify, understand and respond to your most urgent health issues through medical and mental health care and health promotion programs. View a list of services offered; most are offered at no cost.

PANTHER INTERNATIONAL PALS PROGRAM

We match new and interested international students with a current UWM student mentor through our Panther International Pals Program. This program aims to create stronger ties among our student population and to increase cultural understanding. Learn more and sign up here.

FINDING A JOB

You can look for on-campus job opportunities on UWM's Handshake website.

Complete arrival check-in and F-1/J-1 Student Orientation

ARRIVAL CHECK-IN

Our mandatory arrival check-in process verifies all of your F-1 documents and collects the necessary information to report your arrival in SEVIS. Check-in must be completed by the start of the term. View a list of the documents and information you'll need for arrival check-in.

F-1/J-1 STUDENT ORIENTATION

The U.S. Government requires that everyone on a student visa in the U.S. attend a new student orientation. Topics covered include visa requirements, health insurance, student rights and safety, classroom norms and expectations, and campus services. Learn more here.

Student Resources

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

We offer visa and immigration status advising for all international students. If you need any assistance or have any questions, please contact us:

EMAIL: isss@uwm.edu **PHONE:** +1 (414) 229-4846
WEBSITE: uwm.edu/cie/services/students/

Accessibility Resource Center / uwm.edu/arc
Comprehensive services and accommodations for students with disabilities.

Center for Student Experience & Talent / uwm.edu/set
Assistance with career and major exploration, career planning, finding on/off campus jobs and internships, resumes, and interviews.

Counseling Services / uwm.edu/wellness/counseling/
Offering a wide range of mental health services.

Graduate School / uwm.edu/graduateschool
Provides administrative support as the Registrar, helps students progress to graduation, grant fellowships, grants policy exceptions, and offers professional development opportunities.

IT Help / Campus Technology / uwm.edu/technology/help
Support for your computer, software, or other technology.

Student Involvement / uwm.edu/studentinvolvement
300+ student organizations, sociocultural programs, fraternities & sororities, and a variety of leadership training and volunteer opportunities.

Transportation & Parking / uwm.edu/transportation
Public transportation, biking and walking options, and parking permits.

University Recreation / uwm.edu/urec
Workout facilities and recreational programs to help you achieve a healthy, balanced lifestyle. Attend a fitness class, rent equipment for outdoor pursuits, join an intramural sports team, and more.