

GRADUATE STUDENT HANDBOOK

DEPARTMENT OF CONSUMER SCIENCE

UNIVERSITY OF WISCONSIN

*Masters and PhD in
Human Ecology: Consumer Behavior and Family Economics*

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Welcome

On behalf of the faculty and staff of Consumer Science, it is my pleasure to welcome you to the department. We consider the graduate students in Consumer Science to be one of the Department's most precious resources, and we hope that you are as excited to be furthering your education with us as we are to have you as students, research apprentices, and colleagues.

The graduate studies committee has put together this handbook in the hopes that many of the questions you might have during your tenure as graduate students can be answered in one "place." Additionally, we hope that you will not hesitate to seek us out for answers to questions that you can't find here, and to suggest other details that we should add.

We look forward to working with you!

Consumer Science Graduate Studies Committee:
Professor Nancy Wong, Chair
Professor Lydia Zepeda
Professor Max Schmeiser

General Information

The Graduate School

Although most of your graduate student experience will be at the department level, the Graduate School is where all official records are kept about your status as a University of Wisconsin student. The Graduate School updates your academic standing and eventually grants the degree of either M.S. or Ph.D. in Human Ecology.

The SOHE Associate Dean for Research and Graduate Education

The Department of Consumer Science is within the School of Human Ecology (SOHE). SOHE's mission is to improve human lives by understanding how individuals, families and communities make decisions and the effects of public policy on those decisions. SOHE's Office of Research and Graduate Education can be an important resource for graduate students in Consumer Science, particularly those students looking for small grants to finance data collection or travel to professional and academic conferences. The Associate Dean for Research and Graduate Education is Professor Wendy Way.

The Consumer Science Graduate Studies Committee

The Graduate Studies Committee is made up members of the Faculty in the Department of Consumer Science. This committee makes decisions, on behalf of the whole faculty, on issues such as admission to the program, course requirements, academic standing, and allocation of department assistantships and fellowships. Currently, the members of this committee are:

Associate Professor Nancy Wong (Chair of the committee)
Professor Lydia Zepeda
Assistant Professor Max Schmeiser

University Hours

You will need to interact with university staff on a variety of issues, from the Departmental Administrative Assistant, to the Payroll Staff, and the Graduate School. Please be aware that University hours are 7:45am to 4:30pm Monday through Friday and that most offices are closed during lunch hour (generally noon to 12:45 but this can vary by office). Plan ahead! Be aware of deadlines! Pay attention when staff sends an email about their vacation plans! Often what seem like academic emergencies are due to poor planning or failure to be aware of deadlines, rules, or vacation schedules.

The Program

Your Advisor

Your faculty advisor is responsible for assisting you in deciding which classes to take and the topic you will select for your thesis. Upon admission to the Graduate Program, you are assigned a temporary advisor by the Graduate Studies Committee Chair. In most cases this assignment will be willing to serve as your permanent advisor. **It is the student's responsibility to confirm this or in the event that the temporary advisor is not**

willing to serve as a permanent advisor, it is the responsibility of the student to find a permanent advisor (graduate faculty) in the department who is willing to work with the student for their entire graduate program. Once a CS faculty member agrees to become the student's permanent advisor, the student must notify the graduate committee chair with a confirming email from the professor agreeing to be their advisor.

Typically, an ideal advisor is someone whose research program is compatible with the student and with whom the student has established a rapport. (See faculty list)

If you change advisors, your check sheet and thesis or dissertation topic must be renegotiated; a new advisor is not obligated to accept any prior agreements.

Responsibilities of the Advisor

It is the responsibility of the advisor to monitor the student's progress, including verifying that the student is following the checksheet, and making good progress in the graduate program. The advisor is expected to provide **substantive** advice and feedback to the student regarding course choices, their thesis or dissertation proposal, and drafts of their thesis or dissertation. It is the responsibility of the advisor to determine if the student is ready to defend their proposal, thesis or dissertation. It is the responsibility of the advisor to communicate with the student regarding their progress in the program, as well as grade that progress through thesis and research credit. It is expected that the advisor provide clear feedback and in writing if requested.

Responsibilities of the Advisee

It is the responsibility of the student to communicate regularly with their advisor, to make appointments and meet with their advisor on a regular basis, and to know the Graduate School deadlines. It is the responsibility of the student to discuss potential committee members with their advisor, to provide potential committee members with a written summary or outline of their thesis/dissertation, and to invite committee members on their thesis or dissertation committee. It is expected that students will always plan ahead; when scheduling a proposal or thesis/dissertation defense, find out your committee's schedule well in advance, give them at least two weeks to read drafts, and allow adequate time for revisions. If unclear about feedback, it is the responsibility of the student to seek clarification.

Full-time Status

Full-time study in Consumer Science is defined as 9-12 graduate-level credits during Fall or Spring semester and 5-6 graduate-level credits in the summer 8-week session. Dissertators are considered full-time if they carry a course load of 3 graduate credits during Fall or Spring semester.

Research assistants, project assistants and teaching assistants must carry a full graduate-level load or they forfeit their assistantship.

International students are required to maintain full-time status. Exceptions must be approved by the International Student Services Office to be compliant with the

US Citizenship and Immigration Services.

Unfunded non-dissertators who have completed all formal course work and are working only on their thesis or proposal must carry a minimum of 2 graduate credits

Criteria for Satisfactory Progress in Graduate Work

To assure that students adhere to a schedule that allows for completion in a reasonable time frame, the Department has established satisfactory progress criteria. Any request for waivers from these policies should be made with approval by the academic advisor or major professor to the Graduate Studies Committee. In addition to the requirements listed below, graduate students are responsible for meeting the general rules and regulations of the Graduate School.

As a graduate student, you must maintain a cumulative GPA of 3.0. GPA is calculated from graduate-credit courses taken, excluding thesis and research credit. Graduate-credit courses are those numbered 300-999. The majority courses taken are expected to be numbered 600-999. Courses audited or registered for grades of pass/fail or credit/no credit do not count for graduate credit, but those graded S/U or P/NP do. Grades of P (progress) and S (satisfactory) are considered to be equivalent to a B for this purpose.

Grades of BC or below may be accepted in meeting resident requirements if the cumulative GPA of 3.0 (based on credits in regular courses or seminars but not in thesis credits, internships, or independent studies) is maintained. **Grades of BC or below are not acceptable in Consumer Science department courses** and in other courses taken to satisfy the minimum degree requirements. Such grades are evidence of unsatisfactory progress. If the student continues in the program, they must repeat the course and obtain a B or better.

Graduate grades of Incomplete will be considered evidence of unsatisfactory progress unless removed during the following semester of residence. If an incomplete in a Consumer Science course remains on the transcript for two semesters, it can be converted to a letter grade no higher than a BC. A waiver of this rule for reasons such as prolonged illness may be granted only by written approval of the Graduate Studies Committee. Students with more than one grade of Incomplete will not be considered eligible for departmental support.

Students admitted to the degree program on "Probation" must complete deficiencies no later than the end of the second semester of study or sooner, if specified in their admissions letter, or they will be dismissed from the program.

The Departmental Graduate Studies Committee shall constitute the review board for satisfactory progress. Upon receipt of each semester's final grades, the student's advisor will submit a report of each student's progress to the Committee. Any student who fails to meet any of the above requirements may provide a written statement of any special

reasons or of circumstances relevant to the failure to meet these standards. This statement should reach the Graduate Studies Committee Chair no later than twenty-one calendar days after the end of the close of the semester. The consequences of unsatisfactory progress are:

- termination of a student's assistantship and/or scholarship
- departmental probationary status for the following semester
- students who do not meet the satisfactory progress criteria for two consecutive semesters will be dropped from the program.

Moving, travel, and summers

It is extremely important that students update their home, mailing, billing, and e-mail addresses using MY UW. This is especially important for international students in order to maintain their visa status. International students must list their permanent foreign address in the HOME field and their US residential address in the MAILING field of their MY UW account.

Students who are not resident in the Madison area are not eligible for and forfeit their department teaching or project assistantships. Moving from the Madison area in no way negates a student's academic requirements, including enrollment in required courses and the required number of credits.

For international students please be aware that if you leave the US for any reason, you may lose your visa status and the department assumes no responsibility for visa renewal. It is the student's responsibility to comply with all immigration rules.

Whether students remain in Madison during the summer or not, it is presumed that they are working on their thesis or dissertation during the summers and intersessions.

Financial Assistance

Financial support for graduate study is available from several sources and can be in the form of a loan, a scholarship, or employment.

UW Financial Aid

Contact the Office of Student Financial Services, 432 N. Murray St., 262-3060. Programs administered through this office include: National Direct Student Loan, Guaranteed Student Loan, and Work Study positions on campus.

UW Graduate School Aid

The Graduate School offers a variety of fellowships, for a range of purposes and disciplines and with various restrictions. Normally Graduate School Fellowships are reserved for incoming students. Applicants do not apply directly for their fellowships,

but must be nominated by their departments. For more information, see the Graduate Studies Committee Chair or contact the Graduate School Office of Fellowships and Minority Programs, 217 Bascom Hall, 262-5837.

School and Department Aid

Each spring graduate students are evaluated for funding for the following academic year. At this time, faculty will discuss the allocation of Departmental Scholarships to continuing and new students. **If you wish to be considered, be sure to let the Chair of the Graduate Studies Committee and your advisor know of your interest by March 1 for the following academic year and watch your mailbox and email for information.**

The School of Human Ecology has limited number of scholarships, research awards to defray the cost of thesis research, and the Hilda Dawe Travel Fund to provide financial assistance to graduate students presenting or exhibiting at professional conference. See the Graduate Studies Committee Chair about these possibilities.

Emergency loan money is available through the School of Human Ecology. If you need emergency funds, either speak to the Chair of the Graduate Studies Committee, your advisor, or go to the Assistant Dean in Students Academic Affairs Office.

Foreign Graduate Students: Eligibility for some forms of aid is restricted to U.S. citizens or permanent residents. Be sure to clarify your visa/residence status when inquiring.

Departmental Assistantships

A limited number of Teaching, Project, and Research Assistantships are available through the department. Research, Project and Teaching Assistantships at an appointment of one-third time (13 hours of work per week) or more include tuition remission and health insurance.

Departmental funding of a TA, PA or RA requires that the student is living in the UW Madison area.

Departmental funding is contingent upon satisfactory progress and is limited to two years for Masters students and three years for students in the PhD program.

Students may be considered for additional departmental funding if they request it and subject to availability. After the first year of funding, it is expected that most students will seek and obtain funding through individual faculty projects.

Individual Faculty Project Assistantships

After the first year of study, there are generally opportunities for students to work with individual faculty on their funded projects as a Project or Research Assistant. These opportunities allow students to gain valuable research skills and work on topics related to their research interests. Faculty members with a grant make the hiring decision and are not required to restrict hiring to graduate students in the department. The Graduate Studies

committee will try to facilitate making connections within the department, but it is up to the student to seek information about funding opportunities with individual faculty grants. Therefore, it is important for students to let faculty know of your research interests and skills.

In general, it is assumed that students funded through a faculty project are resident at Madison. It is up to the discretion of individual faculty whether they will consider funding students who are not resident at UW Madison for a project or research assistantship from project funds; faculty are under no obligation to fund students who do not live in the Madison area. It is incumbent upon the student to discuss this with their supervisor **prior** to moving.

The Master's Degree

The M.S. degree in Consumer Behavior and Family Economics is a research degree designed for completion in four semesters of full-time study. **It is assumed that you are working on your thesis during the summer.** Graduate courses are taken both in the Consumer Science department and elsewhere on campus. Requirements for completion of the degree are described below. A required thesis develops research and analytical skills.

Forming Your Thesis Committee

The graduate student is responsible for seeking faculty to agree to be on their thesis committee. Two members of the committee must be current graduate faculty in the Consumer Science Department. The thesis committee consists of a minimum of three members for the M.S. degree. For the master's degree, one committee member may be from outside the Consumer Science Department, if appropriate. Potential committee members who are not UW graduate faculty must have at least a Masters degree and must be approved by the CS Graduate Committee.

The M.S. Course Requirements

The Course Requirements for the Masters degree in Consumer Science (the M.S. "check sheet") is in the appendix of this handbook. The M.S. degree requires a minimum of 30 credits, of which no fewer than 18 credits must be in regular courses and seminars (excluding thesis credits, internships, and independent studies). Four full-time academic semesters is considered the normal time for completing the M.S. Six semesters (excluding summer sessions) of full-time residence is the maximum time. **Full-time students will not be permitted to register beyond six semesters without written approval of the Graduate Studies Committee.** Part-time students who require more than six semesters must obtain written approval from the Graduate Studies Committee for annual extensions. Thesis credits should not be used until the proposal has been approved. **Please note that the check sheets represent minimum requirements; it is always at the discretion of the major professor to require the student to complete more than the minimum requirements listed on the check sheet, e.g. to require a class needed for the student to complete their research.**

It is extremely important that students sign up for classes as soon as they are eligible for registration. Most graduate classes are offered only once per year and many are only offered alternate years, therefore, failure to sign up for a class on time will jeopardize the student's progress. Note that CS 748 Economic Organization of the Household and CS 901 Advanced Consumer Behavior are offered only once per year. By not registering on time you also jeopardize course offerings; courses that do not have a minimum number of students are cancelled by the Provost's office. Failure to register for a full course load will also jeopardize a student's assistantship; students cannot be hired as a TA, RA or PA unless they are registered as a full-time student.

The Ph.D. Degree

These rules apply to those entering the PhD program after 10/20/2008. Students in the PhD program prior to this date may elect to follow these rules **in their entirety** or continue under the rules in effect the semester they officially entered the PhD program.

The Ph.D. program in Consumer Behavior and Family Economics seeks to develop scholars who will be able to apply social theories and principles to the understanding of household and consumer interactions within the marketplace and the public sector. Students will undertake research on the issues that are relevant to consumer choices affecting the social and economic well being of individuals and families. The disciplinary core of the program evolves from the M.S. program in Consumer Science and takes advantage of courses in other Ph.D.-degree granting departments to build a cohesive program. A minimum of 40 credits of graduate course work is required for the degree. Requirements for completion of the degree are described below.

The Ph.D. Course Requirements

The Course Requirements for the Ph.D. degree in Consumer Science (the Ph.D. "check sheet") is in the appendix of this handbook. A minimum of 40 credits of graduate course work is required for the Ph.D. degree. The curriculum consists of core required courses, field courses, a minor, and research and thesis credit.

All students must take the same basic material in the required **core**:

CS 748, Economic Organization of the Household - Spring

CS 901 Advanced Consumer Behavior - Fall

CS 960 Seminar in Consumer Research - Fall

AAE 636 Applied Econometric Analysis I - Fall (or more advanced course)

Ed Psych 862 Multivariate Analysis - Spring (or more advanced course)

All these courses are offered only once per year and must be completed by full-time PhD students their first year.

The **fields** are consumer behavior or family economics and consist of 12 credits each:

Consumer behavior students are required to take Ed Psych 960 Structural Equation Modeling, Soc 964 or Psych 964 Design & Process of Survey Research, Soc 676 Applied

Demography or Psych 930 Seminar in Social Psychology, and a 3 credit elective approved by their advisor. A list of appropriate elective courses is included on the checksheet.

Family Economics students are required to take AAE 635 Applied Micro Theory, AAE 637 Applied Econometric Analysis II, Soc 676 Applied Demography or Psych 930 Seminar in Social Psychology, and a 3 credit elective approved by their advisor. A list of appropriate elective courses is included on the checksheet.

All PhD students are required to complete a 10 credit **minor**. They may choose a distributed minor (courses in different programs) or a minor in a specific department. Some departments have specific requirements for completion of a minor; **it is the responsibility of the student to make sure they are following the requirements of the program they wish to obtain a minor in and to obtain the necessary paperwork and signatures for minor approval.**

Please note that the check sheets represent minimum requirements; it is always at the discretion of the major professor to require the student to complete more than the minimum requirements listed on the check sheet e.g. to require a class needed for the student to complete their research.

It is extremely important that students sign up for classes as soon as they are eligible for registration. Most graduate classes are offered only once per year and many are only offered alternate years, therefore, failure to sign up for a class on time will jeopardize the student's progress. By not registering on time you also jeopardize course offerings; courses that do not have a minimum number of students are cancelled by the Provost's office. Failure to register for a full course load will also jeopardize a student's assistantship; students cannot be hired as a TA, RA or PA unless they are registered as a full-time student.

Forming Your Dissertation Committee

The graduate student is responsible for seeking faculty to agree to be on their dissertation committee. The committee consists of five members. Four of the members of the committee must be current UW graduate faculty. Potential committee members who are not UW graduate faculty must have at least a PhD degree and must be approved by the CS Graduate Committee.

For the Ph.D., at the time of the proposal defense, the committee is composed of at least two graduate faculty members, including your advisor and at least one other faculty member from the Department of Consumer Science. Potential committee members who are not UW graduate faculty must have at least a PhD degree and must be approved by the CS Graduate Committee. These three "readers" are responsible for conducting a dissertation proposal defense and dissertation defense, providing substantive feedback to the student on their research questions and motivation, conceptual or theoretical framework, literature, data, methods, analysis, and interpretation. It is expected that the student will be working closely with all three members while conducting research for their dissertation, will consult with them on a regular basis about the student's progress, and

give adequate notice of proposed exam or defense dates. The final dissertation defense committee is composed of five committee members: the three “readers” and two additional members. While it is not necessary to identify the two additional members at the time of the proposal defense, it is expected that the student will identify them shortly after approval of their proposal. While generally the two "non-readers" are not expected to work closely with the student they can be included in the proposal defense. It is important that students communicate with their advisor and all committee members so that it is clear to you what each of their roles are. The final defense committee must be composed of at least three members of the Consumer Science Department and at least one member from outside Human Ecology. It is advisable to form the five-member committee as soon as possible after a student is advanced to candidacy. These five committee members will conduct your defense hearing to accept, reject or request revision of your dissertation.

Ph.D. Preliminary or Qualifying Exam

In addition to course work, Ph.D. students must pass a preliminary examination. The purpose of the preliminary exam is to evaluate the student’s preparation for conducting dissertation research. Past exams are on file in the department office reading file. Students are tested on material covered in their core courses as well as on material covered in the rest of their curriculum.

The **Consumer Science prelim** covers CS 748 Economic Organization of the Household, CS 901 Advanced Consumer Behavior and the Advanced Methods courses AAE 636 and Ed Psych 862. It is written and graded by the members of the CS graduate committee. The core prelim is a 6-hour exam that covers family economic theory, consumer behavior and regression analysis/research methods. Questions are given at the start of the exam. Only one page of notes is permitted in the exam. **To pass the entire exam, students must have a clear pass in two of the three areas and no worse than a marginal pass in one area.** A single prelim exam is given annually at the end of May to all qualifying students. **All full-time PhD students must take the prelim the first time it is offered; those entering in the Fall must take the exam after their first Spring semester.** A student is permitted to sit all or part of the core exam twice. A second exam will entail new questions and must be taken the following May.

Passing the preliminary exam indicates that the student has demonstrated understanding of core material and should proceed with completing their field and minor courses, as well as developing their dissertation proposal.

Advancement to Candidacy

PhD students become PhD candidates the semester following successful completion of **all** the following requirements: passing the prelim, completion of all core, field and minor course requirements, and approval of their dissertation proposal by their dissertation committee. Generally, the prelim is completed first, then course requirements, then defense of the proposal.

The Master's Thesis and the PhD Dissertation

During the first year of study you should begin thinking about your thesis or dissertation topic. A topic is selected with the advice and concurrence of your major professor. During the summer following completion of their first year, it is expected that students will be working with their advisors on their thesis or dissertation topic and drafting a proposal.. **Please note that it is assumed that students are resident during the summers and working on their thesis or dissertation.**

The purpose of the M.S. thesis is to provide a firm grounding in empirical research by answering a research question or resolving a problem with empirical data. The required research methods and statistics courses will teach you how to articulate a researchable question, to develop a specific research plan, and to select sound research methodologies consistent with the goal of your research. You are not alone, however, in making the connection between your courses and your thesis research. That is one purpose of arranging regular meetings with your major professor, and it is made easier by frequent discussions with other graduate students and faculty. While it is generally expected that Masters students have substantial guidance and feedback from their advisors regarding their thesis research, students are expected to be able to conduct their research and writing independently and respond to critical feedback. To complete a thesis in a timely manner, use of secondary data is generally recommended. Discuss very carefully with your advisor the collection of primary data as this generally will delay completion of a thesis.

The Ph.D. dissertation, like the M.S. thesis, is a written piece of empirical work that demonstrates the student's ability to conduct **original research**. While the dissertation process is similar to that of the master's thesis, the dissertation involves more in depth and detailed research and analysis and takes approximately twice as long to complete (1-2 years of full time work devoted solely to the dissertation). Like a M.S. thesis, research credits can be taken while working on the dissertation, and there is a proposal hearing and defense.

Resources

You are not limited to Consumer Science department resources. The University of Wisconsin is considered a major research university because of both the quality of research done by its faculty members and the extent and quality of supporting research facilities. Find out about those facilities and use them. Besides the main library, Memorial Library, there are many school and departmental libraries. Shortly after your studies begin you need to become acquainted with the bibliographic databases at the **UW libraries**--there is a free flyer at the libraries that lists all the online, NLS, and CD-ROM resources as well as the libraries' telephone numbers. Libraries offer free workshops during the school year to help you learn more about using these databases. Check the libraries for schedules.

The Writing Center offers on-line resources for writing, citations and plagiarism, as well as individual writing instruction: www.wisc.edu/writing. You can schedule one-time or ongoing appointments with the same instructor to assist you with your writing. There are

also drop-in hours during the semester, please check their website for hours and locations.

The College of Agriculture and Life Sciences offers **free statistical consultation** by appointment for research projects: <http://www.cals.wisc.edu/calslab/stat.html>

Two very useful Graduate School **on-line resources** are: *A Guide to Preparing Your Doctoral Dissertation* <http://www.grad.wisc.edu/education/completedegree/pguide.html> and *The Three D's: Deadline, Defending, Depositing Your Doctoral Dissertation* <http://www.grad.wisc.edu/education/completedegree/ddd.html>.

Your Topic

It is important to learn what types of topics second-year students are working on and how they made their selection. This is facilitated by the research seminar (CS960), which must be taken each year you are enrolled in the program. The first time it is offered you must take it for three credits, and in subsequent years all non-dissertators must take it for 1 credit. It is normally offered fall semester. In these seminars you will have the opportunity to hear other students present their research, to seek advice on your own research, and to present potential research.

It is important to learn what research projects faculty members are working on and whether you might develop a thesis topic out of that research. Ask what faculty members are doing. Ask if there are topics that they would be interested in having you work on with them. Talk to your advisor about a potential topic.

You may pick a topic that requires you to collect your own data. Since data collection can significantly delay your data analysis, you will want to think very carefully about this choice. It may be necessary to develop your expertise in an area for which secondary data are not available. Or, you may want to work in a job that will require expertise in survey design. It is strongly advised that for a M.S. thesis that students **not** collect original data. Collection of original data will increase the length of time to complete your degree making it unlikely you can complete your program in two years.

Thesis or Dissertation Proposal

Your thesis or dissertation proposal is a paper that you write under the supervision of your major professor (advisor). It is generally 25 to 35 pages double-spaced. The proposal should include a statement of the problem or question that you intend to answer through quantitative or qualitative research. It should discuss the theory and methods appropriate to the question and provide a literature review that documents your selected theory and methods. The particular methods to be used in your study should be addressed in the proposal, as well as the data you will use and other research materials that pertain to the work plan for the thesis or dissertation. It is important to address who will be interested in your results, the importance of the results in the field, and potential policy implications of your research. Students must provide a draft and seek feedback from their proposal committee well in advance of the proposal date. They may not schedule a proposal hearing until approved by their advisor.

Proposal Hearing

It is the responsibility of the student to confer with their committee about their expectations, seek feedback, and obtain permission from their major professor to schedule their proposal hearing. Committee members should receive a copy of the proposal at least three weeks in advance of the hearing. The student must present and defend the written document given to the committee members, not subsequent changes made to that document.

A proposal defense can occur during fall, spring, or summer semester if your committee is available. December and May are generally a poor time to schedule a proposal hearing as faculty members frequently have schedule conflicts during these months. MS students should typically defend their proposal early in their 4th semester, whereas PhD students typically should defend their proposal during their 5th semester.

It is the student's responsibility to arrange a date and time for the hearing agreeable to the committee members, and to arrange for a room in which to hold the hearing. Please note that faculty travel to conferences or for extension or research purposes and that these commitments are often made months in advance. It is the student's responsibility to check their committee's availability and schedule their hearing at the committee's convenience. It is advisable to **check the committee's availability several months in advance** and schedule a tentative date and time for your hearing.

The location and time of the hearing should be posted two weeks in advance for the information of all department faculty and graduate students. **All graduate students are required to attend the public portion of each proposal hearing.** If this presents a problem, the student should discuss the situation with the Graduate Studies Committee Chair.

In your proposal hearing, you will present your proposal to the Consumer Science faculty and graduate students. This portion of the hearing is public. Then, a private session will follow in which you and the thesis or dissertation committee will discuss the proposal and develop a working agreement about its content. The committee is responsible for determining if the student is ready to proceed (passing the proposal hearing) or more work is needed. The committee can pass the proposal, accept the proposal with revisions, or not accept the proposal. If the committee does not accept the proposal, the committee must make clear to the student what work is required to revise the proposal and whether the student must publicly defend the revised proposal.

A defending student should open the hearing by presenting a reasonably comprehensive but brief (30 minutes or less) description of the research question(s) and proposal contents. Students are advised to prepare concise overheads/powerpoint and handouts to facilitate this discussion. In this hearing, students will respond to questions from faculty and graduate students for an additional 15 minutes. The purpose of this question and answer period is to clarify and defend the proposed research and to provide an opportunity for participants to learn from your responses. At the end of this period, the other graduate students and faculty who are not on the thesis/dissertation committee will

leave the room.

During the second private part of the hearing, the defending student will generally be asked to leave the room for a few minutes while the committee confers. The student will then be asked to return to respond to questions and suggestions from the committee on improving the research plan. Both student and the committee members are expected to use this part of the hearing to clarify any potential misunderstandings about the goals and procedures of the thesis research.

At the end of this discussion, the student will be asked to leave the room to allow the faculty to discuss the student's readiness to continue with the thesis/dissertation. If committee members decide that the student is not ready to proceed, they will specify the necessary revisions and discuss the tentative schedule for another hearing, if needed.

Upon the committee's approval, the proposal (including any revisions recommended) constitutes a "contract" between you and the committee. If the student proposes any changes to the research questions, conceptual or theoretical model, data, or analysis outlined in the proposal, they must seek consent of their thesis or dissertation committee prior to making those changes. While supervising your research and analysis, if your major professor discovers important problems or opportunities that require major revision of the thesis work, then the major professor may convene a meeting of the committee to revise the proposal document.

Please note that if you change any of the three core members (readers) of your committee after you have defended your proposal, it is your responsibility to obtain in writing the approval of the defended proposal from the new member(s). It is also your responsibility to inform committee members if they have been replaced. It is at the discretion of the new member to ask for revisions to the proposal as a requirement for participation in a student's committee. If a new chair of the committee is chosen, it is at their discretion to require a new proposal defense or even additional course requirements.

Thesis or Dissertation Format

Once the proposal is completed and accepted by the thesis/dissertation committee, you will work with your major professor and your committee to perform the research and to write a draft of the thesis/dissertation. In consultation with your major professor and committee, you will develop the written and oral presentations of your research. **The quality and content of the thesis or dissertation is expected to be publishable.**

It is vital that you **discuss publication plans and authorship with your committee prior to completing the research**, preferably at your proposal defense. Your thesis or dissertation should be your original work, therefore, it is expected that you would be lead author on subsequent publications of the results from your thesis or dissertation. Whether your major professor and other committee members are co-authors depends on their contributions to developing the idea, theory, or methods and/or providing you with project funding, data, or literature to complete your thesis or dissertation and whether they contribute to writing and editing the paper submitted for publication. Different

faculty members have different expectations about co-authorship (e.g. some will not agree to advise a student unless the student agrees to draft a publication with the advisor as a co-author), so please discuss this before you start your research.

While there is no set organization to which your thesis/dissertation must conform, **there are specific Graduate School guidelines about formatting in order to deposit your thesis or dissertation in the library. These are non-negotiable** and it is your responsibility to familiarize yourself with the requirements and adhere to them from the start of your writing, not after you have defended. Please see: *A Guide to Preparing Your Doctoral Dissertation* <http://www.grad.wisc.edu/education/completedegree/pguide.html> and *The Three D's: Deadline, Defending, Depositing Your Doctoral Dissertation* <http://www.grad.wisc.edu/education/completedegree/ddd.html>.

What follows is a general outline of the “monograph format” that may be helpful in acquainting you with the major components of either a thesis or dissertation.

I. Introduction.

This explains the importance of your research problem in a language that captures the interest of a reader who may not be an expert in the field. It should identify the research questions you will address and how you propose to do this. This section (and the conclusions) is often submitted to potential employers as an example of your research capabilities, your writing style, and your ability to explain complex consumer science issues to the public.

II. Literature review

This is a synthesis and analysis of relevant literature written to provide a conceptual, theoretical and empirical framework for your proposed research. It should be organized and selective. In fact, only a small percentage of the literature you have read will finally be included in the literature review. The reading of a larger literature is important because it helps you identify a specific researchable question and select the most relevant methodological approach(es).

III. Data

A thesis or dissertation is typically an empirical study of a consumer science issue. You must know and describe your data very well, including their strengths and weaknesses.

IV. Analysis

Once you have a well-focused research topic, have gleaned what is relevant from the literature, and have developed your plan of analysis, your analysis should proceed quite quickly. This analysis may begin at any time. In some cases, students will do preliminary analysis for their proposal. Others may not begin until months after the proposal. The key is to have well-formed research questions, a solid understanding of relevant theory, methods and empirical literature and familiarity with your data. The analysis itself will demand focus and time. Your advisor can help you plan your analysis most efficiently.

V. Results

This section discusses the major findings of your study, including any weaknesses. No empirical study is perfect; a good researcher describes the limitations of their study. During your course work you should become familiar with concepts such as sample selection biases and effects of unmeasured variables. This is where you discuss those issues.

VI. Discussion, Conclusions, Implications

This section should also be written so the nonexpert can understand what can reasonably be concluded from your results.

Each of these sections should be linked together; the introduction should motivate the literature review, which should inform the model, data, and analysis used to address the research question(s). The results should directly follow from the previous sections and the discussion, conclusions and implications should follow directly from the results.

An alternative format for the PhD dissertation can be the “**three paper**” format, consisting of three separate, stand-alone papers, on related topics, each with their own introduction, literature review, model, methods, results, conclusion, and references. This latter format is designed to make any subsequent publication process easier. The three paper dissertation normally includes an introductory chapter to provide an overview or context for the three papers and a concluding chapter tying the findings together.

The format of your thesis or dissertation should be discussed with your committee at your proposal hearing. Whether you plan to deposit your MS thesis at the library should also be discussed at your proposal hearing. A PhD dissertation is always deposited in the Memorial Library. **Note that depositing a thesis or dissertation in the library requires the student to strictly adhere to graduate school formatting rules mentioned above. It is the responsibility of the student to be familiar with the formatting rules and to comply with them.**

You should consult with your committee about which members want to see drafts of your thesis or dissertation, and at what stages. In some cases your advisor may wish to review a draft before distributing to other committee members. There will be MANY drafts of your thesis or dissertation. Do not expect the first draft to be approved! Once the committee agrees to a final defense, the defense hearing may be scheduled. Normally there will be revisions even after the defense hearing.

Defense Hearing

The defense hearing is conducted to determine if the draft of the thesis or dissertation will be accepted as fulfilling that requirement for a graduate degree in Consumer Science. The student is expected to "defend" the research approach and final findings. **The student must present and defend the written document given to the committee, not subsequent changes made to the document.** It is in this defense that the committee determines whether the quality of the research and your ability to link research findings to general issues in Consumer Science meet departmental expectations for graduates.

The defending student must be present in person at their defense hearing. All committee members must be present during the hearing. If there are scheduling conflicts and no alternative is available, a committee member can call in by phone, video conference, or internet conferencing, but they must participate in the entire hearing. The major professor may sign on behalf of a committee member who is calling in with the member's written consent (an email is sufficient).

It is normal in the defense hearing for the committee to suggest changes to the draft. Sometimes these are editorial and require a week or less to complete, but often they are more substantial, requiring a range of additional work from analysis to re-writing. If major revisions are required, you may need to make an additional presentation. Thus, **it is important to allow sufficient time for revisions.** Work with your committee, get feedback often, and plan accordingly. Your committee will not approve your thesis or dissertation simply because a deadline is approaching.

The defense hearing should **not** be viewed as the forum for presenting "almost complete" research. The research you present at the defense hearing should be the final "defendable" product of your research thus you must have approval from your major professor that you are ready to defend. Prior to your defense you are encouraged to seek other opportunities during the research process to present your research in progress and obtain feedback. These presentations may be required in the Graduate Student Seminar, but students are encouraged to present at conferences and are welcome to arrange special research seminars if they feel they could benefit from the chance to ask other faculty and graduate students about some aspect of pertinent research issues. It is in such seminars and NOT in the defense hearing that students are expected to seek advice on research strategy and interpretation of results.

The student must notify the Departmental Administrative Assistant at least three weeks prior to their defense hearing so that she can obtain your warrant from the Graduate School. The student's major professor must approve the request for the Master's or PhD Warrant, so please ask your major professor to send an email to the Department Administrative Assistant with their approval.

The student must provide each committee member with a written draft of the thesis/dissertation at least three weeks prior to the expected defense hearing date and that document is what the student must present and defend. It is the student's responsibility to arrange a hearing date and time agreeable to all committee members and to make arrangements to reserve a room and reserve equipment for the defense. The location and time of the defense should be posted at least two weeks in advance of the defense to inform all department faculty and graduate students. All graduate students are required to attend each M.S. thesis or PhD dissertation defense. If this presents a problem, the student should discuss the situation with the Graduate Studies Committee Chair.

The defense hearing is divided into two sections: public and private. During the first

public hour, you will present findings (30-40 minutes) and respond to questions from faculty and students in attendance. The second private hour will be reserved for questions by your committee (three members for the M.S. and five for the Ph.D.) and to other faculty at the invitation of the Graduate Studies Committee Chair. You may be asked additional questions that will determine your qualification to receive a degree.

Following these discussions, you will be asked to leave the room and the committee will determine whether the thesis or dissertation is approved, and, if not, what revisions may be necessary before the Warrant can be signed by all parties. It is **not** the responsibility of the Departmental Administrative Assistant to obtain the signatures. **The warrant should be given to the major professor prior to the defense hearing and it is their responsibility to obtain the signatures.** If the committee requires revisions, they may sign under the understanding that the major professor will supervise and ensure that the revisions are completed. They should indicate their conditions in writing, e.g. an e-mail. In such cases, the major professor generally waits to sign until all the conditions have been met. If a committee member is present by phone or video/internet conferencing, they can send the major professor an e-mail or other written document indicating they permit the major professor to sign on their behalf. This should be indicated on the warrant (e.g. Professor Jo Smith signed by Professor Cris Jones). **The major professor should retain the unsigned or partially signed warrant until ALL the revisions are completed and satisfied.** Once all committee members are satisfied, the signed warrant may be given to the student and **it is the student's responsibility to deliver the signed warrant to the Graduate School.**

Note that the Graduate School does not require that a M.S thesis be deposited in Memorial Library **if** the warrant does not list a thesis title. If the thesis title is written on the warrant, the thesis **must** be deposited. **It is at the discretion of the major professor to require that the student deposit their M.S. thesis and this should be discussed at the proposal hearing.**

The thesis or dissertation must be approved and signed by the major professor and committee members before it is submitted for deposit in Memorial Library. **It is the responsibility of the student to follow the formatting requirements of the Graduate School. These are non-negotiable and should be adhered to from the first draft, not done after the defense.** See the Graduate School website for submission dates and format requirements for the thesis. It is expected that each committee member will receive a bound (spiral, stiched, etc.), hard copy of the final (deposited) version of the thesis or dissertation.

CHECK SHEET effective 8/15/08

M.S. Human Ecology: Consumer Behavior and Family Economics

(To be completed with advisor. File a copy with Graduate Chair and update each year)

NAME: _____

DATE ENTERED: _____ DATE OF CHECK SHEET: _____

PREVIOUS HIGHEST DEGREE: _____ FROM: _____

ADMISSION STATUS:

No restrictions _____

Probation _____ Date removed: _____

Deficiencies _____ Date removed: _____

Courses required to remove deficiencies:	Semester
_____	_____
_____	_____
_____	_____

REQUIRED CREDITS: minimum 30 semester Grad credits

CORE COURSES

	Semester	Grade
CS 960: Seminar in Consumer Research (3 credits)	_____	_____
CS 657: Consumer Behavior (3 credits)	_____	_____
CS 748: Economic Organization of the Household (3 credits)	_____	_____
CS 990: Thesis Research (3 credits)	_____	_____

INTERMEDIATE MICRO-ECONOMICS

Econ 301 Intermediate Microeconomics (4 credits)	_____	_____
or more advanced microeconomics course		
Course: _____		

INTERMEDIATE STATISTICS (Minimum of 3 credits)

Soc 362, Stat 333, Econ 410, AAE 426, PA 819 or more advanced	_____	_____
Course: _____		

RESEARCH METHODS (Minimum of 3 credits)

SocWk 943, Inter-HE 793, Soc 750, or Psych 710	_____	_____
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STATISTICS OR RESEARCH METHODS (Minimum 3 credits)

Course: _____	_____	_____
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Advisor Approval: _____

COURSES IN RELATED DISCIPLINARY AREAS (6 minimum)

600 and above for CS courses, 500 and above other courses, no transfer credits, must be approved by advisor

Course: _____

Course: _____

Course: _____

Advisor Approval: _____

ADVISOR APPROVAL CHECK SHEET: Signature _____

Date _____

*****Changing advisors requires renegotiation of all advisor approvals; new advisors are not required to agree to any approvals by previous advisors.**

***Deviations from this check sheet and transfer credits must be approved by the CS graduate committee.

***Students must maintain written copies of transfer approvals and exceptions granted as well as a signed copy of their advisor approved check sheet.

CHECK SHEET EXPLANATIONS

DEFICIENCIES: Students admitted with deficiencies usually have courses and conditions specified in their admission letter. Confirm with Graduate Chair what courses meet the deficiencies and required date by which deficiencies must be removed. Courses taken to satisfy a deficiency will not count towards the Graduate Degree.

GRADES FOR SATISFACTORY PROGRESS A grade of B or better is required in all Consumer Science courses. One BC is allowed in other courses taken to meet minimum degree requirements as long as it does not bring the GPA below a B.

COURSE REQUIREMENTS

CS 960 CONSUMER SCIENCE SEMINAR: This seminar must be taken when offered. An M.S. student would normally take it during their first year of study for 3 credits and in subsequent years of study for 1 credit.

INTERMEDIATE STATISTICS: The Statistics requirement is a requirement for completion of the M.S. degree. **The minimum requirement is that a course not be a first semester statistics course** (there must be a prerequisite of a statistics course), that it include multiple regression analysis and have an applied emphasis. Courses should include a computer and data analysis components. Courses that meet these requirements are: Soc 362, Stat 333, Econ 410, AAE 426, or PA 819. Students who have completed one of these or equivalent courses must, in consultation with their adviser, select a more advanced statistics course appropriate to their background and expected research.

Students who require a second semester statistics course before taking Soc 362, Stat 333, Econ 410, AAE 426, or PA 819 may count the second semester course towards their 3 credits of additional statistics or methods **if their advisor approves (they are under no obligation to do so).**

RESEARCH METHODS: These courses focus on research methodology and data acquisition. Course components should include research design, survey research methods, or qualitative research. Students may select courses that are consistent with intended thesis methodologies, in consultation with advisor. Students who come in with undergraduate research methodology courses must, in consultation with their adviser, select a more advance statistics course appropriate to their background and expected research work.

RELATED DISCIPLINE: These are courses in the student's area of concentration and must be approved by their advisor. Transfer credits are not permitted. All Consumer Science course must be numbered 600 and above. Lower numbered courses will be considered deficiency courses in Consumer Science. Courses in other program areas must be 500 and above and any exceptions must be approved in advance, in writing by the advisor and Graduate Studies Committee.

TRANSFER CREDITS: Up to 9 credits of courses while enrolled in another graduate program and prior to graduate course work at the University of Wisconsin may count towards meeting the M.S. degree course and credit requirements. These courses must satisfy specific course requirements for the Consumer Science M.S. degree. They may not be used to satisfy the elective requirements. A request to have prior graduate course work count towards the M.S. degree will be considered by the Consumer Science Graduate Committee following the student's acceptance to the M.S. program and, if credits were taken at another institution, upon review of course syllabus and other course documents that may be requested by the Graduate Committee.

PROPOSAL TITLE:

DATE OF HEARING ON THESIS PROPOSAL: _____

COMMITTEE APPROVAL OF PROPOSAL:

Signature

Date

Committee members: _____ chair

DATE OF THESIS DEFENSE: _____

THESIS
TITLE: _____

Committee members: _____ chair

Pass: _____

Accepted with revisions: _____

Not accepted: _____

WARRANT FILED: _____

DEPOSITED IN LIBRARY: _____ Yes; Date deposited: _____
_____ No; advisor initials: _____

CHECK SHEET effective 10/20/2008

PhD Human Ecology: Consumer Behavior and Family Economics

(To be completed with advisor. File copy with Graduate Chair and update each year)

NAME _____

DATE ENTERED: _____ DATE OF CHECK SHEET: _____

PREVIOUS HIGHEST DEGREE: _____

FROM: _____

ADMISSION STATUS:

No restrictions _____

Deficiencies _____ Date removed: _____

PREREQUISITE COURSES (UW or equivalent):

Math 221 or 211 Calculus (5 credits)

Econ 301 Intermediate Microeconomics (4 credits)

CS 657 Consumer Behavior (3 credits)

Statistics 301 Introductory Statistics (3 credits)

Intermediate Statistics: Soc 362, Stat 333, Econ 410, AAE 426, PA 819 or more advanced (Minimum 3 credits)

COURSES REQUIRED TO REMOVE DEFICIENCIES (Max 2 courses): Semester

REQUIRED CREDITS: minimum 40 semester Grad credits (up to 9 transfer credit)

Semester Grade

CONSUMER SCIENCE COURSES (Minimum of 9 credits required)

*CS 960: Seminar in Consumer Research

*CS 748: Economic Org of the Household

*CS 901: Advanced Consumer Behavior

ADVANCED METHODS (Minimum of 6 credits)

*AAE 636 Applied Econometric Analysis I

*EdPsych 862 Multivariate Analysis

FIELD COURSES: FAMILY ECONOMICS OR CONSUMER BEHAVIOR

Family Economics (Minimum of 12 credits)

*AAE 635 Applied Micro Theory

*AAE 637 Applied Econometric Analysis II

*Soc 676 Applied Demography or Psych 930 Seminar Social Psych

Elective course from list below (3 credits minimum)

Course: _____

Advisor Approval of Course: _____

- PA 882 Social Welfare Policy
- PA 871 Public Program Evaluation
- PA 881 Cost-Benefit Analysis
- Or other related course

OR

Consumer Behavior (Minimum of 12 credits)

*EdPsych 960 Structural Equation Modeling _____

*Soc 964 or Psych 964 Design & Process of Survey Research _____

*Soc 676 Applied Demography or Psych 930 Seminar Social Psych _____

Elective course from list below (3 credits minimum)

Course: _____

Advisor Approval of Course: _____

Ed Psych 773 - Factor Analysis, Multidimensional Scaling, Cluster Analysis

Ed Psych 964 - Hierarchical Linear Modeling

MKT 972 or 971 PhD Marketing Seminar

Soc 750 - Research Methods in Sociology

Soc 755 - Methods of Qualitative Research

Psych 710 - Design and Analysis of Experiments

Psych 731 - Research Methods in Social and Personality Psychology

Psych 910 - Seminar in psychometric methods

MINOR (10 credits)

e.g. Marketing, Economics, Sociology, _____
Social Work, Public Affairs, Statistics, _____
or distributed minor _____

RESEARCH AND THESIS (Minimum 3 credits) _____

Students cannot count CS 990 from their UW Masters program, nor can they count CS 627, CS 657, Econ 301, Fin 300 nor any statistics courses listed at or below from the Masters check sheet.

ADVISOR APPROVAL: Signature _____

Date _____

These represent minimum requirements, advisors can require additional courses if deemed necessary to complete the degree. This should be noted on the check sheet and a copy filed with the Chair of the CS Graduate Studies Committee.

Changing advisors requires renegotiation of the check sheet with the new advisor.

New advisors are not obligated to accept check sheet approvals by previous advisors.

Any deviations from this check sheet and any transfer credits must be approved by the CS graduate committee.

Students must maintain written copies of transfer approvals and exceptions granted, as well as a signed copy of their advisor approved check sheet.

PRELIMINARY EXAM

The preliminary exam is offered annually in May. It is written and graded by the Department of Consumer Science Graduate Program Committee. The exam tests students on core material and covers CS 748, CS 901, and “Advanced Methods” courses. Full-time PhD students are expected to take these classes and sit the prelim exam their first year of the program. They are permitted one retake.

DATE GRADE

CS CORE PRELIM EXAM

PHD CANDIDACY

After passing their prelim and completing all coursework, students are permitted to defend their dissertation proposal, with at least three members of their dissertation committee, two of whom must be faculty in the Department of Consumer Science. Under this check sheet, once they have passed their **proposal defense**, they become PhD candidates.

The purpose of the dissertation defense is to determine the student’s readiness to commence their dissertation research. The student is expected to present and defend their research proposal, as well as any material their committee feels is necessary for the student to conduct their dissertation research. This may include material in your field courses, demography or social psychology, your minor courses, and can include material from the core courses. It is important to communicate with your committee to understand what their expectations are, to provide them with a draft of your proposal **at least three weeks prior to the scheduled proposal defense. It is the obligation of the student to ensure adequate notification (a minimum of two months) to their committee and the departmental administrator of their desire to defend their proposal.**

DATE OF DISSERTATION PROPOSAL DEFENSE: _____

DISSERTATION
TITLE: _____

Pass: _____
Accepted with revisions: _____
Not accepted: _____

Committee members: _____ chair

PRELIM WARRANT CANNOT BE SUBMITTED UNTIL PROPOSAL IS APPROVED, DATE "PRELIM WARRANT" SUBMITTED: _____
DATE OF ADVANCEMENT TO CANDIDACY: _____

DISSERTATION DEFENSE

DATE OF ORAL DEFENSE: _____

TITLE: _____

Pass: _____
Accepted with revisions: _____
Not accepted: _____

DATE WARRANT FILED: _____
DATE DISSERTATION DEPOSITED: _____

Committee members:
_____ chair

CHECK SHEET EXPLANATIONS

DEFICIENCIES: Students admitted with deficiencies usually have courses and conditions specified in their admission letter. Confirm with Graduate Chair and Advisor what courses meet the deficiencies and required date by which deficiencies must be removed. Normally courses taken to satisfy a deficiency will not count towards the Graduate Degree.

COURSES THAT COUNT TOWARDS THE CS GRADUATE DEGREE: With the exception of courses specified on this check sheet, courses numbered 500 and below cannot count towards meeting the minimum Consumer Science degree requirements. Some of the courses may require prerequisites numbered below 500. Prerequisite requirement does not negate the restrictions on courses for which Consumer Science graduate degree credit may be obtained.

GRADES FOR SATISFACTORY PROGRESS A "B" or better is required in all Consumer Science courses. One BC is allowed in other courses taken to meet minimum degree requirements as long as GPA does not fall below 3.0.

COURSE REQUIREMENTS

CONSUMER SCIENCE SEMINAR: This seminar must be taken when offered. A PhD student would normally take it during their first year of study for 3 credits and in subsequent years of study for 1 credit. PhD candidates are exempt from this requirement.

TRANSFER CREDITS: Up to 9 credits of courses taken at the UW may count towards meeting the PhD degree course and credit requirements **if requested and approved**. These courses must satisfy specific course requirements for the Consumer Science PhD degree; these are indicated with a * on the check sheet. Transfer credits may not be used to satisfy the elective or minor requirements. A request to have prior course work count towards the PhD degree will be considered by the Consumer Science Graduate Program Committee following the student's acceptance to the PhD program and, if credits were taken at another institution, upon review of course syllabus and other course documents that may be requested by the CS Graduate Program Committee.

WHO MAY USE THESE REQUIREMENTS?

Students admitted to the Human Ecology: Consumer Behavior and Family Economics PhD program after 10/20/08 must follow these course requirements, preliminary exam and advancement to candidacy guidelines. Students admitted to the PhD program prior to 10/20/08 and not yet advanced to PhD candidacy may choose to adhere to **all aspects** of the new check sheet and guidelines if approved by their advisor, as evidenced by a signed check sheet filed with the CS Graduate Program Chair.

**Request to appoint a non-graduate faculty member to
a Human Ecology: Consumer Behavior and Family Economics
master's or doctoral committee**

Date: _____

Student name: _____ Student ID: _____

Contact information: Email _____ Phone _____

Mailing Address _____

Major advisor: _____ MS _____ Phd _____

Name of non-graduate faculty appointee (attach CV): _____
completed MS _____ PhD _____

Contact information: email: _____ Phone: _____

address: _____

Rationale for the appointment (use extra sheets as necessary):

Signatures: Student: _____ Date: _____

Advisor: _____ Date: _____

Non-graduate faculty appointee: _____ Date: _____

Department use only:

Graduate Committee recommendation: _____ approve _____ disapprove

Final decision (dept. chair): _____ approve _____ disapprove

Chair signature: _____ date: _____

Application Form for a PhD Minor in Consumer Science

Date: _____

Name: _____ Student ID: _____

Contact information: Email _____

Telephone _____

Mailing Address _____

PhD Program (major): _____

Advisor: _____

This is an application for a PhD minor in Consumer Science. We urge you to use this form to seek pre-approval from the Consumer Science Graduate Committee on your Consumer Science course selections, as the course list must be approved by the Consumer Science Graduate Committee before conferral of a minor. You must then resubmit this form once all courses have been completed. In order to receive a minor in Consumer Science you must have a grade of BC or better in all courses. These courses must be taken in the Consumer Science Department while enrolled as a graduate student at the UW-Madison. At a minimum, a minor in Consumer Science requires completion of 10 credits of Consumer Science courses, and at least 6 credits must be from classes at the level of 500 or above. We will notify you of our decision by email within three weeks.

Course Number	Title	When taking/taken	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Below, please include a paragraph describing why you are interested in a Consumer Science minor, how having this minor will benefit your research and outlining your dissertation research topic:

Please send to **csdept@mail.sohe.wisc.edu** In the subject line indicate: **CS Graduate committee minor request**. Or mail to: Department of Consumer Science, University of Wisconsin-Madison, 1305 Linden Dr, Madison, WI 53706