

DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS CHECKLIST

**Department of Human Development and Family Studies
University of Wisconsin-Madison**

Name: _____

Academic Advisor: _____

Initial Year/Sem. in HDFS graduate program: _____

The PhD degree in Human Ecology: Human Development and Family Studies. Certain courses completed during a HDFS masters program may be used to fulfill your Ph.D. course requirements with the consent of the Student's Advisory Committee. Typically a single course may not be used to fulfill multiple requirements. All course substitutions require the "Course Substitution Form" to be signed by a 3-person faculty committee and submitted to the HDFS Graduate Program Committee Chair. Only approved course substitutions should be included as fulfilling requirements in this checklist

Graduate School Minimum Graduate-Level Credits Required for Ph.D. Degree: 32 credits

The credit requirement reflects the minimum number of UW-Madison graduate-level credits (300 level or above) that must be taken in order for the degree to be considered a UW-Madison degree. These credits may be taken while in the Master's program.

COURSEWORK				
<i>Area</i>	<i>Course No. & Titles:</i>	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
I. Introductory courses:		total credits =		5
	230-664 Proseminar	3	_____	_____
	230-766 Professional Development Seminar (Take twice for 1 cr. each or once for 2 cr)	2	_____	_____
II. Basic Theory courses:		total credits =		6
	230-725 Theory & Issues in Human Development	3	_____	_____
	230-865 Family Theory I (Survey)	3	_____	_____
III. Content Courses:		total credits =		9

Requirement: A minimum of 9 HDFS credits in content courses (not to include methods or statistics courses) at 700-level or above . For students continuing in the PhD program from our MS program, courses used as elective courses to fulfill requirements on the MS checksheet may not be used to complete this requirement. Independent Study credits (e.g., 699, 999) do not count towards content course credits.

<i>Course No. & Titles:</i>	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
Course title: _____	---	_____	_____
Course title: _____	---	_____	_____
Course title: _____	---	_____	_____

IV. Research Methods and Design: **total credits = 3-6**

Requirement: Doctoral students are required to complete the department's introductory Research Methods course (498-793) plus at least one advanced methods course (3 credits). The introductory course may be waived if already taken at the Master's level.

Introductory level (if not taken at the master's level)

- 498-793 Research Methods
- 230-872 "Bridging the Gap Between Research & Action"

Advanced Research Methods--minimum of one 3-credit course, such as:

- 230-867 Family Research Methods

Or special topic HDFS courses, such as:

- 230-766 "Res Methods for Studying Y. Childr." 230-766 "Early Intervention: Policy Res & Pr"
- 230-766 "Qualitative Research Methods" 230-766 "Program Development & Evaluation"
- 230-766 "Life Span Dev. Design & Method."

Or courses in other departments, such as:

- Ed Psy 961 Semr: Stats & Research Design Sociol 751 Methods of Survey Res: Des & Meas
- Sociol 545 Ethnomethodolgy Sociol 752 Methods of Survey Res: Applic.
- Sociol 750 Methods of Sociol Research Sociol 755 Methods of Qualitative Research

<i>Course No. & Titles:</i>	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
Course title: _____	—	_____	_____
Course title: _____	—	_____	_____

V. Statistics: **total credits = at least 3**

Note: Students are expected to demonstrate the basic competencies of completed statistic courses at the masters level prior to entry in the doctoral program. Courses representing these competencies at the UW-Madison include Educ Psych 760 & 761; Soc 360 & 361.

Requirement: A minimum of one 3-credit, advanced level statistics course, such as:

- Ed Psy 762 Intro to Design of Ed Experiments Sociol 952 Smr in Math & Stat Appl in Sociol
- Ed Psy 771 Test Construction Stat 333 Applied Regression Analysis
- Ed Psy 773 Factor Analysis, Multidim Scaling Stat 348 Intro to Time Series Analysis
- Ed Psy 861 Stat Analysis & Design in Ed Res Stat 351 Intro to Nonparametric Statistics
- Ed Psy 862 Multivariate Analysis Stat 421 Applied Categorical Data Analysis
- Ed Psy 871 Test Theory II Stat 756 Applied multivariate analysis
- Psych 710 Design & Analysis of Psychol Exp Stat 760 Multivariate Analysis I
- Sociol 362 Statistics for Sociologists III Stat 849 Theory & Applic of Regr & Analysis
- Sociol 750 Methods of Sociol Research

Course title: _____	—	_____	_____
Course title: _____	—	_____	_____

VI. Dissertation Research: **total credits = at least 3**

230-990 Research & Thesis	—	_____	_____
	—	_____	_____
	—	_____	_____
	—	_____	_____

VII. Minor Area requirement: total credits = **10**

The purpose of the minor is to add breadth to a Ph.D. major. Monitoring the course content and credit requirements for Ph.D. minors is the responsibility of the minor department/program. Major dept./programs are responsible for:

- Indicating the expected minor (either Option A or B, see below) at the time of the preliminary warrant request.
- Clearing all grades in minor course work before submitting the preliminary examination warrant.
- Reporting the completion date of the minor upon submission of the preliminary examination warrant.

Students must declare one of the following Minor Options:

___ **Option A (external):** Requires a minimum of 10 credits in a single department/major field of study. Selection of this option requires the approval of the minor department.

___ **Option B (distributed):** Requires a minimum of 10 credits in one or more departments and can include course work in the major department. Selection of this option requires the approval of the major department.

The Graduate School's minimum course requirements for the minor include:

- An average GPA of 3.00 on all minor course work.
- Course work must be graduate level (the equivalent of UW-Madison courses 300 level or above; no audits or pass/fail).
- Maximum 3 credits of independent study (e.g., 699, 799, 899, 999).
- Research and thesis cannot be used to satisfy the minor (e.g., 790, 890, 990).
- No more than 5 credits of course work completed more than five years prior to admission to the Ph.D.; course work taken ten years ago or more may not be used.

Courses taken while in the MS program may be used for minor requirements, unless the courses were used to fulfill the elective requirement on the MS checksheet.

Proposed course sequence:

<i>Course No. & Titles:</i>	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
Course title: _____	—	_____	_____
Course title: _____	—	_____	_____
Course title: _____	—	_____	_____
Course title: _____	—	_____	_____

Name of the Minor: _____

(Note: if the name chosen reflects an existing UW department, it would be considered an external minor and require approval by that department).

PhD Preliminary Candidacy Exam & Dissertator Status:

Prelim Exam: In order to undertake the PhD Preliminary Exam, the student must have:

- Satisfied all HDFS major course requirement
- Satisfied all the minor course requirements (state Option A or B)
- Have no incomplete grades or progress grades (other than HDFS 990)

Prior to beginning Prelims, the student should meet with their committee, review progress, complete this checksheet and have the committee certify that the requirements have been met.

The committee certifies that the student has completed all course requirements for candidacy for the HDFS PhD degree, has no outstanding incompletes and has a GPA of at least 3.0

Date approved by student's advisory committee: _____

Signatures of the members of Committee (at least 3):

Chair:

When this form has been completed and signed, give the original to the Department Administrator. It is recommended that the student keep a copy for their own records.

THIS FORM MUST BE IN STUDENTS FILE IN ORDER TO REQUEST THE PRELIM WARRANT. IT WILL USUALLY BE FILED AT THE TIME OF THE PRELIM PLANNING MEETING, BUT MUST BE COMPLETED PRIOR TO OBTAINING THE WARRANT.

Form to request prelim warrant from the department. This form should be completed and signed by the advisor at the time that prelims begin, so that the department administrator can order the prelim warrant, which **MUST** be ordered at least 3 weeks prior to the prelim defense meeting. (See form attached to checklist).

Prelim Exam completed: _____ (date)

Dissertator Status: A dissertator is a student who has completed all requirements for a PhD degree except for the dissertation. To be eligible for dissertator status, students must: pass the prelim exam and turn in the signed Prelim Warrant to the Graduate School before the beginning of the semester you wish to have dissertator status. Dissertators should register each fall and spring semester for 3 credits (HDFS 990) to maintain continuous registration. Dissertators who do not maintain continuous registration will be assessed a completion fee (12 times the current per-credit dissertator rate).

Final Degree Research Requirement:

Dissertation research proposal approved: _____ (date)

Final examination completed: _____ (date)

Advisor Comments (please use the back of this page for additional comments):

Form to Request Prelim Warrant from Department

Human Development & Family Studies

Instructions to Obtain the Ph.D. Prelim Warrant

(See checklist for information on Prelim Exam and Ph.D. Minor)

The Prelim Warrant is signed by the committee at the student's prelin warrant defense meeting, and taken to the Graduate School to obtain dissertator status.

To request the Prelim Warrant, the department administrator prepares paperwork to submit to the Graduate School at least three weeks before their final defense of their prelims.

The PhD Checklist contains more information about the prelim and minor. The signed checklist should be submitted to the department administrator to keep on file at the time the committee first discusses the prelim examination. The student should submit this form (signed by the advisor) close to the time they receive their prelim questions. If the signed and completed PhD checklist was not already submitted, it must be by this time, so that the warrant can be ordered.

Student's Name: _____ ID# _____

Proposed prelim exam defense meeting date: _____

Signed: _____ Date: _____
(Advisor's signature)

Signed: _____ Date: _____
(Student's signature)