

**COLLEGE OF HEALTH SCIENCES**  
**Doctoral Program Student/Faculty Handbook**

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**COLLEGE OF HEALTH SCIENCES**  
**Doctoral Program Student/Faculty Handbook**

**PREFACE**

This handbook has been compiled as a source of information for CHS doctoral students and faculty. The handbook contains description of doctoral program policies and procedures, all forms that must be completed and submitted within the course of doctoral study, and information on graduate student financial support (<http://www3.uwm.edu/chs/academics/doctoral/>). Additional information regarding doctoral study at the University of Wisconsin-Milwaukee may be found in the following sources:

**Doctoral Student Requirements**

<http://www.graduateschool.uwm.edu/students/current/doctoral>

**Doctoral Dissertation Format Requirements”**

<http://www.graduateschool.uwm.edu/students/current/thesis-and-dissertation-formatting/>

**Schedule of Classes**

The most up-to-date schedule of classes may be found at:  
[www.uwm.edu/schedule](http://www.uwm.edu/schedule)

**UWM Email Account**

All graduate students are automatically assigned a UWM email account. Students should receive a letter from Information and Media Technologies (IM&T) informing them of their assigned email addresses and passwords. The IM&T helpline number is 229-4040. The Graduate School and the College of Health Sciences will periodically provide graduate students with information via email.

**Doctoral Student Mailboxes**

Doctoral students will have mailboxes located in the departmental homes of their Major Professors.

## INTRODUCTION

The PhD in Health Sciences is an interdisciplinary degree program designed to accomplish the following major objectives:

- 1) Provide advanced study and research training opportunities in the human health sciences.
- 2) Produce cohorts of scholars capable of advancing the discovery, dissemination, and application of new knowledge in the health sciences.
- 3) Prepare future academic leaders in the health sciences.

The PhD in Health Sciences requires students to complete a minimum of 72 credits beyond the Bachelor's degree in two or more disciplinary areas. Up to 36 credits may be transferred from a master's degree or other post baccalaureate coursework in Communication Sciences and Disorders, Human Movement Sciences, Occupational Therapy, Physical Therapy, Clinical Laboratory Sciences, or related fields. The curriculum includes a set of core courses providing a comprehensive structure for doctoral education including:

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

In addition to the core courses, the program will include cross-disciplinary courses in areas such as disability and rehabilitation, diagnostic and biomedical sciences, human movement sciences, population health, and health administration/policy. Independent research and the dissertation will be structured according to the choice of specialization.

## **CHS - PHD PROGRAM POLICIES AND PROCEDURES**

### Designation of Major Professor

An applicant to the PhD in Health Sciences is expected to identify an area of research interest and a faculty member with an active research program in this area willing to serve as the Major Professor prior to submitting an application. The Major Professor will be the student's research advisor, and will serve as chairperson of the student's doctoral and dissertation committees.

### Admission

To be considered for admission to the program applicants must satisfy all UWM Graduate School admission requirements in addition to the following College of Health Sciences requirements:

- Submission of scores on the General Test portion of the Graduate Record Examination; test taken within last five years.
- Master's degree or equivalent in an area that provides foundational academic preparation in proposed Health Sciences Ph.D. "Area of Concentration".
- A sample of the applicant's written work that demonstrates his or her ability to conduct research and/or the ability to critically analyze the scholarly work of others.
- A letter outlining the applicant's academic and professional background, declaration of Area of Concentration and Major Professor as well as specific research interests and goals for the Ph.D. program. This statement should be submitted to the Graduate School and must be complete and thorough as it provides information that is central to the admission decision. This letter will serve in lieu of the Graduate School's "Reasons for Graduate Study" statement.
- Three letters of recommendation from individuals familiar with the applicant's intellectual achievement and potential. At least two of these letters must be from faculty or senior administrators at academic institutions.

For applicants from countries other than the U.S.A. whose first language is not English, a score of at least 250 on the computer-based (or 600 on the paper-based) Test of English as a Foreign Language (TOEFL) is required. A score of 6.5 on the International English Language Testing Systems (IELTS) examination will be accepted in lieu of the TOEFL.

The PhD Steering Committee will make an admission recommendation and forward it to the appropriate College of Health Sciences departmental Graduate Faculty or Executive Committee and identified Major Professor. The final admission decision is contingent upon approval by the departmental Graduate Faculty Committee or Executive Committee, the applicant's Major Professor, and the Graduate School.

Prior to admission an eligible College of Health Sciences Graduate Faculty member must agree to serve as the applicant's major professor.

### Reapplication

A student who has received a master's degree in Clinical Laboratory Sciences, Communication Sciences and Disorders, Kinesiology, or Occupational Therapy from the University of Wisconsin-Milwaukee must formally reapply for admission to the Graduate School before continuing studies toward the Ph.D. degree.

### Residence

The student must complete at least half of the graduate credits required for the PhD in residence at UWM in doctoral status. In addition, the student must complete at least 8 graduate credits in each of two consecutive semesters, or 6 or more graduate credits in each of three consecutive semesters, exclusive of summer sessions. In exceptional cases, modifications of the residence requirement may be requested, subject to the approval of the College of Health Sciences PhD Steering Committee and the Graduate School.

### Course of Study

The Ph.D. program requires 72 credits beyond the Bachelor's degree, including no more than 36 credits from a related master's degree and/or other post baccalaureate coursework. A student must complete a minimum of 36 credits at UWM, including pre-candidacy and candidacy work. Precise numbers of credits and actual course requirements will be determined after review of the applicant's previous coursework. The student plans an individual program of study in consultation with the Major Professor and doctoral committee that will include a set of core courses, an area of concentration, cross-disciplinary courses, electives, and the dissertation.

#### Core Courses (16 credits):

C L SCI 901	Philosophical Foundations of Health Research (3 credits)
HUM KIN 702	Multivariate Analysis in the Health Sciences (3 credits)
C L SCI 910	Advanced Graduate Seminar (1 credit, repeated 4 times)
OCCTHPY 900	Teaching, Learning & Educational Leadership in the Health Sciences (3 credits)

A statistical analysis, qualitative analysis, or research methods course approved by the student's Major Professor (3 credits)

Area of Concentration (minimum of 9 credits): Courses related to the area of concentration will require students to draw upon the strengths and expertise of the faculty and curriculum in an interdisciplinary and collaborative manner. The basis of scientific exploration will be premised on the model adapted by the World Health Organization (WHO) which defines three levels contributing to the concept of health:

- 1) intact body structures and unimpaired host functions at the molecular, cellular or organ system level,
- 2) ability to participate in activities and roles at the level of the living organism or individual person, and
- 3) a physical and social environment that influences health at the level of society and populations.

Cross Disciplinary Courses (minimum of 6 credits): Cross-disciplinary courses in areas such as disability and rehabilitation, diagnostic and biomedical sciences, human movement sciences, and population health and health administration/policy, will provide a unique framework and understanding for specific health states, outcomes, determinants, and environmental influences. Each of these specialties reflects trends and needs in health-related fields as well as the current expertise among faculty in CHS.

Electives (6 credits): Elective courses relevant to the student's program of study will be selected from within CHS and from departments across campus. This cross-disciplinary approach will encourage collaboration and interaction, and provide breadth and depth to a student's focused course of study.

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

#### Student Employment Policy

To avoid potential conflict of interest, College of Health Sciences doctoral students may not hold 50% or greater faculty or academic staff appointments within the College of Health Sciences at any time during their doctoral programs. They may, however, serve as ad hoc instructors at any time during their doctoral programs. Exceptions for those employed as non-voting department members on grants to support research may be considered.

#### Initial Program of Doctoral Study

The student, in consultation with his/her Major Professor, will prepare an "Initial Program of Doctoral Study" form upon admission to the program. The form must be approved and submitted by the Major Professor to the PhD Steering Committee prior to the student's first semester of coursework.

#### Formal Program of Doctoral Study

The student, in consultation with his/her Major Professor and Doctoral Committee, will prepare a "Formal Program of Doctoral Study" form upon completion of no more than 12 credits. The form must be approved and submitted by the Major Professor to the PhD Steering Committee prior to the student's enrollment in any coursework beyond 12 credits.

#### Annual Progress To Degree

The student must complete an **Annual Progress to Degree** form, have it approved and signed by his/her Major Professor, and submitted to the Office of Graduate Studies and Research prior to the beginning of classes each fall semester.

#### Foreign Language

Foreign language coursework is optional, depending upon the recommendation of the student's Major Professor.

### Doctoral Committee

In consultation with the Major Professor, each student is responsible for selecting a Doctoral Committee before completing 12 credits in the doctoral program. The doctoral committee shall consist of the student's Major Professor and four other Graduate Faculty including at least one from:

- 1) the area of concentration;
- 2), a supporting area within the College; and
- 3) a supporting area from outside the College.

Upon formation of the Doctoral Committee, the student must file a "Doctoral Committee" form with his/her Major Professor which is to be subsequently filed with the CHS – Ph.D. Steering Committee.

### Request to Change Major Professor or Dissertation Committee Member

You may request to replace your Major Professor or a Dissertation Committee member at any time, and in some instances your Major Professor or committee members may request release from their duties. In all instances a **Change of Major Professor Form** and/or a **Change in Dissertation Committee Member(s)** Form must be completed, signed by your current Major Professor, and submitted for approval to the Associate Dean for Graduate Studies & Research. Please refer to the **Graduate School Student and Faculty Handbook** and **Doctoral Student and Advisor Manual** for more detailed information.

### Doctoral Preliminary Examinations

The doctoral preliminary examinations must be taken within the first three years of doctoral study. Students may receive up to two additional semesters to complete the preliminary examinations with approval of the CHS – PhD Steering Committee. Students take the preliminary examinations after completing all doctoral course work or with no more than three credits of doctoral course work remaining. Students cannot take the exam if they have any incomplete or unreported grades or a GPA less than 3.0.

To sit for the Doctoral Preliminary Examinations, the student must be deemed ready by his/her Major Professor. 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 PhD Steering Committee by the Major Professor six weeks prior to administration of the preliminary examinations.

The doctoral preliminary examinations consists of a written examination designed to demonstrate the breadth of a student's knowledge and the ability to conduct advanced research, and an oral exam covering issues raised during the written exam and/or focusing on the proposed dissertation. The written examination will assess the student's command of content in the CHS PhD core, area of concentration, and cross-disciplinary coursework, and of research related to the proposed dissertation topic. The written exam will be given on campus and consist of two sessions each three-four hours in length. The first session will be the closed-book focusing on core, area of concentration, and cross disciplinary coursework. One question from each core course (excluding the research seminar), at least two questions from the area of concentration and one question from cross disciplinary coursework shall be included in the preliminary examination. Instructors of core courses will submit two questions each semester the course is delivered to the Office of Graduate Studies & Research. Core questions will be kept on file and made available to Major Professors as they design students'

preliminary examinations. The second session will focus on research related to the proposed dissertation topic. The oral exam must follow the written exam within 10 days. Students who fail any portion of the preliminary examinations may not proceed to the dissertation. The preliminary examinations may be retaken only once.

### Candidacy

The student is formally recognized as a “Candidate for the Doctoral Degree” after passing the preliminary examinations and completing all coursework. At this time, the candidate in consultation with the Major Professor forms a Dissertation Committee which in most cases will be the Doctoral Committee but may be augmented with appropriate members.

A Dissertation Committee form (available from the CHS Graduate Studies and Research Office) must be completed by the student and signed and submitted to the PhD Steering Committee by the Major Professor within one month of successfully completing the Preliminary Examinations

### Dissertation Proposal & Dissertation Proposal Hearing

Upon successful completion of the preliminary examinations, the student submits a written dissertation proposal and delivers an oral presentation of the proposed research to the Dissertation Committee at a Dissertation Proposal Hearing (while the student is preparing the proposal, he/she may enroll in 3 dissertation credits per semester). Six weeks prior to the hearing, a Doctoral Dissertation Proposal Hearing Form (available at <http://www.graduateschool.uwm.edu/students/current/doctoral/>) must be completed by the student, and signed and submitted to the PhD Steering Committee by the Major Professor. The proposal takes the form of a scholarly document outlining the problem, its background and significance, summarizing relevant literature, and outlining the proposed research methods. It should include a tentative timetable and outline any required resources (e.g., space, equipment, etc.). Members of the student’s Dissertation Committee must approve the dissertation proposal. Acceptance of the dissertation proposal establishes an agreement between the student and the Dissertation Committee as to the nature and scope of the research to be conducted, and the procedure for completing the dissertation. Upon Dissertation Committee approval, proposed research involving any of the “Required Clearances” listed under #16 of the Graduate School Research Services and Administration *Sponsored Project Transmittal Form* (<http://www.graduateschool.uwm.edu/research/rsa/forms-tools/>) must receive approval from appropriate University entity (e.g., Animal Care and Use Committee, Institutional Review Board, etc.). No proposed dissertation data may be collected prior to the Dissertation Committee’s approval and the securing of all required clearances. It is recognized that pilot/preliminary data supporting the dissertation proposal, but not involving human subjects, animals, or hazardous materials may be collected prior to obtaining the noted approval/clearances and reported in the dissertation if appropriate.

### Dissertator Status

Specific requirements which must be completed before a doctoral student qualifies for dissertator status are described at:

<http://www.graduateschool.uwm.edu/students/current/doctoral/>. The CHS PhD program requires that dissertator status is only attained after successful acceptance of the dissertation proposal. An Application for Doctoral Dissertator Status form (<http://www.graduateschool.uwm.edu/students/current/doctoral/>) must be completed by the student, and signed and submitted to the PhD Steering Committee by the Major

Professor within two weeks of receiving Dissertation Committee approval of the dissertation proposal.

### Dissertation

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

The dissertation must comply with the Graduate School "Master's Thesis and Doctoral Dissertation Format Requirements"

<http://www.graduateschool.uwm.edu/students/current/thesis-and-dissertation-formatting/>) and will be written using American Psychological Association (APA) format.

### Dissertation Credits

A student may enroll in dissertation credits upon successful completion of the preliminary examination and prior to obtaining dissertator status. Per The Graduate School guidelines, a minimum of 3 and maximum of 3 dissertation credits may be taken in any given semester. Thus, a minimum of 4 semesters of dissertation work is required.

### Dissertation Defense

Once the dissertation document meets with Dissertation Committee approval, an oral defense takes place. At the time of the defense, the dissertation must be of publication-quality (as judged by the Dissertation Committee). The dissertation defense will be held at least three weeks prior to graduation in an open forum after which the Dissertation Committee will meet in closed session to make a decision on degree conferral. The time and place of the public presentation must be announced with adequate time (i.e., at least one week prior to the defense) so that faculty and students may attend. An Application for the Doctoral Dissertation Defense and Graduation form (<http://www.graduateschool.uwm.edu/students/current/doctoral>) must be completed by the student, and signed and submitted to the PhD Steering Committee by the Major Professor no later than 6 weeks prior to the date of graduation.

### Filing of Dissertation

Doctoral candidates must schedule a format review appointment with the Graduate School prior to filing the dissertation and a final submission appointment.

### Graduation

A Graduation form (available at <http://www.graduateschool.uwm.edu/students/current/doctoral>) must be completed by the student, and signed and submitted to the PhD Steering Committee by the Major Professor no later than 6 weeks prior to the date of graduation.

### Distribution of Dissertation Copies

The doctoral Candidate shall provide his/her Major Professor and the CHS with hard-bound copies of the dissertation. One unbound copy is to be filed with the Graduate School (see Graduate School "Master's Thesis and Doctoral Dissertation Format Requirements" for details). It is recommended that hard-bound copies also be provided each member of the doctoral candidate's Dissertation Committee.

### Time Limit

The student must complete all requirements for the degree within seven years from the date of initial enrollment in the program. Upon successfully passing the preliminary examinations, the student must complete all requirements for the degree within four years.

## **The Major Professor/Doctoral Student Relationship**

The major professor/doctoral student relationship is one of the most important and critical relationships you will have as a doctoral student. For this reason, it is imperative that your major professor be selected with great care. The Health Sciences Ph.D. program requires that all doctoral students identify a major professor with whom they wish to work prior to program admission.

### Selection of a Major Professor

The multidisciplinary nature of the Health Sciences Ph.D. program is such that we have a number of doctoral faculty with very diverse research expertise. This diversity is a very positive aspect of the program, but can present difficulties if a student no longer wishes to work with his/her major professor or if the major professor wishes to remove him/herself from the role. In such instances, it may be difficult to find another major professor with the same or similar research expertise as your former major professor. Therefore, the selection of a major professor is an extremely important decision that should be premised on the following factors: 1) the major professor's primary program of research is consistent with your research interests and goals; 2) a comfortable professional and interpersonal relationship can be established between yourself and your major professor; and 3) a clear and strong commitment from the major professor to work with you.

### Termination of the Major Professor/Doctoral Student Relationship

The major professor/doctoral student relationship may be terminated by the student at any time and in some instances by the major professor. The student may terminate the relationship if, for example, his/her research interests change significantly and another major professor can be identified. The major professor may terminate the relationship if, for example, a conflict of interest were to emerge in his/her continuing to serve as the major professor. On rare occasions, the major professor may leave UWM for a position at another university. In this case, a decision must be made by the major professor as to whether he/she invites the student to move with him/her. If the major professor does invite the student to move with him/her, the student often moves with the major professor. The student may elect to remain at UWM if he/she can identify another major professor with whom to work. If the major professor does not/cannot invite the student to move with him/her, the student must identify a new major professor. As mentioned in the discussion of the selection of a major professor, this can be a difficult task and one for which there are no assurances of success. While the program will work with the student to identify a new major professor, the program cannot guarantee nor is it under any obligation to identify a new major professor.

## Graduate Student Appeals Procedure

Graduate students who wish to appeal an academic decision must comply with the procedures listed at: <http://www.graduateschool.uwm.edu/students/policies/>.

For purposes of appeals to the College of Health Sciences PhD Steering Committee, the following definitions of terms apply:

1. "Graduate Student" is defined as any student enrolled for graduate credit in the College of Health Sciences and registered as a graduate student at the University of Wisconsin-Milwaukee.
2. "Appropriate Authority Within the Department Faculty Body" and "Graduate Faculty of the Program Concerned" are defined as the College of Health Sciences PhD Steering Committee members who are present at the meeting during which an appeal is heard; there is no separate appeals body.
3. Graduate programs include non-degree as well as degree, and non-certificate as well as certificate, courses of study.

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

1. Appeals must be made in writing and submitted to the College of Health Sciences Associate Dean for Graduate Studies and Research (or to a member of the College of Health Sciences PhD Steering Committee if the Associate Dean is directly involved) and must include the following:
  - a. A description of the action that prompted the appeal.
  - b. The rationale for claiming that the action was inappropriate.
  - c. The specific remedy sought.
  - d. A rationale explaining why the remedy sought is appropriate.
2. The appeals meeting will have both evidentiary and deliberation portions:
  - a. Students may be accompanied by counsel of their choice and may present witnesses and evidence in support of their appeals during the evidentiary portion.
  - b. The evidentiary portion can be closed where the provisions of Wisconsin Statutes 19.85 (1) (f) are met and an appropriate closed session motion is passed.

- c. The deliberation portion of the meeting will be totally confidential if a closed session motion is passed either under Sec. 19.85 (1) (a) or Sec. 19.85 (1) (f) Wisconsin Statutes, and no one other than fully qualified College of Health Sciences PhD Steering Committee will be present during that time. The faculty member(s) directly involved in the matter will not vote on the final motion; neither will they be present during the College of Health Sciences PhD Steering Committee's deliberations on it.
3. College of Health Sciences PhD Steering Committee's action will be determined by a majority vote of the members present and voting. The vote will be by a show of hands and recorded in the regular committee minutes.
4. Student appeal will be placed on the agenda of the next regular College of Health Sciences PhD Steering Committee meeting. Special meetings to hear student appeals will be scheduled when a majority of those present and voting at a regular meeting of the Committee votes to do so.

## Criteria for Appointment of Major Professors

Revised 5-16-08

Criteria for CHS "Major Professor" doctoral faculty status are as follows:

1. Ph.D. or equivalent doctoral research degree (e.g., D.Sc., Sc.D.).
2. Current UWM Graduate Faculty membership.
3. Active scholar as evidenced by an established, defined line of research/scholarly work that has been peer reviewed (e.g., national peer reviewed scientific presentations, successful competitive research grant awards).

The principal evidence should be the consistent pursuit of an established research program which is demonstrated by continuous publication of original research in peer reviewed journals. It is important that these publications be very recent. There should be annual evidence of at least one primary authored (or, author with a substantial role) publication in a peer reviewed journal based upon research conducted at UWM, however, publications that are not more than 3 years old with accompanying evidence of manuscripts under review may be considered adequate.

4. Chair of at least one master's thesis or dissertation committee.  
**(Clarification: This assumes completion of the student and not a student in progress to degree)**

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

### Responsibilities of the Major Professor

1. Assist the student in completing the formal program of doctoral study in accordance with program requirements and research interests including:
  - approving and submitting to the PhD Steering Committee the *Initial Plan of Doctoral Study* form to be completed by the student in consultation with the Major Professor upon admission to the program
  - approving and submitting to the PhD Steering Committee the *Formal Plan of Study* form to be completed by the student in consultation with the Major Professor upon completion of no more than 12 credits
  - approving and submitting to the PhD Steering Committee the student's Doctoral Committee (Doctoral Committee form) to be formed in consultation with the Major Professor upon completion of no more than 12 credits
2. Serve as Chairperson of the student's Doctoral Committee including:
  - determining the student's readiness to take the preliminary examination and signing and submitting an *Application for the Doctoral Preliminary Examination* (available at <http://www.graduateschool.uwm.edu/students/current/doctoral>) to the CHS PhD Steering Committee six weeks prior to administration of the preliminary examinations. The application is completed by the student.

- Creating the student's preliminary examination
  - approving and submitting to the PhD Steering Committee the student's Dissertation Committee form within one month of the student's successful completion of the Preliminary Examinations. This committee will usually consist of the same individuals that constituted the student's Doctoral Committee.
3. Provide the student with primary guidance throughout the dissertation proposal and dissertation research processes and completion of the dissertation to include assistance with:
- selecting and delimiting of research topic
  - identification and review of appropriate research literature
  - developing an appropriate theoretical framework and research design
  - developing and proposing the dissertation research including approving and submitting to the PhD Steering Committee the student's *Doctoral Dissertation Proposal Hearing Form* (available at <http://www.graduateschool.uwm.edu/students/current/doctoral>) six weeks prior to the proposal hearing.
  - insuring that upon Dissertation Committee approval, that students proposing research involving any of the "Required Clearances" listed under #16 of the Graduate School Research Services and Administration *Sponsored Project Transmittal Form* (<http://www.graduateschool.uwm.edu/research/rsa/forms-tools/>) receive approval from appropriate University entity (e.g., Animal Care and Use Committee, Institutional Review Board, etc.).
  - signing and submitting the student's *Application for Doctoral Dissertator Status Form* (available at <http://www.graduateschool.uwm.edu/students/current/doctoral>) to the PhD Steering Committee within two weeks of receiving Dissertation Committee approval of the dissertation proposal.
  - carrying out the research as proposed and approved
  - writing the dissertation including insuring that the dissertation complies with the Graduate School "Master's Thesis and Doctoral Dissertation Format Requirements" (<http://www.graduateschool.uwm.edu/students/current/thesis-and-dissertation-formatting/>) and is written using American Psychological Association (APA) format.
  - defending the dissertation including insuring that:
    - the dissertation is of publication-quality (as judged by the Dissertation Committee)

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

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

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

an *Application for the Doctoral Dissertation Defense and Graduation Form* (available at <http://www.graduateschool.uwm.edu/students/current/doctoral>) is completed by the student and signed and submitted to the PhD Steering Committee no later than 6 weeks prior to the date of graduation

the doctoral candidate schedules a format review appointment with the Graduate School prior to filing the dissertation and a final submission appointment

a *Graduation Form* (available at <http://www.graduateschool.uwm.edu/students/current/doctoral>) is completed by the student, and signed and submitted to the PhD Steering Committee no later than 6 weeks prior to graduation the doctoral candidate provides you and the CHS Associate Dean for Graduate Studies and Research with hard-bound copies of the dissertation, an unbound copy is filed with the Graduate School (see Graduate School "Master's Thesis and Doctoral Dissertation Format Requirements" for details), and each member of the Dissertation Committee receive a copy (recommended hard-bound)

4. Assisting the student to complete all requirements for the degree within seven years from the date of initial enrollment in the program, and upon attainment of dissertator status, complete all requirements for the degree within four years.





**College of Health Sciences PhD Program  
Initial Program of Doctoral Study Form**

<b>NAME:</b>	<b>DATE:</b>
<b>TELEPHONE (H) (W)</b>	<b>E-MAIL:</b>

**MAJOR PROFESSOR (1)/COMMITTEE MEMBERS (2-5 OR 6)**

1.	3.	5.
2.	4.	6.

**CORE COURSEWORK**

	SEM	YEAR	GRADE	CREDITS
Philosophical Approaches to Health Research				3
Statistical Analysis in the Health Sciences				3
Teaching, Learning, & Educational Leadership in the Health Sciences				3
Advanced Seminar in Health Sciences				
1.				1
2.				1
3.				1
4.				1
Quantitative or Qualitative Analysis				3
<b>TOTAL</b>				<b>16</b>

**AREA OF CONCENTRATION**

	SEM	YEAR	GRADE	CREDITS
				3
				3
				3
<b>TOTAL MINIMUM</b>				<b>9</b>

**CROSS-DISCIPLINARY AREA**

	SEM	YEAR	GRADE	CREDITS
				3
				3
<b>TOTAL MINIMUM</b>				<b>6</b>

**ELECTIVES**

	SEM	YEAR	GRADE	CREDITS
				3
				3
<b>TOTAL MINIMUM</b>				<b>6</b>

**DISSERTATION**

	SEM	YEAR	GRADE	CREDITS
<b>TOTAL MINIMUM</b>				<b>12</b>

**APPROVAL SIGNATURES**

		Date
Major Professor		
Doctoral Committee		

Must be filed prior to student's first semester of coursework.

Copies to: Student, Major Professor, Doctoral Committee Members, Associate Dean for Graduate Studies & Research

**College of Health Sciences PhD Program  
Formal Program of Doctoral Study Form**

<b>NAME:</b>	<b>DATE:</b>
<b>TELEPHONE (H) (W)</b>	<b>E-MAIL:</b>

**MAJOR PROFESSOR (1)/COMMITTEE MEMBERS (2-5 OR 6)**

<b>1.</b>	<b>3.</b>	<b>5.</b>
<b>2.</b>	<b>4.</b>	<b>6.</b>

**CORE COURSEWORK**

	<b>SEM</b>	<b>YEAR</b>	<b>GRADE</b>	<b>CREDITS</b>
Philosophical Approaches to Health Research				3
Statistical Analysis in the Health Sciences				3
Teaching, Learning, & Educational Leadership in the Health Sciences				3
Advanced Seminar in Health Sciences				
1.				1
2.				1
3.				1
4.				1
Quantitative or Qualitative Analysis				3
<b>TOTAL</b>				<b>16</b>

**AREA OF CONCENTRATION**

	<b>SEM</b>	<b>YEAR</b>	<b>GRADE</b>	<b>CREDITS</b>
				3
				3
				3
<b>TOTAL MINIMUM</b>				<b>9</b>

**CROSS-DISCIPLINARY AREA**

	<b>SEM</b>	<b>YEAR</b>	<b>GRADE</b>	<b>CREDITS</b>
				3
				3
<b>TOTAL MINIMUM</b>				<b>6</b>

**ELECTIVES**

	<b>SEM</b>	<b>YEAR</b>	<b>GRADE</b>	<b>CREDITS</b>
				3
				3
<b>TOTAL MINIMUM</b>				<b>6</b>

**DISSERTATION**

	<b>SEM</b>	<b>YEAR</b>	<b>GRADE</b>	<b>CREDITS</b>
<b>TOTAL MINIMUM</b>				<b>12</b>

**APPROVAL SIGNATURES**

<b>Major Professor</b>		<b>Date</b>
<b>Doctoral Committee</b>		

**Must be filed upon completion of no more than 12 doctoral credits.**  
**Copies to: Student, Major Professor, Doctoral Committee Members, Associate Dean for Graduate Studies & Research**

