

Deadlines and Procedures for Students/Faculty

ITEM	DEADLINES	PROCEDURE FOR STUDENT	PROCEDURE FOR MAJOR ADVISOR
PROGRAM OF STUDIES	Form must be submitted <u>by the fourth semester after</u> admission to the program	<ol style="list-style-type: none"> 1. Complete a <u>Program of Studies Form</u> (available in the Education Psychology Office, Enderis 709, or on the Webboard at http://wb.soe.uwm.edu/~doctoral_program) 2. Submit completed form and 3 copies to Educational Psychology Doctoral Office 	Examine completed form. Carefully examine prepared coursework for program requirements. Sign and return form to student.
DOCTORAL COMMITTEE	<ol style="list-style-type: none"> 1. At least three members must be appointed by the time the Program of Studies is filed, including the Minor Professor (Option A only). 2. Four members must be appointed to the time of the Preliminary examination. 3. All Five members must be appointed before the dissertation proposal hearing. 	<ol style="list-style-type: none"> 1. Consult with Major Advisor regarding appointment of members. (See descriptions of individual specializations for regulations regarding committee compositions). 2. Notify Educational Psychology Doctoral Office of changes in membership. <p>***IMPORTANT*** Written approval from both the Department Chair and the Associate Dean of the Graduate School is required when appointing a committee member who is not UWM faculty. A form is available from either the Educational Psychology Office or the Webboard. http://wb.soe.uwm.edu/~doctoral_program</p>	Provide consultation to students regarding committee membership.
PRELIMINARY EXAMINATION	Doctoral Preliminary Exam form must be submitted at least six weeks prior to exam.	<ol style="list-style-type: none"> 1. At the beginning of the semester in which you will take your preliminary examination, obtain a copy of the Doctoral Preliminary Examination Form from the Educational Psychology Doctoral Office. 2. Complete the form and submit to your Major Advisor 	<ol style="list-style-type: none"> 1. Sign the Doctoral Preliminary Examination Form and return it to the Educational Psychology Doctoral Office. Attach a memo indicating Date, Time, and Place of <u>oral</u> exam 3 weeks prior to scheduling. 2. The Graduate School will issue a warrant. The warrant will be signed by all members of the committee upon the students' successful completion of the preliminary exams. Return warrant to the Office of Doctoral Studies.
DISSERTATION PROPOSAL DEFENSE	At least two weeks prior to the hearing, inform the Educational Psychology	1. Obtain Doctoral Dissertation Proposal Hearing Form from the Educational Psychology Doctoral Office or the	1. At least two weeks prior to hearing , inform the Educational Psychology Doctoral Office of the date, time, and location of the

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	Doctoral Office of the date, time, and location of the hearing so that an announcement can be created and distributed.	Graduate School. 2. Confer with Major Professor and committee members to establish a hearing date.	hearing, and the title of the proposed dissertation so that an announcement can be released. 2. After the hearing, complete the Doctoral Dissertation Proposal Hearing Form and a copy of the proposal to the Office of Doctoral Studies.
RESIDENCY	Can be met any time prior to dissertator status.	Provide written notification to the Educational Psychology Doctoral Office.	None.
DISSERTATOR STATUS	Dissertator status can be obtained only after successful completion of the Preliminary Examination	1. Obtain <u>Application for Doctoral Dissertator Status</u> from the Educational Psychology Doctoral Office or the Graduate School. 2. Complete Section I submit to Graduate School.	Complete Section III of the <u>Application for Doctoral Dissertator Status</u> and return to Educational Psychology Doctoral Office.
FINAL ORAL DISSERTATION DEFENSE	Final Oral Defense must be held <u>two weeks prior to graduation</u> if the student anticipates graduating the semester of the oral defense.	1. At least three weeks prior to your hearing, obtain the <u>Application for the Doctoral Dissertation Defense and Graduation</u> from the Educational Psychology Doctoral Office or the Graduate School. 2. Complete and return form to the Graduate School 3. Provide Major Advisor with a one-page abstract of your dissertation.	1. When <u>Application for the Doctoral Dissertation Defense and Graduation</u> is received from the Educational Psychology Doctoral Office, complete section III. 2. Return form to Educational Psychology Doctoral Office <u>two weeks prior to the oral defense</u> . Include a copy of the abstract and a memo indicating the date, time, and location of the Defense. (The application will be forwarded to the Graduate School. The Graduate School will review the application and produce a warrant. The warrant will be forwarded to you so that it may be signed at the Defense Hearing.) 3. Receive warrant for oral defense and dissertation evaluation forms at conclusion of Final Defense 4. Immediately return both the warrant and the evaluation forms to Educational Psychology Doctoral Office.
GRADUATION		You must provide a copy of your dissertation to the Educational Psychology Doctoral Office.	