Master of Science/Doctor of Philosophy Degree Requirements Checklist
(For students entering in or after Fall 2014)

Note: This form is to be used by MS/PhD students only. Students pursuing a terminal MS or a PhD exclusively should consult separate checklists.

Name: 
Academic Advisor: 
Initial Year/Sem. in HDFS graduate program:

MASTER OF SCIENCE

The Master’s degree in Human Ecology: Human Development and Family Studies requires a minimum of 30 course credits. Of these, 21 are in required areas while the remaining are electives. [When graduate credits are transferred from another institution, or courses from another university are substituted for requirements below, at least 16 credits toward the master’s degree must be taken at the UW-Madison.]. 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. Course work earned five or more years prior to admission to a master’s degree or course work earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

All HDFS graduate students are required to complete the online CITI (Collaborative Institutional Training Initiative) Human Subjects Protection training course (http://www.grad.wisc.edu/research/wkshop/index.html#onlinetraining) by the end of their first semester of graduate studies. Please give a copy of your CITI completion certificate to the SoHE Graduate Program Coordinator.

- Date completed CITI: ________________
  Date turned into SoHE Graduate Program Coordinator: ________________

- All HDFS graduate students must attend the Graduate Assistant Equity Workshop prior to the end of their 3rd semester in the program. Date completed the Graduate Assistant Equity Workshop _______________________

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<thead>
<tr>
<th>Area</th>
<th>Course No. &amp; Titles:</th>
<th>Credits</th>
<th>Date Completed</th>
<th>Grade</th>
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<tbody>
<tr>
<td>I. Introductory courses (must be taken during initial year)</td>
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<tr>
<td>230-664</td>
<td>Proseminar in HDFS</td>
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<tr>
<td>230-766</td>
<td>Professional Development Seminar</td>
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<tr>
<td>II. Basic Theory courses</td>
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<tr>
<td>230-725</td>
<td>Theory &amp; Issues in Human Development</td>
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<tr>
<td>230-865</td>
<td>Family Theory I (Survey)</td>
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<td>III. Research Methods &amp; Design</td>
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<td>498-793</td>
<td>Research Methods</td>
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Updated October 2014
IV. **Statistics**

Note: All entering students are assumed to have already taken statistics courses covering, for example, at least simple linear regression. UW-Madison campus course equivalents include: Statistics 310, Sociology 360, and Ed Psych 760. If you have not taken such a class it is highly recommended that you take such a course prior to taking a required intro graduate course. Course credits taken to fulfill this undergraduate stats requirement do not count toward the 30-credit minimum for the master's degree.

Senior undergraduate level 3-credit course (e.g., Stat 310, Soc 360, Ed Psych 760)

**These credits do not count toward the 30 required credits for the Masters**

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<tr>
<td>Intro Graduate course (e.g., Soc 361, Ed Psych 761); see dept. office for course descriptions.</td>
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V. **Research & Thesis** *(To be completed under advisor’s supervision)*

230-990 Research & Thesis (6 credits)  

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<tr>
<td>Research &amp; Thesis (6 credits)</td>
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VI. **Elective courses:** *(Any HDFS course at 700-level or above qualifies)*

- 6 credits must be HDFS courses; 3 credits can be taken outside HDFS with approval of advisor.
- Within the 30-credit requirement, a maximum of 6 credits of Independent Study (699 or 999) is permitted; no more than 3 credits with the same professor, and at least one HDFS course must be taken.
- Certain courses below the 700-level may also qualify with permission of advisor.

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**Total Credits** *(At least 16 must be UW-Madison credits)* 30

**Checklist Completion**

The committee certifies that the student has completed all course requirements for the HDFS MS 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 SoHE Graduate Program Coordinator. It is recommended that the student keep a copy for their own records.*

**This form must be in the student’s file in order to request a warrant. It will usually be filed at the time of the proposal meeting, but needs to be completed prior to obtaining the warrant**
The PhD degree in Human Ecology: Human Development and Family Studies requires a minimum of 32 credits completed at UW-Madison over and above those completed during the MS program. 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. Course work earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

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II. Content Courses

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

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III. Research Methods & Design

Requirement: In addition to the department's introductory Research Methods course (498-793), which was completed as part of your MS, doctoral students are required to take at least one advanced methods course (3 credits). Please consult with your advisor to identify courses that fit with your area of study. Possible examples include:

**Within HDFS:**
- 230-867: Family Research Methods
- 230-766: Qualitative Research Methods
- 230-766: Life Span Dev. Design & Method
- 230-766: Program Development & Evaluation
- 230-773: Analytic Approaches in Qual. Research

**Courses in other departments, such as:**
- Ed Psy 961 Semr: Stats & Research Design
- Sociol 545: Ethnomethodolgy
- Sociol 750: Methods of Sociol Research
- Sociol 751: Methods of Survey Res: Des & Meas
- Sociol 752: Methods of Survey Res: Applic.
- Sociol 755: Methods of Qualitative Research

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Updated October 2014
IV. Statistics

Requirement: A minimum of one 3-credit, advanced level statistics course. Please consult with your advisor to identify a statistics course that fits with your area of study. Possible examples include:

- Ed Psy 762: Intro to Design of Ed Experiments
- Ed Psy 771: Test Construction
- Ed Psy 773: Factor Analysis, Multidim Scaling
- Ed Psy 861: Stat Analysis & Design in Ed Res
- Ed Psy 862: Multivariate Analysis
- Ed Psy 871: Test Theory II
- Psych 710: Design & Analysis of Psychol Exp
- Sociol 362: Statistics for Sociologists III
- Sociol 750: Methods of Sociol Research
- Sociol 952: Smr in Math & Stat Appl in Sociol
- Stat 333: Applied Regression Analysis
- Stat 348: Intro to Time Series Analysis
- Stat 351: Intro to Nonparametric Statistics
- Stat 421: Applied Categorical Data Analysis
- Stat 561: Applied Multivariate Analysis
- Stat 656: Multivariate Analysis I
- Stat 756: Applied multivariate analysis
- Psych 861: Stat Analysis & Design in Ed Res
- Stat 760: Multivariate Analysis I
- Stat 849: Theory & Applic of Regr & Analysis

Course title: ___________________________  Credits  Date Completed  Grade

V. Research & Thesis

Note: At least 6 credits must be taken after receiving dissertator status.

230-990  Research & Thesis       Credits  Date Completed  Grade

VI. Minor Area Requirement

The purpose of the minor is to add breadth to a PhD major. Monitoring the course content and credit requirements for PhD minors is the responsibility of the minor department/program. A list of available minors can be found at: www.grad.wisc.edu/catalog/degrees.htm. Make sure to review UW criteria for minors at: http://grad.wisc.edu/education/acadpolicy/phdminorchg.htm. Minor agreement forms are obtained through 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 9 credits in a single department/major field of study. Selection of this option requires the approval (signed minor agreement form) of the chair of the minor department/program.

- **Option B (distributed):** Requires a minimum of 9 credits in one or more departments and can include course work in the major department. Selection of this option requires the approval (signed minor agreement form) of your advisor and committee members.

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 MS/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 MS degree requirements**

Minor course sequence:

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<tr>
<th>Course No. &amp; Titles:</th>
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Name of the Minor:_____________________________________________________________

(Note: if the name chosen reflects an existing UW department, it would be considered an external minor and would 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 requirements
- Satisfied all the minor course requirements
- Have no incomplete grades or in-progress grades (other than HDFS 990)

Prior to beginning Prelims, students should meet with their committee, review progress, complete this checklist, 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 SoHE Graduate Program Coordinator. It is recommended that the student keep a copy for their own records.*

**This form must be in the student's 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**

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**Form to request prelim warrant from the department.** This form (see below) should be completed and signed by the advisor within one week of getting your prelim questions.

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 must pay a completion fee at the time that they re-enroll prior to degree completion.

*Updated October 2014*
Instructions to Obtain the PhD Prelim Warrant
Human Development & Family Studies
(See checklist for information on Prelim Exam and PhD minor)

To request the Prelim Warrant, the SoHE Graduate Program Coordinator prepares paperwork to submit to the Graduate School at least three weeks before a student’s final prelim defense. It is the student’s responsibility to turn in all necessary paperwork to the SoHE Graduate Program Coordinator so that this can occur in a timely fashion.

After the committee first discusses the prelim examination, students should submit a checklist signed by the committee to the SoHE Graduate Program Coordinator. Students should submit this form to obtain the PhD prelim warrant, signed by their advisors, within one week of receiving their prelim questions. The warrant cannot be ordered if the signed and completed PhD checklist has not been submitted.

The Prelim Warrant is signed by the committee at the student’s prelim warrant defense meeting, and must then be turned in to the SoHE Graduate Program Coordinator.

Student’s Name: ___________________________________________ ID# ________________________
Last, First, Middle

Proposed prelim exam defense meeting date:________________________

Signed: Date: _____________________________
(Advisor’s signature)

Signed: Date: _____________________________
(Student’s signature)

Updated October 2014