Graduate Program Form  
Department of Human Development and Family Studies  
School of Human Ecology  
University of Wisconsin-Madison

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

Note: This form is to be used by students pursuing a PhD exclusively; students pursuing both a MS and PhD through the UW HDFS program should consult the MS/PhD checklist.

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

<table>
<thead>
<tr>
<th>DOCTOR OF PHILOSOPHY</th>
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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.

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 the 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 ___________________

<table>
<thead>
<tr>
<th>Area</th>
<th>Course No. &amp; Titles:</th>
<th>Min. 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>
<td>230-766 Professional Development Seminar</td>
<td>1</td>
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<tr>
<td>II. Basic Theory courses</td>
<td>230-725 Theory &amp; Issues in Human Development</td>
<td>3</td>
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<tr>
<td></td>
<td>230-865 Family Theory I (Survey)</td>
<td>3</td>
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<td>III. Content Courses:</td>
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Requirement: A minimum of 9 HDFS credits in content courses (not to include methods or statistics courses) at 700-level or above. Independent Study credits (e.g., 699, 999) do not count towards content course credits.

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Updated October 2014
IV. Research Methods and Design

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. Please consult with your advisor to identify courses that fit with your area of study. Possible examples include:

Introductory level (if not taken at the master's level):
498-793 Research Methods

Advanced Research Methods course (minimum of one 3-credit course):

Within HDFS:
- 230-867: Family Research Methods
- 230-766: Qualitative Research Methods
- 230-766: Life Span Dev. Design & Method

Courses in other departments, such as:
- Ed Psy 961 Semr: Stats & Research Design
- 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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Course title:__________________________________  ___  __________  __

V. Statistics

Requirement: Students are expected to demonstrate the basic competencies of completed statistic courses at the master’s level prior to entry in the doctoral program. Courses representing these competencies at UW-Madison include: Ed Psych 760 & 761 and Soc 360 & 361.

As part of your PhD program, students must also complete 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

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Course title:__________________________________  ___  __________  __

Updated October 2014
VI. Research & Thesis

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

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<th>Credits</th>
<th>Date Completed</th>
<th>Grade</th>
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<tbody>
<tr>
<td>230-990</td>
<td>Research &amp; Thesis</td>
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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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Updated October 2014
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**

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.
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)