

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

Master of Science/Doctor of Philosophy Degree Requirements Checklist
(For students entering in or after Fall 2024)

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 _____

<i>Area</i>	<i>Course No. & Titles:</i>	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
I. Introductory courses (must be taken during initial year)		3		
	Inter-HE 801 Professional Development Seminar	1	_____	_____
	Inter-HE 792 Human Ecology Theories and Perspectives	2	_____	_____
II. Basic courses		9		
	HDFS 761 Human Development 1 (Prenatal to Adolescence)	3	_____	_____
	HDFS 763 Human Development 2 (Late Adolescence to Old Age)	3	_____	_____
	HDFS 865 Family Theories & Issues	3	_____	_____

III. Research Methods & Design **3**

Inter-HE 793 Research Methods 3 _____

IV. Statistics **3**

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

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

Intro Graduate Statistics (minimum of one 3-credit course):

Cnsr Sci 768: Intro to Quant Methods in Soc Sci	Stat/BMI 541: Introduction To Biostatistics
Ed Psy 761: Stat Methods Applied To Ed II	Soc 361: Statistics For Sociologists II

Course: _____	3	_____	_____
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V. Research & Thesis (To be completed under advisor's supervision) **6**

HDFS 990 Research & Thesis (6 credits)	—	_____	_____
	—	_____	_____
	—	_____	_____

VI. Elective courses: (Any HDFS course at 700-level or above qualifies) **6**

- 3 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.

	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
Course: _____	—	_____	_____
Course: _____	—	_____	_____

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

DOCTOR OF PHILOSOPHY

The PhD degree in Human Ecology: Human Development and Family Studies requires a minimum of 33 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 PhD students are expected to attend six sessions of advanced PDS.

<i>Session Date</i>	<i>Title/Topic</i>	<i>Session Date</i>	<i>Title/Topic</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I. Content Courses 9

Requirement: A minimum of 9 credits in HDFS content courses (not to include methods or statistics) are required. At least 6 of the 9 credits must be 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.

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

II. Research Methods & Design 3

Requirement: In addition to the department's introductory Research Methods course (Inter-HE 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:

- | | |
|---|---|
| CSCS 811: Comm-Based Rsch: Theory And Practice | Ed Psy 945: Evaluation Research |
| CSCS 812: Mixed-Methods In Comm-Based Rsch | Sociol 750: Methods of Sociol Research |
| CSCS 813: Transformative Evaluation In Practice | Sociol 752: Msmnt And Questionnaires For Survey Rsch |
| Ed Psy 719: Intro to Qualitative Research | Sociol 754: Qualitative Research Methods In Sociology |
| Ed Psy 827: Surveys And Other Quant Data Strategies | |

See methods/stats course list or the course catalog for more options.

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

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:

Cnsr Sci 778: Causal Models in Consumer Rsch	Pop Hlth/BMI 651: Adv Regr Methods For Pop Hlth
Ed Psy 762: Intro to Design of Ed Experiments	Sociol 362: Statistics for Sociologists III
Ed Psy 763: Regression Models in Education	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 349: Intro to Time Series Analysis
Ed Psy 960: Structural Equation Modelling	Stat 351: Intro to Nonparametric Statistics
Ed Psy 964: Hierarchical Linear Modelling	Stat 421: Applied Categorical Data Analysis
Psych 710: Design & Analysis of Psychol Exp	Stat 760: Multivariate Analysis I
Pop Hlth/BMI 552: Regr Methods For Pop Hlth	Stat 849: Theory & Applic of Regr & Analysis

See methods/stats course list or the course catalog for more options.

	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
Course title: _____	—	_____	_____

IV. Research & Thesis

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

	<i>Credits</i>	<i>Date Completed</i>	<i>Grade</i>
HDFS 990 Research & Thesis	—	_____	_____
	—	_____	_____
	—	_____	_____

V. Minor Area Requirement

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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:

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

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. It is recommended that you request the Prelim Warrant about the same time you receive your question.

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, about the same time they receive the prelim question. 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)