Key Guidelines and Rules

UWM Urban Education Doctoral Program (UEDP)

Note: the Urban Education Doctoral Handbook serves as the repository of policy documents for the program. We have attempted to make this brief summary as accurate as possible, but in the case of a disagreement the Handbook is your best guide.

Doctoral Toolbox

Questions about Graduate School Procedures and more can be found here:
http://uwm.edu/graduateschool/doctoral-toolbox/

Milestones

Nearly all changes and applications (e.g., for prelims, proposal, dissertator status, changes in committee membership, etc.) will be made online at Milestones (http://uwm.edu/graduateschool/doctoral-milestones/). STUDENTS and not faculty need to start the process in nearly all cases.

Note that students in Proposal-Only programs must apply for both prelims AND proposals at the same time—the Graduate School treats this as if you are taking both at the same time, even though you are only completing a proposal.

Proposal Only vs. Prelim/Proposal Programs

The Social Foundations, Educational Leadership, and Adult, Continuing and Higher Education Leadership specializations do not require prelims. The other programs do require prelims, which would generally add a semester.

Dissertator Status

Students who have completed either the prelim or the proposal (in proposal only programs) achieve dissertator status in the following semester.

One Credit for Full Time Status

Programs requiring the prelim can have one semester when they enroll for only one credit and are counted as full time to prepare for their prelims. Proposal only programs can have two semesters.
Generic Progression Through the Program

Each program has its own set of course requirements. You will need to construct your own Plan of Studies with the assistance of your advisor. This is a generic outline of what a student’s course plan might look like. Numbers in BOLD are UEDP requirements (EDUC, ED PSYCH, C&I/AD LEAD).

<table>
<thead>
<tr>
<th>Semester</th>
<th>6 Credits Per Semester</th>
<th>9 Credits Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1: Sem 1</td>
<td>EDUC 701 &amp; Ed Psych 624</td>
<td>EDUC 701, Ed Psych 624, Specialization Required Course/Elective</td>
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<tr>
<td></td>
<td>ED PSYCH 724, Two Specialization Courses/Electives (Plan of Studies Due) (Choose 3 Members of Doctoral Committee)</td>
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<tr>
<td>Year 2: Sem 1</td>
<td>EDUC 801, C&amp;I/AD LEAD 729</td>
<td>EDUC 801, C&amp;I/AD LEAD 729, Specialization Course/Elective</td>
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<tr>
<td></td>
<td>ED PSYCH 901, Two Specialization Courses/Electives (Plan of Studies Due) (Choose 3 Members of Doctoral Committee)</td>
<td></td>
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<tr>
<td>Year 3: Sem 1</td>
<td>Elective, Research Elective</td>
<td>Specialization Courses/Electives (Whether this is the last semester of courses would depend upon the requirements of the student’s specialization)</td>
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<td>Specialization Courses/Electives</td>
<td>Proposal-only programs: prepare for proposal Take prelim (All 4 Committee members must be appointed for prelim)</td>
</tr>
<tr>
<td>Year 4: Sem 1</td>
<td>Specialization Courses/Electives</td>
<td>Defend Proposal or Continue Preparing (All 4 Committee Members Appointed for proposal)</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Proposal-only programs: prepare for proposal OR Take prelim (Whether this is the last semester of courses would depend upon the requirements of the student’s specialization) (All 4 Committee Members Appointed for Prelim)</td>
</tr>
<tr>
<td>Year 5: Sem 1</td>
<td>Defend Proposal or Continue Preparing (All 4 Committee Members Appointed for Proposal)</td>
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- Specializations requiring a Minor will add approx. 9 credits or one more semester in the 9-credit per semester column. See your program requirements.
- Courses may be taken in Summer to speed up this schedule, however required courses are often not offered. EDUC courses are never offered in the Summer.
- Students will take more or less time to prepare their prelims or proposals.
Deciding on a Topic

The sooner you choose your topic, the sooner you can focus the work in your required classes on this topic. The more work you can do on your topic prior to the proposal, the quicker you will likely be able to graduate.

Looking across this sample schedule, you can see that students really need to choose their topic, at the latest:

- 6-credit per semester students: Year 4: Semester 1
- 9-credit per semester students: Year 3: Semester 1

Note that for 9-credit students this comes fairly quickly.

Advisor vs. Major Advisor

I’m afraid the language is a bit confusing. Your potentially TEMPORARY advisor at the start of your program is for advice about planning your program. This person may become your MAJOR advisor, and is usually chosen because they seem like the logical choice. However, you may ultimately reach out to someone else to serve as your Major Advisor to supervise the actual writing of the dissertation.

Given the schedule above, students should be thinking about their possible Major Advisor as soon as possible.

Choosing a Major Advisor

Students will need to balance the expertise of a professor with how well a student thinks they can work with the professor. Sometimes expertise can be added through other committee members.

Your Major Advisor MUST be from your specialization department.

You may have Co-Major Advisors. This is required if you will be working closely with someone outside the department so that you still have a department Major Advisor. However, if you will be doing a lot of work with any faculty member beyond what would be expected of a standard committee member, then it is respectful to ask (after checking with your Major Advisor) whether they would like to be a Co-Major Advisor.

In addition to making any Major Advisor change on Milestones, please ALSO inform Allison Hochmuth (hochmuth@uwm.edu), the UEDP’s Admissions Support Specialist, so that the change can also be made in PAWS. The change in PAWS is not automatic even after the Milestones change has been made.

Choosing a Committee

Never add someone to your committee without asking your Major Advisor first.

In general, you would like to have someone to serve as your “methodologist.”

You may have one faculty member from outside the university serve on your committee. This person must be approved by the UEDP director.
No one at the university who lacks graduate faculty status may serve on your committee. Departments can vote to give graduate faculty status to academic staff who otherwise would not be eligible to serve. Academic staff may not serve at Major Advisors, however.

**Changing a Major Advisor or Committee Member**

Until you pass your proposal, either the student or the Major Advisor or committee member can choose to withdraw.

After the proposal is passed, the Major Advisor and committee members do not have the power to officially withdraw. However, of course, if a professor decides they don’t want to work with you, then the fact they are your official Major Advisor or an official member may not be sufficient.

Note that as the number of graduate faculty have declined in the School of Education, students’ choices about their Major Advisor have declined as well. We are working to hire new faculty. However, it has become even more important to pick the right Major Advisor the first time, and to stick with that person as long as possible. There may not be many other options.

Professors who have retired from or left the university are automatically able to continue to act as Major Advisors for 2 years. A department can decide to continue to allow this professor to serve as a member of the graduate faculty indefinitely after this.

**Working with your Major Advisor**

In a sense, your Major Advisor is your boss for your dissertation. Some will be much more directive than others. Some will have more firm ideas about what a dissertation should look like or contain. You are, of course, always (usually) welcome to debate these decisions. However, in the end you will need to follow their advice or, in at least some cases, find another Major Advisor. Again, given the reduced number of graduate faculty, it makes sense to follow your Major Advisor’s directives unless you feel like they significantly harm the substance of your study.

If you feel like you would like more direction from your Major Advisor you should speak with them about setting up some kind of a schedule. Some Major Advisors may be more “hands off” but open to a stricter schedule of meetings and review if asked.

**Extensions**

Students in the UEDP are supposed to graduate in 7 years. After 7 years, students will need an extension from the Program for years 8 & 9.

The Graduate School places its own 10-year limit on completion of the degree. From year 10 forward, students will need to submit requests to continue that go to the Graduate School.

**Re-Entry**

Students who are not enrolled for more than two semesters must request re-entry by the Department. Re-entry is not guaranteed. Students who are not enrolled for more than 5 years must reapply.
Residency Requirement

The residency requirement is satisfied through the successful completion of 9 or more credits in each of two consecutive semesters, or by completing at least 6 graduate credits in each of three consecutive semesters. Summer may be included.