



Graduate Student Handbook

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Section 1, Introduction & Welcome from the Grad Studies Chair

Greetings! On behalf of the Kinesiology Department Graduate Program, I welcome you!

This Handbook will give you, a graduate student in the Kines. Dept., some information to facilitate your graduate study.

This Handbook highlights info from general University sources, but it also addresses some Kinesiology specifics. We hope you will **skim it** early in your studies and will continue to refer to it throughout your degree program. We do not intend for you to feel “weighed down” by it, though. If you are looking for an answer but do not conveniently find it here, **please ask somebody**.

The Handbook also cannot - and **we do not intend** for it – to replace **thoughtful individual planning** and continuous personal communication about your specific circumstances. We intend the Handbook as a summary. It is a primer, not a primary source. On its own, **the Handbook creates no policy**. It will not supersede policy statements in most other sources. Conflicts would likely be resolved in favor of those other sources. At any time, if you are uncertain about something after checking the Handbook, especially if that uncertainty appeared to be a policy conflict, please feel free to consult a Kinesiology Graduate Program member directly.

Whom can you consult?

If you are a **research-based graduate student** (thesis/ dissertation), then your graduate faculty advisor will always be an excellent resource for any questions or concerns related to your graduate studies. Please actively seek and maintain frequent and open interaction with your advisor. It is primarily up to you and your advisor, working together closely, to design a sequence of courses to satisfy all degree requirements of the Department and The Graduate School. Some specializations (tracks) in Kinesiology prescribe much of their curriculum, but even those tracks will require electives &/or research that must be carefully and individually planned.

If you are a **non-thesis master’s student**, then I am your faculty advisor, and you may direct your academic questions to me or direct your procedural questions to the graduate secretary. Our contact information follows in this Handbook.

If you are an **OT student** (Occupational Therapy), then this Handbook **is not** your best resource. We refer you instead to <https://kinesiology.education.wisc.edu/ot/academics/msot/>, and click the OT handbook, or consult the OT Program Office (contacts listed on next page).

We are pleased you have chosen the University of Wisconsin for graduate education. We are especially pleased that you have made the Kinesiology Department your graduate study home. We want to make your experience with us a rewarding one. Let us know if we can help!

Andrea H. Mason
Professor (Motor Control & Behavior)
Chair of the Kinesiology Graduate Studies Committee
<https://kinesiology.education.wisc.edu/staff/mason-ph-d-andrea/>

Section 2, How to Contact Department Representatives

The “people” page of the Kinesiology web site, <https://kinesiology.education.wisc.edu/people/>, has Dept. contact-info & pictures.

Selected contact information follows.

Kinesiology Department Graduate Program Office

Rm. 1013 Gymnasium Unit II - Natatorium (commonly known as the Natatorium, or the “Nat”)
 Phone: 608-262-8730
 E-mail: kinesgrad@education.wisc.edu
 2000 Observatory Drive
 Madison, WI 53706-1121

Graduate Studies Committee Chair (head of graduate program in Kinesiology)

Prof. Andrea H. Mason
 Rm. 2041 Nat
 Phone: (608) 262-9904
 Email: amason@education.wisc.edu

Kinesiology Graduate Secretary

Rm. 1013 Natatorium
 Phone: 608-262-8730
 Email: @wisc.edu

Department Administrator; and Employment/ Human Resources/ Personnel representative; and Payroll (Business Office)

Greg Dierks
 Rm. 2015 Natatorium
 Phone: 608-262-7735
 Email: ghdierks@wisc.edu

Department Chair

Prof. Gary M. Diffie
 Rm. 2003 Natatorium
 Email: gary.diffie@wisc.edu

Grants and Research Admin/ Financial (Business Office)

Jeannine Nicolai-Heckmann
 Rm. 2017 Natatorium
 Phone 608-262-1655
 Email: nicolaiheckm@wisc.edu

Operations/ Laboratory Manager

Lorenzo Contreras
 1149B Natatorium
 Phone: 608-263-2617
 Email: contreras@education.wisc.edu

Occupational Therapy Program Office

Classified Staff Job-sharing Arrangement, phone contacts are preferred.
 Phone: (608) 262-2936

Section 2a, Who Can Assist With Problems & Emergencies

- University Counseling Service
333 East Campus Mall, 7th floor, (608) 265-5600; 8:30 am–5:00 pm, Monday– Friday

- Dean of Students Office
75 Bascom Hall, (608) 264-5700, 7:30 am–5:00 pm, Monday–Friday

- Acute Psychiatric Service
(608) 265-5600, 8:00 am–4:30 pm, Monday–Friday
Extension 2 (during business hours)
Ext. 9 (after hours)

- Dane County Mental Health Center
Emergency Lines, 24 hours daily, (608) 280-2600

For **additional listings of Mental Health Resources on Campus**, see final page of **Forms Appendix**, section 15, below in this Handbook

▪ **POLICE or MEDICAL EMERGENCY: Phone 9-1-1**

Any Emergency, on or off campus:

Phone 9 1 1

City of Madison **Non**-Emergency Police number: (608) 266-4275

UW-Policy **Non**-Emergency number: (608) 264-COPS (2677)

Section 3, New Student Checklist: “Now That I’m Here, What Do I Do?”

A link with start-up checklists by Grad School: <http://grad.wisc.edu/newstudents/checklist/>.

Some Kinesiology-specific What-to-Do’s follow to supplement the general UW checklist just linked.

Use this Handbook judiciously, recall that policies can change, and links can “die.” The UW-Madison and Kinesiology Department homepages, like many web sites, are works-in-progress, subject to continuous improvement. This Handbook relies heavily on web links to transmit information. We try to keep links up-to-date, but if a link is “dead,” you might need to word-search it. You are always free to consult a grad program representative.

Orientation – academic & personal

The Kines. Dept. offers a brief, general grad orientation late in the summer prior to a new academic year. Newly admitted grad students are notified by e-mail of the time and place of the orientation. We will communicate info on other orientation options (School of Education, Grad School) as received. The Kines. Dept. orientation is optional. An informal social gathering for grad faculty and grad students has become a Department tradition, and it is a buffet dinner at a faculty member’s home. We hold it the second or third (or fourth) Friday of the Fall semester. Details go out each year (an “evite”). While also optional, we hope the dinner is a chance to form or expand relationships with your fellow students and with current or potential professors. These groups likely have shared interests with you. Often the best way to orient yourself to a task is to interact with others who do or recently did that task, so we sincerely encourage you to get to know your fellow grad students, both at and away from Department sponsored opportunities.

Kinesiology Cohesion Committee

A great way to get to know fellow students is in the Kinesiology Cohesion Committee. In the mid-2000’s, several Kines grad students thought up the idea for informal social student networking. Their Cohesion Committee gave an identity to the idea. Past activities have included sledding, Frisbee, soccer, and outings at local eateries. The Committee usually communicates via e-mail beginning early in the Fall semester. If you do not get a Cohesion e-mail, ask an experienced student about joining, or contact the Kines grad secretary.

Activate Your NetID

UW handles much of its administrative communication via “the web” (internet). To effectively access the web, you will need your NetID and password so you can use the “My-UW” portal at my.wisc.edu. For detail and step-by-step instructions on how to activate your NetID, click the “checklist” link, top of this page. The NetID you create and password you enter are keys to your access to the MyUW portal, so make a record of them and keep them private. If you are unsure about your NetID and password, contact the DoIT Help Desk at (608) 264-HELP (4357). Or try online at the Knowledge Base, <http://kb.wisc.edu>, or <http://helpdesk.wisc.edu>. (DoIT is the Division of Information Technology - - the computer experts (& so much more) - - at UW-Madison.)

Enroll For Classes

Research grad students: Consult your faculty advisor to be sure you both fully agree about each semester’s class choices, especially any electives that aren’t specified on the curriculum web pages for your specialization, <https://kinesiology.education.wisc.edu/academics/grad-program/>

Non-thesis grad students: Consult the Grad Studies chair &/or the Kines. web site The web site is here, <https://kinesiology.education.wisc.edu/academics/grad-program/>, for your required Non-thesis curriculum. Within the framework we provide, you should “build-your-own” MS degree to serve your personal goals. The Grad Studies Committee chair is Prof. Andrea Mason, <https://kinesiology.education.wisc.edu/staff/mason-ph-d-andrea/>

Non-thesis electives are your choice. Use them in your long-term best interest.

If you have already taken any of the non-thesis MS curriculum requirements or their equivalent, and if you document that, then you will not need to re-take the course. There might be a “substitution” process, and that might involve an approach to the Graduate Studies Committee. See section 5 of this Handbook on “substitutions.” Be aware, also, that a graduate degree requires minimum credits, click <https://grad.wisc.edu/acadpolicy/> and scroll to “minimum.” If you will depart from the prescribed curriculum, or if you have doubts or questions about your curriculum, consult a grad program representative.

Brief graduate course descriptions are in the Graduate Guide, formerly the *Graduate School Catalog*. This is available on-line at: <http://guide.wisc.edu/graduate/> The UW homepage, like many web sites, is a work-in-progress, subject to continuous improvement, so you might need to word-search the Graduate Guide at <http://www.wisc.edu/>. A possible need to search for revised/updated links probably pertains to many of the links in this Handbook. You are also always free to ask a grad program representative.

The “Guide,” including the “Course Guide,” has UW’s online listing of classes available. As of August 2017, the UW Office of the Registrar and others are consolidating online information to serve student needs better. See e.g. <http://guide.wisc.edu/>. You will likely find a use for many of the Guide components. For your initial enrollment, particularly for any elective you may have to or wish to select, the Course Guide might be especially important. See https://registrar.wisc.edu/course_guide.htm - or - http://registrar.wisc.edu/schedule_of_classes.htm - or - <https://public.my.wisc.edu/portal/f/u1241s4/p/CourseGuide-Browse-Courses.u1241n31/max/render.up?pCp>

Pay Your Tuition/ Fees

All students should expect to face some study charges. These usually have payment deadlines. With limited exceptions, even if you are a Department-supported student (on an “assistantship” or a “fellowship” with tuition remission), you are likely to remain personally responsible for paying “segregated fees,” usually known as “seg fees,” compare e.g. https://registrar.wisc.edu/segregated_fees_information.htm

Be sure to pay on time for anything you owe, including “Seg Fees” (& any other charges you may owe). If you miss a timely payment, monetary penalties or academic/ administrative holds may result. The exact distribution of payment responsibility (between student, Department, and institution) is a subject of “statute” (State Legislative involvement), UW-Madison rules, and (sometimes) contract negotiation.

Check your Student Center for what you owe, once bills have been posted. The billing office(s) should e-mail you a notice of billing. Students can make a tuition ePayment using an Electronic Check or a credit card. Click the [View eBill/Make ePayment] link on your Student Center > Finances, and then click the yellow button that links to the Tuition eBill/ ePayment Site. See, e.g. <http://www.bussvc.wisc.edu/bursar/tuiteck.html>

Caveat Emptor: Buyer Beware! This Handbook mentions bills, charges, costs, or “seg fees” with the goal of calling your attention to the **need to be aware**. The Department Payroll representative or HR/ Personnel representative should be able to clarify if you are unsure from your Student Center about what you need to pay. Otherwise, check with the UW Bursar’s Office, <http://www.bussvc.wisc.edu/bursar/bursar.html>, or ask a grad program representative.

Locate/ Notate/ Use Your WiscMail E-Mail Account

UW will assign you a student e-mail account. It will likely be some version of your name plus an “extension” of “wisc.edu”. This account (or address) is your “WiscMail,” so-called, and it is important because:

UW offices will expect you to check it regularly. This likely includes the Grad School, the Bursar, and the Registrar, all of them “major players” in your study career. The Kinesiology Dept. definitely uses e-mail frequently to announce Seminars, preview fire drills, share course or training announcements, and the like.

If you don’t check your WiscMail, **or if you forward it to a private account** (gmail, hotmail, yahoo, etc.) and if that “third party” drops, spam-filters, or otherwise diverts your UW “wiscmail” message(s), you would still be accountable for the message content, e.g. fees due with penalty charges if late. It seems as if “everybody must” use e-mail nowadays, but if you are not already in the habit of checking e-mail regularly, it makes sense to develop that habit with your @wisc.edu account. It is a major communication tool within the Kines grad program and beyond.

Verify Your Mailing Address & Phone Number; Update as Appropriate

Please check your MyUW portal online and verify that your contact information is correct. Update the information if it changes, e.g. local mailing address if you move. This is where many UW offices will get your contact information, e.g. mailing address, if they ever need it. Although there seems to be a trend away from traditional U.S. Postal Service mail, some items still go out that way.

Section 4, General Information for Kinesiology Graduate Students

Organizational Overview

The University of Wisconsin-Madison is part of the UW System, a (partially) state-supported “land grant” institution. UW-Madison includes multiple schools or colleges, for example, the College of Agriculture and Life Sciences and the School of Medicine and Public Health. The Kinesiology Department is within the UW School of Education.

For grad students, the Graduate School, which is also a part of the administrative structure at UW-Madison, exerts a strong influence on how we manage grad study and grant grad degrees. When Kinesiology admitted you, the admission was to the Graduate School, with Graduate School review and approval. The Grad School will continue to exercise review and approval of various “milestones” during your grad studies. At the very least, it will be involved in the “conferral” (granting, awarding) of your degree. This Handbook details those milestones.

Within the Kines Dept. are several programs, among them Undergrad, Occupational Therapy, and Graduate. The Graduate Program includes several specializations or tracks, among them Biomechanics (including an element of Athletic Training), Exercise Physiology, Exercise Psychology, Motor Control & Behavior, Physical Activity Epidemiology, and Occupational Science (formerly Therapeutic Science). Faculty feel this is consistent with the structure of peer institutions, but despite “specialization,” there is strong interest in unifying the parts into a cohesive whole. Interdisciplinary research, within the Department and between or among outside departments (or other schools, colleges or institutions), is of growing interest. If you see an opportunity for interdisciplinary pursuit, please do yourself and everyone else a favor, and bring it to the attention of your advisor or the Graduate Studies Committee.

Normally the details of UW-Madison’s “inner workings” will be largely “invisible” to an individual grad student (routine and virtually “automatic” in the student’s study career).

General Rules

A large, complex, diverse campus like UW-Madison historically develops many rules, and these evolve continuously. It would be difficult to do justice to all potentially relevant policies in a handbook of reasonable length, and this Handbook does not purport to tell you everything. The hope is that most students will have little need to become expressly familiar with most rules most of the time. We try to offer a reasonable “most of the people, most of the time” summary in this Handbook. In combination with advisor input, and with strategic questioning by the student, we expect a satisfactory outcome. Please “keep us honest.” Contact us if you need us.

Kinesiology Graduate Studies Committee (GSC)

Many aspects of a grad student’s career are routine and proceed along generally or traditionally accepted paths and stages. Where there is doubt, departure from routine, or somebody needs to use discretion for a one-time decision, then the faculty advisor is usually the first and sometimes the only decision maker. If grad students or advisors want to seek formal input from several graduate faculty members, or if grad policies call for that input to be sought, the Kinesiology Department has a standing committee, the Graduate Studies Committee. It consists of five graduate faculty members appointed by the Department Chair. Usually each Committee member, and certainly the chair individually, will have several years of experience in grad program administration, and in combination they have several decades of experience at the UW and in the Department. The Committee historically included a student member, although that did not hold in 2016-17. The chair dismisses any student member(s) for student personnel matters; student members would not hear or vote on them. You may contact the Committee via your advisor, the graduate secretary, or the Grad Studies chair.

As of the Spring 2017 semester, the faculty members of the Grad Studies Committee were: Andrea Mason (chair); Karla Ausderau, Lisa Cadmus-Bertram, Dane Cook, William Schrage. Ask a Kines grad representative about possible updates to the GSC roster.

Advisor

Every graduate student must have an advisor as per Graduate School requirements, see e.g. <https://grad.wisc.edu/acadpolicy/?policy=advisor>.

ADVISOR FOR KINESIOLOGY GRAD STUDENTS

In the Department of Kinesiology, tenure-track faculty may be an academic advisor (major professor) for MS or PhD. students. Tenure-track means full, associate, or assistant professors. Affiliate faculty in Kinesiology may also be advisors. These are professors whose “home” department is at UW-Madison but outside Kinesiology. In Kines graduate specializations that require a thesis or dissertation, the Department will not admit an individual applicant unless a professor has agreed to serve as the individual's advisor.

Non-thesis MS students’ advising is by chair of Grad Studies Committee. The current Grad Studies chair is Prof. Andrea Mason, <https://kinesiology.education.wisc.edu/staff/mason-ph-d-andrea/>. Committee advising pertains because Non-thesis students normally do not conduct specific research requiring continuous or frequent faculty supervision. For the Non-thesis MS degree’s prescribed curriculum, see the Kinesiology web site, <https://kinesiology.education.wisc.edu/academics/grad-program/>. Non-thesis MS students enroll in classes according to this curriculum. Beyond the specifically listed courses, i.e. for electives, the intention is for Non-thesis students to have wide latitude in self-directing their grad careers toward their personal interests and goals. Non-thesis students who want personal advising may contact the Grad Studies Chair or another grad program representative. Referral may follow, if appropriate. An example of a likely referral might be for practicums or supervised academic experiences, on campus or off, that an individual student may envision and arrange.

CHANGE OF ADVISOR.

The advisor/ student relationship is by mutual agreement. Either party may terminate it. When a student is admitted based on a grad faculty member volunteering to be the grad advisor, then the student normally remains with that advisor through degree completion. Sometimes, however, the student may want to change advisors (or the advisor may recommend a change, e.g. due to pending retirement or other).

If you wish to change your advisor, first consult the prospective future advisor for consent. As a courtesy, please seriously consider also informing your current advisor.

To change advisors, complete a *Change of Graduate Advisor Form*, available from the Graduate Secretary. It needs signatures by the previous advisor, the new advisor, and the student. Give the signed change-form to the Grad Secretary, who will file it and will *adjust your advisor in UW’s online student information system*, which is important so that your new advisor can effectively monitor your progress in his or her online “faculty center.”

Your Department Grad Office (Kines. Grad Secretary)

** A nomenclature note on grad “coordinator” vs. grad “secretary.”* In UW-wide parlance, the “department graduate coordinator” is the Kines grad secretary, available in the Kines Grad Program Office (Rm. 1013 Nat). Within the *Kinesiology Dept.*, however, if faculty and staff mention the “grad coordinator,” they probably mean the chair of the Grad Studies Committee, who heads the grad program, and who is listed under “Department Representatives” in this Handbook (section 2). If the meaning is not clear from context, ask the person who used the term, or ask the grad secretary. We encourage you to seek short meetings to acquaint yourself with both the grad secretary and the grad studies chair (although you will meet them if you participate in the Kines. Dept. new-student orientation mentioned in Section 3 of this Handbook).

Important Dates

Each semester, you can see a copy of the Academic Calendar, as well as selected important deadlines on UW internet web pages. Often the Kines grad program office (or others) will try to e-mail grad students during a semester to remind them of special deadlines, but as a student, it is your responsibility to become aware of and meet all deadlines that pertain to you.

An Academic Calendar link is <https://seefac.wisc.edu/academic-calendar/> or (for e.g. degree conferral dates that are not in the prior link as of August 2017), see https://registrar.wisc.edu/graduation_commencement.htm.

“Deadlines-at-a-Glance” are in the side bars (left & right red columns) at the Office of the Registrar’s website, <http://www.registrar.wisc.edu/>. These aim at emphasizing each semester’s important dates for most students or “the average student.”

Forms

Relatively few forms are required to complete the grad degree process. A form usually marks a transition point; often it “warrants” (provides somebody with a record) that a student has actually completed some required step toward the degree. The Kines grad secretary will provide needed forms based on timely notice from the student (or advisor) that a transition will be made. As a very general “benchmark” for “timely,” consider notifying the Grad Office one month (or more) in advance of your need.

Examples of required forms (depending on goal and progress) include:

Rubric for MS proposal (research tracks only; inapplicable to Non-thesis MS)

MS proposal approval form

Rubric for MS defense (research tracks only; inapplicable to Non-thesis MS)

Warrant for completion of MS degree

Rubrics for PhD Preliminary Exam (or Exams = overall exam consists of multiple parts)

- Rubric – Preliminary Exam-Written; and
- Rubric - Preliminary Exam-Oral

Warrant for PhD Preliminary Exam, and their associated:

- General Field Requirement completion (PhD only)
- Minor completion (PhD only, and optional)

Rubric for PhD proposal

PhD Proposal approval form

Rubric for PhD defense

Warrant for Final Oral Exam Committee approval (PhD defense).

Optional forms, depending on choices for grad study, may include:

Change of Advisor

Change of Major

Forms Appendix in this Handbook has samples of many forms.

If you have doubt (or even if you don't) about how to approach any goal, phase or task within the grad study process, feel free to consult your advisor or a Kines grad program rep. In the context of forms, the Kines Grad Office has or will create a Form to meet your need. Many forms appear as samples in Section 15 of this Handbook, the Forms Appendix. You are welcome to save yourself the trouble of “revising” a sample-form to meet your personal need. The Grad Secretary will be glad to do personalize a form for you and your advisor, committee, and study event (assuming you provide adequate notice and detail). You are certainly welcome to “go self-service” with a sample form if you enjoy working with print or graphics. Be sure you provide the final product to the relevant interested parties, normally including the Kines Grad Office for documentation in your Kines file.

Occupational Therapy / Occupational Science

One research specialization within the Kinesiology Department is Occupational Science. This specialization verifies evidence for and researches advances in the theory of Occupational Therapy (OT) clinical/ professional services to patients/ clients. The clinical/ professional MS in OT is also a degree track available through the Department of Kinesiology.

For a current (or prospective) OT student, this Handbook isn't your best resource.

OT students, see the OT handbook on the OT web site. Here is a link:

<https://kinesiology.education.wisc.edu/ot/academics/msot/>, or consult the OT Program Office (listed in Section 2 of the Handbook you are currently reading).

Occupational Science students (Kines research track) may need both this Handbook & OT Handbook. Seek clarification from your advisor, or ask a Kines grad program rep, as your study-career proceeds.

Section 5, Enrollment

Credit Requirements, including Full-Time Student Status

Grad School sets various credit-loads for “full-time” study, depending on circumstances of the individual graduate student. Grad students who want (or need) “full-time student” classification will carry, absent other circumstances, at least eight (8) credits during the fall and spring semesters.

Many exceptions pertain to “standard” eight credits, for example:

- Grad students pursuing the PhD who attain dissertator status must register for exactly 3 credits per semester, with summer registration often optional, unless the dissertator will be doing certain things (see next section/ link);
- Grad students with “appointments” may, depending on “percentage of appointment,” be considered in full-time status with 6 or 4 credits per semester (an appointment, in this case, is employment, e.g. as a teaching assistant, research assistant, etc.);
- More than 15 credits may be taken as an overload, but this requires express prior permission from the Grad School (with deadlines), so plan carefully if you ever perceive that you may need (and be able to perform satisfactorily with) an overload.

In summer session, enrollment requirements vary. For example, RAs and any student who will defend during the summer must register/ enroll. Compare <https://grad.wisc.edu/acadpolicy/?policy=enrollmentrequirements>.

Be aware & get more input if unsure of enrollment or credit-load requirements to maintain your intended status.

Retention of official **full-time student status** may be **especially important for international students** because it can affect their visa (U.S. residence permission).

Enrollment is mandatory in the semester of degree conferral (or “graduation,” loosely speaking*). In every semester, there is a degree deadline, set by Grad School. The degree-deadline determines effective date of degree “conferral.” There is a grace period, called a “window,” after each degree deadline. Degree conferral will, however, be delayed if the defense or any required degree-completion step is done within the “window” established by Grad School. Compare e.g. <http://grad.wisc.edu/currentstudents/degreedeadlines/>

** Nomenclature Note: “graduation.”* The term “graduation” sometimes applies to the ceremonial event(s) surrounding degree attainment. UW-Madison calls its ceremonies “Commencement.” Formal, official degree attainment (on record/ in transcript), and the associated academic activities for that, are what require “enrollment” as used in this section.

Further information regarding “enrollment requirements” can be found online in the Grad School guidelines, <https://grad.wisc.edu/acadpolicy/?policy=enrollmentrequirements>, or here, <https://grad.wisc.edu/acadpolicy/>, or consult your advisor or a Kines grad program representative.

Enrollment is also a substantial factor in “satisfactory progress,” discussed further in the following topic heading and at subsequent relevant points in this Handbook.

Satisfactory Progress & Enrollment

Graduate students must make satisfactory progress toward their degree, each semester, and overall. One major tenet of satisfactory progress is enrollment, i.e. taking and passing a sufficient number of courses each semester to complete a degree in a reasonable time. In addition to “passing” courses, students in “grad” status must remain above the minimum required grade point average (3.00 GPA), must move ahead on the non-course degree requirements, and (in research specializations) must meet the advisor’s expectations in researching, proposing, writing and defending a thesis or dissertation. Your advisor and the Graduate Studies Committee are jointly responsible for determining satisfactory progress.

Unsatisfactory progress might cause you to lose a TA, RA or Fellowship appointment, and possibly your status as a graduate student. Frequent, open consultation with your advisor (research-based students) or adherence to the prescribed curriculum (non-thesis students) minimizes the chances that anybody would develop a view that your progress is unsatisfactory.

CRITERIA FOR SATISFACTORY PROGRESS

All grad students must maintain at least a 3.0 GPA (Grade-Point Average) during the first and each subsequent semester of graduate course work. Traditionally, for a Kinesiology graduate student, a full graduate load is 8-12 credits. The student should select courses for any semester only upon approval by the major professor.

Students who have an assistantship (teaching, project, research, other) at one-third to one-half of full-time normally may remain “full-time” by carrying a 4 or 6 credit load respectively until dissertator status is achieved. Occasionally, if the major professor consents, a student may carry a load of more than 12 upon UW Graduate School approval. [The Graduate School “ceiling” is 15, see e.g. <https://grad.wisc.edu/acadpolicy/?policy=enrollmentrequirements>. If you want to exceed twelve credits in a semester, consult your advisor.]

A student who does not achieve at least a 3.0 GPA in graduate course work during one semester will be on probation in the following semester. If the student achieves less than a 3.0 GPA in the following semester, the student will not be eligible to continue as a graduate student without approval of the Graduate Studies Committee. The Graduate School does not deem it satisfactory for the student to have one or more grades of Incomplete (“I”) in a semester. It is felt that an “incomplete” indicates that the student might have some difficulty completing a degree program in a reasonable time. An “incomplete” that is not removed by the end of the next semester of enrollment is unsatisfactory. The Graduate School may serve the student with notice of a “drop” or “probation,” or it may ask the department to justify the student’s continuation of study.

For a full-time student in a M.S. program that requires a thesis, the Department considers satisfactory progress to be completion of required course work and a thesis proposal within two years of matriculation.

For a full-time student in the Ph.D. program, the Department considers satisfactory progress to be completion of required course work and passing preliminary examinations within three years of starting the PhD program.

When a student does not make satisfactory progress, the Graduate Studies Committee will notify the major professor. The major professor will then have the option of requesting an extension if extenuating circumstances exist. The Department regards satisfactory progress as a prerequisite for financial support from the Department.

Kinesiology evaluates satisfactory progress for part-time students on a case-by-case basis. This evaluation process is the responsibility of the student’s advisor.

Probation and Registration Hold

The Kines Grad Program rarely does, but it may, admit a student on probation. Most Kinesiology students are admitted with “full standing”, even if they may be required to make up “deficiencies” (missing prerequisites) before graduation/ degree conferral. To remove a probation, the student must satisfy the conditions that the advisor imposed at the time of admission. If an admission is probationary, your invitation letter will expressly specify that; if it expressed no standing, then your admission was with full standing.

Once their studies have begun, students must make satisfactory progress toward their degree and remain in good academic standing with the Graduate School. The Graduate School regularly reviews grad students’ records for grades of BC, C, D, F, or I (incomplete) in graduate-level courses (300 or above), or grades of U (unsatisfactory) in research and thesis courses. Courses with these grades might or might not be valid under Grad School guidelines on Probation, and Minimum Credit Requirement, see <https://grad.wisc.edu/acadpolicy/> (scroll to “probation” or “minimum”). Those grades will contribute to academic probation if they take the grade point average (GPA) below 3.0.

If Grad School places a student on academic probation, then it likely will also place a “hold” on future enrollment. It can program the hold into its online registration system to prevent enrollment. The probationary student may face suspension from graduate studies if grade performance remains below Grad School requirements. Notice of probation or a hold would be one of the administrative matters communicated to the student via the WiscMail account or via the student’s contact information, as listed online. *Keep your information current! Monitor your account!* Compare section 3, above in this Handbook.

The Graduate School may also put students on probation for “incompletes” (reported grade of “I”) that are not cleared within one term (semester).

Required Courses in Kinesiology

Kinesiology 991

All graduate students in the Department of Kinesiology must complete KINES 991 (Research in Physical Activity: Theory and Design).

Kinesiology 900

The Department policy is that all Kines graduate students *doing research degrees* must enroll in Kines 900, Department Seminar, for one credit every semester they are registered students at the UW-Madison.

Because the Seminar is research oriented, it is *not* required of Non-thesis MS students, although they are welcome to register if they wish, and are welcome and encouraged to attend individual presentations of personal interest *without* enrollment in the course. Presentations are typically “public events,” announced weekly within the Department.

The Dept. seminar participation requirement includes dissertators. Dissertators *must* enroll for *exactly* three credits in each fall and spring semester (and *sometimes* in the summer, depending on circumstances, <https://kb.wisc.edu/gradsch/page.php?id=30324>). Kines dissertators typically enroll for two credits of 990 (“research”) and one credit of 900 (Dept. seminar). In semesters when a dissertator’s *specialization* seminar is offered, dissertators who takes their specialization seminar are exempt from the Dept. Seminar, Kines 900, or they may choose to take one credit each of “research,” specialization seminar, and Dept. seminar (three credits total).

Kines 900 credits are included in the required graduate credit count but not in GPA (because grading is Credit/ No Credit). Research students whose educational or personal circumstances restrict their availability for Seminar attendance may request exemption from Kines 900 with an advisor-supported petition to the Kines Grad Studies Committee. Submit a petition via the Grad Studies chair or the Grad Secretary. The Grad Studies Committee considers exemptions case-by-case based on circumstances described in the petition, so a petition should contain sufficient detail to permit analysis of the educational impact.

Elective “Research” &/or “Independent Study/ Reading” courses e.g. 699, 999, & esp. 990

Grading

Kinesiology Independent Study/ Independent Reading credits (699 or 999) are graded with a letter grade (A-F) and count toward the student’s GPA.

Credits in “Research or Thesis” (Kines. 990) can only be graded as P (Progress), S (Satisfactory), or U (Unsatisfactory). They do not count in GPA but they do count in the minimum credits required for a graduate degree, see e.g.

<https://grad.wisc.edu/acadpolicy/?policy=gradingsystem> &/or

<https://grad.wisc.edu/acadpolicy/?policy=minimumgraduateresidencecreditrequirement>.

Enrollment in 699, 999, or 990 *always* requires instructor consent, because no curriculum is pre-set, so the student and instructor must define it by individual arrangement. Occasional exceptions pertain, usually for courses where a pre-determined curriculum is under development (not yet final/ approved). A student must be enrolled in 990 (Research or Thesis) during the academic term in which the student proposes a research project. A proposal, presented in writing and defended orally, is required for graduate students in specializations that require a thesis or dissertation.

Officially it is the instructor-of-record who consents (or not) to a student's registration in any instructor-consent course.

Instructor consent requires data-entry of a "permission" in the registration computer on behalf of the instructor.

Typically, for grad courses, the Kines. grad secretary does the data-entry of the enrollment permission. If the grad secretary is absent, other Dept. reps are authorized to access the registration computer and data-enter enrollment permissions. The undergrad assistant is authorized (Rm. 1001 Nat, phone 608-262-0259). If you ask the undergrad assistant to enter a permission, please give your UW ID number in your request for enrollment authorization. The student, after entry of permission, must go online and register for an instructor-consent course. For Kines 990, Research or Thesis, the instructor-of-record is normally the grad student’s faculty advisor.

Communication and consent for enrollment permission.

Traditionally, the Kines grad program preference was for a request for enrollment “permission” to originate with the instructor. This assures actual consent. For Kines. grad students previously enrolled in 990, however, the grad secretary will presume an “implied consent” to re-register for 990, as is normal in conducting on-going research. The student may request “permission” directly from the

grad secretary. Inherent in the presumption of re-enrollment is the student's active, actual, continuing communication with the advisor to plan each semester's research goals and agree on how to monitor and assess goal achievement.

Most "consent" courses are "variable" credits, so the student must specify the actual credit-load each semester during the online registration. The credit-load also must derive from close, express consultation with the advisor (or instructor-of-record).

Minimum Credits for a degree

Graduate School sets minimums of degree credits at UW-Madison. For a UW master's degree, the minimum is 30 credits, and for the PhD the minimum is 51 credits. See: Grad School Policy & Procedures under "Minimum Credit Requirement", click <https://grad.wisc.edu/acadpolicy/>, then scroll to "minimum." Most Kinesiology degree recipients will end up with a greater number of credits.

Kinesiology specializations mandate credit minimums, in most cases. The total number of credits, mandatory curriculum, and courses options vary with specialization. Research specializations (anything other than the non-thesis MS) require several credits of Kines 990, Research or Thesis, while the student is conducting research, consolidating and analyzing data, and producing a written report of publishable quality (thesis or dissertation).

By the time of admission, most students will already be quite familiar with "their" specialization, but to check yours, or to see others, consult the Kinesiology web site for the relevant specialization under Graduate Program Areas, <https://kinesiology.education.wisc.edu/academics/grad-program/> (scroll to "graduate program areas").

Course-guide designation as "grad credit" needed on half the work. Grad students at UW-Madison must satisfy a Grad School requirement that at least half the student's courses be at a "grad" level. A "graduate course designation" is automatic for all courses numbered 700-999. Courses numbered 300-699 meet the "50% graduate minimum" if they are marked in the Course Guide with a "Graduate Course Attribute" (Grad50%). See <https://grad.wisc.edu/acadpolicy/?policy=minimumgradcourseworkrequirement>. The image below shows a course in the 300-699 range (Kines 521) that has the Graduate50% attribute. If it did *not* have the attribute, a grad student could still take it for credit *if* the student's graduating course list *also* included more than half of all courses either "above" 700 or with the Grad50%.

Return to Home

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Search For:

Include Instructor Provided Content in Search
☒ Term required.

Term:
☐ No selected term
☐ Summer 2017
☒ Fall 2017-2018

School or College:

Subject:

ACCOUNTING AND INFO SYSTEMS
ACTUARIAL SCIENCE
AFRICAN LANGUAGES & LITERATURE
AFRO-AMERICAN STUDIES

Sort by: Relevance

Display 35 courses per page. Displaying 1-1 of 1

Subject	Nbr	Title	Credits	Additional Info	Last Taught
KINES	521	Physical Activity and Health	3	Gen-Ed: Com B Graduate 50%: Y	2016 Fall

Course Description: Research evidence regarding how physical activity and fitness are related to health (including during pregnancy and aging) and disease, especially cardiovascular diseases, obesity, diabetes, osteoporosis, and cancer. Application and communication of knowledge in practical situations.

Pre-Reqs: Kines 314 or cons inst

sections

Work previously done (outside UW “grad” status). Graduate level courses taken as a special student (or in any student-status other than “grad” status at UW-Madison) normally do not count toward the Graduate School’s minimum requirements, although rare appeals might be granted, see <https://grad.wisc.edu/acadpolicy/?policy=universitiespecialstudentcreditconversion>.

Credits not taken in “grad status” can, however, be allowed to “substitute for” (count as part of) the Kinesiology Department’s requirements beyond the Grad School’s minimum. If you (and your grad advisor) would like to include such credits, direct a request to the Graduate Studies Committee (GSC) for consideration on a case-by-case basis. Research students may petition the committee via their advisor; others should contact the Kines Grad Secretary or the GSC chair.

COURSE SUBSTITUTIONS (for graduate course work taken at another institution)

A graduate student may use credits earned at another institution to meet graduate course requirements at UW-Madison. The student’s advisor makes a request in writing to the Graduate Studies Committee. The request should include a course description and syllabus for each course from the other institution. The advisor should name the UW-Madison course requirement(s) that the advisor believes the substitution(s) will meet. The Graduate Studies Committee will review the advisor’s request and substitution recommendation(s), and the Committee chair may request a written recommendation from UW-Madison faculty member(s) with teaching experience in the required course(s) considered for substitution. The Committee has authority to approve or deny the substitution request. Graduate School does not need to approve a substitution. Credits earned at another institution will not appear on the UW-Madison record, and they will not be a factor in the UW-Madison GPA or in Minimum Graduate Residence Credits, <https://grad.wisc.edu/acadpolicy/?policy=minimumgraduateresidencecreditrequirement>

COURSE SUBSTITUTIONS (for graduate course work taken on the UW-Madison campus)

A student’s advisor may request that alternative graduate courses taken on the UW-Madison campus apply toward meeting graduate course requirements as listed in Kinesiology specialization curriculums. The request, made in writing to the Graduate Studies Committee, will include a course description and syllabus for both the required course and the requested substitute. The Graduate Studies Committee reviews the advisor’s request. The Committee has authority to approve or deny the request. Graduate School approval is unnecessary.

Section 6, Grad Degrees Generally

Degrees Generally

A Kines MS can be either Non-thesis or “research.” A Non-thesis MS overview is three pages below in this Handbook (section 7).

A “research” MS is often a precursor to PhD study. A student either continues in the UW-Madison Kinesiology Dept. or gains admission somewhere else. The research MS also can be a student’s final academic goal; the end-point of grad study.

Students starting in the Non-thesis MS occasionally switch to research, possibly including continuation for a PhD, but this is rare. If it interests you, seek individual advice from a grad program representative &/or from a potential future research advisor. In UW-Madison Kinesiology, a specific grad faculty advisor is required for every student doing a research degree, including students who switch from Non-thesis study.

HOW M.S. CANDIDATES APPLY for ADMISSION to the PH.D. PROGRAM

By the end of the second year of study, a student should request permission to pursue the Ph.D. degree. The student, or the student’s advisor, should forward a request to the Graduate Coordinator for consideration by the Graduate Studies Committee. This request should include:

1. A letter from the student describing graduate study plans;
2. Two letters of recommendation, one from the student’s advisor and one from another faculty member; and
3. An updated transcript of graduate study (internal/ unofficial transcript is sufficient)

PhD study starts with didactic courses, primarily. Some of these classroom courses are likely to be in the required curriculum of the Kinesiology specialization that the student is pursuing. See <https://kinesiology.education.wisc.edu/academics/grad-program/>. The advisor may recommend or consent to research activity beginning while the student is still doing classroom study.

During PhD study, a student must take and pass a Preliminary Exam (“prelims”), sometimes called a comprehensive exam (“comps”). For an in-depth discussion, see section 9, following in this Handbook, on “Preliminary Exam.”

PhD study includes a General Field Requirement. This “GFR” didactic study assures that a PhD student acquires breadth in Kinesiology knowledge, i.e. outside the focus or expertise of the student’s PhD specialization.

PhD study may, but need not, include a Minor. Historically, a PhD did require a minor. Effective September 2015, Kinesiology PhD students are *exempt* from the Minor as a requirement because disciplines within Kinesiology span the study of cells (e.g. physiology, neuroscience) to behavior (motor control, biomechanics, and exercise psychology) to populations (exercise epidemiology). As such, students experience broad areas of inquiry and achieve further breadth via the General Field Requirement, described above.

PhD students who choose to minor must adhere to Graduate School requirements.

<https://grad.wisc.edu/acadpolicy/?policy=minors>

The PhD minor can be single-department or “distributed” among multiple departments. For a detailed discussion of the PhD Minor, see the “PhD Minor” discussion in “Preliminary Exam,” section 9, following in this Handbook.

Committees: MS Thesis; & Preliminary Exam; & PhD Dissertation

MS and PhD students in research specializations (those who write a thesis or dissertation) will need to convene a faculty review committee at various stages. For both the MS thesis and the PhD dissertation, the student must present a research proposal, in writing and orally, to a faculty committee for consideration, comment and approval.

PhD students must pass a Preliminary Exam (“prelims” sometimes called “comps” or “comprehensive” exams) on the student’s specialization. A committee develops the “prelims” questions and evaluate the results.

MS and PhD students in research specializations will also, eventually, defend the thesis or dissertation they proposed. Typically, the proposal and defense are heard by the same committee, i.e. same committee membership for both events).

Details follow in this Handbook for committees, for the preliminary exam, MS and PhD proposals, and MS and PhD defenses.

The composition (membership) of **proposal** committees and **preliminary exam** committees is **not** monitored by the UW Grad School. The Grad School will, however, take a strong interest in defense committees. In fact, the Grad School exercises review-&-approval authority over the defense committees' membership. Members' credentials must comply with Grad School policy.

Since past defense committee have had a high probability of including proposal or preliminary exam committee members, it seems important that the student at least consider selecting them to comply with Grad School committee guidelines. See Grad School Academic Policies & Procedures, under "Committees", <https://grad.wisc.edu/acadpolicy/?policy=committees>. Departments may set stricter standards for committee membership, so generally, if you meet Department policy, you will meet Grad School policy.

KINESIOLOGY COMMITTEE MEMBERSHIP for the MS or PhD

For Kinesiology students, the M.S. thesis committee consists of three faculty members. The Chairperson must be from the Department of Kinesiology. All committee members must be tenure-track faculty holding professorial rank (full, associate, or assistant) in any department with graduate program authority. For doctoral candidates, the final oral examination committee consists of five members, at least one of whom must be from outside the Department of Kinesiology. The Chairperson must be from the Department of Kinesiology. All committee members must be tenure-track faculty (full, associate, or assistant) holding professorial rank in any department with graduate program authority. **[NOTE: The Kines Grad Studies Committee, in May 2017, voted to accept the following PhD committee structure: *Four committee members must be tenure-track faculty (full, associate, or assistant) holding professorial rank in any department with graduate program authority. The fifth committee member is not required to be tenure-track faculty, but must have completed doctoral training or the equivalent.* The GSC expects the new structure to gain approval by all Department faculty in approximately September 2017. Consult a Kines grad program representative for details after that time.]**

Non-thesis MS students neither propose nor defend a thesis, so they will *not* need committees.

Assessment Rubrics required for research-MS & for PhD students

MS and PhD students in research specializations (those who write a thesis or dissertation) will need to use learning assessment rubrics at multiple "milestones" in their study career. The milestones that require rubric usage are as follows: MS thesis proposal, MS thesis defense, PhD preliminary exams, PhD dissertation Proposal, and PhD dissertation defense. There are Rubric "Forms" for all these milestone events. The rubrics requirement went into force in Kinesiology in February 2017. Following is the text of a February 2017 explanatory e-mail by the Kinesiology Grad Studies Committee chair.

Dear faculty and graduate students,

We have been asked by the Graduate School to begin implementing assessment rubrics for our graduate thesis/ dissertation proposals and defenses and preliminary exams. We have developed and will distribute rubrics forms We will begin using them immediately. It is our hope that these will become a valuable tool for both students and committee members. They will also be used by the graduate studies committee to complete a formal assessment of our program at the end of each year. All assessment rubrics for a given year will be collected and used by the graduate studies committee to write our report to the graduate school.

When students are ready to propose, defend or complete their preliminary exams, it is their responsibility to ensure that each of their committee members has a print or electronic version of the appropriate assessment rubric. These can be obtained from the graduate secretary prior to the event. We ask that committee members take no more than 1-week after the proposal/ defense/ prelim to complete the form and return it to the student and to the graduate secretary. It is important to note that the pass/ fail decision for the proposal/ defense/ prelim is not based on any single element from the rubrics. The pass/ fail decisions will continue to be made by the committee as a whole, based on closed-session discussions.

We look forward to receiving your feedback on the assessments as you begin to use them.

Please don't hesitate to contact me with any questions.

Andrea Mason, PhD

Professor and Chair of Graduate Studies

Rubric forms are in the Forms Appendix of this Handbook. There are four variants of the assessment rubric form. All are similar in format, but they differ slightly in content for proposals, defenses, and preliminary exams. For "prelims," there are *separate* rubric forms for the *written* exam and the *oral* exam. If you use a Rubric Form from the Appendix, please select your form

carefully, according to its intended use. The Kines grad secretary also can supply the appropriate form. If you are unsure, consult a grad program rep.

Assessment rubrics support two outcomes that experts appear to view as desirable: Rubrics are a learning tool for the student; Rubrics give a department a way to assess its teaching. These two outcomes imply a 2-part documentation need: students should get rubrics from their committees; and the Dept. must accumulate all rubrics and annually report on them to the Grad School.

Distribution of rubric forms can be either “print” or electronic or both. It might be easy to assume, in the digital age, that committees would prefer an “e-Rubric,” but early experience suggests that Paper is more popular. Both the format & the transmittal means for rubrics are at the personal/ tech preference of the individual committee member. Students presumably protect their interests by “accommodating” all individual preferences (assuming the student can clearly identify them – if not, both paper and e-format might be advisable).

Rubric return is to the student and to the Dept. Grad Ofc. Rubrics are supposed to be returned to the student (to learn from) and by the student to the Kines grad secretary (to file for “statistical reports” that the Dept. does annually on all rubrics). From an initial assumption of “digital” rubrics, it followed that committees would return their rubrics electronically, i.e. e-mail them, to the student. The student, in turn, could easily provide copies to the graduate office for filing/ reporting. Initial experience suggests, however, about an even split on committee members delivering their “file” rubric directly to the Kines. Grad Office, rather than via the student, and delivery was primarily in paper format. This is permissible. Students may contact the grad secretary for a rubric copy if a committee member does not provide the completed rubric directly to the student.

Rubrics Timing/ Turn-around is, ideally, 1 week. The 2017 Rubric Announcement e-mail suggested 1 week for completion of rubrics. Rubrics policy development suggests that this timing: 1) primarily aims at facilitating learning by fresh feedback when a student’s mind is most receptive; and 2) only secondarily aims at procrastination being the progenitor of problems in appropriate reporting = obtain a rubric “right away” (essentially contemporaneously with the “event”) or it is hard to obtain. Initial indications are that rubric completion timing is highly variable, sometimes substantially exceeding one week. One does what one can.

Rubrics Process Refinements. At least one interested observer suggests that *efficiency would rise by combining the rubric requirement with the warrant-signing requirement*. The logic seems to be that a committee must reach consensus on whether to sign a warrant. This implies that a prior committee consensus on “assessment” necessarily also must have been reached. As such, it is reasonable to expect committee members to articulate their consensus reasoning on their rubric-forms in conjunction with their decision on warrant-signature. If committees feel that excess paperwork and redundant assessments are obstacles, an advisor may wish to suggest a “joint” rubric (all or multiple committee members on a single form). Academic hierarchy implies that a student may want to avoid trying to prescribe a rubric process for faculty, or avoid trying to enforce it, even for improved efficiency. Thus, the student likely *ought to consult the advisor* and **enlist the advisor’s help in “implementing” a rubric**. An advisor probably has the “surest way” to “figure out rubrics” – if they need “figuring” – the advisor can have a face-to-face interaction with the persons in control of the “rubric requirement” and ultimately answerable to the Grad School on “reporting,” i.e. with the Grad Studies Committee.

One faculty member raised the question of a possible “artificiality” in separate Written and Oral Rubrics for a “continuous process” of a PhD Preliminary Exam, but that is the prescribed format of Rubrics as of August 2017. (The Grad Studies Committee, which implemented Rubrics at Grad School request, likely would be open to faculty or student suggestions for Rubric process changes.)

If you do have concerns or questions about using rubrics, please consult your advisor, or the Grad Studies chair (or the grad secretary).

Commencement (Graduation Ceremony).

As you near degree completion (graduation), you may wish to celebrate your achievement in a public way with fellow students, UW officials, and your invited guests. The term “graduation” can be ambiguous. Sometimes it refers to degree attainment; sometimes to the *ceremonial* event(s) surrounding degree attainment. UW-Madison names its ceremony “Commencement.” Your official degree attainment, its formal entry in student records, e.g. transcript, and any academic activities to earn a degree are in other sections of this Handbook. This section addresses the ceremonial aspects. For a related discussion, see section 11, following in this Handbook.

Commencement (graduation ceremony) is optional. Your attendance at a Commencement ceremony does nothing for your academic status or degree attainment. You can attain a degree without any ceremony, assuming you meet all academic requirements, e.g. complete all required courses with passing grades and an acceptable grade-point average, complete required research (if any), write up your research in a thesis or dissertation (if applicable), and successfully defend it. UW-Madison offers a Commencement ceremony because it is a tradition and hundreds of degree recipients do choose to celebrate in the traditional way.

Participate before or after degree-conferral, if you prefer.

Because Commencement is ceremonial, students may participate at their convenience. Many attend in conjunction with actual degree attainment, but some may wish to celebrate earlier or later, perhaps because that is easier for their family's travel plans. (There does not need to be "a reason.") Students who "graduate" in summer must "commence" *before or after* the summer semester.

Commencement in May or December only – none after summer semester.

Kines grad students fairly commonly finish a degree during the summer semester. This might be an advantageous time because the student's own teaching-assistant responsibilities diminish then, leaving more time for research and writing. The point here is that UW-Madison does *not* offer a Summer Commencement ceremony. If you become a summer degree recipient and you want to celebrate in a traditional ceremony, then your only choice is to go to Commencement before or after actual degree attainment. Please note, however, that even if you will go to Commencement "simultaneously" with your degree receipt, you will still *need to "plan ahead."*

Plan "several months" pre-event to sign up/ fully participate, <https://commencement.wisc.edu/>

If you wish to participate "fully" in Commencement, you must take steps several months prior to the Ceremony's date.

1) You will need to "get your name on a list," presumably so UW has time to send the list to commercial printer for design, production and delivery thousands of Commencement programs. 2) You also will need to "rent attire." You can participate in Commencement only if you are "properly dressed." In other words, you must wear the attire or "regalia" (cap & gown) traditional to graduation ceremonies (at least in the U.S.). Since most students do not own their own mortar-board cap and flowing gown in University colors, they will have to rent attire, and you must complete your rental agreement with a designated supplier well *before* the date that you intend to wear the regalia. 3) If you are a PhD recipient, then you will need to arrange a "faculty escort" for Commencement, so this means you will be "planning for two," and avoiding "schedule conflicts" is easier if two can agree to the date "way ahead." The faculty escort, by the way, must also wear proper attire, although faculty have latitude to wear their alma mater's colors, and many faculty do own their own attire.

In 2014, UW changed the office that is responsible for Commencement management. The Chancellor's office took over then, and it continued to manage Commencement until the Spring Semester 2017, the last ceremony before publication of this Handbook. As of this writing, nothing indicates that management will change again soon. Between 2014 and 2017, there was fluctuation in the specific staff members who handled Commencement for the Chancellor's office, but the basic notice process was stable. The process involved a notice by e-mail to students whose record-status suggested there were ready to "graduate." These students could then sign up for Commencement (in their "MyUW").

The Chancellor's staff also send notice to departmental graduate offices, so those offices could remind selected students of Commencement (if the grad office was aware that students were nearing degree completion). A sample of the departmental grad office notice appears below. *Please NOTE* that the dates in the sample notice are likely to change from year to year, so you should view them as showing *only the approximate timing* involved. Please *wait for an actual notice* in the semester(s) when Commencement pertains to you, or seek specific dates for your semester on the Commencement web site, <https://commencement.wisc.edu/>

When the Chancellor's office took over Commencement management, it revised the festivities and location. In a return to older tradition, the Spring "exercise" is now held "open air," in Camp Randall stadium. The Winter event remained at the Kohl Center (an indoor sports venue). This could influence a student's choice of when to go to Commencement.

Sample Commencement Notice E-Mail – sample only, all dates approximate

From: Carrie Olson [mailto:carrie.olson@wisc.edu]

Sent: Tuesday, March 14, 2017

To: 'gradcoords@lists.wisc.edu' <gradcoords@lists.wisc.edu>

Subject: [gradcoords] Spring 2017 [SAMPLE] Commencement Information and Graduate List

Dear Graduate Program Coordinators and Administrators:

Hello, you are receiving this email because you are a master's or doctoral degree program coordinator for your respective graduate program for degrees issued by the Graduate School. I'm writing with an update on important information on spring commencement.

2017 Spring Commencement Ceremonies:

Doctoral, MFA, Medical Professional degree candidates

[SAMPLE] Friday, May 12, 5:30 p.m. [SAMPLE] at the Kohl Center

[List of degrees conferred at this ceremony](#)

Bachelor's, Master's and Law degree candidates

[SAMPLE] Saturday, May 13, noon [SAMPLE] at Camp Randall Stadium

[List of degrees conferred at this ceremony](#)

Important Information:

- For degree candidates who plan to attend one of the commencement ceremonies, the firm deadline to have their **name appear in the commencement program is [SAMPLE] Friday, March 31 [SAMPLE]**. Names will appear in the program only for students who complete the “Apply to Graduate” (ATG) process in their MyUW Student Center (see https://registrar.wisc.edu/apply_to_graduate.htm). A short [demo](#) is available, as well as a [step by step guide](#). **A student does not need a degree-warrant requested in order to attend commencement; however, a warrant is required to have a degree actually, officially awarded.**
 - If students either are not currently enrolled and/or if their degree has already been posted to their record, they can still complete the Apply to Graduate (ATG) process as long as they are active (not discontinued status) in SIS, the online Student Information System. Students who have discontinued will need to contact me via email at carrie.olson@wisc.edu to complete a form to have their name included in the program.
- I have attached a list [REMOVED FOR KINES HANDBOOK PURPOSES] of all graduate and professional students that meet one of two statuses. One, they indicated they intend to participate in the spring ceremony but completed their degree requirements in Fall 2016. Two, they are completing their degree requirements this Spring 2017, and may/or may not be attending a Spring 2017 ceremony. This list is from [SAMPLE] March 13, 2017 [SAMPLE]. **Note** that some names on this list may be degree candidates who chose to be in a ceremony this past fall, but will complete their degree requirements this semester, and do not intend to participate in a ceremony again. If you are seeking that information, please contact the student directly. *Please treat this list [REMOVED HERE] as a confidential educational record and do not distribute it.*
- This is your opportunity to review the list ahead of the deadline, identify any students who you think may be planning to graduate and/or choosing to attend commencement, but are not yet on the list, and remind them to complete the ATG process by [SAMPLE] Friday, March 31 [SAMPLE].
 - We strongly encourage all PhD students to indicate a Faculty Escort, who will attend the ceremony and proceed across the stage with them. A student should indicate the name and email of their Faculty Escort as part of the application process. Escorts will be contacted with more information regarding regalia rentals and purchase and details about the ceremony and the escort process after the [SAMPLE] March 31 deadline [SAMPLE].
- Students who wish to check their status can be directed to the “view my graduation status” link, which appears under the “apply to graduate” link in their MyUW Student Center. They will be able to view the term in which they plan to complete their degree and the term in which they plan to participate in commencement (if they so desire). If a student needs to update either of these, they can simply complete the ATG process again which will update their preferences.
- For students planning to attend a future commencement (beyond [SAMPLE] Spring 2017 [SAMPLE]), please encourage them to complete the ATG process while they are still enrolled at UW-Madison. *NOTE: Students who plan to deposit their dissertation in a “window” period will go into discontinued status if not enrolled in the next term, and they lose access to the online portion of the application to graduate.*
- **YES!** Students can apply to complete their degree and attend commencement in different terms. Students can indicate they plan to complete their degree in the current term and two future terms, and students can indicate they will attend the current term’s commencement ceremony and a future commencement ceremony. This short [demo](#) goes over options.

Questions?

- Please direct students with general commencement questions including cap and gown rental, accessibility questions, and parking and shuttle needs to <http://www.commencement.wisc.edu> or Campus and Visitor Relations (608-263-2400).
- Commencement Ceremony: Carrie Olson (608-890-1238 or carrie.olson@wisc.edu)

I look forward to congratulating all of our graduates at the upcoming ceremonies.

On, Wisconsin!

Carrie Olson, Campus Events and Special Projects Coordinator
Office of the Chancellor, University of Wisconsin – Madison
97 Bascom Hall, 500 Lincoln Drive
P: (608)890-1238 E: carrie.olson@wisc.edu W: commencement.wisc.edu

Section 7, Non-Thesis MS Degree

Course and Grade Requirements

The Kinesiology web site has a prescribed curriculum, which includes electives that the student chooses. The site lists some suggested electives. <https://kinesiology.education.wisc.edu/academics/grad-program/>. Advising is available. <https://kinesiology.education.wisc.edu/staff/mason-ph-d-andrea/>.

Degree Request (warrant to document completion). Kines Grad Program representatives will monitor your progress and will request a degree-warrant in the semester when you near completion of the prescribed curriculum (in the fourth semester, if you adhere to the curriculum). Typically, we will notify you and ask you to confirm your intention to finish the degree. The Kines Grad Program will review your courses for sufficient credits and adequate grades. For a discussion of minimum credits, satisfactory progress, and related requirements, review section 5 of this Handbook.

Degree Conferral. Assuming your curriculum is complete and your performance is acceptable, the Kines. grad secretary will ask Grad School to produce an MS “warrant” for you. The warrant is paperwork that the Dept. uses to verify to Grad School that a student has reached an academic milestone, e.g. degree completion. The Grad Studies Committee chair will sign your degree warrant, and the Dept. will transmit it to the UW Graduate School as documentation of your degree eligibility. Normal degree processing takes several weeks to several months, see e.g. https://registrar.wisc.edu/graduation_commencement.htm

For documentation of a degree before formal degree-conferral and entry-of-degree on official records/ transcript, contact the UW Registrar, https://registrar.wisc.edu/degree_completion_letters.htm, or consult a Kines grad program representative.

- **Commencement (graduation ceremony = optional)** – for details see “commencement” in section 6 of this Handbook
 - *You may participate (or not) in “cap-&-gown” ceremonies.*
 - Held in May or December only – none after summer semester
 - Participate before or after degree-conferral, as convenient.
 - Plan “several months” pre-event to sign up/ fully participate, <https://commencement.wisc.edu/>

Section 8, MS Degree: Research-Based with Thesis (an overview)

Your MS study typically begins with classroom work, primarily, although some research may begin and you may earn some “research credits” (Kines 990) early in your grad study career. Select your didactic (classroom) courses in consultation with your advisor, based on the requirements of your specialization curriculum, as further discussed in sections 5 and 6 of this Handbook.

Classroom transitions to or overlaps with Research. When you have taken sufficient didactic courses to gain basic knowledge, and when you have done sufficient research to hypothesize an experimental design, and when your advisor agrees, then you will need to “lock in” your further research – your MS-thesis research – in a presentation to a team of subject-matter experts.

You define your individual research project with a research Proposal. Your proposal describes your research plan to a committee of experts. Your advisor works within the committee to set the parameters of your proposal. It usually has written and oral forms. Your advisor chairs the proposal committee (and chairs all committees associated with your degree completion).

You complete your research, you reach & record results in a thesis & you justify it to experts. After you execute your research plan, you will evaluate whether your hypothesis had empirical validity, or if not, why not. You may reach conclusions about “what else” your results showed, consistent with or contrary to your hypothesis, and you may suggest further hypotheses or ideas for further scientific testing. You will describe this in writing in a scientific treatise of publishable quality, your MS thesis. You will give the thesis to a team of subject-matter experts, typically the same team that formed your proposal committee, now constituting a defense committee. They will evaluate your written work and ask you to defend your method and conclusions to them orally. If you satisfy their concerns, they will approve you for a master’s degree.

Section 8.a., Proposal of Thesis for Research MS

MS Thesis Proposal Checklist (Hi-Lites) – compare “MS Proposal in Detail,” next section of this Handbook

- Assemble committee of three grad faculty members – advisor is chair
 - *Agree on proposal timing* – consult committee – date & clock-time when all can attend (possibly “remotely”)
- Reserve a room – usually “a couple hours” – consult advisor
 - *“Right-Size It” to your audience – presentation is “semi-public”*
 - Grad Secretary can help book room if you want.
- Must “announce” proposal 1+ week ahead = Grad Secretary “posters” the Nat.
 - *Announcements need 4 things*
 - Working-Title of thesis – subject to later change(s)
 - Location (room)
 - Date/ Clock-Time
 - Committee members’ names/ credentials
 - *Student’s supplemental announcements are fine* - student may put up same or other posters elsewhere, as desired
 - *Personal notice is best* = the most effective notice
- Must provide copy of proposed thesis to Committee 1+ week ahead
- Propose the thesis
- Committee signatures on Kines-internal approval-form – return to Kines Grad Secretary for filing
 - *Grad Secretary provides form* - or do-your-own form from sample (or similar) in Forms Appendix of this Handbook
- Assessment “rubric” requirement.
 - *A rubric Form is available from Kines grad secretary* - or consult your advisor; or see “Rubric-Proposal” in the Forms Appendix of this Handbook.
 - *MS proposal is likely your first time for a Kines rubric, so find out more* - in section 6 of this Handbook, or following, MS Proposal in Detail.

M.S. Thesis Proposal in Detail

Proposal and defense are closely related. Even at the proposal stage, you might wish to “read ahead” about defense (in this Handbook). Things are always changing in the information age, so you might protect your interests by not relying exclusively on this “point-in-time” Handbook. Think critically. Ask questions.

As always, involve your advisor as an academic resource and to keep communication up-to-date.

Proposal steps are:

Assemble/ determine a proposal committee. Your advisor will chair it. Consult your advisor on how to determine which faculty are most academically appropriate to serve as your committee members. Probably you want faculty that work in your area and that you know (or who know you). The exact personnel choices are beyond the scope of this Handbook. There are some administrative controls on committee membership, as below.

Grad School Committee Review

Grad School will *not* review the membership of your proposal committee, but you will need to ask Grad School for a warrant to document your defense. At the defense stage, the Grad School will review your defense warrant request to be sure it lists committee members that comply with Grad School policy, see <https://grad.wisc.edu/acadpolicy/?policy=committees>. The grad secretary would inform you if Grad School raised objections to your committee. Objections should be minimal-to-none if you adhere to Kinesiology committee requirements.

A KINESIOLOGY M.S. THESIS COMMITTEE CONSISTS OF THREE FACULTY MEMBERS. The Chairperson must be from the Department of Kinesiology. All committee members must be tenure-track faculty (full, associate, or assistant professor) in any department with graduate program authority. The M.S. candidate must make an oral presentation of thesis research to the thesis committee.

Schedule the Proposal Date, Time, Place

In proposing, probably the main procedural task for you, working with your advisor, is to schedule the proposal at a time when your entire committee is available.

You will need to “book” a physical space to accommodate a group of at least 4 persons, probably more (depending on the size of your “audience” of friends and colleagues at the “public” portion of the proposal, see below in this Handbook, in the section called “announcements at least 1+ week ahead”).

For many years, the “most usual place” for a Kines proposal was Room 2007 Natatorium, a conference room. Recently, several students, esp. those with interdisciplinary interests and “many” colleagues, have opted for Room 2055, a classroom, and a much larger space than Rm. 2007. Other options are possible. The room-choice is “anything you want, if you can get it.” Room 2007 comfortably accommodates about a dozen persons, maybe up to twenty, shoulder-to-shoulder. Current reservation procedures call for you to reserve Rm. 2007, or any “Nat” space, in an online calendar. Most Kines staff, including the grad secretary, can access the calendar. The “expert” and “controlling party” for online room reservations calendar is the Kines undergrad assistant (Rm. 1001 Nat, phone: 262-1690). The undergrad assistant is the only person who can immediately confirm (or reject) your reservation. The grad secretary (or others) may enter your date-&-time for a particular room, subject to its availability at the time(s) you specify, but confirmation may take several business days. You are free to choose any room you want, in the Nat – or in another building – if available.

In the Nat, room reservations are “first come, first served,” with “requester rank” or “event priority” potentially entering in. This suggests that, even in “low demand” times (summer), you “self-protect” by booking “right away” (as soon as you can). If you are booking a room outside the Nat, you will need to inquire about and follow that building’s reservation process.

If you decide *not* to book your defense-room through the grad secretary, then do please still notify the grad secretary of your proposal’s firm date, time & place, once you have booked them. This will allow correct and timely announcements. See following in this Handbook, under the section for “announcements at least 1+ week ahead.”

Announce Proposal 1+ Week Ahead

Notify the grad secretary, 1+ week ahead, of your proposal specifics. This includes the “room booking” info, above, plus the committee member names and affiliations (if outside of Kines) plus the “working title” of your proposed thesis. You are free to revise the title later, several times if you wish. The specific reservation info allows the grad secretary to put up the required announcements (posters).

RESEARCH PROPOSALS FOR M.S. STUDENTS

In Kines graduate program areas (specializations) that require a thesis, a graduate student must do an oral and a written proposal. The student must be enrolled in 990 (“Research or Thesis”) when proposing. The major professor (or the student) must communicate the proposal time, date, location, and subject/ “working title” of thesis to the Graduate Secretary, who announces the proposal to faculty and graduate students at least one week prior to the proposal.

The purpose of the proposal is to get input and approval from the thesis committee prior to a final decision on the research approach for the thesis project. The student must provide a written proposal to the members of the committee at least seven days prior to the oral proposal.

The major professor/ advisor, with the approval of the other members of the committee, determines the format of the oral presentation and of the written proposal.

The tradition for “announcements” takes the form of the grad secretary putting up “posters” (plain black print on 8-1/2 x 11 paper) in the Nat. Under recent practice, one copy went up on the Grad bulletin board opposite Rm. 1013, one by the Dept. mailboxes near Rm. 1043, one near Rm. 2007, and a couple others on various boards in “the Nat back hallways”.

The Kines practice of “announcing” a proposal reflects that it is an academic event of potential wider interest. This is because the student is describing innovative research that will contribute new knowledge to the field. Thus, a proposal is “announced” and it is (partly) open to “the public.” Generally, that “public” is mostly “insiders”, and when your committee offers its critiques/ edits/ evaluations of your work, it will likely excuse/ exclude any “audience”.

Posters in the “Nat” are very likely *not* truly effective in “advertising” to those that you may wish to have attend your proposal and support you. So feel free advertise on your own, if you wish. Probably the “true, best way” to assure a supportive audience (if you want one) for the “public” portion of the proposal, is personally to notify your family, friends, fellow students, or collaborators.

Thesis Proposal Preview Copies to Committee Are Required.

RESEARCH PROPOSALS FOR M.S. STUDENTS

A proposal (written and oral) is required for graduate students in areas requiring a thesis. The student shall enroll in 742-990 (Research or Thesis) during the academic term in which the student proposes. The student shall provide a written proposal to members of the committee at least seven days prior to the oral proposal. The major professor/ advisor, with the approval of the other members of the committee, determines the format of the written proposal and the oral presentation.

Do Proposal and Get Signatures on Kines-Internal Thesis-Proposal Approval-Form.

After you successfully propose, you will need to get your committee to sign your proposal approval form. The grad secretary can prepare the approval-form to your specifications, using the details from your posters (preceding section of this Handbook). There is also a sample proposal-approval form in Forms Appendix, below in this Handbook, if you wish to create your own form (or find you must). Please return the signed form to the grad secretary for permanent documentation in your Dept. file. The thesis proposal approval form is *internal* to Kinesiology. It remains in the Dept. file and neither Grad School nor any other “outsider” reviews it. If you have any committee member(s) who do “remote participation” in the proposal, you may gather those signature(s) either by “proxy” = sign-off by your advisor “on behalf of” the remote member or by waiting until the remote member is available to sign.

Take Approval Form with you to Proposal Place (Expedites Signing)

If a student “housed” in the “Nat” uses a proposal-approval-form, the Grad Secretary usually keeps it on-file until the day of the exam. The student then can conveniently pick it up from the Kines Grad Office. If students work mainly in the MSC, the WIMR, or anywhere outside the “Nat,” they will likely prefer to get their approval-forms *before* the date-of-use and keep the form in their personal files. This presumes that it will *not* be convenient to pick up the form from the Grad Secretary on the day of the exam (physical distance between “Nat” & the other location). The grad secretary will transfer the proposal-approval-form to you by any reasonable means you may suggest. *If you wish*, you may create the form yourself using the sample in the Forms Appendix of this Handbook. Print it, or download it, fill it in, use that “for real.” You may also use any reasonable facsimile form in a different format

but preserving the content. If you choose to "deliver" the completed (signed) form, and if the grad secretary is not available in-person, then you may leave the signed form in the mail slot in "the copy room", Rm. 2023 Nat.

There is no Graduate School review of committee membership at the *proposal* stage. You may change committee members after your proposal. (NOTE that when you DEFEND, the Grad School *will check* "credentials" of committee members. That gives potential on-going importance to your selection of Proposal Committee membership, because normally the proposal members also hear the defense. UW grad faculty are "sure things" to "pass" their Grad School review, see <http://grad.wisc.edu/acadpolicy/#committees>. The Kinesiology Department prescribes Graduate Faculty status for committee members.

THESIS COMMITTEE CREDENTIALS

A Kinesiology M.S. thesis committee consists of three faculty members. The Chairperson must be from the Department of Kinesiology. All committee members must be tenure-track faculty holding professorial rank (full, associate, or assistant) in any department with graduate program authority. M.S. candidates must orally present their research to a thesis committee

Learning Assessment Rubric Required

An assessment rubric is required for the MS Defense. Read more about rubrics in Section 6 of this Handbook, "Degrees Generally," under the sub-heading of "Assessment Rubrics Required for Research-MS and PhD Students."

Note! There are four variants of the assessment rubric form. Although all are similar in format, they differ slightly in content. All four forms are in the Forms Appendix of this Handbook. If you use a form from the Appendix, please select your form carefully, according to its intended use. The Kines grad secretary also can supply the appropriate form.

Your committee members' preferences for rubrics will control much of your communication about rubrics. If the member wants a rubric via e-mail, then you should e-mail it. If the member wants the a paper rubric, then you should provide paper. Ideally, your committee members will give you their completed rubrics promptly (so you can learn from them while the presentation is fresh in your mind). You might wish to remind committee members who do not respond promptly. If that makes you uncomfortable, your advisor or the Kines grad secy might be able to facilitate. There is a "reporting" component of rubrics: The UW Grad School will monitor the Kines Dept. and its rubric implementation. This means that a copy of all completed rubrics needs to be filed in the Kines grad office. That copy may go to the Kines grad secretary via either the student or the proposal committee member(s).

Plan Ahead, Remain Alert, Think Critically

After successfully proposing your thesis project, you can defend the final thesis, basically, in whatever semester you choose (subject to completion of "didactic" courses & your thesis research). At the time of proposal, the grad secretary may do an initial review of your transcript compared to your specialization's curricular requirements &/or Grad School minimums (see e.g. "Minimum Credits for a Degree," above, Section 5 of this Handbook). You may need a semester or two (or more) beyond your proposal to do research on and write the thesis, as well as to take any remaining required didactic courses. The grad secretary will do a final curricular review close to the time you defend. You and your advisor, ideally, should remain constantly aware of and be taking steps toward completion of the required curriculum. If you are in doubt, you may wish to request a curricular review by the grad secretary. It is non-binding – i.e. subject to review by advisor &/or Grad Studies Committee – but potentially useful.

Section 8.b., Research MS Defense (“end” of “process” to get research MS)

When you and your advisor agree that you have completed (or are on-track to complete) all required didactic courses (and desired electives) for the MS, and when you agree that your research hypothesis has been adequately tested experimentally, then you need to “lock in” your publishable-quality research-report as a thesis to be reviewed by a committee of experts. Normally this committee has the same members to whom you proposed the thesis project. As with the proposal, your advisor chairs the defense committee, and your advisor sets the parameters of your thesis, which takes written form, and its defense, which take oral form, primarily. The Graduate School was not actively involved in the proposal but will be actively interested in the defense as an indicator of the MS degree. Grad School sets thesis format and committee membership requirements, <https://grad.wisc.edu/currentstudents/mastersthesis/>.

Note that the PhD “finish-up” process recently went from “all paper” to “all electronic” in only a couple years – a rather short time by institutional standards. The MS could do the same someday – so this “Handbook review,” even if revised annually – could lose pace with actual developments of the defense process. Thus please consider “checking the links” for “currently current” info on MS defense/ deposit, and always be skeptical, and feel free to ask, especially if you ever see or hear “competing” info.

MS Defense Checklist (Hi-Lites) – compare “MS defense in Detail,” next section in this Handbook

- Assure defense committee of three faculty members – normally same as *Proposal* Committee - advisor is chair
 - *Agree on defense timing* – consult committee – date & clock-time when all can attend (possibly “remotely”)
- “Warrant” needed for defense = Paperwork from Grad School
 - *Request warrant via Kines grad secretary at least three (3) weeks ahead* (per Grad School procedures).
 - *Online warrant-request needs 4 info-items, i.e. your:*
 - committee member names, minimum 3
 - planned defense-date
 - thesis title (tentative)
 - intention (or not) to continue in same program for PhD
 - *Grad Secretary will notify you when Grad School approves warrant.*
- Reserve a room - do via “staff” (e.g. grad secretary if within the Nat; via “others” if elsewhere)
 - *Requires date & “clock-time”/ duration.*
 - “Right-Size It” to your audience – presentation is semi-public
 - “Book Early” – “shared resource” rooms are 1st-come-1st-serve
- Must “announce” defense at least 1 week pre-event – so those with personal or academic interest may attend
 - *Announcements need 4 things*
 - Title of thesis – subject to later change(s)
 - Location (room)
 - Date/ Clock-Time
 - Committee members’ names/ credentials
 - *Traditional announcement = 8.5x11” posters in Nat by grad secretary* – announce on your own as desired
- Must provide Thesis copy to Committee 1+ week ahead - digital or print - per committee member’s preference
- Assessment “rubric” required – on prescribed form
 - *Student transmits to/ collects from committee* - when & how the individual member wishes
 - *Grad secretary can provide form - or use sample in Handbook Forms Appendix*
- Defend in time to meet Grad School “Degree Deadline”
 - *Deadline usually near end of Exam Period - <https://grad.wisc.edu/currentstudents/degreedeadlines/>*
 - “Grace-Period” after degree-deadline - called a “window”
 - Adds few days/ weeks to time to “finish” = “do everything” without more enrollment (tuition)
 - *NOTE! “Window” postpones your degree conferral date by a full semester.*
 - *Leave time after the defense for “edits”*
- Obtain committee signatures on warrant
 - *Continue in UW Kines PhD (or not) - “check-box” on warrant* - so your status updates in UW records
 - *Follow Kines internal process for continuation to the PhD* – details in this Handbook

- “Deposit” thesis with Memorial Library - an absolutely final archive version
 - *Unbound, but bindery-ready* - <https://grad.wisc.edu/currentstudents/mastersthesis/>
 - *Advisor approval form, signed/ dated, must be with deposit* - “bound in” for archive - sample in Forms Appendix
 - *Get receipt for deposit* – see next bullets
- Turn in warrant, full signed, at Grad School
 - *Check-box on warrant should tell Grad School your Kines continuation (or not)* – matters in “records”
 - *Receipt from Library must accompany warrant turn-in at Grad School* - to verify thesis deposit
- Kines. Dept. thesis-copy deposits required (two) - but they won’t “squelch” your degree
 - 1=Advisor copy
 - 2=Dept. Library copy (to the grad secretary)
- Commencement (graduation ceremony = optional) – details in “Commencement,” section 6 of this Handbook
 - *You may participate (or not) in “cap-&-gown” ceremonies.*
 - Held in May or December only – none after summer semester
 - Participate before or after degree-conferral, as convenient.
 - Plan “several months” pre-event to sign up/ fully participate, <https://commencement.wisc.edu/>

Grad School offers a Full-Service Self-Help Web Site for the MS,
<https://grad.wisc.edu/currentstudents/mastersproc/>

MS Defense in Detail = Process to defend MS (& get it conferred).

As always, turn to your advisor to keep communication up-to-date and as an academic resource.

“Caveat”: The PhD “finish-up” process has gone largely electronic over the past two or three years – a rather short time by institutional standards. One would expect the MS to do the same someday – so this “preview” of the defense process could “fall behind developments.” Every effort will be made to keep the Handbook up-to-date, but always be skeptical, and feel free to ask, especially if you ever see or hear “competing” info.

Defense Planning

You can defend your MS, basically, in whatever semester you choose. This is subject to completion of “didactic” courses, especially your required curriculum, and the satisfactory progress of your thesis research.

As to curricular requirements, the grad secretary (who, officially, is a “student status examiner”) is tasked to review your transcript at the appropriate time(s), e.g. at the MS proposal, or definitely by the MS defense. You (and your advisor) may (and should) also conduct on-going assessments of whether you are “done,” didactically.

Curricular requirements for Kinesiology specializations are on the web site.

See: <https://kinesiology.education.wisc.edu/academics/grad-program/>

There could be departures from the web site curriculum list. Revisions or updates occasionally happen. Typically, Kines would allow a student to adhere to the curriculum in-place at the time of matriculation (assuming continuous enrollment/ satisfactory progress), but this might necessitate documentation of a curriculum no longer posted on the web site. If you believe this pertains to you, consider checking with your advisor, the grad secretary, or the Grad Studies Committee chair.

Degree Deadline; planning to meet it

A major timing guidepost for the MS degree-conferral process is the "degree deadline". The Graduate School sets a degree deadline each semester. The exact date varies with the annual calendar, but usually it closely follows "exam week." See <http://grad.wisc.edu/currentstudents/degree/> (link called degree deadlines, <http://grad.wisc.edu/currentstudents/degreedeadlines/>)

If you complete all requirements for the degree, including defense and thesis deposit, by the deadline, then UW will confer your degree effective that same semester. For scheduled conferral dates, see https://registrar.wisc.edu/graduation_commencement.htm. Usually the conferral date is near the end of the month that a semester ends (Late May, late August, late December).

The planning "trick" seems to be to know when you are "close" to being ready to defend. Check with your advisor, but for this discussion, assume you are "close to ready" when you are three to six months from having your thesis done. Ideally, you will know you are ready by early in a semester, or even prior to the expected defense-semester. Then you can identify your specific degree-deadline (at the link, above) and "work back" from the deadline to form a plan for how far in advance of the deadline you need to begin completing your defense steps (as outlined in this Handbook, and in consultation with your advisor).

For planning purposes, the exact conferral date is less important to note than the "concept" that you should plan in advance, because:
A Missed Degree Deadline Delays your Degree-Conferral Date.

Missing a degree deadline will delay your degree-conferral-date until at least the following "term" (semester). This could impact you if, e.g., you had a job (or funding) lined up that required a formally conferred master's degree. UW does provide procedures for documenting a degree that is complete but not yet officially awarded, see e.g. http://registrar.wisc.edu/posting_of_degrees.htm.

The Grad School allows a "window" (time extension/ grace-period) beyond the degree deadline. If you complete the required degree steps in the "window" (exact dates in following link), then UW will confer your degree in the next semester, but you would *not* need to register in that semester.

If your conferral date (date of record for your degree) is not of particular concern to you, and if you think you might need the "window" to complete the degree process, then please either study and understand the Grad School web page, <http://grad.wisc.edu/currentstudents/degreedeadlines/>, or consult a Kines grad program representative.

A missed degree deadline could add to your tuition expense.

Potentially the most "painful" aspect to be aware of in your defense timing is that, if your completion of all requirements *extends beyond the window*, then you become *obligated to register* for a minimum of two credits in the subsequent semester when you actually complete your degree requirements. Unless you have and retain "tuition remission" or "tuition deferral", then you would face tuition payments for your minimum two credits = several thousand dollars – there is the "pain." At the MS level, it is quite possible that you will continue for the PhD, and quite likely that you will enroll for classes with tuition remission, and if that is your situation, then the degree deadline and window are essentially irrelevant to you, except as possible "motivators" to "get done" (with the MS) and "move on" (to the PhD).

One other "window" detail is that, sometimes, it is almost "not worth it." For example, the "fall window" (following the "summer" semester) adds only a few days to your "time to finish." Of course, those days could be just the days you need, so: Know thyself.

Convene a defense committee

Consult your advisor on how to determine which faculty are most academically appropriate to serve as your committee members. Probably you want faculty that work in your area and that you know (or who know you). The exact personnel choices are beyond the scope of this Handbook. There are some administrative controls on committee membership, as below.

Grad School Committee Review

You will need a warrant from Grad School to document your defense. For procedures, see below in this Handbook under "Request the Warrant 3+ weeks ahead."

The Grad School will review your defense warrant request to be sure its listed committee members comply with Grad School policy, see <https://grad.wisc.edu/acadpolicy/?policy=committees>. The grad secretary would inform you if Grad School raised objections to your committee. Grad School objections should be minimal-to-none if you adhere to Kinesiology committee requirements.

A KINESIOLOGY M.S. THESIS COMMITTEE CONSISTS OF THREE FACULTY MEMBERS. The Chairperson must be from the Department of Kinesiology. All committee members must be tenure-track faculty (full, associate, or assistant professor) in

any department with graduate program authority. The M.S. candidate must make an oral presentation of thesis research to the thesis committee.

Schedule the Defense

In "defending," probably the main procedural task for you, working with your advisor is to schedule the defense at a time when your entire committee is available. You will also benefit from knowing and planning for the degree deadline, as described in the Handbook under the section called "Degree Deadline." This is largely the same process that you probably followed with the thesis proposal.

You will need a physical space to accommodate a group of at least 4 persons, probably more (depending on the size of your "audience" of friends and colleagues at the "public" portion of the defense, see this Handbook, under the section called "announcements at least 1+ week ahead").

For many years, the "most usual" place for a Kines defense was Room 2007 Natatorium, a conference room. Recently, several students, esp. those with interdisciplinary interests and "many" colleagues, have opted for Room 2055, a classroom, and a much larger space than 2007. Other options are possible; room-choice is "anything you want, if you can get it." Room 2007 comfortably accommodates about a dozen persons, maybe up to twenty, shoulder-to-shoulder.

Current reservation procedures call for you to reserve Rm. 2007, or any "Nat" space, in an online calendar accessible to most Kines. staff, including the grad secretary. The "expert" and "controlling party" for online room reservations calendar is the Kines. undergrad assistant (Rm. 1001 Nat, phone: 262-1690). The undergrad assistant is the only person who can immediately confirm (or reject) your reservation. The grad secretary (or others) may enter your date-&-time for a particular room, subject to its availability at the time(s) you specify, but confirmation may take several business days. You are free to choose any room you want – if available – in the Nat – or not. Room reservations in the Nat are first-come, first-served, with "requester rank" or "event priority" sometimes entering in, so even in "low demand" times, booking "right away" (as soon as you can) is good protection of your own interests.

Assuming "conferral date" of your degree *does* concern you and you *do* want to meet the degree deadline, you should set your final defense-date consistent with the degree-deadline and other procedures of this Handbook and the Bound Copy Thesis Deposit instructions memo in the Forms Appendix and the memo's embedded links. A facsimile of the same memo concludes this section 8 of the Handbook, below.

If you decide *not* to book your defense-room through the grad secretary, then do please still notify the grad secretary of your final date, time & place, once you have booked them. This will allow correct and timely announcements. See below in this Handbook, under the section for "announcements required at least 1+ week ahead."

Request the Warrant 3+ Weeks Ahead

The MS defense involves a timing-related task, primarily for the grad secretary (working with you). The grad secretary must request your "warrant" from the Grad School. A warrant is paperwork that a UW department uses to communicate to the Grad School that a student has met all academic requirements, in this case for the MS degree. When Grad School approves the request, it sends a link to the Grad Secretary, who then prints the warrant and holds it in your Kines. Dept. file for you to use. (You can arrange to hold it yourself, if you wish).

When a student "housed" in the "Nat" gets a warrant, the Grad Secretary usually keeps the warrant on-file until the day of the exam. The presumption is that the student conveniently can and will prefer to pick up the warrant from the Kines Grad Office. If students work mainly in the MSC, the WIMR, or anywhere outside the "Nat," then those students will likely prefer to keep their own warrants in their own files, because it probably is *not* convenient for them to pick up the warrant from the Grad Secretary on the day of the defense (physical distance between "Nat" & the student's defense location).

Grad School says that it likes a warrant to request to arrive *at least 3 weeks prior* to the date of intended use, i.e. 3 weeks before the defense date. Grad School uses the 3-week period to check and approve the credentials of Defense Committee members. The actual warrant turn-around times have – *in general* – gone down drastically since Grad School moved to *online* warrant requests. At times of peak workload at Grad School, however, e.g. at the end of a semester, it can in fact take several weeks to get a warrant approved. "Play it safe" and plan for at least "3 week notice" (or more) all-year-round.

Your warrant-request planning might be easier if you know that you do *not* need a final, firm defense-date to request a warrant. An approximate defense-date is fine on the request. You can "update" the defense-date from your request as necessary when you fill in the actual warrant – no penalty for estimating wrong. The thesis title may also be tentative for the warrant-request.

Only the committee members' names must be final on the defense warrant request, since the committee credentials are what Grad School will be checking and "approving".

To avoid delays/ disappointment, consider acting in reasonable anticipation of what you want to happen, i.e. request the warrant with an "estimated" defense date as soon as you can. Then you can "lock in" a specific day with your committee after you (we) request the warrant. If, however, you end up deciding that you can't or won't hold to the *planned semester* defense after we request the warrant, then please inform the grad secretary, who can stay current in the record-keeping and notify Grad School as a courtesy, pending a new/ replacement warrant-request at a future date.

Announcements Required At Least 1 Week Ahead

A timing-related MS defense task is to post announcements (8.5x11 "posters") of your defense at least a week before you do it. The grad secretary will do this for you. You are free to "supplement" on your own with posters, e-mails, or personal contacts.

RESEARCH PROPOSALS FOR M.S. STUDENTS

In programs that require a thesis, a graduate student must do an oral and a written proposal. The student must be enrolled in 990 ("Research or Thesis") when proposing. The major professor (or the student) must communicate the proposal time, date, location, and subject/ "working title" of thesis to the Graduate Secretary, who announces the proposal to faculty and graduate students at least one week prior to the proposal.

The Kines practice of "announcing" a defense stems from it being an academic event of wider interest. This is because the student is describing new research that will contribute to the field. Thus, a defense is "announced," and it is (partly) open to "the public." Generally, that "public" is mostly "insiders", and when your committee offers its critiques/ edits/ evaluations of your work, it will likely excuse/ exclude any "audience". If you want the support of an audience of collaborators, fellow students, family or friends for the "public" portion of the defense, then the most effective way to get them there is personally to inform them.

The grad secretary's past practice was to "re-cycle" the thesis proposal poster for the thesis defense (if committee & thesis title haven't changed – if they change, that is easily accommodated, but be sure that you notify the grad secretary).

Thesis Preview Copies to Committee Are Required.

FORMAT AND PREVIEW DISTRIBUTION OF THE THESIS. The major professor/ advisor determines, with the approval of the other members of the thesis committee, the format of the examination. The student must give a written copy of the thesis to the thesis committee members at least seven days prior to the scheduled oral defense.

Progression/ Continuation from MS to PhD – (or Not)

The MS warrant has an important ancillary communication aspect. That is its "check-box" with which the student indicates to Grad School whether the student will (or will not) continue for the PhD. If you will continue, then be sure to check the box on the final, signed warrant before you return it to Grad School.

"Continuation" from Grad School's perspective. For purposes of "the warrant," in other words, for purposes of communicating to Grad School, a "continuation" to the PhD means "continuing continuously," i.e. with uninterrupted enrollment, i.e. no "break" in grad study. This so-called "continuous registration" mandates enrollment in fall & spring, but is optional in summer, unless the student is in certain statuses or doing certain activities, see e.g. <https://grad.wisc.edu/acadpolicy/?policy=enrollmentrequirements>

"Continuation" from the Kines Dept. perspective. Kines does not require that you continue uninterrupted from the MS to the PhD. A "break" in grad status, i.e. not being "continuously" enrolled, i.e. any Fall or a Spring semester without enrollment, would entail a "re-entry" application. If you do break continuous "grad" status, then you must request re-entry to "grad" status via Grad School Admissions. A re-entry application was "free" (fee waived) until about 2015, but Grad School now handles it the same as any new applicant; the re-entry application fee is \$75 (as of August 2017). Summer enrollment is generally not required to remain "continuous" in your enrollment, but see e.g. <https://grad.wisc.edu/acadpolicy/?policy=enrollmentrequirements>. Probably the more important aspect of "breaking" grad study – assuming you plan to continue for the PhD eventually – is to assure yourself that your advisor supports your choice.

The handling of a "re-entry" by the Kines. Dept. is, or can be, "pro forma," i.e. as long as the advisor is open to resumption of advising, then your "re-entry" application to Grad School does *not* need to re-submit a statement, references, GRE scores, etc. You would only need to fill in the "mandatory minimum" fields of the Grad School online application for (re-)admission, submit the

application, and pay the “fee.” Then the grad secretary would check with the advisor (to confirm consent to resume advising) and would “code” you for re-admission. This would likely take a week or two (after the online application arrives).

Use the Continuation Check-Box on the warrant to tell Grad School how to “code” you in their computer. The coding affects their future communications with you and, e.g. their “release” of your continued authorization for grad registration (course enrollment). If you are not continuing, then Grad School will not “release” your continued enrollment. Thus the indication of PhD-continuation (or not), ideally, should accurately reflect your actual current plans. The “check-box” on the warrant for “continuing in the PhD” can remain blank until the last minute, i.e. until submittal of the signed warrant. So you have several months to “make decisions” (within the context of planning for progression to the PhD).

Continuation (from MS to PhD in Kines) – a “How-To” (“Must Do”)

As regards continuing for the PhD for Department’s purposes, the Kines approach to doing this is as follows:

M.S. CANDIDATES IN THE DEPARTMENT OF KINESIOLOGY AT UW-MADISON APPLYING FOR ADMISSION TO THE PH.D. PROGRAM

A student should request permission to pursue the Ph.D. degree by the end of the second year of study. Forward a request to the Graduate Coordinator for consideration by the Graduate Studies Committee. The request should include:

1. A letter from the student describing graduate study plans;
2. Two letters of recommendation, one from the student’s advisor and one from another faculty member; and
3. An updated transcript of graduate study (unofficial/ internal copy suffices).

You can approach the Kines Grad Studies Committee via your advisor and provide brief documentation describing your PhD goals and reflecting faculty support for them. This does not necessarily “need to precede” your “progression” to the PhD, but if you finish the MS and begin doing PhD work, e.g. course work, without a firm commitment from the Grad Studies Committee, then you do assume a certain risk that your approach for continuation could be rejected (and your interim work end up being for naught).

Learning Assessment Rubric Required

An assessment rubric is required for the MS Defense. Read more about rubrics in Section 6 of this Handbook, “Degree Generally,” under the sub-heading of “Assessment Rubrics Required for Research-MS and PhD Students.”

Note! There are four variants of the assessment rubric form. Although all are similar in format, they differ slightly in content. All four forms are in the Forms Appendix of this Handbook. If you choose to use a form from the Appendix, please select the form carefully, according to its intended use. The Kines grad secretary also can supply the appropriate form.

Committee Signing of the Warrant & Rubric

When your blank MS warrant arrives back from Grad School (via a “link”), the Kines grad secretary will print it and notify you. Typically, the grad secretary then holds the printed warrant for the student to pick up on the defense date (or whenever convenient before then). While the warrant is in the Kines grad office, the grad secretary will (or can) fill in the detail on final defense date. (You may also fill it in yourself, if you prefer.) Past practice was to wait for “fill-in” of date(s) until “the day of,” in case the student or committee had to change plans to meet unexpected last minute developments.

If you work outside “the Nat,” and particularly if you hold your defense in a building other than the Nat, then it will probably be inconvenient for you to pick up your warrant from the Grad Secretary on the defense-date. You may make any other reasonable arrangements for “storage” of the warrant so that it is conveniently available to you at your defense.

You will need your committee members to sign the warrant. You can probably do this most efficiently if you do it as soon as you successfully defend, right in the defense room, before the committee members depart (and potentially scatter for breaks, conference travel, or otherwise become less accessible than they will be when they assemble to hear your defense). “Forcing” warrant signing “in the defense room” is only a procedural *suggestion, subject to your discretion*. It is absolutely acceptable to wait and gather signatures after the defense if you want to, and if you have time to, and if you feel that you can reliably gain access to each Committee member. It is possible that one (or several) of your Committee members might decline to immediately sign, e.g. if they insist that you first complete any recommended “edits.” If that happens, then of course you will need to accommodate it.

Please **provide the Kines grad office with a photocopy of the signed thesis warrant** for your permanent Department file, or bring the original warrant by the office and let the grad secretary make a copy of it. (This is strictly a procedural suggestion with no official policy behind it, but it is helpful for “institutional memory”/ long-term administration of the grad program to document major milestones; to show “on record” that what we thought would happen actually did happen in the grad careers of students in the Department.)

Return Warrant to Grad School

Your signed original MS defense warrant will need to get to UW Grad School's Office of Academic Services in Room 217 Bascom Hall. By their signatures, your committee "warrants" to the Grad School that you have qualified for the master's degree, and Grad School will then organize it with the Registrar & other UW administrators so that your degree can be "conferred" and recorded.

Although the grad secretary can transmit your signed warrant via campus mail ("inter-Department"), you may wish to consider personally "walking it through" (to Grad School). The warrant has high significance to your study career. Also, Grad School, in Bascom Hall, is "on the way" to the Memorial Library. As of August 2017, that is where thesis-based/ research-MS students must go anyway to deposit their thesis. See thesis-deposit sample-memo in the Forms Appendix, following in this Handbook, or see a facsimile deposit-memo, below, the last item in this Section 8 of the Handbook. If you find you cannot make the time to do a personal delivery of your signed warrant to Bascom Hall, please inform the grad secretary, who may want to consider "walking it through" for you - to protect the investment, as it were. You may also elect a "proxy" from among your lab-mates, or others. This is another procedural *suggestion* for your potential benefit; there is no policy requiring personal delivery of a warrant to the Grad School.

Thesis Deposit upon Advisor Approval

The UW Memorial Library will not accept your final thesis deposit unless it includes a signed thesis-advisor approval-page. The Library will tell its bindery providers to bind the approval-page into the Library's archival thesis copy. A draft thesis approval-page is in the Forms Appendix of this Handbook. You may insert your "particulars" in this form yourself and print it on paper to match the rest of your thesis pages, if you wish, or you can stop by the Kines grad office and have the grad secretary print the approval-page on standard "copier paper". If you dislike the font, layout or wording of the advisor-approval-page, you may change its format, preserving the intent (of documenting advisor approval).

Your advisor signs the approval-form upon becoming satisfied that you have taken care of any edits that your defense committee might have demanded to finalize your thesis as archive-ready. Edits appear to be a "standard" aspect of a defense committee's review. Your advisor can offer a first-hand perspective on how much time you should build into your planning so you have time for edits.

Please **provide the Kines grad office with a photocopy of the signed thesis deposit approval form**; the reason is the same as above, regarding the signed warrant copy: It helps document your progress for future review after "memory" may have faded.

Grad School's Master's Degree "Master-Link": <https://grad.wisc.edu/currentstudents/mastersproc/>

This link, <https://grad.wisc.edu/currentstudents/mastersproc/>, might be a useful alternate presentation of the complexities of degree attainment. It might have supplemental information beyond what is in this Handbook. If the Handbook is not helpful, consider the Grad School link, but please do not feel that you must turn to online help. Feel free to contact a Kines grad program representative for personal assistance.

Commencement (Graduation Ceremony) if you wish. For details, see "Commencement" in section 6 of this Handbook.

Thesis Copies for Department

For further important information (& probably some redundancy) about bound thesis copies for the Dept., and about their deposit, timing, etc., please see the bound-thesis-copies memo in the Forms Appendix. A facsimile/ sample memo also follows immediately.



Date: Feb. 30, 2018

TO: M. S. Student

FROM: Kinesiology Grad Program Office, Room 1013 Natatorium
Phone 262-8730, e-mail kinesgrad@education.wisc.edu

RE: Bound copies of your master's thesis

Kinesiology grad students are required to prepare at least three copies of their final master's thesis. You will likely benefit from reading the formatting and procedural requirements at the Graduate School web site, "Completing Your Degree", <http://grad.wisc.edu/currentstudents/degree/>. Some of its "embedded links" might not pertain to you. I would, however, especially call to your attention the ones for "degree deadlines" and "Expecting Your Master's Degree", <http://grad.wisc.edu/currentstudents/degreedeadlines/> and <http://grad.wisc.edu/currentstudents/mastersproc>. You can always seek my input for clarification of any web information gaps or overload.

Your three required MS thesis copies will have distribution as follows.

1) An original, unbound copy must be deposited at the UW Memorial Library. You (or somebody you trust, or "inter-D mail," if you trust that) must deliver this unbound thesis, including signed advisor approval page, to the Bindery Preparations Department, B137 Memorial Library (phone 262-3294). The Library will bind this copy and permanently retain it. The cost of binding this copy is included in student fees. There is no additional cost.

The Graduate School will not officially grant your master's degree until the Library confirms thesis deposit. If you do not deposit by or before your targeted degree deadline (see web sites above), then a missed deadline would delay the official date-of-record for conferral of your degree.

Remaining copies required by the Kinesiology Graduate Program Policies & Procedures Manual are:

2) A bound thesis copy shall be delivered to the Major Advisor.

3) A bound thesis copy shall be delivered to the Kinesiology Grad Program Office, Room 1013 Natatorium - Gym Unit II. This copy will be retained in the Department Library.

The student is responsible for the costs of binding the 2nd and 3rd copies, and you may choose your submittal timing (unless your advisor sets a deadline). Reasonable promptness is appreciated.

If you have any questions, please feel free to contact me. Thank you.

Copy to: Prof. U. R. de Fiutsher, Major Advisor

Possible Thesis Binding providers

Two local sources for thesis binding are Bob's Copy Shop, <http://www.bobscopyshop1.com/>, or Grimm's Book Bindery, <http://www.grimmbindery.com/home.html>. As of 2017, the "base" cost at Grimm's was \$52 per thesis bound *if* you supply "clean copy" of your own printed pages for each thesis that you ask the provider to bind. Grimm will work from a PDF but it adds costs for printing. Binding production time at Grimm is one week. *Consult the provider that you choose for details or updates.* This paragraph is not an endorsement of either "local provider." There are certainly others (in Madison, in-state, online; check with your fellow students), and you are free to choose any bindery source you wish. The recent "norm" for binding in Kines has been book-bound hard cover, and you can see examples in the Department Library, Room 2007 Nat. Some students choose to use less expensive binding options, and some of those examples are in the Library, too. If you wish to consider them, please seek your advisor's consent.

Section 9, Preliminary Exam (“prelims”) to get dissertator status & go for PhD

Prelims Checklist (summary/ hi-lites) – compare “Prelims Detail/ Discussion” section, next in this Handbook

- Assemble committee of three faculty members for prelims committee – advisor is chair
 - *Agree on exam dates* for written and oral exams – consult committee
- Reserve space(s), 2 days for written exam, “half-day” for oral exam – “any place you can get”
- Request prelims warrant via Kines grad secretary – 3-week lead-time *or more*
 - *Three info-items for warrant-request* = we must list these on the warrant request
 - Date of oral exam
 - Names/ affiliations of committee members
 - Minor(s) & completion date(s) – if any – if none, say none
- Assess/ assure completion of curricular requirements – no “didactic” study after prelims warrant turn-in
- Take/ Pass preliminary exams – oral & written
 - *Gather signatures on warrant* – these attest that you passed
- “Rubrics” (2) are required – on prescribed forms – 1 for written & 2nd for oral
 - *Student transmits to/ collects from committee* - when & how the individual member wishes
 - *Grad secretary can provide form - or use sample in Handbook Forms Appendix*
- Turn in the signed prelims warrant to the Grad School – photocopy to grad secretary, please
- Enter dissertator status at start of following semester – adhere to dissertator rules

Prelims Detail/ Discussion/ Explanation.

During PhD study, a student must take and pass a Preliminary Exam (“prelims”), sometimes called a comprehensive exam (“comps”). The prelims assure the advisor and other faculty reviewers that the student has gained sufficient didactic knowledge to conduct independent research successfully and produce a dissertation of publishable quality.

As with any academic matter, always be sure to keep your advisor involved in and informed of your progress toward prelims.

Preliminary Exams Policy at Grad School

Here is Grad School’s “prelims” link: <https://grad.wisc.edu/acadpolicy/?policy=preliminaryexaminations> – or – if the prior link fails, try clicking <https://grad.wisc.edu/acadpolicy/>, and then scroll to “preliminary.”

Successful prelims completion, documented by return to Grad School of a signed prelims warrant, signals the student’s entry into dissertator status. For purposes of the immediate topic, dissertator status means that Grad School will prohibit the student from doing further didactic/ classroom study. Compare: Dissertator Status FAQ, <https://kb.wisc.edu/gradsch/page.php?id=30324>. For further discussion, continue reading this Handbook.

The Kines Dept. describes “prelims” as follows:

PRELIMINARY EXAMINATIONS FOR KINESIOLOGY PH.D. STUDENTS

Preliminary examinations (“prelims”) are taken at or near the completion of the PhD course work.

A WARRANT (“FORM” FOR SIGNATURES) IS NEEDED for prelims. The Department Graduate Office requests the warrant (“e-Request”) from the Graduate School. Upon receiving the request, the Graduate School checks the student records for incomplete grades (“I”). If grades are in order, the Grad School will issue a warrant to the Dept. Grad Office.

GENERAL FIELD REQUIREMENT

When beginning to consider Prelims, the student (or the advisor) should tell the Kines Grad Secretary which General Field Requirement (GFR) courses the student took so a form can be prepared, signed by the advisor, and filed in the Department.

THE PRELIMS COMMITTEE consists of the student's major professor/advisor and two other graduate faculty members, one of whom must be a Kinesiology graduate faculty member.

THE PRELIMS CONSIST OF A WRITTEN EXAM FOLLOWED BY AN ORAL EXAM. The written portion will consist of four 4-hour sessions taking place over two consecutive days. The oral portion must occur within two weeks following completion of the written portion, with no time limit. The Graduate Studies Committee must approve exceptions to the format of either portion, written or oral.

IF THE EXAMINATION IS NOT SATISFACTORY, THE STUDENT MAY REPEAT IT ONCE.

Regardless of the outcome of the preliminary examination, i.e., whether the student passes or fails, the student (or the advisor) must:

RETURN THE WARRANT TO THE KINES. DEPT. GRAD OFFICE.

The Grad Office will return the fully signed warrant form (upon successful completion of both written and oral portions of prelims) to the Graduate School. The Grad School puts the student into dissertator status at the beginning of the immediately following semester (provided all other requirements were satisfied). Sometimes a student who enters dissertator status is informally said to have been "admitted to candidacy" for the Ph.D. Compare, e.g.

<https://grad.wisc.edu/acadpolicy/?policy=certificateofdoctoralcandidacy>

Prelims Warrant – Info Needed to Request

You will need a "warrant" for prelims. The warrant is documentation for the Graduate School that didactic study is concluding and that the student is ready to enter dissertator status, do research, and complete a dissertation. The grad secretary must "e-Request" the prelims warrant from the Grad School, using info you provide, namely:

- **Your proposed exam *date*, minimum 3 weeks ahead.** The warrant-request can list an "*estimated*" exam date, and this allows you to request a warrant as soon as you set a "likely target date" with your committee – there is no penalty if it turns out "wrong" – you aren't required to use a warrant after receiving it for a particular semester; it can be revised/ re-requested in a future semester. Grad School wants at least 3 weeks to "process" any request. To assure yourself of timely warrant delivery, consider requesting your warrant as soon as your committee can agree to a date.
- ***Names of your minimum three prelims committee members.*** The Kines Dept. describes a prelims committee as having three members, see above at "The Prelims Committee," under "Preliminary Examinations for Kinesiology Ph.D. Students." It would be rare for a prelims committee to have more than three members. The Graduate School does not monitor prelims committees. Grad School will closely monitor the dissertation committee, and that has rather "particular" requirements, see e.g. <https://grad.wisc.edu/acadpolicy/#committees>.

Prelims committee members often become PhD committee members. This implies that you should "think about" prelims committee members in consultation with your advisor, who will chair all your committees. NOTE that departments may set STRICTER committee requirements than Grad School's for the dissertation committee. This means that you probably ought to "start" within the Kines. Dept. in selecting a committee and deciding, if needed, whether to request a "waiver" (from the Kines. Grad Studies Committee) for any "non-qualifying" member = any Non-graduate-faculty member of your future dissertation committee.

KINESIOLOGY PhD COMMITTEES HAVE FIVE TENURE-TRACK FACULTY. At least one committee member must be from outside the Department of Kinesiology. The Chairperson must be from the Department of Kinesiology. All committee members must be full, associate, or assistant professors in any department with graduate program authority. [NOTE: The Kines. Graduate Studies Committee, in May 2017, voted to accept the following committee structure: *Four committee members must be tenure-track faculty (full, associate, or assistant) holding professorial rank in any department with graduate program authority. The fifth committee member is not required to be tenure-track faculty, but must have completed doctoral training or the equivalent.* The GSC expects the new structure to gain approval by all Department faculty in approximately September 2017. Consult a Kines grad program representative for details after that time.]

- ***Completion date(s) – & area(s) – of your minor(s) – if any.*** Kines PhD students, as of September 2015, are *no longer required* to have a minor, but they may *choose* to have a minor (or multiple minors). Students officially communicate minor(s), if any, to the Graduate School on the Prelims warrant, and the warrant-request must list any minor(s), with completion date(s). The minors will need to be complete (or on-track for completion) in the semester that the warrant will be signed, because didactic study is impermissible in dissertator status, which is attained in the semester immediately following turn-in of the prelims warrant.

PhD Minor

The Kines Dept. worked with Grad School and, effective September 2015, Kines PhD students are exempt from a required minor.

Kines PhD students are exempt from a Minor based on the following principles: Disciplines within Kinesiology span the study of cells (e.g. physiology, neuroscience) to behavior (motor control, biomechanics, and exercise psychology) to populations (exercise epidemiology). As such, graduate study in our department exposes students to broad areas of inquiry. Further breadth in Kinesiology derives from the General Field Requirement.

If you will have no minor, indicate that when you request your prelims warrant. The Graduate School's "historical standard" called for a PhD student to get a minor. Thus the Grad School's routine review of warrants, e.g. for statistical summaries, might "red flag" a prelims warrant that is silent on a minor. The Kines grad secretary may "infer" no-minor from an absence of stated minor, but fuller and more efficient communication would result from the student's express indication.

Kines PhD students may choose to pursue a minor. PhD students, in consultation with their advisor, may elect one minor or multiple minors. The Grad School Minor policy is here, <http://grad.wisc.edu/acadpolicy/>, for students interested in the Minor(s).

A minimum **nine credits** of coursework are required for a minor. The Graduate School policy includes two variants of the minor, one including two or more departments (a "distributed" minor), and the other a minor within a single department. NOTE that some departments have quite specific procedures for the content of their minor. If you pursue a single-department minor, seek specific guidance *in advance* from the minor-granting department about how to meet any requirements it may have for its minor.

Most PhD students who elect a minor will have one minor, but they may elect multiple minors.

For a single-department minor, that department must sign the Preliminary Exam warrant to certify to the Grad School that the student attained the "external" (single-department) minor. At least one Kines student tried for a minor in a department that *declined to sign for its minor* when it determined that the *student did not follow prescribed minor procedures*. This was despite substantial course work by the student in that minor department and despite, arguably, rather esoteric minor procedures.

Work closely in advance with the Minor-granting Department to meet its minor requirements, including that Department's Minor form, if any. This is the safe way to avoid disappointment in attaining the minor that you wish to have and getting *what you wish to appear on your UW records/ transcripts*. The minor department may assign a specific representative to handle its minors, and if so, you should familiarize yourself with that representative in advance.

Use the Kinesiology-internal Minor form if you are a student who chooses to minor – a sample form is in the Forms Appendix of this Handbook. Please do not confuse the Kinesiology form with an outside department's form. They are not interchangeable. An outside department may – or may not – use a form. You always need the Kinesiology minor form if you have a minor. This includes a "distributed" minor, where no single outside department produces its own minor form.

For a "distributed" minor, the Kinesiology Dept. chair must sign the Prelims warrant.

Any minor(s) must be complete by time of the Preliminary Exam warrant, because completion of the "Prelims" triggers entry into "dissertator" status. Dissertators are in a special fee status, which, among other things, prevents the student from pursuing didactic courses. (A penalty pertains if a student violates dissertator status.) Thus, any minor(s) must be complete by the time the student enters into dissertator status. Didactic courses may be in-progress in the semester that a student takes Prelims, but those courses and all didactic courses need to be on-track for completion before the subsequent semester, when dissertator status begins. Further discussion of dissertator status follows in this Handbook, e.g. section on "Dissertator Status Attained After Prelims Passed."

Prelims Logistics

The preliminary exam has two "main" parts: one written; one oral. For a detailed description of the "format," see above, under "Preliminary Examinations for Kinesiology Ph.D. Students." Advisor discretion is substantial, but format departures must seek and obtain Grad Studies Committee approval.

Place(s) for *both* written & oral portions of prelims.

You will need some "place(s)" to do the two parts of the exam, written and oral. You will need to consider your "production" preferences (& your committee's). If you wish to hand-write answers, then almost any "place" can work. If you prefer a keyboard for drafting your answers, then you may need to find a computer/ printer, possibly including one without "connectivity," depending on your committee's allowance of internet access &/or their acceptance of an "honor system" for not accessing it. Most academic computers nowadays "automatically" have "connectivity." Historically a "writing room" was available in the Nat, although as of July

2017, access to that writing room, a formerly vacant office, became restricted with the assignment of the room to an occupant. Leave time to “figure it out” if you need to rely on “shared resources” for your writing room. If you are primarily an “MSC” or a “WIMR” person, then you or your advisor will need to use your MSC/ WIMR experience to “book a room” according to procedures there.

You will need a physical space to accommodate a group of four at the oral portion (“defense”) of the prelims. Historically, the “defense room” that was “most used” in the Nat was Room 2007, a conference room accommodating up to about twenty persons. You may reserve Rm. 2007, or another Nat room. Current reservation procedures call for you to reserve Rm. 2007, or any “Nat” space, in an online calendar accessible to most Kines. staff, including the grad secretary. The “expert” and “controlling party” for the online room reservations calendar is the Kines. undergrad assistant (Rm. 1001 Nat, phone: 262-1690). The undergrad assistant is the only person who can immediately confirm (or reject) your reservation. The grad secretary (or others) may enter your date-&-time for a particular room, subject to its availability at the time(s) you specify, but confirmation may take one to two business days.

Your advisor may wish to use a “proctor” for the written prelims, depending on how you arrange to distribute the questions and answers. The grad secretary can sometimes “proctor” a written prelim exam, but the grad secretary is “geographically restricted,” i.e. if you write in the MSC, it’s not realistic for the Nat-based grad secretary to hand out or pick up your questions from four sessions over two days. Often the task of “proctoring” falls to the major professor/ advisor (or designee). Electronic distribution of questions and return of answers can relieve “personal proctoring” issues, but if the student is “keying” answers, and if the computer chosen for the written exam has no “connectivity,” then “distribution issues” remain. As mundane as it may seem, you should “think through” the process you will use and leave time to meet your needs. The grad secretary can assist as available.

Get “hands on” Prelims warrant, time it per student’s geographic location & preferences

When Grad School approves your “prelims” warrant, they send a link to the Grad Secretary (the person who made the e-Request). The Grad Secretary prints the warrant from the link.

When a student “housed” in the “Nat” gets a warrant, the Grad Secretary usually keeps the warrant on-file until the day of the exam. The presumption is that the student conveniently can and will prefer to pick up the warrant from the Kines Grad Office.

If students work mainly in the MSC, the WIMR, or anywhere outside the “Nat,” then those students will likely prefer to keep their warrants in their personal files, because it probably isn’t convenient to pick up the warrant from the Grad Secretary on the day of the exam (physical distance between “Nat” & the other location).

Plan for & get signature(s) for PhD Minor(s), if any

PhD Minor(s) became optional in Kinesiology in 2015. If you have any minor(s), the Prelims warrant must detail that. The student uses the Prelims warrant officially to communicate minor(s), if any, to the UW administrative offices, via the Graduate School.

You must obtain signature(s) on the warrant to verify minor completion. The signature provider varies with type of minor. For any “single-department minor(s)” the associated minor department’s assigned representative must sign the Prelims Warrant. The Kinesiology Dept. chair signs your Prelims warrant for a “distributed” minor.

Typically, the Kines. Dept. chair will be available to sign a prelims warrant essentially simultaneously to signing by the prelims committee. There might be some exceptions to chair availability, e.g. illness, sabbatical, travel, vacation. While there is typically an “acting chair” available, if you face time constraints, e.g. if your oral exam date is near the beginning of the semester in which you want to enter dissertator status, then you may wish to gather the distributed-minor signature ahead of your oral exam.

How & when you gather an “outside” signature for a single-department minor will depend on what that Minor Dept. demands – you must do what they want. Especially if you face time constraints to turn in your Prelims warrant, you may decide to obtain the Prelims warrant several days (or several weeks) ahead of your Prelims oral exam so you can gather any Minor signature before your Prelims committee signs. You may wish to consult the minor department in advance to assure yourself that that department’s representative will be willing to sign your warrant before the Prelims committee signs. Given that the minor department and the prelims committee are “signing for different purposes”/ verifying different achievements, it seems unlikely that they would perceive a “signing priority” or “sequence,” but administrative discretion can be substantial. If it’s no problem for you to “get to” your minor department, or if you want to “take your chances” on someone signing, then there is no “rule” about checking ahead.

You may get your warrant whenever and however you wish (after Grad School approves your warrant and the Kines Grad secretary has printed and filed it). Just inform the Grad Secretary of what you want to do.

Your minor(s) must be complete (or on-track for completion) in the semester that the warrant will be signed, because passing Prelims signals entry into dissertator status, when no further “didactic” study is permitted.

Warrant on-hand at Prelim Exam expedites signing, timely entry to Dissertator status

The “main goal” (procedurally) of handling a Prelims warrant is to be sure the warrant “in the room” at the oral exam. That makes it “easy” for your committee to put signatures on it as soon as you pass the exam. Even though your committee members might all be easy to “find later” for signatures, it is probably still easier if they can sign “right away.” Of course, that is your choice (and theirs). Getting signatures “quickly & conveniently” can be of *small* concern if the date of oral exam is *early* in a semester. Then you will have “the whole semester” to return your warrant to Grad School and go into dissertator status at the beginning of the next semester. Here is a link that explains the timing (& other matters) related to “dissertator” status, which is the result of passing Prelims.

<https://kb.wisc.edu/gradsch/page.php?id=30324>

The reverse implication is that “timing” can become a *big* concern if you take Prelims near the *end* of a semester (or shortly before the start of the semester in which you wish to attain dissertator status). That is when you may truly need to pre-plan for your committee to sign “on the spot” at your oral exam. All activities associated with completing prelims must be final before the first class day of the semester when the student wants dissertator status to begin. If the student completes all prelims activities before the first day of classes in the dissertator semester, but the student cannot turn in the warrant until after the semester begins, then the Grad School will normally allow the dissertator status, effective with that semester. See e.g. <https://kb.wisc.edu/gradsch/page.php?id=30324>

Prelims warrant to Grad School

After you pass the oral exam, your committee signs your warrant and you return it to Grad School. The grad secretary can return the warrant via inter-departmental mail. Consider protecting your interests by personally delivering the document that has high significance to your academic advancement.

Kines Grad Office copy of Prelims warrant, please

The Kines. Grad Office strongly hopes to receive from you a photocopy of the signed Prelims warrant. This goes into your Kines file to “document” a major academic milestone. This can be especially important in case of staffing changes or mishandling/ misrouting of paperwork. The Kines file copy, however, is optional.

Dissertator Status Attained After Prelims Passed = No More “Classroom Courses” & No “Breaks”

Successful submittal to Grad School of your signed prelims warrant gets you “dissertator” status at the start of the semester following submittal. Once in dissertator status, you must:

- *remain continuously enrolled* (fall & spring, summer “depends”) or face a penalty;
- *enroll for exactly three credits* each Fall and Spring semester – Summer enrollment optional *in most cases*, see <https://grad.wisc.edu/acadpolicy/?policy=preliminaryexaminations>;
- *take no “didactic” courses – only “research” or “seminar”* – in Kines., dissertators “normally” take 2 Cr K.990 “research” + 1 Cr “seminar,” either K.900 Dept. Seminar OR your “specialization” seminar, when offered.

Grad School has a “prelims” policy, <https://grad.wisc.edu/acadpolicy/?policy=preliminaryexaminations>, which further discusses the privileges and restrictions of dissertator status, including in some “embedded links.”

Grad School has a Dissertator-Status FAQ page, <https://kb.wisc.edu/gradsch/page.php?id=30324>

You may wish to glance through the Grad School’s policy and FAQ (see prior two links) to assure yourself that you are comfortable with them before you enter dissertator status. Also, feel free to ask a Kines grad program rep.

Summer Registration (Enrollment)

Enrollment in summer is “normally” not required, with certain exceptions. See e.g.

<https://grad.wisc.edu/acadpolicy/#enrollmentrequirements>. Doing Prelims likely would be viewed as “using university facilities, including faculty and staff time,” and thus would require enrollment (for a minimum of 2 credits). It can be surprising which student activities in the summer do NOT require enrollment. If you want to do academic activity in summer but would prefer not to register, and if the Grad School policy link does not specifically address that activity, then you may wish to seek personal input from the Grad School, or ask the grad secretary to seek clarifying input.

Must Have All Courses “Done” By Prelims Semester, also the Kines “GFR”

It is impermissible for dissertators to do “didactic” courses, so you must be sure that you will complete all your required courses, <https://kinesiology.education.wisc.edu/academics/grad-program/>, by the end of the semester in which you submit your prelims warrant. Dissertator status begins with the start of the semester following prelims-warrant submittal.

The “required courses” for any Kinesiology PhD include satisfaction of the General Field Requirement (GFR).

GENERAL FIELD REQUIREMENT FOR THE PH.D.

All doctoral students in the Department of Kinesiology must satisfy the General Field Requirement by completing at least two graduate level Kinesiology courses of at least 2 credits each (4-6 credits total) at UW-Madison and outside of the major specialization/ track/ area of concentration.

A student should notify the Department Graduate Office of which courses fulfill the GFR. The Grad Office then creates a form to keep in the Kines file. The advisor signs the form, which the student (or advisor) must return to the Kines Grad Office by the time the Prelims are completed. The student must have completed the GFR courses on the UW-Madison campus and must not have used them to fulfill an undergraduate deficiency or the requirements of the master's degree.

Learning Assessment Rubrics – two forms for prelims

Two assessment rubrics are required for Prelims. The written exam and oral exam have separate rubric forms. Read more on rubrics in Section 6 of this Handbook, “Degree Generally,” in the sub-heading “Assessment Rubrics Required for MS & PhD Students.”

Note! There are four variants of the assessment rubric form. Although all are similar in format, they differ slightly in content. All four forms are in the Forms Appendix of this Handbook. If you use a form from the Appendix, please select your form carefully, according to its intended use. The Kines grad secretary also can supply the appropriate form.

Assessment Rubric Required for Prelims

A learning assessment “rubric” requirement for prelims (and other grad-study events) began in February 2017. Kines. Grad Studies Committee chair Prof. Mason e-mailed about it as follows (for your reference, or your committee's, when using the Rubric form).

A prelims rubric form is in the Forms Appendix of this Handbook. Note that rubric forms differ slightly for proposals, defenses, and prelims, and prelims have separate rubric forms for the written exam and the oral exam. Be sure you select the correct form for the academic event you are doing. If you are unsure, consult a grad program rep.

Distribution of rubric forms can be either “print” or electronic or both. Early indications are that committee members seemed to prefer using a printed Rubric, but an electronic response certainly is possible. One faculty member raised the question of a possible “artificiality” in separate Written and Oral Rubrics for a “continuous process” of Prelims, but that is the prescribed format of Rubrics for now. (The Grad Studies Committee, which implemented Rubrics at Grad School request, likely would be open to faculty or student suggestions for Rubric process changes.)

Rubric return is to the student and to the Dept. Grad Ofc. Rubrics are to be returned to the student (to learn from) and by the student to the Kines grad secretary (to file for “statistical reports” the Dept. does annually on rubrics overall). Early indications were that some faculty members prefer to turn in Rubrics directly to the Kines. Grad Secretary, and this is permissible.

A February 2017 Explanatory E-mail on Rubrics is as follows.

Dear faculty and graduate students,

We were asked by the Graduate School to implement assessment rubrics for our graduate thesis/ dissertation proposals and defenses and preliminary exams. We developed and distributed rubrics forms We will begin using them immediately. It is our hope that these will become a valuable tool for both students and committee members. They will also be used by the graduate studies committee to complete a formal assessment of our program at the end of each year. All assessment rubrics for a given year will be collected and used by the graduate studies committee to write our report to the graduate school.

When students are ready to propose, defend or complete their preliminary exams, it is their responsibility to ensure that each of their committee members has a print or electronic version of the appropriate assessment rubric. These can be obtained from the graduate secretary prior to the event. We ask that committee members take no more than 1-week after the proposal/ defense/ prelim to complete the form and return it to the student and to the graduate secretary. It is important to note that the pass/ fail decision for the proposal/ defense/ prelim is not based on any single element from the rubrics. The pass/ fail decisions will continue to be made by the committee as a whole, based on closed-session discussions.

We look forward to receiving your feedback on the assessments as you begin to use them. Please don't hesitate to contact me with any questions.

*Andrea Mason, PhD
Professor and Chair of Graduate Studies*

Section 10, Proposing & Defending your PhD dissertation

As always, please be sure that you consult and inform your advisor.

While you do research, you generate work and paperwork that support your ultimate attainment of a PhD. That work is beyond the scope of this Handbook. If you make satisfactory progress, then at some point, you and your advisor will agree that you are on-track to generate a publishable-quality book-length report of your PhD work. This report will be your “dissertation.” Near that time, with advisor support, you must formally “propose” the planned dissertation to a committee of subject-matter experts. Your advisor chairs this proposal committee. If the proposal committee approves your proposed dissertation project, then you continue with your research plan until you actually have the dissertation (or are close to having it). You will need to defend the dissertation by making a presentation and answering questions from a defense committee, also composed of subject-matter experts. The defense committee generally has the same membership as the proposal committee had. You must give dissertation draft copies to the defense committee members. Then you “defend” the dissertation draft, i.e. you make a presentation and answer questions related to the dissertation at a time and place that the committee agrees to. If the majority of your committee members find that your defense is acceptable, then the members will sign a “warrant” document. By their signatures, they warrant to UW-Madison administrators that you qualify for a PhD. You return the warrant-document to the Graduate School on a schedule that it sets each semester. Grad School confers your PhD (puts it into UW-Madison records) with an effective-date based on the deadlines in its schedule. The following sections of this Handbook address this PhD award process, first with summaries/ checklists, followed by details/ discussion/ explanation.

Think about your defense “early,” i.e. as you plan your proposal due to committee overlap. Proposal and defense tend to have features in common. One significant feature-in-common is that the *proposal* committee members tend to remain and serve as the *defense* committee members. The Graduate School will carefully review committee membership at the defense stage. Grad School will not review proposal membership, but your choice of members for your proposal should address the likelihood of Grad School ultimately reviewing members at the defense stage.

Section 10. a., PhD Proposal Checklist (Highlights) – see PhD Proposal Detail/ Discussion, next section in this Handbook

- Assemble committee of faculty members for prelims committee – advisor is chair
 - *Agree on proposal date* – & place & clock-time when all can hear oral presentation/ Q&A – consult committee
- Reserve a room, usually takes “a couple hours” – “any place you want (& can get)”
 - *“Right-Size It” to your audience – presentation is “semi-public”*
 - Grad Secretary can help book room if you want.
- Must “announce” proposal 1+ week ahead = Grad Secretary “posters” in the Nat.
 - *Announcements need 4 things*
 - Working-Title of dissertation project – subject to later change(s)
 - Location (room)
 - Date/ Clock-Time
 - Committee members’ names/ credentials
 - *Supplemental announcements are fine* - student may put same or other posters elsewhere, as desired
 - *Personal notice is best “actual” notice* = the most effective notice to those you may most want to see there
- Student must provide copy of proposed dissertation to Committee 1+ week ahead
- Propose the Dissertation = “live” presentation + Q&A
- Committee signatures on internal (*Kines-only*) approval-form – return to Kines Grad Secretary for filing
 - *Grad Secretary will produce form* – or you may do-your-own form per Forms Appendix of this Handbook (“or similar”)
- Assessment “rubric” required
 - *Rubric form available from Kines grad secretary* - or consult your advisor; or see “Rubric-Proposal” in Forms Appendix of this Handbook.
 - *Detailed info available on using rubrics* - in section 6 of this Handbook, or following, PhD Proposal in Detail.

Section 10. b., PhD Proposal Detail/ Discussion/ Explanation

You must propose your dissertation project to a committee.

RESEARCH PROPOSALS FOR PH.D. STUDENTS

An oral and a written proposal are required for a dissertation. The student must enroll in 742-990 (Research or Thesis) during the semester of the proposal. The major professor provides information on the proposal time, date, location, and subject matter (working-title of dissertation) to the Graduate Secretary, who announces the proposal to faculty and graduate students at least one week before the proposal. The purpose of the proposal is to get input and approval from the dissertation committee for making a final decision about the research approach taken for the dissertation project. The student will provide the members of the committee with a copy of the written proposal at least seven days prior to the oral proposal. The format of the oral presentation and written proposal will be as determined by the major professor/advisor with the approval of the other members of the committee.

Committee membership. You are not required to use your Preliminary Exam committee for your PhD proposal, but most students (or their advisors) do choose to start with the Prelims committee and expand it when developing the Proposal committee. You are not required to have five committee members for your proposal, but most students do have five, i.e. the same five to whom they expect to defend the completed dissertation. The Graduate School will *not* review your proposal committee. There is no “proposal warrant” or other Grad School paperwork for a proposal. The Kines Dept. will *not* even communicate your *proposal* committee to the Grad School. The Grad School *will* check your committee members in reviewing a required defense warrant. For your defense, your committee will be required to meet Grad School policy, see <https://grad.wisc.edu/acadpolicy/?policy=committees>. When you defend, your defense committee will *require* at least five members. Your grad faculty advisor always chairs all your committees.

Choosing five committee members for your proposal is consistent with the purpose of the proposal, i.e. “to get input and approval... about the research approach.” You probably increase the likelihood of acceptance for your final dissertation work if you consult all of its likely evaluators, and if you inform them of what you plan to do, and if you seek their suggestions about how you can best do it.

Committees tend to be stable over the time a student needs to complete research and write a dissertation, but sometimes you may confront a retirement, job change, death, or other inability for a committee member to continue serving. You may change your committee members up to the point of requesting your defense warrant from the Graduate School. (You can even change your committee after requesting the defense warrant, if needed, although we would then need to re-submit the warrant-request.) Your selection of Proposal Committee membership is important, because normally the proposal committee members also hear the defense and must then be policy compliant.

THE KINESIOLOGY DISSERTATION DEFENSE COMMITTEE HAS FIVE MEMBERS, at least one of whom must be from outside the Department of Kinesiology. The Chairperson must be from the Department of Kinesiology. All committee members must be tenure-track faculty (full, associate, or assistant) holding professorial rank in any department with graduate program authority. **[NOTE:** The Kines. Graduate Studies Committee, in May 2017, voted to accept the following committee structure: *Four committee members must be tenure-track faculty (full, associate, or assistant) holding professorial rank in any department with graduate program authority. The fifth committee member is not required to be tenure-track faculty, but must have completed doctoral training or the equivalent.* The GSC expects this structure to gain approval by all Department faculty in September 2017. Consult a grad program representative for details after that time.]

PhD Proposal Requires Preview Copies to Committee.

FORMAT AND PREVIEW DISTRIBUTION OF THE DISSERTATION. The major professor/ advisor determines, with the approval of the other members of the dissertation committee, the format of the examination. The student must give a written copy of the dissertation to proposal committee members at least seven days prior to the proposal’s scheduled oral defense. The major professor provides information on the defense time, date, location, and subject matter to the Graduate Secretary who will distribute an announcement to faculty and graduate students at least one week prior to the defense.

Your “procedural” steps in a PhD Proposal are:

Select a space for your proposal, and book a time. The “most usual” room in the Kines. Dept. for a proposal is Rm. 2007 Natatorium. It seems to be of appropriate size for the group likely to attend a proposal’s “public” portion. You aren’t required to use that room, and you may choose any space that works for you and your committee. If your grad work occurs mainly in a space other than the Natatorium, it is probably practical to convene your committee in the space most familiar to you/ them. This may include any space available in the MSC or WIMR.

You may book Rm. 2007 (or any other Nat room) via the grad secretary, who will need your specific time-request(s) for entry into an online reservation system. Reservations via the Grad Secretary are tentative until approved by the reservation system manager. If you prefer, you can do your booking “directly” and “interactively” with the reservation system manager, the Kines undergrad assistant, ugkines@education.wisc.edu, phone 262-1690, room 1001 Natatorium.

If you do not book your room through the grad secretary, i.e. if you use the undergrad assistant, then please be sure to inform the grad secretary of what you decide (for purposes of your posters). In booking for MSC, for WIMR, or for any room anywhere other than the Natatorium – you are on your own there – you will need to determine and follow established procedures of those other facilities.

Tell grad secretary proposed title & committee members, at least 1 week ahead.

Grad Secretary must announce the proposal. A proposal is an academic event of wider interest. This is because the student will be describing innovative research that may contribute new knowledge to the field. Thus, a proposal is “announced” and it is (partly) open to “the public.” Generally, that “public” is mostly “insiders”, and when your committee offers its critiques/ edits/ evaluations of your work, it will likely excuse/ exclude any “audience”.

Proposal announcements, in practice, are “poster” copies (plain black print, 8-1/2 x 11 paper) placed on bulletin boards in the Nat. Traditionally, one copy goes on the Grad bulletin board opposite Rm. 1013, one by the Dept. mailboxes near Rm. 1043, one near Rm. 2007, and a couple others on various boards in “the back halls”. Posters in the “Nat” are NOT likely to give “actual notice” to your collaborators or mentors, so feel free to put up your own posters, if you wish, in your Lab or work space. Probably the “true, best way” to assure a supportive audience, if you want one, is personally to notify your friends, fellow students, or collaborators.

Announcements require Who, What, When, Where. The grad secretary will create your announcement/ posters using your input. This requires:

Who = your committee members*.

What = the working-title of your dissertation project.

When = date and clock-time for the proposal.

Where = Building name and room number.

* For a committee member from outside Kinesiology, please provide a departmental or institutional “affiliation.” This helps the grad secretary “look up credentials,” primarily involving degree(s), e.g. MD, PhD, DrPH, and status, i.e. graduate faculty.

Announce it yourself to those whose presence you value. While required, the announcements/ posters described in the prior section are probably not effective in reaching persons whose support you may find beneficial at the “public portion” of your proposal. Feel free to “advertise” on your own, as you wish. Probably the “true, best way” to encourage a supportive audience (if you want one for the “public” portion of the proposal) is personally to notify your family, friends, fellow students, or collaborators.

Do Your Proposal, Pass, Get Signatures “in the room” from all committee members on the proposal-approval form. Normally, the grad secretary will prepare a proposal approval form using committee member names that the student provides. Often, the grad secretary holds the blank proposal approval form in the student’s file in the Nat, and the student picks it up for use on the proposal date. If you will propose somewhere other than “the Nat” (e.g. in MSC, in the WIMR), then it probably is NOT convenient for you to leave your approval form with the grad secretary. Students may certainly keep the approval form in their own files. The “pending” form can “live” anywhere the student finds most useful. The student may ask the grad secretary to transmit the form by normal business methods.

Have the approval-form with you at the proposal. Regardless of who “holds” the approval form, or where, the goal should be for the student to have the approval form available for signing immediately after completion of the proposal. This will “make it easy” for the committee members to sign as soon as they approve the proposal. This saves “run-around” later to find the committee members and gather signatures. This is just a suggestion.

A sample proposal-approval form is in Forms Appendix of this Handbook. If the grad secretary is unavailable to create the form, or if students simply prefer to make their own form, students are free to use the sample, or any reasonable facsimile, to create an actual approval form.

Return the signed proposal approval form to the grad secretary for your Kines. Dept. file. Upon signing by all proposal committee members, the proposal approval form goes into Kines Dept. archives. It is a Departmental form, and the Graduate School never sees it. If you choose to “deliver” the completed (signed) approval form, and should the grad secretary be unavailable in-person, then you may leave the signed form in the grad secretary mail slot in “the Nat copy room”, Rm. 2023 Nat. There is a supply of empty “inter-D” (inter-department) envelopes inside the credenza under the mail slots. Consider using one of the envelopes to protect

your approval form and your privacy. If you write “Grad Office, Rm. 1013 Nat” on the outside of the envelope, that will help ensure that it reaches its destination. Envelope use is at your discretion; it seems unlikely that others would take much interest in what is in the mail slot, but there is a lot a “traffic” through the copy room.

Learning Assessment Rubric Required

An assessment rubric is required for the PhD Proposal. If you are not familiar with rubrics, you can read more about them in Section 6 of this Handbook, “Degrees Generally,” under the sub-heading of “Assessment Rubrics Required for Research-MS & PhD Students.”

Note! There are four variants of the assessment rubric form. Although all are similar in format, they differ slightly in content. All four forms are in the Forms Appendix of this Handbook. If you use a form from the Appendix, please select your form carefully, according to its intended use. The Kines grad secretary also can supply the appropriate form.

Section 10, continued, Final Dissertation Development

After receiving committee approval of your proposed dissertation project, you will continue to research and write the dissertation. Eventually you will be near to completing your dissertation to your advisor’s satisfaction, and then you can plan to re-convene your dissertation committee for a final review, typically called a “defense.” Sometimes you will see reference to a “final oral exam committee,” which means the “defense committee.”

It is possible, although rare, for a defense to follow closely (a few weeks or months) after the proposal. This can depend on, e.g. the student’s experimental design, progress, or work habits and choice of administrative/ planning approach.

When you feel, and your advisor agrees, that you are ready to defend your dissertation, then you will need to “set it up.” The set-up steps for the defense are similar to those you did for the PhD proposal (described, above). As with the proposal, you (or your advisor) must notify the grad secretary when you are ready to propose. In the case of the PhD defense, unlike the proposal, the Graduate School will exercise committee review, will issue “blank” paperwork – a “warrant” – and will receive back the completely signed warrant as evidence that Grad School may grant your PhD. The grad secretary is the job-position in Kinesiology with authorization to request your PhD warrant via an online Grad School process. Grad School asks for at least 3 weeks to “vet” your warrant’s committee members = review & approve them – or reject them, as Grad School has done on rare occasions. We normally receive the approved “blank” warrant (or questions about disapproval) in fewer than 3 weeks, but if you are able to give *more* than 3-week notice for the warrant request to Grad School, that is the “safe” way to preserve your options and prevent disappointment.

You will also need to arrange a room to defend in, and policy requires an announcement of the defense (so others can attend it). After committee approval of the defense and signing of the warrant, you provide documentation to the Grad School, which begins a process for your PhD degree conferral. Then you are a doctor.

Section 10. c., Dissertation Defense Checklist (Highlights) – compare “PhD Defense Detail,” next section in this Handbook

- Assure defense committee of five+ - mostly faculty members – normally same as *Proposal* Committee - advisor is chair
 - Agree on defense timing – consult committee – date & clock-time when all can attend (possibly “remotely”)
- “Warrant” needed for defense = Paperwork from Grad School
 - Request warrant via Kines grad secretary at least three (3) weeks ahead (per Grad School procedures).
 - Online warrant-request needs 4 info-items:
 - committee member names, minimum 3
 - planned defense-date
 - thesis title (tentative)
 - Minor(s) – *if any* – none required – but if none, state none
 - Kines Grad Secretary will notify you when Grad School approves warrant.
- Reserve a room - do via “staff” (e.g. grad secretary if within the Nat; via “others” if elsewhere)
 - Requires date & “clock-time”/ duration.
 - “Right-Size It” to your audience – presentation is semi-public
 - “Book Early” – “shared resource” rooms are 1st-come-1st-serve

- Must “announce” defense at least 1 week pre-event – so those with personal or academic interest may attend
 - Announcements need *4 things*:
 - Title of dissertation – can change later (until warrant goes back to Grad School)
 - Location (room)
 - Date/ Clock-Time
 - Committee members’ names/ credentials
 - Traditional announcement = 8.5x11” posters by grad secretary in the Nat – announce on your own as desired
- Must provide Dissertation copy to Committee 1+ week ahead - digital or print - as committee member prefers
- Assessment “rubric” required – on prescribed form
 - Student transmits to/ collects from committee - when & how the individual committee member wishes
 - Grad secretary can provide form - or use sample in Handbook Forms Appendix
- Defend in time to meet Grad School “Degree Deadline”
 - Deadline usually near end of Exam Period - <https://grad.wisc.edu/currentstudents/degreedeadlines/>
 - “Grace-Period” after degree-deadline - called a “window”
 - Adds few days or weeks to time to “finish” = “do everything” without more enrollment (tuition)
 - *NOTE!* “Window” *postpones* your degree *conferral* date by a *full semester*.
 - “Build in” time after your defense for [almost inevitable] “edits”
- Obtain committee signatures on warrant
 - Kines grad office hopes for file-copy of signed PhD warrant - to mark your achievement in Dept. records
- “Deposit” Dissertation - an absolutely final “publishable” version for “ProQuest/UMI Dissertation Publishing”
 - Use the Grad School’s multi-part link, <https://grad.wisc.edu/currentstudents/doctorguide/>
 - Electronic/ online-Deposit is norm, “print” is a “special-case”
 - Warrant turn-in also electronic, if you choose –you will need a “scan,” or a smartphone “picture” works if PDF
 - Online fee payment & receipting – “save your receipt(s)”
 - All PhD’s, regardless of specialization, are a PhD in Kinesiology
 - Do related tasks per Grad School, e.g. exit survey - <https://grad.wisc.edu/currentstudents/doctorguide/>
- Required: Kines. Dept. Dissertation-Copy Deposits “on paper” (two) - but they won’t “squench” your degree
 - 1=Advisor copy
 - 2=Dept. Library copy (to the grad secretary)
- Commencement (graduation ceremony = optional) – for details see “Commencement” in section 6 of this Handbook.
 - You may participate (or not) in “cap-&-gown” ceremonies.
 - Held in May or December only – none after summer semester
 - Participate before or after degree-conferral, if more convenient
 - Plan “several months” pre-event to sign up/ fully participate, <https://commencement.wisc.edu/>

Section 10. d., PhD Defense Detail Explanation = Process to defend PhD (& get it conferred)

Grad School offers full-service web site, <https://grad.wisc.edu/currentstudents/doctoralguide/>

Defense Scheduling; Committee Availability; Room Reservation

When your dissertation nears completion, you can plan for its defense. Consult your advisor on when this specific planning should begin. It is probably early in the semester that you hope to defend. It might even be in the semester prior to your “defense semester.” This probably means that you begin to plan for the defense about three to six months before the date that you want to meet with your defense committee. You &/or your advisor must schedule the defense at a time when your entire committee is available. Availability may include “remote” attendance via teleconferencing or online video-chat, e.g. Skype. Ordinarily the PhD Defense committee has the same members as the PhD Proposal committee had, but sometimes membership must change due to a member’s death or some lesser non-availability.

Scheduling a defense committee will probably involve steps very similar to those you took to schedule your proposal. The “most usual” place for a Kines PhD defense is room 2007 Nat. You can reserve Rm. 2007 (or any room in the Natatorium) the same as you may have done for your proposal, i.e. by contacting the grad secretary or by contacting the online reservation system’s manager, the Kines undergrad assistant (phone 262-0259, Rm. 1001 Nat). Almost any UW room, including Rm. 2007 Nat, is a “shared resource,” so any authorized requesters can reserve it “subject to availability” (& maybe somewhat subject to “rank of requestor” &/or “importance of event”). If you have a strong preference for a specific “place,” then you maximize your chances of getting that place by booking as early as you can reasonably “plan.” You are free to choose any room for your defense, including in the MSC/ UWHC/ WIMR, *subject to availability*. You should set your final defense date to be consistent with the degree deadlines and other procedures and links below in this Handbook.

Request a PhD Warrant 3+ Weeks Ahead

The PhD defense has a timing-related aspect, primarily for the grad secretary (working with you). The grad secretary must request your “warrant” from the Grad School. A warrant is paperwork that a UW department uses to communicate to the Grad School that a student has met all requirements for a specific academic designation, in this case, eligibility for the PhD. The grad secretary can request your warrant *when you are able to state* your final Committee and your intended defense semester.

When Grad School approves the request, it sends a link to the Grad Secretary, who then prints the warrant for later use.

When a student “housed” in the “Nat” gets a warrant, the Grad Secretary usually keeps the warrant on-file until the day of the exam. The presumption is that the student conveniently can and will prefer to pick up the warrant from the Kines Grad Office. If students work mainly in the MSC, the WIMR, or anywhere outside the “Nat,” then those students will likely prefer to keep their warrants in their personal files, because it probably is *not* convenient for them to pick up the warrant from the Grad Secretary on the day of the exam (physical distance between “Nat” & the other location). You can arrange to hold the warrant yourself, if you wish, or make any other reasonable arrangements.

Grad School says that it likes a warrant to request to arrive *at least 3 weeks prior* to the date of intended use, i.e. 3 weeks before the defense date. Grad School uses the 3-week period to check and approve the credentials of your Committee members. The actual turn-around times have – *in general* – gone down drastically with the start, a few years ago, of *online* warrant requests. At times of peak workload at Grad School, however, e.g. at the end of a semester, it can in fact take several weeks to get a warrant approved. “Play it safe” and stick with “3-week notice” (or more) all-year-round.

Only the committee members' names must be final on the defense warrant request, since the committee credentials are what Grad School will be checking and “approving”. You do *not* need a firm, final defense-date to request a warrant. An approximate defense-date is fine on the request. The thesis title may also be tentative for the warrant-request.

To avoid delays/ disappointment, consider acting in reasonable anticipation of what you want to happen. You may *estimate* your actual defense date on the warrant-request. Then you can “lock in” your committee to a specific day after the warrant has been requested. You may (must) fill in the actual date(s) on the warrant after its receipt from Grad School.

Requesting a defense warrant does *not* obligate you to defend. You can even decide to move the defense to a different semester, if necessary - no penalty - if you decide you cannot or will not defend as planned when we requested the warrant. If, however, you do decide to postpone your defense after requesting the warrant, then please inform the grad secretary, who can stay current (and notify Grad School as a record-keeping courtesy in anticipation of re-requesting a future warrant when you are ready).

Your defense-date ordinarily should be set to occur well before the "Degree Deadline" for the semester involved. For explanation of Deadlines, see the "degree deadline" section, following in this Handbook.

Announcements a Week Ahead

Another timing-related task is for the student, normally via the grad secretary, is to post announcements of the PhD defense at least a week before it happens. In the Kinesiology Dept., this task must occur.

DISSERTATION DEFENSE

The format of the dissertation is as determined by the major professor/advisor, with the approval of the other members of the dissertation committee. A written copy of the dissertation reach dissertation committee members for review at least seven days prior to the scheduled oral defense. The major professor (or the student) shall provide information regarding the defense time, date, location, and subject matter to the Graduate Secretary who will distribute an announcement to faculty and graduate students at least one week prior to the defense.

If you do *not* go through the grad secretary to book a room, then please notify the grad office of your final date, time & place once you have set them. The defense, like the proposal, is deemed to be an academic event of wider interest because it makes a contribution of new research in your field. As with your proposal, if you want to have a supportive audience of collaborators, fellow students, or friends for the public portion of the defense, then the most effective way to get them there is personally to inform them.

When you request your defense-warrant, if you already know the exact date, clock-time and room of your defense, then please tell the grad secretary. Otherwise, the grad secretary will ask you to update that information when "announcements" are ready. Your warrant request will definitely need to list your committee and (at least a tentative) dissertation title, because Grad School will "vet" your committee members, and the Grad School warrant request form has a blank for the dissertation title (although you may update that subsequent to the warrant request).

Grad School Committee Review

You will need a warrant from Grad School to document your PhD defense. For procedures, see above in this Handbook under section called "Request a PhD Warrant 3+ Weeks Ahead."

The Grad School will review your defense warrant request to be sure its listed committee members comply with Grad School policy, see <https://grad.wisc.edu/acadpolicy/?policy=committees> The grad secretary would inform you if Grad School raised objections to your committee. Objections should be minimal-to-none if you adhere to Kinesiology committee requirements.

KINESIOLOGY PhD COMMITTEES HAVE FIVE TENURE-TRACK FACULTY. At least one committee member must be from outside the Department of Kinesiology. The Chairperson must be from the Department of Kinesiology. All committee members must be full, associate, or assistant professors in any department with graduate program authority. **[NOTE:** The Kines. Graduate Studies Committee, in May 2017, voted to accept the following committee structure: *Four committee members must be tenure-track faculty (full, associate, or assistant) holding professorial rank in any department with graduate program authority. The fifth committee member is not required to be tenure-track faculty but must have completed doctoral training or the equivalent.* The GSC expects the new structure to gain approval by all Department faculty in approximately September 2017. Consult a Kines grad program representative for details after that time.]

Degree Deadline

The Graduate School sets Degree Deadlines each Fall, Spring, and Summer semester. The deadline reflects the date by which a student must complete all activities associated with an academic event, e.g. PhD defense, so that the event will "go on record" effective with the associated semester.

You can find future degree deadlines here, <https://grad.wisc.edu/currentstudents/degreedeadlines/>. Depending on how far in the future you want to search/ plan, you may need to "extrapolate" (if a specific deadline has not yet been uploaded). You can extrapolate by knowing that past degree deadline fell around the end of final exams for the associated semester. For Spring '17 the degree deadline was May 12, 2017. (This is just "for example.")

If you complete all requirements for the PhD degree, including dissertation deposit, by the deadline, then UW will confer your degree effective with that semester. Conferral dates ("official graduation dates") vary with semester but usually follow within a week (or so)

of “commencement.” A Registrar web site lists future conferral dates, see https://registrar.wisc.edu/graduation_commencement.htm. This Handbook section is *not* trying to identify any *specific* conferral date. The point is that a missed degree deadline risks delay of your conferral date and can necessitate further registration (enrollment), which can add tuition expense.

The Grad School allows a "window" (“grace period,” time extension) beyond the degree deadline so students may complete required degree steps. If you complete required PhD steps in a "window" (exact dates in "deadlines" link, above), then your degree will be conferred in the *following* semester *but* you will *not* need to register in that following semester. The "window" thus extends your effective "production run." The extended time can be almost a month; it depends on the semester. Warning: In the "fall" semester's window, i.e. following the "summer" semester, the "extension" gained from the "window" is only a few days. *Please NOTE that using any "window" always delays your official "conferral" date, usually by several months* (one semester's duration). If your conferral date (date of record for your degree) is of no particular concern to you, and if you think you might use a "window" to complete your degree process, then please study and understand the Grad School web page, <https://grad.wisc.edu/currentstudents/degreedeadlines/>, or else consult a grad program representative. If you were to complete all requirements after a “window” expired, then you would become obligated, under the continuous-registration requirement for dissertators, to register for the usual dissertator-minimum three credits in the semester in which you actually completed all degree requirements. Your required enrollment would include tuition, so if you had no “third party” to cover tuition for those credits, i.e. unless you retained some basis for "remission" or "deferral" of tuition, then you would *need to pay tuition yourself*. It would likely be a “hard sell” to qualify for tuition-remission in a semester *after* you did your PhD defense, although you are free to consult your advisor &/or the Kines Business Office. The Dept. did confront this situation in 2017, and the Graduate School did *not* – said it could not – make an exception for the enrollment/ registration requirement, even for “just a week” in the semester following a “window.”

If you do have reasons for wanting to “prove” attainment of the PhD, and if you must use a “window,” UW does provide procedures for documenting a completed but not-yet-awarded degree, see e.g. https://registrar.wisc.edu/degree_completion_letters.htm. This could impact you if, e.g., you have a job lined up that requires a formally conferred doctorate, e.g. a “post-doc.”

Warrant Delivery (From Grad School) & Committee Signing

When the Grad School reviews our warrant request and approves your committee, they will e-mail the Kines grad secretary with a Link to your warrant-form, which the grad secretary can print.

Until a few years ago, Grad School sent a "final packet" of 15 or 20 pages, including a description of ancillary steps such as copyrighting the dissertation, and completing a "survey of earned doctorates". The “paper packet” is “gone” now, but many of the “activities” remain. In conjunction with "electronic deposit" of the UW-copy of the dissertation, Grad School has moved away from a “paper packet” of instructions. Now the instructions are electronic, too, but they have likely retained the complexity of their former “20 pages of paper.” A Kines grad program representative can try to help you interpret the instructions, but you are welcome to seek input from the Graduate School directly, because Grad School staff will be the representatives who apply (enforce) their requirements. Their contact information is in the following link.

Grad School online instructions for PhD completion are here, <https://grad.wisc.edu/currentstudents/doctorguide/>.

This online PhD “Doctoral Guide” link, above, describes how you make Electronic dissertation deposit. Electronic dissertation deposit is theoretically "optional," with paper-deposit remaining available, but a student has to "work hard" to deposit on paper with Grad School nowadays. This finds its basis in the reality, as Grad School staff report, that an overwhelming majority of students voluntarily chose electronic deposit over paper as soon as electronic deposit became available. Grad School attributes this to e-Deposit being easier, quicker, and “feeling more natural” in the internet era.

Grad School has recently moved to electronic return of completed warrants, see “step 1” under “When you are ready to defend and deposit...” at the doctoral-guide link, <https://grad.wisc.edu/currentstudents/doctorguide/>.

Assuming that you do not need to or want to make changes to your PhD warrant after its request-&-approval, then normally the Kines grad secretary will hold the printed (paper) warrant in the student's Kines file. If you would be more comfortable holding the original warrant yourself, of course feel free to tell the grad secretary. You may make other arrangements, too, e.g. have your advisor hold the warrant, subject to mutual agreement. The main goal of warrant processing on our end is to let you have something to place in front of your committee members, right in your defense room, so they can sign immediately upon your successful defense. That helps ensure that you can move ahead on the substantial remaining required activities without having to "track down" the committee members again for their signatures. This can be especially important if you end up defending near a deadline &/or if your committee members have busy work-&-travel schedules, sabbaticals, visiting professorships, etc.

Learning Assessment Rubric Required

An assessment rubric is required for the PhD Proposal. If you are not familiar with rubrics, you can read more about them in Section 6 of this Handbook, "Degree Generally," under the sub-heading of "Assessment Rubrics Required for MS and PhD Students."

Note! There are four variants of the assessment rubric form. Although all are similar in format, they differ slightly in content. All four forms are in the Forms Appendix of this Handbook. If you use a form from the Appendix, please select your form carefully, according to its intended use. The Kines grad secretary also can supply the appropriate form.

Return of Warrant to Grad School; and Deposit of Dissertation

To get the PhD degree, you will be required to "deposit" your dissertation and deliver the signed warrant to UW Grad School's Office of Academic Services in Room 217 Bascom Hall. The "deposit" was once a physical action, but now it is "e-Deposit." The exact procedures for doing this are in the "doctoral guide" link, <https://grad.wisc.edu/currentstudents/doctoralguide/>.

By their signatures, your committee will "warrant" to the Grad School that you qualify for the PhD. You must return the warrant to Grad School (plus deposit the dissertation & related materials), and then Grad School will organize with the Registrar & other UW administrative offices so that your degree can be officially recorded by UW and "conferred" on you. This warrant "return" was once "walk to Grad School & hand it in," but now that "action" has also become electronic. You may scan your warrant for Grad School. Reliable sources say that a smartphone picture also adequately documents the warrant for Grad School. This author is unfamiliar with that technology. Consult Grad School if you need "tech tips."

The warrant, however, remains "physical" (paper). You or the grad secretary will need to fill it in with your actual dissertation defense date. The grad secretary historically chose to leave that until the day of the defense (in case there was a last minute change, e.g. illness). The exact date-of-defense is *not* vital, *as long as* it is before the "degree deadline" for the semester involved. Using the "actual" date is just as easy as "a close date," so for record integrity, the grad secretary strives to use an actual date.

Continuity within the Kines grad office benefits from a file record of important academic events. That is why the Kines grad office requests that students please PROVIDE A PHOTOCOPY of the SIGNED WARRANT for your permanent Department file, or bring the original warrant to the Kines grad office and it will make the copy. This is *not* an official policy, but it is an administrative help in documenting (or "proving" in extreme cases) what has actually happened with the grad careers of students in the Department. If you are "e-Returning" your warrant and wish to "e-Copy" (e-mail) it to the grad office, that is fine. If you scan the warrant for return to Grad School, and if you have no interest in retaining the original warrant, e.g. as a souvenir, then feel free to give the original to the Kines grad secretary instead of a photocopy. The original warrant certainly serves the Kines grad office's administrative interest.

Edits

You can defend (or edit) your dissertation – theoretically – up until the "degree deadline" (or until the close of a "window," if you use one). Waiting until the deadline can cause problems, e.g. in getting an appointment for the Grad School's optional final dissertation review. More significantly, the Grad School holds strictly to deadlines, so you could risk your degree timing if you wait until near the deadline. One risk might be that your committee demands edits, possibly so many that you do not have time to do them, get them approved, and submit them by the deadline. Consult your adviser on the "chances" of a committee wanting edits at a defense.

Commencement (Graduation Ceremony) if you wish. For details, see "Commencement" in section 6 of this Handbook.

Dept. Dissertation Copies.

Please NOTE that, despite the Grad School's transition to electronic dissertation deposit, the Kines Dept. still requires "print" dissertation copies. Some "version" of electronic deposit within the Department level was an agenda item at a Grad Studies Committee meeting in 2014, but the committee "tabled" action and has not taken it up again since then. There is nothing specific at the time of this Handbook (August 2017) to suggest a departure from the Department's long-standing "paper" tradition for dissertation copies.

Possible Dissertation Binding providers

Two local sources for dissertation binding are Bob's Copy Shop, <http://www.bobscopysshop1.com/>, or Grimm's Book Bindery, <http://www.grimmbindery.com/home.html>. As of 2017, the "base" cost at Grimm's was \$52 per dissertation bound *if* you supply "clean copy" of your own printed pages for each dissertation that you ask the provider to bind. Grimm will work from a PDF but it adds costs for printing. Binding production time at Grimm is one week. *Consult the provider that you choose for details or updates.* This paragraph is not an endorsement of either "local provider." There are certainly others (in Madison, in-state, online; check with your fellow students), and you are free to choose any bindery source you wish. The recent "norm" for binding in Kines has been book-bound hard cover, and you can see examples in the Department Library, Room 2007 Nat. Some students choose to use less expensive binding options, and some of those examples are in the Library, too. If you wish to consider them, please seek your advisor's consent.

Kines. Department dissertation "deposit" requirements memo

Please see the Forms Appendix for a memo on Dissertation deposit. The same memo follows immediately.



Date: August 31, 2017

TO: Any Dissertator

FROM: Kines. Grad Office, Rm. 1013 Natatorium, Ph.: 608-262-8730, e-mail: kinesgrad@education.wisc.edu

RE: Bound copies of your PhD dissertation

After you state that you are ready, the Kines. Graduate Office can ask Graduate School for your PhD “warrant” (Final Oral Committee Approval Form). Grad School sets deadlines for completion of your PhD degree. Missed deadlines can delay the date that UW puts on-record for your degree. Other PhD completion instructions also pertain.

The Grad School information is now online (“paperless”). See <http://grad.wisc.edu/currentstudents/degree/>, a link that consolidates degree information and tries to simplify the process for the student.

Grad School prefers *electronic* dissertation deposit. While “e-Deposit” is theoretically *optional*, the link just given emphasizes “online” over “paper,” so this memo presumes you will deposit electronically at Grad School. With questions about Grad School procedures for depositing, the see points-of-contact in the Grad School link. Consider consulting them; they are “insiders” (experts in their own procedures). Feel free, however, also to contact the Kines grad office.

Grad School still uses a paper PhD “warrant”. When you **pass** your final committee oral exam (defense), you must have your Dissertation Committee members **sign** your paper PhD Warrant. You do have an electronic *deposit* option but, as of this writing, the interim step of *actual signatures* remains a “paper process.”

Voluntary but helpful in long-term record-keeping: Please give the Kinesiology Grad Office a **photocopy** of the signed Warrant for your Department file *if* you return the original warrant to the Graduate School. If you scan the original for e-Submittal and no longer need it, the “original” signed warrant is fine for the Kines. files.

Past Kinesiology tradition required PhD students to make three print copies of their final dissertation. Assuming, though, that you “e-deposit” at Grad School, then the required “print” copies drop to **two**. Distribution follows.

A) In the past, if you elected to deposit a **print** dissertation, then an original, unbound copy went to the Grad School for processing, with that copy eventually placed in the permanent collection of the UW Library. Consult Grad School if you really want to deposit a print copy. **Always** be sure to deposit by or before your targeted degree deadline (or “window” period, whichever applies) as detailed in the link (look under “degree deadlines”).

B) Regardless of the dissertation format you use with Grad School, the **Kinesiology** Department’s Grad Program Policy & Procedure Manual (section 2) still **requires** bound, printed dissertation copies as follows:

- 1) A bound copy for the Major **Adviser**, deliver it to the adviser or to the Kines. Grad Office (unless the adviser instructs otherwise or expressly waives the adviser-copy);
- 2) A bound copy for the Kinesiology **Department library** (currently Room 2007 Nat), deliver it to the Kines. Grad Office.

The student is responsible for the costs of binding the Adviser-copy and Department-copy. We impose no deadline for delivery of bound copies to Kinesiology, but we respectfully encourage reasonable promptness.

If you desire information on binding services, or if you have any questions, please feel free to contact the Grad Office. Thank you.

Copy to: Professor P. Dantry, Adviser

PhD Degree Final Checklist. (One. Last. Time.)

- ☑ At least three weeks before the scheduled date of the final committee examination (defense), students must provide relevant data to the Kines Grad Program office so it can request the PhD Final Oral Committee Approval Form (warrant) from Grad School. Relevant data includes the working title of the dissertation, committee member names and affiliation/ rank, and expected defense date.
- ☑ Students must submit the final-draft copy of their dissertation to the examination committee at least one week before the exam.
- ☑ A PhD defense requires announcement. At least one week, but preferably several weeks, before the scheduled date for the defense, candidates must notify the Kines grad program office of the time, and place of the dissertation defense. The Kines grad secretary will create and post announcements of the defense. The dissertator is free to personally announce the defense by other means.
- ☑ Pick up your warrant from the Kines Grad Program office when it e-mails you that it is available.
- ☑ After the final exam (defense), return a Copy of completed, signed warrant to the Kines Grad Program office for your student file in the Dept.
- ☑ Adhere to information on Deadlines, Defending, and Depositing at <http://grad.wisc.edu/currentstudents/degree/>.
- ☑ Please refer to Check-Out Procedure, below.

**IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY
THAT ALL GRADUATION REQUIREMENTS HAVE BEEN MET.
We will help you in any way(s) we can, but
for that to happen YOU MUST TIMELY COMMUNICATE, and
YOU MUST BE SELF-AWARE of requirements at various stages of your grad career
so you can ask for the right help at the right time.**

Section 11, Degree Completion

Commencement

Graduate students may choose to participate in the UW's graduation ("commencement") ceremony. It is optional. A fully valid degree can issue without any participation in Commencement. Consider thinking of your degree-completion and participation-in-the-commencement-ceremony as two distinct events. In fact, since Commencement is only ceremonial, students may participate in it whenever they wish, based on e.g. personal or family convenience. The University does not prohibit Commencement participation by students for whom it has no pending request for a degree. Your grad faculty advisor or the Kines grad secretary might be confused by your Commencement interest if you do not have an imminent (or recent) degree, but you can explain away their confusion or ignore it.

For those who wish to participate, Commencement ceremonies are held in December and May only. Summer grads may participate in the Fall or Spring ceremony, because there is no ceremony offered during the summer.

Each Fall and Spring semester, the Kines grad secretary will distribute specific information, normally **at least 8 weeks before the ceremony**. In lieu of that, you may consult the Commencement website, <http://www.commencement.wisc.edu/>, or compare <http://grad.wisc.edu/currentstudents/degree/>.

You can wait to decide to participate in the ceremony right up until the day UW holds it, but **if you did not make timely notice**, then your name would not be in the printed commencement program. Also, proper attire ("regalia"/ cap-&-gown) will be required (nominally enforced by "marshals" at the ceremony, although many students find ways to individualize their attire with decorations, sashes, scarves, signs, sorority symbols, etc.). The basic traditional "cap and gown" (as well as designated honors or other insignias) can be ordered through various outlets (online and "bricks-&-mortar"), and **attire rental providers** recommended by UW **will impose deadlines substantially in advance** of the ceremony date. If you have some private source of a cap-&-gown, then you might be able to "sneak" in at the last minute, but... think about it... If you're honoring a tradition, then why not honor the traditional process?

Traditionally, PhD students have a Commencement "escort," normally their faculty advisor. PhD students should discuss their commencement plans with their advisor several months in advance to help assure escort availability on the needed date. If the advisor

is unavailable, or if the student has strong reasons for wishing to use an alternate (or additional) escort, then other persons may serve as an escort. If in doubt, describe your circumstances to the Kines. Grad Office, and any necessary inquiries will be made.

For additional discussion of Commencement, see Section 6, above in this Handbook.

Degree Completion Letter

The Office of the Registrar can provide a Degree Completion Letter documenting degree completion until your degree is posted and your diploma arrives. Please email degreeaudit@em.wisc.edu with your name, campus ID number, and address.

Kinesiology Check-Out Procedure - - or, all good things must end, pleasantly, we hope

☑ If you have any UW keys, then you must return them before you leave. Return them to the Kines Lab Manager, <https://kinesiology.education.wisc.edu/staff/contreras-lorenzo/>.

Upon key return, the Lab Manager will authorize you to receive your key deposit(s) back. You may face delay in your degree if you do not follow this requirement, which helps ensure that we safeguard department facilities and equipment. It costs almost unbelievable amounts to “re-key” a door, should that become necessary. Please do not risk making that necessary. Please do not leave your key check-in until the last minute. Staff absences in the one- to two-week range are common for vacation, illness or business travel.

☑ Consider a **courtesy check-in with the Lab Manager**, even if you did not have any keys. He is responsible for Kines Dept. “space” in general, and he may want to assure himself that you are not “leaving behind” anything that he will need to “deal with.”

☑ If you have a job “appointment” (PA, TA, RA or other “assistantship job”) in your last semester, please check with the Department Administrator / Personnel / HR representative before you leave campus so that we can identify any potential “holds,” pursue communications, and make necessary adjustments so your final payout will be accurate and your records can be efficiently closed.

☑ For Domestic students, UW will send your *diploma* to your **mailing** address. For International students, your diploma will go to your **diploma** address. Please log into your “MyUW” online student center to *check this* address and update it to your current circumstances (or those that will be in force at the time of mailing). UW sends diplomas several weeks *after* graduation to the mailing address (or diploma address).

☑ Your UW e-mail account (wisc.edu) will remain active a few months after graduation. You will receive an e-mail notifying you when your account is set for deactivation. Once students have graduated, they can apply for an alumni e-mail on the Wisconsin Alumni Association (WAA) website, <https://www.uwalumni.com/benefits-services/email/>.

☑ Feel free to contact the Kines Grad Program Office if you have any questions or concerns in the future, and please keep in touch! Feel free to visit, write, e-mail, or call.

Section 12, Tech & Facilities Services

Computer Usage – “appropriate use policy”

There used to be a Computer Lab, but the Dept. discontinued it circa 2012. Informal surveys suggest that most students now have personal laptops or other wireless devices, and the Nat and many campus buildings are equipped with Wi-Fi or a similar “network” for wireless internet access. Public desktop computers are located at “kiosks” across the campus, including in the Nat main hallway. If you are a research grad student, you might have assigned work space with access to a UW computer. All UW equipment and networks are subject to “appropriate use.” For a policy statement by the UW Division of Information Technology about that, key “Appropriate Use Policy” (or “Responsible Use Policy”) into the search window of the UW internet home page. As a very general and abbreviated summary of appropriate/ responsible use: It must be consistent with the University's mission and be for University-related activities; commercial, political and non-university activities are prohibited; *de minimis* incidental personal use is tolerated in the interest of making information technology a natural part of learning and work. If in doubt, consult your advisor or a Kines grad representative.

Photocopying

Kines. Dept. copy machines policy prohibits photocopying for personal purposes. This includes copying for courses a student is taking. If photocopying is required for your research project, see your major professor. Copying consistent with your teaching (TA) role is permissible.

Telephones – VOIP (Voice over Internet Protocol)

In August 2017, Kinesiology implemented “VOIP” phone service (Voice Over Internet Protocol). Please plan to consult your advisor, the Kinesiology Business Office, the grad secretary, or the UW-Madison home page, e.g. <https://kb.wisc.edu/vs/> – or VOIP KB (KnowledgeBase): <https://kb.wisc.edu/helpdesk/page.php?id=72125> – for VOIP procedures.

The “basics” of VOIP appear (to this writer) to be:

To reach a campus phone, use 7 digit number, e.g. 262-8730 = Kines grad office.

To reach a “local” phone off campus, use 1 + 7 digits, e.g. 1-221-4443 = Grimm’s Book Bindery

To reach a “toll free” number, use 1 + 1 + 800-486-5643 = general questions on American College of Sports Medicine certification

To reach a “long distance” number, consult your advisor first to be sure it fits your job duties. There will be no more long distance *per se*, it is all covered under the cost of the VOIP line, but “advisor consent” is the watchword of grad study (in this writer’s opinion).

The Department will face charges on international calls, although most VOIP lines initially will not be set up to call internationally. The international option will be added to individual lines on a case by case basis.

Mailboxes – check it if you have it – urge senders to use “full address”

Department mailbox space is limited. Dept. mailboxes in the Nat are to the right of the first-floor stairwell as you pass Rm. 1043 on your left. These mailboxes are typically assigned to grad students with TA duties, so boxes may assist students who are in that TA’s class(es) with dropping off class assignments (or other class-related paperwork). Although communications formerly made on paper increasingly are e-mailed, grad students with assigned mailboxes remain responsible for regularly checking and emptying them. Department staff will NOT distribute student mail to individually assigned student desks (if any). Because of demands on mailbox space and staff time, your Kines mail team asks that you please set up your strictly personal mail (bills, greeting cards, non-academic/ general-interest periodicals, etc.) for delivery to a personal address outside the Department.

Please NOTE that mail distribution is a “rotating” duty handled by various staff who may **or may not** recognize the name/ affiliation of all graduate students. This means you can do a favor for the mail handlers (and for yourself, for prompt delivery) by giving your *full campus address* to those who send you mail. A “full campus address” should include:

Your personal name;

Your “Lab” name, by specialization &/or by grad-faculty name, e.g. Ex Psych Lab – Prof Cook;

The room number and building name, e.g. Rm. 1150 Natatorium (“1150 Nat”);

If mail comes from off-campus, i.e. U.S. Mail, then ALSO use the street address, city, state & zip code (2000 Observatory Dr., Madison, WI 53706)

If you are a grad student located primarily in the MSC (Medical Sciences Center, 1300 University Av.), ask your advisor about mail management options or see the support staff in Rm. 2120 MSC.

Desk Assignment, Keys, & Building Access

In addition to offices and labs for Kinesiology, the Natatorium houses recreational facilities (cardio and circuit training equipment, gyms, locker rooms, pools, weight room) for which membership is required (**free** with valid, current **student ID**; fee charged to UW faculty and staff). The Recreational Sports Division manages these facilities, and Rec Sports checks the "membership" of everybody who enters the building at the main entrance (on Observatory Drive). This ID check covers hundreds of UW students, including many who are just attending classes in the Nat and who will not actually use any Rec Sports facilities while in the building. The main entrance is the only entrance that is unlocked during the scheduled hours of operation of recreational facilities. Outside the Nat's normal hours of operation, or at entrances other than the main entrance, building access will require a key or a card. Some workspaces may also be within labs or other areas that typically remain locked.

Be kind to your fellow students (Nat ID checkers). As a grad student registered for credits, you automatically get ID-card authorization to get in the Nat main entrance during the building's open hours. Traditionally, Rec Sports staff will also let grad students enter **without** showing ID if you tell the ID checker that you are "a Kinesiology grad student who works in the building". Please be mindful, however, that Rec Sports ID checkers are part-time student-hourly employees with frequent turnover, especially at the start of a semester when new class schedules mean new student-work schedules. It is unfair to expect ID checkers to "know you on sight," even if you enter the building frequently. They are likely under instruction from Rec Sports to apply the ID policy as part of their jobs, so if you enter the Nat without ID at the main entrance, please respect the ID checkers who are trying to do their jobs. This will help the Kines Dept. stay on good terms with Rec Sports, i.e. should help grad students keep their ID-free access privileges.

If you are a program assistant (PA), research assistant (RA) or teaching assistant (TA), you may request a desk/ workspace placement via your advisor. Most advisors will want to locate you within their laboratories so they have easy access to you and you have easy access to research materials. Your advisor will sign the key-request-form (see following) for the room(s) you might need to unlock to gain entry to your workspace, including outside door(s) if your work duties require your presence when the building is otherwise closed. You then take the form to the Kines. Dept. Lab Manager, Rm. 1149B Natatorium, for processing.

Lose your (Nat) keys = Lose your (own) money.

If you need keys for offices or laboratories in the Natatorium, you must fill in a key-request-form. It is available from the Lab Manager, <https://kinesiology.education.wisc.edu/staff/contreras-lorenzo/>. The Lab Manager will explain the responsibilities associated with being a key holder. Further detail is available here, <https://businessoffice.education.wisc.edu/bo/building-services/key-and-access-request-forms>, or here, <https://businessoffice.education.wisc.edu/bo/building-services/access-control-policy>. To obtain the key(s), a key holder must make a monetary deposit. Students must turn in their keys at the end of their grad study career in Kinesiology. When you return a key, UW will refund your deposit. A LOST KEY CAUSES FORFEITURE of the deposit. To preview the seriousness with which administrators take the key holding process, see the "Key Issue" form in the Forms Appendix, following in this Handbook.

Grad students without an individual faculty research advisor may request a desk/ workspace placement via the Lab Manager, who will assign space as available and determine associated key authorization requirements. In general, grad students who do not report to a grad faculty advisor will be presumed not to need keyed access to the building or locked spaces within it. Space for study or relaxation is available in the student study room (1168 Nat), or the Kines. Dept. meeting room (1120 Nat).

All students are eligible to rent a gym locker in the Nat. Lockers are available from Recreational Sports (in the office by the front door, where they check ID cards). Rec Sports posts its fee schedule each semester (or academic year). Availability may be limited &/or first-come-first-served.

Some Kinesiology grad students, ordinarily those pursuing the Occupational Science specialization, work with a faculty advisor housed in the Medical Sciences Center (MSC). Those students should consult their advisors on workspace and building access, or, absent advisor availability, consult the Occupational Therapy Program Office, Rm. 2120 MSC.

Parking Permits

Graduate students in employment status ("appointed to an "assistantship" or holding a "fellowship") may apply to purchase university employee parking permits through the Department under policies set by UW Transportation Services, which you can access via the UW internet home page. Each academic year the Department submits an employee parking priority list to Transportation Services via the School of Education. Contact the Kines. Dept. Mgr. for addition to the priority list. Students with no Department employment should apply directly to the Transportation Services Department and comply with permit policy for students. The trend or philosophy on parking seems to be demand management by encouraging access to campus by transportation means other than single passenger motor vehicles, although substantial numbers of employees and students do drive to and park on campus. In view of the restricted parking options on campus and the current availability of a free student bus pass, <https://www.asm.wisc.edu/resources/buspass/>, students who do not reside within walking or biking distance may wish to park off campus near a bus stop and ride the bus to campus.

Section 13, Financial Support (assistantships), Benefits (tuition, health, leave), Grievance Procedure

Graduate students may be appointed (employed under a contract-like agreement) by this department (or, occasionally, by another department) as a project assistant (PA), research assistant (RA), or teaching assistant (TA) appointment. Increasingly the term “GA,” graduate assistant, crops up. Typically this seems to apply to those with a job in “athletics” e.g. as a student athletic trainer. You should “ask around” about the connotations associated with being a “GA.”

Student assistants earn a monthly stipend for their work. Depending on percentage of appointment (compared to a “full-time equivalent”), an assistant may qualify for tuition coverage (“remission”).

In addition, there are various competitive fellowships and scholarships for which graduate students may apply.

Sometimes student hourly work is available in the Dept., which announces it, normally via e-mail. For other non-Kinesiology job opportunities, if you are interested and qualified, see e.g. <http://jobcenter.wisc.edu/>.

Research Assistantships

The Dept. chair makes RA appointments in consultation with the Dept. business office and with individual professors according to their needs and the availability of funds for their research projects. Often, RA funds are from a professor’s grant (external/ extra-mural/ non-state funding). The level of funding varies among faculty, and new projects may start anytime of the year. This suggests that prospective students should inquire about RA support to the professor(s) whose research is related to the students’ interests.

Research Assistants and Stipends

Before your start-date, you must check with the Kines. Business Office, room 2015 Nat, about submitting appropriate payroll documents. They are largely available online, e.g. at <https://www.ohr.wisc.edu/benefits/new-emp/> but please consult a business office expert to protect your finances! You will be paid (get your stipend) on or before the first day of the month following your appointment’s start-date, and each month thereafter for the agreed duration. UW sends your stipend check(s) directly to your bank; a direct-deposit form is required. You may arrange for “leave” through your major professor (check first to see “what you have,” student contracts may not include “paid leave,” so time off might be unpaid or subject to coverage available). Students who have RA status in the summer must register for course credit, see Grad School Policy & Procedure guidelines under “Enrollment Requirements”, <https://grad.wisc.edu/acadpolicy/?policy=enrollmentrequirements>, or consult a Kines grad program representative.

Teaching Assistantships

The Kines Dept. chair makes TA appointments in consultation with professors who have classes to teach. Teaching assistant positions usually go primarily to research-based graduate students. Most often, professors will nominate their own research students to fill TA slots. If you wish to “apply” for a TA position, start by contacting individual faculty members in the area(s) of your greatest competency. The professors may refer you to the Kines Business Office or the grad secretary. You can make an indication of subject areas that you would be interested in and qualified to teach and you may describe any prior teaching experience. History suggests that your indication would be held for future reference (is unlikely to get immediate response). Sometimes the Dept. announces TA openings to a wider audience (Dept.-wide, or UW-wide). These infrequent openings tend to be for a limited duration of “appointment” (one semester, an academic year).

Formerly, TAs had an official bargaining unit (union), the Teaching Assistants’ Association (TAA). A TAA contract defined, largely, the relationship between teaching assistants and the university, subject to collective re-bargaining in accordance with State law. State legislation, circa 2010, decertified state employee unions, including for TAs. At that time, the UW seemed to express interest in preserving the prior bargained relationship, but you should seek further input elsewhere if you are concerned. Contact the TAA (<https://win.wisc.edu/organization/taa>) or consult your advisor on bargaining rights, contract coverage, etc.

Department faculty members who get assigned TAs will give guidelines and instructions to TAs for the class(es) they teach.

The Department will circulate information, as received, about optional (or mandatory) training workshops organized by the School of Education, the Office of Equity and Diversity Services, or other UW sponsors for TA’s.

Fellowships

Fellowships are awarded to grad students by the university and/or department from funds controlled by The Graduate School, the School of Education, the Department, or other sources. Departmental fellowships are typically awarded early in the spring semester for the subsequent academic year, and an announcement is normally e-mailed to all eligible current grad students (and admitted applicants). Grad students may also consult their advisor about fellowship opportunities. Some grad fellowships are also awarded by organizations outside the university. Check with your advisor and on the UW internet home page, e.g. under the Grad School funding resources page, <http://grad.wisc.edu/studentfunding/currentstudents>.

Tuition Remission

Students must have an “appointment” (employment), typically as a PA, RA or TA, or combination, which totals at least one-third of a full-time equivalent for the duration of the Fall or Spring term (semester) to be eligible for full tuition remission for that term. Note that students who receive tuition remission normally still are required to pay segregated fees by the tuition due-date. If the student has had an appointment in the spring semester that qualifies for tuition remission, that automatically carries over for the summer session.

Health Insurance

Health care is available at the University Health Service (UHS) for all UW-Madison students. (See www.uhs.wisc.edu for details on the coverage offered.) UHS benefits don’t include hospitalization and emergency room services, for which students are encouraged to carefully consider their possible need for separate health insurance. Information concerning group health insurance, which is available to those students with at least a one-third full-time appointment as an assistant, or who are Fellows, is available from the Kines. Personnel & Benefits Coordinator, Rm. 2015 Nat. Grad students without “assistantship” or “fellowship” status are not eligible for State employee group health insurance but may obtain private coverage or may contact the Wisconsin Student Association for UW health insurance info. Also see the UW internet home page and search for University Health Services or SHIP (Student Health Insurance Program), <http://www.uhs.wisc.edu/ship/>.

Family Leave, Leave-of-Absence, Compassionate Leave

Brief, unplanned absences (up to about two weeks) would generally be handled by student communication with the advisor and with other instructors from whom the student is taking courses. If a grad student is employed, provisions for sick leave, coverage of absences, and pay would be addressed in contracts &/or by statutory or administrative rules for the employment process. Specific circumstances are beyond the scope of this Handbook; discuss the facts of an individual case with your faculty advisor, the grad studies chair, the grad secretary, the Department administrator, or another Dept. representative, as appropriate. The UW Graduate School Academic Policies and Procedures have specific statements on Compassionate Tuition Adjustment, Family Leave, and Leave of Absence, but these statements largely allow for broad discretion. Depending on the length of absence, particularly dissertators could be affected by “non-continuous” enrollment. Any admitted grad student who does not register for a semester (or longer) must apply for Readmission to Graduate School (also in a Grad School Policy statement). The Kinesiology Dept. does not currently have a “local policy” on student leave. Students who anticipate needing extended leave are urged to check in advance with their advisor.

Grievances (Student Complaint Procedures)

A student should initially direct concerns/ complaints to the course instructor (if applicable/ course related). If the instructor offers no remedies, or if the student is not satisfied with the offer, then the student may direct concerns/ complaints to the faculty advisor (if applicable) or to another Kinesiology faculty member in whom the student feels confidence, and then to the chair of the Kines Grad Studies Committee.

If the student feels uncomfortable directing an issue to a faculty member or to the Grad Studies chair, then the student may report a grievance to the chair of the Kinesiology Department; or to another appropriate university office that the student selects.

The UW Graduate School Academic Policies and Procedures Guidelines offer further input about how students who feel aggrieved or unfairly treated may seek intervention and resolution. See <http://grad.wisc.edu/acadpolicy/> and scroll to Grievances and Appeals.

Sexual Harassment or Violence Grievance Process

See <https://www.uhs.wisc.edu/prevention/violence-prevention/grad-students/> – &/or – <https://www.uhs.wisc.edu/prevention/violence-prevention/resources/>

Also see https://www.ohr.wisc.edu/polproced/CPPP/cppp_chapter18-01.pdf

The following excerpt is from UW’s employee online sexual violence & harassment prevention training, July 2017.

Grievances /Appeals

Contact your personnel representative to find out who is authorized to conduct grievance meetings.

Employees may file grievances through the grievance process outlined in Classified Personnel Policies and Procedures Chapter 17 (reference Wisconsin Administrative Code ER 46 and HR Handbook Chapter 430). This is a four-step process. The first step is in the employing unit. The second step is Classified Human Resources. The third step is at the Office of State Employment Relations. The final step is at the Wisconsin Employment Relations Commission.

Common Errors

Some common reasons for losing on appeal are as follows:

- Lack of documented evidence of misconduct.
- Failure to be specific in describing reasons for the disciplinary action.
 - o Sometimes in an attempt to make the discipline more palatable, an employer will gloss over the specific reasons or indicate only a portion or a representative sample of misconduct or unsatisfactory performance.
- Failure to indicate supporting facts to substantiate the action.
 - o If the disciplinary action results from a culmination of a number of incidents and attempts have been made to counsel the employee, or if the employee has been disciplined previously for similar behavior and this action results from the employee's failure to improve, say so in the disciplinary letter. Unless supporting evidence is mentioned in the letter, it may not be admitted at a hearing later.

Because disciplinary actions are extremely important, we request that you initially contact your personnel manager or Classified Human Resources for assistance when you anticipate taking disciplinary action.

Section 14, Miscellaneous Resources

Campus & Visitor Relations, Formerly Visitor Information Program (VIP)

UW Campus & Visitor Relations is in Memorial Union. Phone 608-263-2400, or see <http://info.wisc.edu/>. It has lists of off-campus housing and provides general info on academic and non-academic topics of likely interest to students. If you are new to campus, it might be worth visit just to see the historic Union Building and iconic Union Terrace. The tradition-rich Memorial Union, and sleek and modern Union South, <http://www.union.wisc.edu/visit-unionsouth.htm>, are prime campus places for eating, entertainment and relaxation.

Library and Information Services

Ebling Library is in the UW Health Sciences Learning Center (HSLC). Ebling is a state-of-the-art information repository and connects students and researchers to high quality information and user-centered services anytime, anywhere. Resources include books journals, and government documents (both print and electronic). Services include article and book delivery, citation management, and new publication alerts. Explore the Ebling literally or virtually, <http://ebling.library.wisc.edu/> UW-Madison is home to several dozen libraries, large and small, specific and general, <http://www.library.wisc.edu/libraries>.

UW Writing Center

The UW Writing Center (<http://writing.wisc.edu/>) provides free face-to-face and online consultation on various writing scenarios (i.e., drafts of course papers, resumes, reports, application essays, cover letters, theses, etc.). Writing Center instructors will not edit or proofread papers. Instead, their goal is to teach students to edit and proofread in order to become better, more confident writers. Telephone: (608) 263-1992. Location: 6171 Helen C. White Hall.

McBurney Disability Resource Center

Students with a disability or who suspect that they may have an undiagnosed disability are encouraged to contact the McBurney Disability Resource Center (<http://www.mcburney.wisc.edu/>) to inquire about obtaining academic accommodations. The McBurney Center provides academic accommodations such as adaptive/ assistive technology access, assistive listening devices, document conversion, elevator keys, ASL interpreting, note-taking support, testing accommodations, recommendations for reduced credit load, or others. To access services, students provide documentation to and register with the McBurney Center to receive a Verified Individualized Services & Accommodations (VISA).

Graduate Student Professional Development

Grad School's resources to enrich your graduate studies and enhance your professional skills, including career planning. <http://grad.wisc.edu/pd/>

University Activities

Your student status entitles you to student rates for sports, music, plays and other cultural or educational events at the university. UW regularly updates its online events calendar, <http://www.today.wisc.edu>, to reflect these opportunities. Enjoy!

Section 15, Appendix: Miscellaneous Sample Memos & Forms

Announcement poster for proposal or defense



The University of Wisconsin-Madison
Department of Kinesiology
Name of Specialization

MASTER'S THESIS PROPOSAL

(or dissertation, or defense of either, as the case may be)

***“Any Title
That The Student
Gives ”***

Presented by:

STUDENT NAME

Xxxday, Month dd, 201y

0:00 A.M. / P.M.

Room 0000 Natatorium – Gymnasium Unit II – or other Bldg TBD

THESIS COMMITTEE

Prof. _____, PhD, Chair

Prof. _____, PhD

Prof. _____, PhD

Department of Kinesiology

Thesis Proposal Approval Form

DATE:

We have reviewed the thesis proposal of

(student name)

and give our approval for continuation of the study.

Faculty Committee:

_____ Prof. Advisor, PhD, Chair

_____ Prof. Two, PhD

_____ Prof. Three, PhD

Dissertation Proposal Approval form

UNIVERSITY OF WISCONSIN-MADISON

Department of Kinesiology

Dissertation Proposal Approval Form

DATE

We have reviewed the dissertation proposal of

(student's name)

and give our approval for continuation of the study.

Faculty Committee:

_____ Prof. Advisor, Chair

_____ Prof.

_____ Prof.

_____ Prof.

_____ Prof.

M.S. Thesis Deposit

For

A. Student Sample-Name

APPROVED

By

Major Professor: Just N. Time, Ph.D.

(Signature)

(Date)

Advisor Change form

The University of Wisconsin-Madison
Department of Kinesiology

CHANGE OF GRADUATE ADVISOR

Student Name:

Student ID Number:

Reason(s) for Change:

Approved by:

(Previous Advisor Signature) (Date)

(Present Advisor Signature) (Date)

(Student Signature) (Date)

General-Field Requirement form

University of Wisconsin-Madison
Department of Kinesiology

COMPLETION OF Ph.D. GENERAL FIELD REQUIREMENT

Disciplines within Kinesiology span the study of cells (physiology, neuroscience) to behavior (motor control, biomechanics, and exercise psychology) to populations (exercise epidemiology). As such, students in the Kinesiology program are exposed to broad areas of inquiry; to demonstrate how you have achieved breadth in this doctoral program, please complete this form with examples of coursework that expanded outside of your primary area of concentration.

This form must be submitted at the time Preliminary Examinations are completed.

Student Name:

Area of Concentration:

Advisor:

General Studies Courses*	Semester	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Completion of the Ph.D. General Field Requirement requires *at least two* graduate-level Kinesiology courses of at least 2 credits, each at UW-Madison and outside of the student's primary area of concentration within the program.

These courses were completed on the UW-Madison campus and have not been used to fulfill an undergraduate deficiency or requirements for the Master's degree.

Advisor's Signature

Date: _____

Minor form

University of Wisconsin-Madison
Department of Kinesiology

COMPLETION OF **Ph.D. MINOR**

Student Name:

Area of Concentration:

Advisor:

Ph.D. Minor Courses

Semester

Grade

Advisor's Signature

Date: _____

Rubric – Defense (thesis or dissertation)

Department of Kinesiology Graduate Program Thesis/Dissertation Defense Assessment Rubric/ Form

Student: _____ Date: _____

Committee member: _____

Rating Scale:

Does not meet expectations (D)

Meets expectations (M)

Exceeds expectations (E)

Criteria	Ratings	Comments
Quality of written work: Abstract, introduction, literature review, methodology, findings, discussion/conclusion sections <ul style="list-style-type: none"> • Clear presentation of problem statement and hypotheses • Thorough review of relevant literature • Clear description of how data were gathered and analyzed • Patterns, relationships and themes described as findings are supported by data. Salient data are accounted for in the findings • Implications of the work are discussed 		
Quality of oral presentation: <ul style="list-style-type: none"> • Organization of material is clear and cohesive • Language choices are appropriate • Delivery techniques make the presentation compelling • Central message is clear 		
Defense of work <ul style="list-style-type: none"> • Knowledge of supporting background material • Logical and complete responses to questions • Understanding of limitations 		

Please return to the graduate office – kinesgrad@education.wisc.edu within one week of the defense

Rubric – Proposal – thesis or dissertation

Department of Kinesiology Graduate Program Thesis/Dissertation Proposal Assessment Rubric/ Form

Student: _____ Date: _____

Committee member: _____

Rating Scale:

Does not meet expectations (D)

Meets expectations (M)

Exceeds expectations (E)

Criteria	Ratings	Comments
Quality of written work: Abstract, introduction, literature review, methodology <ul style="list-style-type: none"> • Clear presentation of problem statement and hypotheses • Thorough review of relevant literature and supporting evidence • Clear description of how data will be gathered and analyzed 		
Quality of oral presentation: <ul style="list-style-type: none"> • Organization of material is clear and cohesive • Language choices are appropriate • Delivery techniques make the presentation compelling • Central message is clear 		
Defense of work <ul style="list-style-type: none"> • Knowledge of supporting background material • Logical and complete responses to questions • Understanding of limitations 		

Please return to the graduate office – kinesgrad@education.wisc.edu within one week of the proposal

Rubric – Prelims - Oral

Department of Kinesiology Graduate Program Preliminary Exam Assessment Rubric/ Form – Oral Portion

Student: _____ Date: _____

Committee member: _____

Rating Scale:

Does not meet expectations (D)

Meets expectations (M)

Exceeds expectations (E)

Criteria	Ratings	Comments
Thoughtfulness of responses <ul style="list-style-type: none"> • Convincing argument • Draws on relevant literature • Shows evidence of consideration of alternate ways of thinking • Expands upon written responses 		
Responsiveness to questions <ul style="list-style-type: none"> • Responds to all aspects of the questions • Demonstrates understanding of all issues posed by the question 		
Effectiveness of the arguments <ul style="list-style-type: none"> • Provides appropriate evidence, reasoning, and/or support for claims • Draws citations from appropriate literature • Reasoning is sound. • Anticipates counter-arguments 		
Clarity of oral communication <ul style="list-style-type: none"> • Oral communication is clear and effective • Grammar, word choice, organization facilitates comprehensibility • Delivery is poised and controlled 		

Please return to the graduate office – kinesgrad@education.wisc.edu within one week of the oral defense

Rubric – Prelims – Written

Department of Kinesiology Graduate Program Preliminary Exam Assessment Rubric/ Form – Written Portion

Student: _____ Date: _____

Committee member: _____

Rating Scale:

Does not meet expectations (D)

Meets expectations (M)

Exceeds expectations (E)

Criteria	Ratings	Comments
Thoughtfulness of responses <ul style="list-style-type: none"> • Convincing argument • Draws on relevant literature • Shows evidence of consideration of alternate ways of thinking 		
Responsiveness to questions <ul style="list-style-type: none"> • Responds to all aspects of the questions • Demonstrates understanding of all issues posed by the question 		
Effectiveness of the arguments <ul style="list-style-type: none"> • Provides appropriate evidence, reasoning, and/or support for claims • Draws citations from appropriate literature • Reasoning is sound. • Anticipates counter-arguments 		
Clarity of writing <ul style="list-style-type: none"> • Writing communicates effectively • Grammar, word choice, organization facilitates comprehensibility 		

Please return to the graduate office – kinesgrad@education.wisc.edu within one week of the written exam.

Thesis Deposit & Dept. copies memo



Date: August 31, 2017

TO: Alby Masterful

FROM: Kinesiology Grad Program Office, Room 1013 Natatorium
Phone 262-8730, e-mail kinesgrad@education.wisc.edu

RE: Bound copies of your master's thesis

Kinesiology grad students are required to prepare at least three copies of their final master's thesis. You will likely benefit from reading the formatting and procedural requirements at the Graduate School web site, "Completing Your Degree", <http://grad.wisc.edu/currentstudents/degree/>. Some of its "embedded links" might not pertain to you. I would, however, especially call to your attention the ones for "degree deadlines" and "Expecting Your Master's Degree", <http://grad.wisc.edu/currentstudents/degreedeadlines/> and <http://grad.wisc.edu/currentstudents/mastersproc>. You can always seek my input for clarification of any web information gaps or overload.

Your three required MS thesis copies will have distribution as follows.

1) An original, unbound copy must be deposited at the UW Memorial Library. You (or somebody you trust, or "inter-D mail," if you trust that) must deliver this unbound thesis, including signed advisor approval page, to the Bindery Preparations Department, B137 Memorial Library (phone 262-3294). The Library will bind this copy and permanently retain it. The cost of binding this copy is included in student fees. There is no additional cost.

The Graduate School will not officially grant your master's degree until the Library confirms thesis deposit. If you do not deposit by or before your targeted degree deadline (see web sites above), then a missed deadline would delay the official date-of-record for conferral of your degree.

Remaining copies required by the Kinesiology Graduate Program Policies & Procedures Manual are:

- 2) A bound thesis copy shall be delivered to the Major Advisor.
- 3) A bound thesis copy shall be delivered to the Kinesiology Grad Program Office, Room 1013 Natatorium - Gym Unit II. This copy will be retained in the Department Library.

The student is responsible for the costs of binding the 2nd and 3rd copies, and you may choose your submittal timing (unless your advisor sets a deadline). Reasonable promptness is appreciated.

If you have any questions, please feel free to contact me. Thank you.

Copy to: Prof. I. M. Saportiv, Major Advisor

Dissertation Deposit & Dept. copies memo



Date: August 31, 2017

TO: Anya Wayta Yakademya

FROM: Kines. Grad Office, Rm. 1013 Natatorium, Ph.: 608-262-8730, e-mail: kinesgrad@education.wisc.edu

RE: Bound copies of your PhD dissertation

After you state that you are ready, the Kines. Graduate Office can ask Graduate School for your PhD “warrant” (Final Oral Committee Approval Form). Grad School sets deadlines for completion of your PhD degree. Missed deadlines can delay the date that UW puts on-record for your degree. Other PhD completion instructions also pertain.

The Grad School information is now online (“paperless”). See <http://grad.wisc.edu/currentstudents/degree/>, a link that consolidates degree information and tries to simplify the process for the student.

Grad School prefers *electronic* dissertation deposit. While “e-Deposit” is theoretically *optional*, the link just given emphasizes “online” over “paper,” so this memo presumes you will deposit electronically at Grad School. With questions about Grad School procedures for depositing, the see points-of-contact in the Grad School link. Consider consulting them; they are “insiders” (experts in their own procedures). Feel free, however, also to contact the Kines grad office.

Grad School still uses a paper PhD “warrant”. When you **pass** your final committee oral exam (defense), you must have your Dissertation Committee members **sign** your paper PhD Warrant. You do have an electronic *deposit* option but, as of this writing, the interim step of *actual signatures* remains a “paper process.”

Voluntary but helpful in long-term record-keeping: Please give the Kinesiology Grad Office a **photocopy** of the signed Warrant for your Department file *if* you return the original warrant to the Graduate School. If you scan the original for e-Submittal and no longer need it, the “original” signed warrant is fine for the Kines. files.

Past Kinesiology tradition required PhD students to make three print copies of their final dissertation. Assuming, though, that you “e-deposit” at Grad School, then the required “print” copies drop to **two**. Distribution follows.

A) In the past, if you elected to deposit a **print** dissertation, then an original, unbound copy went to the Grad School for processing, with that copy eventually placed in the permanent collection of the UW Library. Consult Grad School if you really want to deposit a print copy. **Always** be sure to deposit by or before your targeted degree deadline (or “window” period, whichever applies) as detailed in the link (look under “degree deadlines”).

B) Regardless of the dissertation format you use with Grad School, the **Kinesiology** Department’s Grad Program Policy & Procedure Manual (section 2) still **requires** bound, printed dissertation copies as follows:

- 1) A bound copy for the Major **Adviser**, deliverable to the adviser or to the Kines. Grad Office (unless the adviser instructs otherwise or expressly waives the adviser copy);
- 2) A bound copy for the Kinesiology **Department library** (currently in Room 2007 Nat), deliverable to the Kines. Grad Office.

The student is responsible for the costs of binding the Adviser-copy and Department-copy. We impose no deadline for delivery of bound copies to Kinesiology, but we respectfully encourage reasonable promptness.

If you desire information on binding services, or if you have any questions, please feel free to contact the Grad Office. Thank you.

Copy to: Professor P. Dantry, Adviser

Key Issue form

KEY ISSUE FORM

Under UWS 18.06 (12), Wisconsin Administrative Code, it is illegal to duplicate or request the unauthorized duplication of a University key. It is also illegal to transfer, loan or give a University key to an unauthorized person or to retain a key after the termination of the specific University appointment for which the key was issued. Violation of UWS 18.06 (12) may result in a fine of not more than \$500 or imprisonment of not more than 90 days, or both.

A fee of \$75.00 per key will be charged for replacement of a lost key. A new key will not be issued until payment is received.

Prior to leaving the specific University appointment for which the key(s) was issued, the key(s) must be turned into the department office or the lost key fee must be paid. Failure to turn in the key(s) or pay the fee may result in:

1. Withholding registration, transcripts, certifications and diplomas.
2. Legal action by the University to confiscate the key or recover the fee.
3. Refusal of the University to issue a key(s) to any other University building.

In receiving the key(s) identified above, I agree to use the key(s) in accordance with UWS 18.06 (12) and understand the penalties for improper use or duplication. I understand that the key(s) is issued for my use in my University appointment and that I am required to return the key(s) when that appointment ends.

I have read and understand the above and agree to the terms and conditions set forth for issuance of the key(s).

NAME (PLEASE PRINT)

DATE

SIGNATURE

WITNESS SIGNATURE

DEPT. _____

BUILDING _____

ROOM _____

KEY NO. _____

E-002255

Mental Health Resources on Campus

Everyone has difficulties with thoughts, feelings, or emotions at any time and for any reason. To best prepare you to be an advocate for the mental health of yourself and fellow students, here is a list of people and services on campus that are here to help.
You are not alone.

University Health Services (UHS)
www.uhs.wisc.edu/mental-health

333 East Campus Mall, 7th floor
 (608) 265-5600

UHS Mental Health Services offer a variety of services including individual and group therapy and wellness programs. Individual Therapy may be single session or on-going. For an initial “access” consultation, schedule an appointment over the phone at (608) 265-5600 (option 2) or through MyUHS (myuhs.uhs.wisc.edu). During the access consultation, you’ll have a discussion with an Access Specialist who will ask several questions about your symptoms & experiences, and connect you with the services you need.

Reach an **On-Call Counselor** any time, day or night, at 608-265-5600 (option 9).
 If it is an **emergency, dial 911.**

Dean of Students Office
dosso.students.wisc.edu/student-assistance

70 Bascom Hall
 (608) 263-5700

The Dean of Students Office provides resources to students struggling with a variety of issues and seeks to be the “go to” spot for student assistance on campus. Reach them by phone, in-person, or online (Live Chat).

Let’s Talk
www.uhs.wisc.edu/mental-health/lets-talk

Let’s Talk is a program that provides drop-in consultations at locations around campus for UW-Madison students. It’s free, no appointment is needed, and students are seen first-come, first-served. Just drop in for an informal, friendly, and confidential consultation. Speaking with a counselor consultant can help provide insight, solutions, and information about other resources.

National Alliance on Mental Illness (NAMI) - UW
www.namiuw.org

nami.wisco@gmail.com
facebook.com/wisconsinmiamioncampus

NAMI-UW is a student organization dedicated to promoting mental health and fighting the stigma against mental illness through education, advocacy, and support.

Bandana Project
www.namiuw.org/the-bandana-project

facebook.com/TheBandanaProject

A lime green bandana on a backpack is a sign of stigma-free, quiet solidarity. This indicates the individual is safe to approach with mental health-related issues, that they know where resources are, and that they hold resource cards (provided by the UWPD) with outlets to get help and support in times of crisis such as UHS, NAMI-UW, and National Crisis Lines.

UWell
uwell.wisc.edu

UWell is a campus initiative promoting the overall wellness of the UW-Madison campus community. Although wellness is a broad term that can have a different meaning to each individual, UWell has defined it as an active process of becoming aware and making active choices toward a successful way of being.

Not sure where to start? You can always contact your Graduate Coordinator.

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