



Graduate Student
Academic Policies and Procedures Handbook

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I. PROGRAM OVERVIEW

Introduction and Welcome from the Graduate Studies Chair

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

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

This Handbook highlights information 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. If you are looking for an answer but do not conveniently find it here, please ask somebody.

The Handbook is not intended to replace thoughtful individual planning and continuous personal communication about your specific circumstances. On its own, the Handbook creates no policy. It will not supersede policy statements in most 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.

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 Studies Coordinator. 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 the [OT program website](#), and click the OT handbook, or consult the OT Program Director (contact 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

Key Individuals and Roles

Department Chair

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

Graduate Studies Committee Chair

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

Kinesiology Graduate Studies Coordinator

Stephanie Trigsted
Rm. 1013 Natatorium
Phone: 608-262-8730
E-mail: stephanie.trigsted@wisc.edu

Department Administrator

Employment/ Human Resources/ Personnel Representative Payroll (Business Office)

Greg Dierks
Rm. 2015 Natatorium
Phone: 608-262-7735
Email: ghderks@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 Director

Sharon Gartland
Rm. 2190 Medical Sciences Center
Phone: 608-265-2223
Email: sgartland@wisc.edu

Additional faculty and staff information can be found on the [Kinesiology website](#).

Program Mission Statement

The mission of the Department of Kinesiology is to create, interpret, transmit, and apply knowledge related to movement, exercise, and human occupation with the ultimate goal of enhancing human health, productivity, and quality of life. The MS and PhD. in Kinesiology are available with research specialization (thesis or dissertation) in biomechanics, exercise physiology, exercise psychology, motor control and behavior, physical activity epidemiology, and occupational science. The MS in Kinesiology is also available with a Non-thesis option.

Learning Outcomes

Every graduate program has expectations for what students will learn in the program and a curriculum to support the development of the students from admission to graduation. These expectations, more formally defined as learning outcomes, specify what students will know, or be able to do, as a result of completing the program. Learning outcomes for all graduate programs can be found by exploring the [UW Madison Guide](#).

Kinesiology, MS Non-thesis

Knowledge and skills

- Students will demonstrate understanding of major current and past theories, research findings, methodologies, and techniques in their areas of specialization.
- Students will demonstrate an understanding of the major current and past theories, research findings, methodologies and techniques in each of the broad areas of inquiry represented within the Department of Kinesiology.
- Students will retrieve and examine scientific literature, evaluate evidence for and against hypotheses, and be able to discuss strengths and weaknesses in existing literature.

Professional Conduct

- Students will recognize and apply principles of professional and ethical conduct.

Kinesiology, MS Thesis

Knowledge and skills

- Students will master fundamental knowledge in at least one of the broad areas of specialization represented in the Department of Kinesiology.
- Students will demonstrate understanding of major current and past theories, research findings, methodologies, and techniques in their areas of specialization.
- Students will identify sources and assemble evidence pertaining to questions or challenges in their area of specialization
- Students will complete an original research project in one of the broad areas of specialization represented in the Department of Kinesiology.
- Students will select and utilize appropriate methodologies to conduct research, analyze, and interpret resulting data.
- Students will prepare a thesis or research report describing their research project.
- Students will communicate clearly in ways appropriate to their area of specialization.

Professional Conduct

- Students in the thesis-based tracks will recognize and apply principles of professional and ethical conduct.
- Students will use scientific rigor when designing experiments, collecting and analyzing data, interpreting and reporting results.

Kinesiology, PhD

Knowledge and Skills

- Demonstrate academic mastery in at least one of the broad areas of specialization represented in the Department of Kinesiology.
- Students will demonstrate a broad understanding of major current and past theories, research findings, methodologies, and techniques in their area of specialization both orally and in writing.
- Students will retrieve and examine scientific literature, evaluate evidence for and against hypotheses, identify knowledge gaps, strengths and weaknesses in existing literature, synthesize knowledge, and develop conclusions.
- Students will formulate ideas, concepts, designs and/or techniques beyond the current boundaries of knowledge with their area of specialization.
- Students will demonstrate a broad knowledge of the field of kinesiology extending beyond their area of specialization.
- Students will develop and complete original research that makes a substantive contribution in advancing their area of specialization.
- Students will develop testable hypotheses and predictions for their own realistic and feasible research projects.
- Students will conduct independent research and analyze and interpret resulting data.
- Students will clearly communicate their ideas in both oral and written form through the preparation and defense of a dissertation.

Professional Conduct

- Students will foster ethical and professional conduct.
- Students will use scientific rigor when designing experiments, collecting and analyzing data, interpreting and reporting results.

Program statistics

Student Enrollment Statistics

Please refer to the Kinesiology program's [data profile](#) for statistical information on admissions, enrollment, student funding, and degrees.

Program Structure

Organizational Overview

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

Graduate training in Kinesiology can be directed toward the degrees of MS and/or Ph.D. in Kinesiology. Both of these degrees combine advanced courses with the option of an intensive research experience. Department research facilities are well equipped, and faculty and graduate students have access to other specialized research facilities across campus. Faculty and graduate student research is currently supported by funding from the state and federal government, research foundations, and private industry. Faculty are affiliated with the Institute on Aging; Cardiovascular Research Center; Center for Neuroscience/Neuroscience Training Program; Departments of Biomedical Engineering, Mechanical Engineering, Medicine, Neurology, Population Health Science, and Psychology; McPherson Eye Research Institute; Harlow Center for Biological Psychology; interdepartmental graduate program in Nutritional Sciences; Trace Research and Development Center; VA Geriatric Research and Education Center; Waisman Center; and Wisconsin Alzheimer's Institute.

Within the Kinesiology Department are several programs, including Undergraduate Programs in Exercise and Movement Science, Athletic Training, Physical Education Teacher Education and, Health Promotion and Health Equity. We offer graduate degrees in Kinesiology (MS and PhD) and Occupational Therapy (MS and OTD) . The Graduate Program in Kinesiology includes several specializations or tracks: Biomechanics (including an element of Athletic Training), Exercise Physiology, Exercise Psychology, Motor Control & Behavior, Physical Activity Epidemiology, and Occupational Science.

Kinesiology Graduate Studies Committee

If graduate students or advisors want to seek formal input from several graduate faculty members, or if graduate 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 the Chair will have several years of experience in graduate program administration, and in combination they have several decades of experience at the UW and in the Department.

II. ADVISING

Advisor/Advisee Roles

Every graduate student must have an advisor as per Graduate School [requirements](#). The advisor serves a dual role: first, to assist the student in acquiring the highest level of knowledge and competence in the field that is possible; and second, to chair the committee that will determine whether the student has performed acceptably at each of his/ her degree milestones.

Advisor Non-thesis MS students

Advising for non-thesis students is performed by the chair of the Graduate Studies Committee. The current Graduate Studies chair is [Dr. Andrea Mason](#). Non-thesis students are encouraged to seek personal advising by contacting the Graduate Studies Chair or another graduate program representative.

Advisor Thesis Track MS and PhD

Students are accepted into the MS and PhD programs by a Graduate faculty member who agrees to become their advisor and the chair or co-chair of their committee. Affiliate faculty in Kinesiology may also be advisors. Advisors may often play a role in tracking the student's progress toward degree completion, assisting with course selection and academic planning, and helping students identify possible research mentors, committee members, and opportunities.

Advisee

Since the advisor's role can vary, students should discuss roles and expectations with their advisors or prospective advisors.

Change of Advisor

The advisor/student relationship is by mutual agreement. When a student is admitted based on a graduate faculty member agreeing to be the graduate advisor, the student normally remains with that advisor through degree completion. If you wish to change your advisor, first consult the prospective future advisor for consent. To change advisors, complete a *Change of Graduate Advisor Form*, available from the Graduate Studies Coordinator.

Both the student and the advisor have a responsibility to make their expectations clear to each other.

Advising Resources

There are many advising resources available to students. Students can reference the program's website, the program's Graduate Handbook, the Graduate School's [website](#), and the Graduate School's [Academic Policies and Procedures](#). When students still need clarification on issues there are various faculty and staff resources also available. Generally, faculty and staff are best able to assist students when they have researched a topic using the resources mentioned above. However, when students need further clarification on any of these policies or procedures, they should contact the Graduate Studies Coordinator. The Graduate Studies Coordinator may play a role with issues including satisfactory academic progress, academic deadlines, graduation completion, program-related forms, advising/course holds and permissions, and course offerings.

III. MASTERS DEGREE REQUIREMENTS

MS in Kinesiology: [Non-Thesis track](#)

- **Purpose:**
 - The MS in Kinesiology Non-Thesis track is designed to provide broad, graduate-level training in Kinesiology.
 - We emphasize here that we do not intend the non-thesis track to prepare students for eventual PhD study (although it could, depending on the student and the PhD). Students who want a laboratory-based research experience as part of their MS degree, along with experience in academic writing, may wish to consider pursuing their MS degree through one of the other tracks within Kinesiology.
- **Non-Thesis MS students:**
 - Will take graduate-level courses that cover the breadth of the field of Kinesiology
 - Will take additional electives from Kinesiology or other departments across campus that the students see as fitting their personal educational goals
 - May complete a final project of their own design as mentored by consenting faculty
 - May complete internship(s) to gain applied experience to enhance their personal education goals
- **Information, Credits, and Courses:** For the most up to date requirements, click [here](#).

MS in Kinesiology: [Research-Based with Thesis Track](#) with Areas of Specialization

Biomechanics (MS)

Purpose: The MS degree is designed to provide the necessary foundation for participation in biomechanical research. Course work in biomechanics, statistics, research methods, and motor control form the basis of the formal training, with students also expected to complete a research project summarized in a thesis. Graduates of the program generally pursue further graduate training toward a Ph.D. or careers in industrial or biomedical research.

Graduate Advisors:

- Kreg G. Gruben, Ph.D.
- David R. Bell, Ph.D., ATC

Information, Credits, and Courses: For the most up to date requirements, click [here](#).

Exercise Physiology (MS)

Purpose: The MS with an emphasis in Exercise Physiology is designed to provide the fundamental framework for understanding and conducting research in Exercise Physiology. In addition to course work in Physiology, Statistics, and Research Methods, students pursue advanced study in Exercise Physiology. Students conduct a research project as part of the thesis requirement. Many MS students have the opportunity to teach during their training. Graduates of the MS program often pursue further graduate training, usually in a Ph.D., M.D. or D.O. program. Other MS graduates immediately pursue a career in research, educational, or clinical settings.

Graduate Advisors:

- Gary M. Diffie, Ph.D.
- William Schrage, Ph.D.
- Jill Barnes, Ph.D.
- Marlowe Eldridge, MD
- Troy Hornberger, Ph.D.

Information, Credits, and Courses: For the most up to date requirements, click [here](#).

Exercise Psychology (Behavioral Aspects of Physical Activity) (MS)

Purpose: Students in this area are trained in the theory and methods required for understanding the psychological and biological bases of behavior.

Graduate Advisors:

- Dane B. Cook, Ph.D.
- Kelli F. Koltyn, Ph.D.

Information, Credits, and Courses: For the most up to date requirements, click [here](#).

Motor Control and Behavior (MS)

Purpose: The Master's degree with specialization in Motor Control and Behavior is designed toward introducing the beginning graduate student to the field of Motor Control and Behavior including areas of the neural control of movement, motor learning, and motor development. Additionally, it is designed to prepare students for Ph.D. level work.

Graduate Advisors:

- Luis Columna, Ph.D.
- Andrea Mason, Ph.D.
- Peter van Kan, Ph.D.

Information, Credits, and Courses: For the most up to date requirements, click [here](#).

Physical Activity Epidemiology (MS)

Purpose: The MS degree with a specialization in Physical Activity Epidemiology is designed to introduce the beginning graduate student to population-based studies of physical activity and health and disease outcomes. Additionally, it is designed to prepare students for advanced Ph.D. level work.

Graduate Advisors:

- Susan Andrae, Ph.D.
- Lisa Cadmus-Bertram, Ph.D.

Information, Credits, and Courses: For the most up to date requirements, click [here](#).

Occupational Science (MS)

Purpose: The MS degree in the Occupational Science Track is an advanced post-professional degree offered to students who have graduated from an accredited program in occupational therapy or a related field. Program emphasis is on the understanding of theories underlying occupational science. Students conduct research and develop advanced knowledge in a specific area of concentration within occupational science.

Graduate Advisors:

- Karla Ausderau, Ph.D., OTR/L
- Dorothy Edwards, Ph.D.
- Beth Fields, Ph.D., OTR/L
- Elizabeth A. Larson, Ph.D., OTR
- Kristen Pickett, Ph.D.
- Prof. Emer. Mary L. Schneider, Ph.D., OTR
- Brittany Travers, Ph.D.

Information, Credits and Courses: For the most up to date requirements, click [here](#).

Coursework

Coursework requirements vary by track, so students should make sure they are aware of the most up to date requirements in the [Guide](#). Generally, all students must meet the following coursework requirements:

Graduate Seminar Requirement:

All students are required to register for the Kinesiology 900 Seminar each semester that they are enrolled in the program. Any requests for a seminar waiver (due to course conflicts, research activities outside the Madison area, etc.) must be made in writing to the Graduate Studies committee a minimum of **4 weeks prior** to the start of the semester when the waiver is desired.

Minimum Credit Requirement:

Non-thesis track: 32 credits

Occupational Science Track: 31 credits

All Other Thesis-Based tracks: 30 credits

Minimum Residence Requirements: 16 credits

Minimum Graduate Coursework (50%) Requirement:

At least half of the required degree coursework must be in graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the University's [Search and Enroll tool](#).

Overall Graduate GPA Requirement: 3.00 GPA required

Other Grade Requirements:

Course numbered 300 and above with a grade of A, AB, B, or S count toward the minimum credit requirement; grades of BC or C count only if equal credits of AB and A offset the lower grades to average B (3.00).

Thesis Requirements

The thesis committee consists of three faculty members. The Chairperson must be from the Department of Kinesiology. Two committee members must be tenure-track faculty holding professorial rank (full, associate, or assistant) in any department with graduate program authority. One committee member does not need to hold a tenure-track faculty position but must hold a PhD or equivalent degree.

An oral and written proposal is required for graduate students in thesis-based programs. The student must be enrolled in 742-990 (Research or Thesis) during the academic term in which the student proposes. The student shall provide information regarding the proposal time, date, location, and subject matter to the Graduate Studies Coordinator who will distribute an announcement 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 making a final decision about the research approach taken for the thesis or dissertation project. The student will provide the members of the committee a written proposal at least seven days prior to the oral proposal. The format of the oral presentation and written proposal will be determined by the major advisor with the approval of the other members of the committee.

An oral and written defense of the final thesis is required for students in thesis-based programs. The format of the thesis will be determined by the advisor, with the approval of the other members of the thesis committee. A written copy of the thesis must be given to thesis committee members at least seven days prior to the scheduled oral defense. The student shall provide information regarding the defense time, date, location, and subject matter to the Graduate Studies Coordinator who will distribute an announcement to faculty and graduate students at least one week prior to the defense.

MS Degree Final Checklist Summary

___ **Request Warrant.** Provide working title of the thesis, committee member names and affiliation/rank, and expected defense date to Graduate Studies Coordinator at least three weeks before the scheduled date of the defense. This information will be used to request the appropriate warrant from the Graduate School.

___ **Announce Defense.** Notify the Graduate Studies Coordinator regarding the time and place of the defense at least one week before scheduled defense to allow for Department announcement. The student is free to personally announce the defense by other means.

___ **Distribute Draft.** Submit the final-draft copy of their thesis committee at least one week before the exam.

___ **Warrant Completion.** Pick up the warrant from the Kinesiology Graduate Studies Coordinator and after the defense, return the completed, signed warrant to the Graduate School (217 Bascom Hall). Before turning the warrant in to the graduate school, make and submit a copy the Kinesiology Graduate Studies Coordinator.

___ **Deposit Thesis.** Submit the final, unbound thesis to Memorial Library including the advisor approval page. Contact the Graduate Studies Coordinator for the advisor approval page.

___ **Complete Graduate School Degree Completion Requirements.** Complete all steps required by the Graduate School. These requirements and timelines/deadlines can be found [here](#).

Process for Continuing on to the PhD

By the end of the second year of study the student should request permission to pursue the PhD degree. This request should be forwarded 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.

Additional Program Requirements/Opportunities

- [Individual Development Plan \(IDP\)](#): The University and Department of Kinesiology recommend IDPs for all graduate students and require IDPs for all graduate students supported by National Institutes of Health (NIH) funding. The content of the IDP remains private to the student, but the department encourages students to talk with their selected mentor(s) about it.
- [DiscoverPD](#): The Graduate School has created an innovative tool for UW-Madison graduate students to advance their academic and professional goals. The department encourages graduate students to explore the DiscoverPD website at to create a self-assessment and get a customized report of areas of strength and weakness.

IV. DOCTORAL DEGREE REQUIREMENTS

PhD in Kinesiology: Areas of Specialization

Biomechanics (PhD)

Purpose: The Ph.D. degree is designed to prepare students for independent research and teaching. Formal training includes course work in some of the following areas: math, statistics, physiology, mechanics, biomechanics, and motor control. The wide range of biology and mechanics courses offered at the UW-Madison allows the student to tailor a curriculum which fits their individual interests. Students conduct independent research throughout their training which will be summarized in their dissertation. Presentations are also expected to be made at national scientific meetings and in peer-reviewed journals. Graduates generally pursue post-doctoral training and go on to establish independent research programs in an academic or industrial setting.

Graduate Advisors:

- David R. Bell, Ph.D.
- Kreg G. Gruben, Ph.D.

Information, Credits and Courses: For the most up to date requirements, click [here](#).

Exercise Physiology (PhD)

Purpose: The Ph.D. with an emphasis in Exercise Physiology is designed to prepare students for scholarly research and teaching. Students are prepared with advanced course work in Exercise Physiology along with supporting course work in Biochemistry, Physiology, Statistics, and other areas of Kinesiology (including Biomechanics, Motor Control and Behavior, and Sports Psychology). An important advantage of graduate study at UW-Madison is the exceptional selection of elective courses (>40 departments offer graduate courses in biological sciences).

Graduate Advisors:

- Jill Barnes, Ph.D.
- Gary M. Diffie, Ph.D.
- William Schrage, Ph.D.
- Marlowe Eldridge, MD
- Troy Hornberger, Ph.D.

Information, Credits and Courses: For the most up to date requirements, click [here](#).

Exercise Psychology (Behavioral Aspects of Physical Activity) (PhD)

Purpose: Students in this area are trained in the theory and methods required for understanding the psychological and biological bases of behavior. Emphasis is placed upon the demonstration of competence in general psychology, exercise psychology, exercise science, statistics and research design rather than completion of specific courses.

Graduate Advisors:

- Dane B. Cook, Ph.D.
- Kelli F. Koltyn, Ph.D.

Information, Credits and Courses: For the most up to date requirements, click [here](#).

Motor Control and Behavior (PhD)

Purpose: Those students entering the Ph.D. program should have a commitment to research in the motor control and behavior area. Within the first year, the graduate student is usually conducting research under close supervision. Students are encouraged to begin research early and to engage in it throughout their graduate career.

Graduate Advisors:

- Luis Columna, Ph.D.
- Andrea Mason, Ph.D.
- Peter van Kan, Ph.D.

Information, Credits and Courses: For the most up to date requirements, click [here](#).

Physical Activity Epidemiology (PhD)

Purpose: The Ph.D. degree is designed to prepare students for scholarly research and teaching in this area. Students obtaining a Ph.D. will be expected to go on for post-doctoral work prior to establishing independent research programs. The flexible curriculum in this program area will be tailored to individual students, with courses selected from exercise physiology, exercise psychology, biostatistics, epidemiology and population health, biochemistry, nutrition, or other areas deemed to provide a solid grounding sufficient to understand and conduct research in this area.

Graduate Advisors:

- Susan Andreae, Ph.D.
- Lisa Cadmus Bertram, Ph.D.

Information, Credits and Courses: For the most up to date requirements, click [here](#).

Occupational Science (PhD)

Purpose: The doctoral track in Occupational Science prepares occupational therapists to serve as researchers and educators who are able contribute to the understanding of the theoretical and empirical relationships between occupation, physiological health, and psychological well-being. Graduate students work closely with their advisors to pursue research on issues that expand upon current theory in occupational therapy and life-span development.

Graduate Advisors:

- Karla Ausderau, Ph.D., OTR/L
- Dorothy Edwards, Ph.D.
- Beth Fields, Ph.D., OTR/L
- Elizabeth A. Larson, Ph.D., OTR
- Kristen Pickett, Ph.D.
- Prof. Emer. Mary L. Schneider, Ph.D., OTR
- Brittany Travers, Ph.D.

Information, Credits and Courses: For the most up to date requirements, click [here](#).

Coursework

Coursework requirements vary by track, so students should make sure they are aware of the most up to date requirements in the [Guide](#). Generally, all students must meet the following coursework requirements:

Graduate Seminar Requirement:

All students are required to register for the Kinesiology 900 Seminar each semester that they are enrolled in the program. Any requests for a seminar waiver (due to course conflicts, research activities outside the Madison area, etc.) must be made in writing to the Graduate Studies committee a minimum of **4 weeks prior** to the start of the semester when the waiver is desired.

Minimum Graduate Degree Credit Requirement: 51 credits

Minimum Graduate Residence Credit: 32 credits

Minimum Graduate Coursework (50%) Requirement:

50% of degree coursework (26 credits out of 51 total credits) must be in graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the University's [Search and Enroll tool](#).

Credits per term allowed: 15 credits

Overall Graduate GPA Requirement: 3.00 GPA required

Other Grade Requirements:

Course numbered 300 and above with a grade of A, AB, B, or S count toward the minimum credit requirement; grades of BC or C count only if equal credits of AB and A offset the lower grades to average B (3.00).

Additional Program Requirements/Opportunities

- [Individual Development Plan \(IDP\)](#): The University and Department of Kinesiology recommend IDPs for all graduate students and require IDPs for all graduate students supported by National Institutes of Health (NIH) funding. The content of the IDP remains private to the student, but the department encourages students to talk with their selected mentor(s) about it.
- [DiscoverPD](#): The Graduate School has created an innovative tool for UW-Madison graduate students to advance their academic and professional goals. The department encourages graduate students to explore the DiscoverPD website at to create a self-assessment and get a customized report of areas of strength and weakness.

Committee Requirements

Ph.D. students work with 2 (or 3) committees during their studies

1. Preliminary exams Committee (3 graduate faculty members)
2. Dissertation committee (5 members)
 - a. Proposal committee
 - b. Defense committee

Typically, the proposal and defense committees have the same membership. Committee members selected by the student in consultation with faculty advisor need to be consistent with [the Graduate School policy](#).

Committee Membership

You are not required to use your Preliminary Exam committee for your PhD proposal, but most students 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, and plan it to be the same five they expect to defend the completed dissertation. The Graduate School will not review your proposal committee, and the Kinesiology Department will not communicate your proposal committee to the graduate school. There is no proposal warrant or other Graduate School paperwork for a proposal. The Graduate School will check your committee members in reviewing the required defense warrant. For your defense, your committee will be required to meet Graduate School policy. More information on this policy can be found [here](#).

The 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. 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.

Timelines and Deadline Requirements

Preliminary Examination

- During PhD study, a student must take and pass a Preliminary Exam, which are taken at or near the completion of PhD major, minor, and/or certificate course work
 - Successful completion signals the student's entry into dissertator status
 - Generally, no additional course work, aside from research credits and enrollment in seminar may be taken after dissertator status has been awarded
- The Preliminary Exam 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
 - Preliminary exam committee members often become PhD committee members
- Eligibility requirements
 - A warrant is needed for the examination
 - The Department Graduate Studies Coordinator requests the warrant from the Graduate School. Upon receiving the request, the Graduate School checks the student records for incomplete grades. If grades are in order, the Graduate School will issue a warrant.
 - General field requirement
 - The student (or the advisor) should inform the Kinesiology Graduate Studies Coordinator which general field requirement courses the student took in order to prepare a form signed by the advisor and filed in the Department.
- Components of the examination
 - Consists of a written exam followed by an oral exam
 - The written portion: consists 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
- Scheduling
 - Provide the proposed exam date a minimum of three weeks before
 - The student should work with the Graduate Studies Coordinator to reserve spaces for the two parts of the exam
- Evaluation/grading
 - All committee members will complete assessment rubrics for both the written and oral portions of the preliminary examination
 - If the examination is not satisfactory, the student may repeat it once
 - Regardless of the outcome of the preliminary examination the student must return the warrant to the Kinesiology Department graduate office
 - With successful completion: The Graduate Studies Coordinator will place a copy of the warrant in the student's file and the student will return the fully signed warrant form to the Graduate School (Bascom Hall 217). The Graduate School

puts the student into dissertator status at the beginning of the immediately following semester

Dissertator Status

Dissertator is a unique fee status for students who have completed all requirements for a doctoral degree except for the dissertation. To be eligible for dissertator fee status, a student must:

- Pass the preliminary examination(s);
- Satisfy the doctoral minimum graduate residence credit requirement;
- Complete all minor requirements, if the major program requires a minor;
- Complete all program requirements except the dissertation;
- Clear all Incomplete grades or Progress grades in non-research courses (progress grades in 990 research may remain);
- Earn at least a 3.0 cumulative graduate GPA;
- Return the signed and dated preliminary exam warrant to the Graduate School.

Dissertator status is effective at the start of the semester following completion of all dissertator requirements for the doctoral degree except for the dissertation. Students can check on dissertator status by contacting their graduate studies coordinator. All dissertator requirements must be met before the first day of classes to be a dissertator for any given semester. If all dissertator requirements are completed before the first day of classes but the signed prelim warrant does not reach the Graduate School by that deadline, the student can still become a dissertator that semester. Submit the warrant to the Graduate School as soon as possible and enroll in exactly 3 credits (usually 990 research and seminar) for that semester.

Removal of Dissertator Status: A dissertator who enrolls for more or fewer than 3 credits will be removed from dissertator status for the fall or spring term in which the enrollment is not exactly 3 credits. During the summer, however, an enrolled dissertator may ask their advisor to request an overload of 1-2 additional credits in a short session and still retain dissertator fee status, if the course is related to dissertation research or professional training that is not offered in regular semesters. The removal of dissertator status may have the following consequences:

- Graduate assistant (TA/PA/RA) salary rates may have to be adjusted to the non-dissertator rate, or percent limitations
- Fees are assessed at the non-dissertator rate
- Full-time status may change to part-time, possibly affecting loan deferral, visa status, etc.

If a dissertator wants to pursue a graduate degree or certificate in another area, the dissertator fee status will be discontinued, and regular graduate fees will be assessed, with possible consequences listed above. Find more information about the tuition and fees for a dissertator and non-dissertator on the Office of the Registrar's [Tuition and Fees](#) webpage.

For more information on Dissertator status, please click [here](#).

Dissertation Proposal

You must propose your dissertation to a committee. 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 student provides information on the proposal time, date, location, and subject matter to the Graduate Studies Coordinator, who announces the proposal to faculty and graduate students at least one week before the proposal. 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 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 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. The proposal committee members tend to remain and serve as the defense committee members. If the proposal committee approves your proposed dissertation project, then you continue with your research plan until you have the dissertation.

Before proposal

The student should reserve a space and time for the proposal. Typically, Room 2007 Natatorium is used for the Kinesiology Department proposals, but students are not required to use that room. The student should also inform the Graduate Studies Coordinator of the proposed title and committee members, at least two weeks prior, and then the Graduate Studies Coordinator will announce the proposal.

Proposal-approval Form

Obtain this form from the Graduate Studies Coordinator prior to your proposal date. Take the proposal-approval form to the dissertation proposal, so the form is available for signing immediately after the completion of the proposal. After completing and passing your proposal, obtain signatures from the committee and return the signed form to the Graduate Studies Coordinator.

Learning Assessment Rubric

An assessment rubric is required for the dissertation proposal. This will be distributed by the Graduate Studies Coordinator via email to the committee members. Once all responses have been collected, the Graduate Studies Coordinator will send the feedback to the student.

After proposal

After receiving committee approval of the proposed dissertation project, the student will continue to research and write the dissertation. When the dissertation is near completion, the student and dissertation committee will re-convene for the dissertation defense.

Dissertation Oral Defense

Setting-up the Defense/Request a PhD Warrant

Consult with advisor and defense committee of five members, which is normally the same as the Proposal Committee, to determine date and time when all are available to attend. You must notify the Graduate Studies Coordinator when you are ready to defend your dissertation and request a warrant at least three weeks prior. A warrant is paperwork that is used to communicate to the Graduate School that a student has met all requirements for a specific academic designation. The warrant request includes: committee member names (finalized), planned defense date, (tentative) dissertation title, and minor(s) if applicable. The Graduate School will review the warrant, and the Kinesiology Graduate Studies Coordinator will notify you once it has been approved. Requesting a defense warrant does not obligate you to defend. If necessary, you can re-request the warrant later. Additionally, you will need to arrange a room to defend in. Defense must be announced/posted at least one week prior to the event.

Oral Defense

You defend the dissertation by making a presentation and answering questions from a defense committee. 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.

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 (PhD defense) so it will go on record effective with the associated semester. You can find future degree deadlines [here](#).

PhD Completion

Graduate School online instructions for PhD completion are [here](#). To get the PhD degree, you will be required to upload a PDF of your dissertation and your signed warrant to [ProQuest/UMI ETD Administrator](#) site.

PhD Degree Final Checklist Summary

___ **Request Warrant.** Provide working title of the dissertation, committee member names and affiliation/rank, and expected defense date to Graduate Studies Coordinator at least three weeks before the scheduled date of the final committee examination (defense). This information will be used to request the appropriate warrant from the Graduate School.

___ **Distribute Draft.** Submit the final-draft copy of their dissertation to the dissertation committee at least one week before the exam.

___ **Announce Defense.** Notify the Graduate Studies Coordinator regarding the time and place of the defense at least two weeks before scheduled defense to allow for Department announcement. The dissertator is free to personally announce the defense by other means.

___ **Warrant Completion.** Pick up the warrant from the Kinesiology Graduate Studies Coordinator and after the defense, return a copy of completed, signed warrant to the Kinesiology Graduate Studies Coordinator for your student file in the Department.

___ **Complete Graduate School Degree Completion Requirements.** Complete all steps required by the Graduate School. These requirements and timelines/deadlines can be found [here](#).

- Payment of dissertation deposit fee
- Complete doctoral exit surveys
- Electronic deposit of dissertation
- Graduate school final reviews (optional)

V. DOCTORAL MINOR

The Department has worked with the Graduate School and effective September 2015, Kinesiology PhD students are exempt from a Minor requirement. This is 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, students in our program are exposed to broad areas of inquiry. Breadth in the Kinesiology program is achieved via the General Field Requirement.

PhD students may choose to pursue a minor. Students wishing to obtain a Minor should reference the [Graduate School Minor Policy](#). A minimum of 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 place limits on the format or content of their minor. If you pursue a single-department minor, we urge you to seek specific guidance *in advance* from the minor-granting department about how to meet any requirements for its minor.

VI. ENROLLMENT

The Graduate School has minimum requirements for enrollment each semester. The student needs to enroll in at least 8 credits during the fall and spring semesters to be classified as a full-time student. A full graduate credit load is 8-12 credits. During summer, enrollment requirements vary. Contact the department administrator or department chair to determine the required credit load.

Full-Time Enrollment Status at a Glance

ALL of the following credit requirements (except F-1 and J-1 visa requirements) must be satisfied by graded courses taken at 300 or above; courses numbered below 300, audit, and pass/fail do not satisfy enrollment requirements.

Categories	Minimum enrollment for full-time status: Fall or Spring	Minimum enrollment for full-time status: Summer (general 8-week DHH session)
Dissertator	Exactly 3 credits directly related to research	Not required unless receiving summer degree or if graduate assistant, trainee, or fellow, 3 cr. required.
RA, non-dissertator	8 cr.	2 cr.
TA/Lecturer (SA) 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, 2 cr. minimum.
TA/Lecturer (SA) 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, 2 cr. minimum.
PA 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, 2 cr. minimum.
PA 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, 2 cr. minimum.
Fellow, non-dissertator	8 cr.	2 cr. for 12-month appointments. Not required for 9-month appointments.
Trainee, non-dissertator	8 cr.	2 cr.
International student (F-1/J-1 visa), non-dissertator, if no other category in this list	8 cr.	4 cr. when summer is admit semester (2 cr. when summer is admit semester and student holds RA appointment or at least 33% TA or PA appointment)
If none of the above, full time enrollment is:	8 cr.	4 cr.

Enrollment Requirements

The Graduate School's policy on enrollment requirements is as posted [here](#).

Auditing Courses

Graduate School policy on Auditing Courses may be found [here](#).

Continuous Enrollment

Graduate School policy on Continuous Enrollment may be found [here](#).

Residence for Tuition Purposes

Residency is used to determine tuition rates on campus. Details of the Graduate School Residency for Tuition Purposes can be found [here](#) as well as the full [Registrar's Office policy](#).

Transfer of Graduate Work from Other Institutions

The [Graduate School](#) does not transfer credits, however, Kinesiology does accept coursework completed at another institution to meet graduate course requirements at UW-Madison. Graduate students may count up to 14 credits (MS) or 19 credits (PhD) towards their degree. 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 requirements that the advisor believes

the substitutions will meet. The Graduate Studies Committee will review the advisor's request and substitution recommendations. 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](#).

VII. SATISFACTORY PROGRESS – ACADEMIC EXPECTATIONS

To make progress toward a graduate degree, students must meet the Graduate School [Minimum Degree Requirements](#) and [Satisfactory Progress](#), in addition to the requirements of the Kinesiology [Master's Program](#) or [PhD Program](#).

The Kinesiology Program requires students to:

- Maintain at least a 3.0 grade-point average (GPA) during each semester of graduate course work
- Courses numbered 300 and above with a grade of A, AB, B, or S count towards minimum credit requirement; grade of BC or C count only if equal credits of AB and A offset the lower grades to average B (3.00).
- For full-time students in the MS thesis track program, the department requires completion of course work and thesis proposal within two years of matriculation
- For full-time students in the Ph.D. program, the department requires completion of course work and passing preliminary examinations within 3 years of starting the Ph.D. program
- For part-time students, satisfactory progress is evaluated separately by the student's advisor
- Annual progress reports must be complete in collaboration with student's advisors at least once per year

A student's failure to comply with the above-mentioned expectations for satisfactory progress may result in disciplinary action or dismissal.

Probation Policy:

The status of a graduate student's progress is either:

- Good standing
 - Progressing according to standards
 - Any funding guarantee remains in place
- Probation
 - Not progressing according to standards but permitted to keep enrolling
 - Funding guarantee may be lost
 - Specific plan with dates and deadlines for removal of probation may be required
- Unsatisfactory progress
 - Not progressing according to standards
 - Not permitted to keep enrolling, dismissal, leave of absence or change of advisor or program likely required

An overall GPA below 3.0 will place the student on academic probation. If a 3.0 GPA not regained in the subsequent semester the student may be dismissed from the program or allowed to continue provisionally for 1 semester based on advisor appeal to the Graduate School. See the Graduate School's [probation policy](#) for more information.

VIII. SATISFACTORY PROGRESS - CONDUCT EXPECTATIONS

Professional Conduct

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

1. **Professional Ethics:** Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.
2. **Honesty and Integrity:** Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPPA regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.
3. **Interpersonal and Workplace Relationships:** Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.
4. **Commitment to Learning:** Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both

positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

5. Professional Appearance: Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).

The Kinesiology graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

Academic Misconduct

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person's name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment;
10. collaboration that is contrary to the stated rules of the course; or
11. tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:

- Graduate School Policy & Procedure: [Academic Misconduct](#)
- Dean of Students: [Academic Integrity](#)
- University of Wisconsin System: [Student Academic Disciplinary Procedures](#)

Non-Academic Misconduct

The university may discipline a student in non-academic matters in the following situations:

1. for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. for stalking or harassment;
3. for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
4. for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. for unauthorized possession of university property or property of another member of the university community or guest;
6. for acts which violate the provisions of UWS 18, Conduct on University Lands;
7. for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
2. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
3. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
4. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
5. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
6. preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. obstructing a university officer or employee engaged in the lawful performance of duties;
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
10. knowingly disrupting access to university computing resources or misusing university computing resources.

Additional information regarding Non-Academic Misconduct:

- Graduate School Policy & Procedure: [Non-Academic Misconduct](#)
- Dean of Students: [Non-Academic Misconduct](#)
- Dean of Students: [Non-Academic Misconduct Procedures](#)
- University of Wisconsin System: [Student Non-Academic Disciplinary Procedures](#)
- University of Wisconsin System: [Conduct on University Lands](#)

Research Misconduct

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

Please see section on “Grievance Procedures and Misconduct Reporting” for further information on reporting research misconduct of others. Here are links for additional information regarding Research Misconduct and

Additional information regarding Responsible Conduct Research:

- Graduate School Policies & Procedures: [Responsible Conduct of Research](#)
- Office of the Vice Chancellor for Research and Graduate Education’s
 - [Introduction & Guide to Resources on Research Ethics](#)
 - [Responsible Conduct of Research Resources](#)
 - [Procedure for Dealing with Misconduct](#)
 - [Obligations and Protections for Reporting Research Misconduct](#)

IX. DISCIPLINARY ACTION AND DISMISSAL

In general:

- Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not making satisfactory progress in regards to academic or conduct expectations, the advisor will consult with the student's committee to determine if disciplinary action or dismissal is recommended.
- Student progress will be reviewed through student progress reports once per year. Students and their advisors will each complete the "Annual Graduate Student Feedback" and then will meet to revise and submit a final report. If the advisor and graduate committee find that at the annual meetings or at any other time that a student has failed to achieve satisfactory progress with academic or conduct expectations the student may be dismissed from the program.
- Students placed on probation will be on probation for one semester and will be reviewed by the Graduate Studies Committee following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester.
- The status of a student can be one of three options:
 - 1. Good standing (progressing according to standards; any funding guarantee remains in place).
 - 2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
 - 3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

More specifically:

- Any graduate student who fails to meet the program's expectations during two consecutive semesters (not including summer) will be dismissed from the program at the end of the subsequent semester. Any student who fails to meet the program's expectations because of failure to pass any required exams and procedures within designated time limits will be dismissed from the program at the end of the subsequent semester.
- A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full-time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Graduate School. A cumulative GPA of 3.0 is required to graduate. See the Graduate School Academic Policies & Procedures: [Probation](#) and [Grade Point Average \(GPA\) Requirement](#).
- Students may be disciplined or dismissed from the graduate program for any type of misconduct (academic, non-academic, professional, or research) or failure to meet program expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of the Professional Conduct may be effectively handled informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the program. [See Satisfactory Progress – Conduct Expectations](#)

Committee

Kinesiology Graduate Studies Committee (GSC):

If graduate students or advisors want to seek formal input from several graduate faculty members 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 will have several years of experience in graduate program administration. The chair dismisses any student member(s) for student personnel matters. You may contact the Committee via your advisor, the Graduate Studies Coordinator, or the Graduate Studies Chair.

Disciplinary Actions

- Written reprimand
- Denial of specified privilege(s)
- Imposition of reasonable terms and conditions on continued student status
- Removal of funding
- Probation
- Restitution
- Removal of the student from the course(s) in progress
- Failure to promote
- Withdrawal of an offer of admission
- Placement on Leave of Absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space available basis. See the Graduate School Academic Policies & Procedures: Readmission to Graduate School: [Readmission](#)
- Suspension from the program. The suspensions may range from one semester to four years.
- Dismissal from the program
- Denial of a degree

Depending on the type and nature of the misconduct, the Division of Student Life may also have grounds to do one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment on an assignment/exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

X. GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: [Grievances & Appeals](#).

Procedures for proper accounting of student grievances:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor or Director of Graduate Study to discuss the grievance. The Grievance Advisor or Director of Graduate Study will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW [Dean of Students Office](#) website.
3. Other campus resources include
 - o [The Graduate School](#)
 - o [McBurney Disability Resource Center](#)
 - o [Employee Assistance Office](#)
 - o [Ombuds Office](#)
 - o [University Health Services](#)
 - o [UW Office of Equity and Diversity](#)
4. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
5. On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
6. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: [Grievances & Appeals](#).

Reporting Misconduct and Crime

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn

about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, Graduate Program Coordinator, or other campus resources listed above.

Research Misconduct Reporting

The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at [here](#).

Academic Misconduct Reporting

If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.

Sexual Assault Reporting

UW-Madison prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These offenses violate UW-Madison policies and are subject to disciplinary action. Sanctions can range from reprimand to expulsion from UW-Madison. In many cases, these offenses also violate Wisconsin criminal law and could lead to arrest and criminal prosecution.

Students who experience sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking have many options and services available to them on and off campus, including mental health counseling, victim advocacy and access to the criminal and campus disciplinary systems. For a list of confidential support and reporting options, please see the [Violence Prevention Resources](#) available through University Health Services.

Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials for statistical purposes. In addition, disclosures made to certain university employees, such as academic advisors or university administrators, may be forwarded to the campus Title IX coordinator for a response. For more information, please visit the [Office of Compliance](#) website.

Child Abuse Reporting

As a UW-Madison employee (under [Wisconsin Executive Order #54](#)), you are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details on [Child Abuse and Neglect Reporting](#) through the Office for Equity and Diversity.

Reporting and Response to Incidents of Bias/Hate

The University of Wisconsin-Madison values a diverse community where all members can participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of

bias/hate. For more information or to file a report, please see the [Bias or Hate Reporting](#) section of the Dean of Students Office webpage.

XI. ACADEMIC EXCEPTION PETITION

Academic Exception with Director of Graduate Studies/Advisor

Academic exceptions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for course exceptions/substitutions or exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to the Graduate Studies Chair. The following procedures apply to all petitions:

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. The student's academic advisor must provide written support for the petition.
3. All course work substitutions and equivalencies will be decided by the graduate studies committee

More generally, the Graduate Studies Chair, in consultation with the student's advisor, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations, this includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted *only in the event of highly extraordinary circumstances*. Extensions will be granted formally with a note of explanation to be placed in the student's file.

Graduate Studies Committee

The student may petition the Graduate Studies Committee for a waiver of any required course. The basis for such a waiver shall be evidence of previous work of the same level and content to be determined by the committee in consultation with the faculty member currently responsible for the course concerned.

Graduate Studies Committee procedures are designed to encourage a student to work closely with an advisor and other faculty, who will be aware of the student's work and personal circumstances. A student petitioning for a deadline extension or waiver of any type must obtain an endorsement from his or her advisor, and/or members of the graduate committee. Advisors may petition the Graduate Studies Committee on behalf of their advisees. The Graduate Studies Committee may ask the advisor for further information beyond that written on the petition. Students may ask the Director of Graduate Studies or other faculty members to advise them, to speak to the Graduate Studies Committee on their behalf, or to endorse their petitions. Students may consult with the chair of the Graduate Studies Committee or with the graduate advisor about Graduate Studies Committee procedures and standards, but the Graduate Studies Committee cannot substitute for an advising relationship.

Qualifying Exam

A student who fails the Preliminary Examination may be offered a second opportunity to pass the qualifying examination or may be dismissed from the program. Petitions of a decision by the Dissertation Committee must be made to the Graduate Studies Committee within two weeks or they will be final. The Graduate Studies Committee will make the final decision regarding a petition.

A student who has not satisfied the qualifying examination requirement within 36 months of entering the program will be dropped from the program, except by appeal in writing to the Graduate Studies Committee, which will make the final decision.

Extension Requests

Students who have not completed preliminary exams or the degree on schedule may request extensions. Requests for a one-semester/year extension can be made to the Graduate Studies Committee. The Graduate Studies Committee is authorized to approve these requests upon written justification from the student and their advisor. The student must describe the reasons for the request and provide a proposed timetable for completing

all program requirements. The major professor must sign the request form and write comments endorsing the request. The request should be made as soon as the need for an extension becomes apparent. The Graduate Studies Committee may request additional documentation as needed. Appeals or requests for additional extensions must be approved by the full program faculty.

XII. FUNDING AND FINANCIAL INFORMATION

Overview: Funding Landscape

Graduate students may be appointed as a project assistant (PA), research assistant (RA), or teaching assistant (TA). Student assistants earn a monthly stipend for their work. Depending on percentage of appointment, an assistant may qualify for tuition remission. There are also various competitive fellowships and scholarships for which graduate students may apply. In addition, sometimes student hourly work is available in the Department. For other non-Kinesiology job opportunities, see the [UW Job Center](#).

Graduate Assistantships

Research Assistantships (RA)/Project Assistantships (PA)

RA/PA appointments are requested by individual professors according to their research needs, as well as the availability of funds for their research projects. The level of funding varies among faculty, and new projects may start anytime of the year. Prospective students should inquire about RA/PA 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 Kinesiology Business Office, room 2015 Nat, about submitting appropriate payroll documents. You will receive 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. You may arrange a leave period through your major professor, however time off is subject to coverage available and may be unpaid. Students who have RA status in the summer must register for course credit, see Graduate School [Enrollment Requirements](#), or consult a Kinesiology Graduate Program Representative.

Teaching Assistantships (TA)

TAs are graduate students who are assigned teaching responsibilities in an instructional program under the supervision of a faculty member of the academic staff. If you wish to apply for a TA position, contact the Graduate Studies Coordinator. You can make an indication of the subject areas that you would be interested in and qualified to teach, and you may describe any prior teaching experience. The Kinesiology Department announces TA openings the semester prior to the appointment. The department will circulate information about training workshops organized by the School of Education, the Office of Equity and Diversity Services, or other UW sponsors for TAs.

Stipend Levels and Paychecks

Stipend rates for graduate assistantships are set by the University. Current rates for TAs, PAs, RAs and Lecturer, Student Assistant (Lec (SA)) can be found on the website for the [Office of Human Resources](#). Graduate assistants are paid on a monthly basis and stipends are usually deposited directly into student's bank accounts. You can authorize direct deposit by filling out the [Authorization for Direct Deposit](#) of Payroll form and returning it to the Department Administrator.

Tuition Remission and Payment of Segregated Fees

TAs, PAs, RA, and Lec (SA) with appointments of 33.3% or higher receive remission of their full tuition for that term. Students with these appointments are still responsible for paying segregated fees by the tuition due-date. If the student had an appointment in the spring semester that qualifies for tuition remission, that automatically carries over for the summer session.

Health Insurance Benefits

TAs, PAs, RA, and Lec SA with appointments of 33.3% or higher for at least the length of a semester are eligible to enroll in the Health Insurance Program. Information about [health insurance options](#) and current [premiums](#) can be found online through the Benefits Services website. Questions about health insurance can be directed to the Kinesiology Department Administrator.

Maximum Appointment Levels

The Graduate School sets the maximum levels of graduate assistantship appointments. International students should be especially aware of [maximum levels of appointment](#).

Enrollment Requirements for Graduate Assistants

Students with graduate assistantships must be enrolled appropriately. Detailed information about [enrollment requirements](#) can be found in the Graduate School's academic policies.

Fellowships

There are many different fellowships on campus. Some are awarded by the program, some are awarded by the school/college, and still others are awarded by the Graduate School. In addition, there are fellowships from federal agencies, professional organizations, and private foundations available. The terms and conditions of fellowships across campus vary widely. If you have a fellowship, make sure you understand the obligations and benefits of that fellowship, including stipend, health insurance eligibility, eligibility for tuition remission, pay schedule, etc.

Graduate School Fellowships

The Graduate School administers a number of different fellowships on campus, including: University Fellowships, Chancellor's Fellowships, Mellon-Wisconsin Fellowships, the Dickie Fellowships, and a variety of external fellowships. For more information and application details, see the [Fellowships](#) page on UW Graduate School website. If you have questions about these fellowships, please contact the Office of Fellowships and Funding Resources.

Departmental/Campus Fellowships

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 graduate students and admitted applicants. Graduate students may also consult their advisor about fellowship opportunities. Some graduate fellowships are also awarded by organizations outside the university. To apply for Departmental Fellowships/Scholarships, students should complete the application through the [WiSH portal](#).

External Funding/Fellowships

We encourage all students to seek out and apply for funding from sources external to the university (e.g., federal agencies, professional organizations, private foundations). The Graduate School supports selected federal/private fellowships through the provision of tuition support and health insurance. The Graduate School also provides remission of the non-resident portion of students' tuition (if applicable) to students who win external fellowships that are payrolled through the university and provide an academic year (9-month) stipend or an annual year (12-month) stipend.

Students should be aware that fellowships and awards from external sources will each have unique terms and conditions that you should take time to understand. Questions on external fellowships can be directed to the Office of Diversity, Inclusion and Funding.

The following are some sources of information on external funding:

1. [Research Guides](#): Provides information for graduate students looking for funding. It includes website links, subscription databases and search engines, workshop materials and information, and book recommendations.
2. [The Grants Information Collection \(GIC\)](#) on the 2nd Floor of Memorial Library
The GIC is a great collection of print and on-line resources to help students find external fellowships and scholarships. You can learn how to set up a personalized profile on several on-line funding databases and get regular notices of relevant funding opportunities. PLEASE REMEMBER: the timetable for identifying, applying for and receiving such external funding is generally quite long; plan on 9-12 months between the time you start your search and the time you may receive funding.

Once you find a fellowship, scholarship, or award to which you want to apply, consider contacting the [Writing Center](#). The Writing Center staff can provide valuable advice on crafting your application.

Kinesiology graduate students should consult their advisor to discuss options of external funding and fellowships for which they are eligible to apply.

Fellows with Concurrent Appointments

Students with fellowships payrolled through the university may hold concurrent graduate assistantships and/or student hourly appointments up to a total maximum combined total appointment of 133%. Concurrent appointment policies will vary across external agencies, so please be sure to review the terms and conditions for your award. If you have any questions about concurrent work along with your fellowship, please feel free to contact the Office of Fellowships and Funding Resources.

Funding for Study Abroad

The [International Fellowships Office](#) provides information about opportunities for international research, grants, scholarships and other funding.

Funding for Conference/Research Travel

The Graduate School provides a limited amount of funding for graduate students whose research has been accepted for presentation at a conference. For more information about this funding, visit the [Student Research Grants Competition website](#). In addition, the Graduate School runs the Travel Research Grants competition which provides funds to support travel related to your dissertation/thesis research.

Departmental Funding for Conference/Research Travel

Sally J. Phillips Travel Award

Thanks to a generous gift from alumnus Dr. Sally J. Phillips, the Department of Kinesiology is able to offer two travel awards each year. One \$1,250 award will be made every spring semester and a second \$1,250 award will be made every fall semester.

Only students giving research presentations at a meeting will be considered for a travel award. The Graduate Studies Committee (GSC) solicits applications and will make award decisions based on the following criteria:

- Student seniority.
- Contribution that attendance and presentation at the meeting makes toward the student's education/training.

More information regarding application process and deadline for the Sally J. Phillips Travel Award will be distributed throughout the semester.

Marsh Center Funding

On behalf of the Marsh Center, the Department of Kinesiology is pleased to announce the availability of funds to support graduate student attendance at scientific meetings. To be eligible, you must be first author on an accepted scientific abstract and plan to present that work at a professional conference. Students must include a paragraph describing how the research involved in the presentation relates to their thesis or dissertation research. Each eligible student will receive up to \$500 to support their attendance at the meeting. Students are eligible for one meeting per fiscal year. Students should email materials to the Graduate Studies Coordinator.

Loans

The [Office of Student Financial Aid](#) assists graduate students whose personal and family resources are not adequate to cover the expenses involved in attending the University of Wisconsin-Madison. The office also provides counseling to help students manage their money effectively, information on other potential sources of financial assistance (such as employment), debt management counseling, and small short-term loans for emergency situations.

XIII. PROFESSIONAL DEVELOPMENT AND CAREER PLANNING

UW-Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. Starting your very first year on campus, it is expected that you will take full advantage of the career and professional development resources that best fit your needs and support your goals. Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to be in-tune, holistic, and innovative our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW-Madison and to thrive professionally in your chosen career.

Kinesiology Resources for Professional Development and Career Planning

- All students are required to register for the Kinesiology 900 Seminar each semester that they are enrolled in the program. Any requests for a seminar waiver (due to course conflicts, research activities outside the Madison area, etc.) must be made in writing to the Graduate Studies committee prior to the start of the semester when the waiver is desired.
- [Individual Development Plan \(IDP\)](#): The University and Department of Kinesiology recommends IDPs for all graduate students and requires IDPs for all graduate students supported by National Institutes of Health (NIH) funding. The content of the IDP remains private to the student, but the department encourages students to talk with their selected mentor(s) about it. For more information see below or visit grad.wisc.edu/pd/idp.
- [DiscoverPD](#): The Graduate School has created an innovative tool for UW-Madison graduate students to advance their academic and professional goals. The department encourages graduate students to explore the DiscoverPD website to create a self-assessment and get a customized report of areas of strength and weakness.

Campus-wide Resources for Professional Development

In addition to opportunities at the local level, the [Graduate School Office of Professional Development](#) provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus. The best way to stay informed is to watch for the weekly newsletter from OPD, GradConnections Weekly, and to visit the webpage for an up-to-date list of events. For example, typical topics covered throughout the year are:

- Individual Development Plans (IDPs)
- Planning for academic success
- Dissertation writing support
- Communication skills
- Grant writing
- Teaching
- Mentoring
- Research ethics
- Community engagement
- Entrepreneurship
- Career exploration: academic, non-profit, industry, government, etc.
- Job search support
- Pursuing postdoctoral training

Be sure to keep a pulse on programs offered by the following campus services as well.

- [Writing Center](#)
- [Student Technology Training \(STS\)](#)
- [Delta Program](#)

- [UW Teaching Academy](#)
- [UW Center for the Humanities](#)
- [Morgridge Entrepreneurial Bootcamp](#)

Individual Development Plans

The [Graduate School webpage](#) offers a collection of IDP resources to support graduate students, postdoctoral researchers, mentors, PIs, grants administrators, and graduate program coordinators. The University recommends the use of IDPs for all postdoctoral researchers and graduate students and requires their use for all postdoctoral researchers and graduate students supported by National Institutes of Health (NIH) funding.

As you begin your Graduate School career, an IDP is an essential tool to help you:

- 1) Assess your current skills and strengths
- 2) Make a plan for developing skills that will help you meet your academic and professional goals
- 3) Communicate with your advisors and mentors about your evolving goals and related skills.

The IDP you create is a document you will want to revisit again and again, to update and refine as your goals change and/or come into focus, and to record your progress and accomplishments. It also serves to start – and maintain – the conversation with your faculty advisor about your career goals and professional development needs.

The onus to engage in the IDP process is on you, although your mentor, PI, or others may encourage and support you in doing so. The IDP itself remains private to you, and you choose which parts to share with which mentors. Through the IDP process, you may decide to identify various mentors to whom you can go for expertise and advice.

We recommend using one of the following two IDP tools, or a more specific IDP tool that your program or training grant has developed. Each tool will include a self-assessment of skills, interests, and values; goal-setting guidelines; and reference to skill building and career exploration resources.

[UW-Madison IDP](#)

UW-Madison IDP template, which includes instructions and examples, is flexible and appropriate for all disciplines.

[IDP tool for sciences and engineering](#)

For graduate students in the natural sciences and engineering, the American Association for the Advancement of Science (AAAS) the online tool myIDP provides a comprehensive set of materials and exercises that will guide you through the process of self-assessment, career exploration, goal-setting, and implementation of your plan. Set up a free account and create and monitor your IDP.

XIV. OPPORTUNITIES FOR STUDENT INVOLVEMENT

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement enhances your academic, professional, and social development.

Student Representation in Governance

[Associated Students of Madison \(ASM\)](#) - The Associated Students of Madison (ASM) is the campus-wide student governance organization at UW–Madison. Graduate and undergraduate representatives are elected to the 33-member ASM Student Council based on their respective college or school. The student council has regular biweekly meetings open to all students.

Registered Student Organizations

There are more than 750 student organizations on campus. The best way to seek out current organizations is to visit the [Center for Leadership and Involvement \(CFLI\)](#) website and visit the Registered Student Organization directory. This list will not include unregistered student organizations, and you may find that there are groups in your department that you would like to get involved with as well. If you are interested in officially registering an organization you are involved, you must register at cfli.wisc.edu. Once registered through CFLI, your organization is eligible for funding from ASM, and your group can reserve rooms in the Union and access other resources.

Outreach and Community Connections

The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work. Learn how you can get involved at wisc.edu/public-service/.

[The Morgridge Center for Public Service](#) connects campus with community through service, active civic engagement, community-based learning and research, and more.

Engagement with the Graduate School

The Graduate School facilitates opportunities by which graduate students can interact with and provide feedback to leadership on important graduate education topics. Email graduateschooldean@grad.wisc.edu to find out more.

XV. STUDENT HEALTH AND WELLNESS

Maintaining good health is extremely important to student success, and our campus provides a wealth of resources to support not only physical health but also mental health. Please take advantage of these resources before poor health affects your academic or research performance.

UWell

UW-Madison has a holistic resource for all things wellness called [UWell](#). UWell is a campus initiative promoting the overall wellness of the UW-Madison campus community. The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community.

University Health Services (UHS)

Students who pay segregated fees are eligible for [University Health Services](#). There is no charge to students for many basic services including counseling sessions, because services are paid through tuition and fees. Personal health and wellness services are also available in addition to medical services. More information on their services can be found on their website.

Securing Health Insurance Coverage

Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond University Health Services. Contact the staff benefits and payroll coordinator in the unit where you have been hired to select one of several health care plans within 30 days of your hire date.

Graduate students without an assistantship or fellowship who are currently enrolled can use the services of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5000.

Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

Disability Information

Students with disabilities have access to disability resources through UW-Madison's [McBurney Disability Resource Center](#). As an admitted student, you should follow the instructions on the website to [apply for accommodations](#). Additional [non-academic] disability campus resources (including accessible transportation, housing, and personal care) can also be found through the McBurney Center's website. Additional resources can be found at the [UW-Madison Index for Campus Accessibility Resources](#) which is coordinated by the ADA Coordinator.

Dean of Students Office

The Dean of Students Office provides resources to student struggling with a variety of issues. [Reach them](#) by phone (608-263-5700), in-person (70 Bascom Hall), or online (Live Chat).

Mental Health Resources On and Off Campus

University Health Services (UHS) is the primary mental health provider for students on campus. UHS service costs are covered for students through tuition and fees. [UHS Counseling and Consultation Services](#) offers a wide range of services to the diverse student population of UW-Madison. They offer immediate crisis counseling, same day appointments and ongoing treatment. Go to their website or call 608-265-5600 (option 2).

Reach an **On-Call Counselor** any time, day or night, at 608-256-5600 (option 9).
If it is an **emergency, dial 911**.

There are many mental health resources throughout the Madison community, but UHS Counseling and Consultation Services is the best resource for referrals to off-campus providers. Call 608-265-5600 for assistance in finding an off-campus provider.

XVI. MISCELLANEOUS INFORMATION FOR NEW STUDENTS

Graduate School provides a [checklist](#) for new graduate students.

Activate your NetID

You will need your NetID and password to access the My UW-Madison portal at my.wisc.edu. To activate your NetID click on the ACTIVATE NETID button from the My UW Madison login screen. Enter your 10-digit student campus ID number and birthdate. The NetID you create and password you enter are keys to your access to the MyUW portal, so make a record of it and keep it private. If you are unsure about your NetID and password, contact the [DoIT Help Desk](#) at 608-264-4357.

Get your UW Photo ID Card (Wiscard)

Get your Wiscard photo taken at the [Wiscard Office](#) in Union South, room 149, M-F 8:30 am – 5:00 pm. You must be enrolled and have valid identification, such as a valid driver's license, passport, or state ID) to get your photo ID.

Enroll in classes

Research graduate 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.

Non-thesis graduate students: Consult the Graduate Studies chair and the Kinesiology website for your required [Non-thesis curriculum](#). Within the framework we provide, you should select electives for your MS degree to serve your personal goals. The Graduate Studies Committee chair is Prof. Andrea Mason.

Pick up your free Madison Metro bus pass

As a UW student, you can pick up a bus pass at no charge from the Memorial Union at the beginning of the fall and spring semesters. Visit the [ASM Website](#) for more information on Madison Metro bus services. Be sure to bring your UW Photo ID card.

Attend the New Graduate Student Welcome, hosted by the Graduate School

This event provides a great opportunity to mingle with Graduate School deans and staff, hear from a panel of current students about graduate student life, learn about the many campus and community resources available to you, and meet other new graduate students from across campus. Learn more and register in the [New Student](#) section of the Graduate School website.

The Guide to Graduate Student Life

The Guide is published annually by the Graduate School and contains a wealth of essential information for new graduate student. It covers information about the city of Madison, student services, finances, employment, housing, transportation, shopping, local services, recreation, and healthy living.

Attend Program Orientation Events

The Kinesiology Department offers a brief, general graduate orientation late in the summer prior to a new academic year. Newly admitted graduate students are notified by e-mail of the time and place of the orientation. The Kinesiology Department orientation is optional. An informal social gathering for graduate faculty and graduate students has become a Department tradition, and typically occurs within the first few weeks of the semester. Details will be sent out prior to the event.

Kinesiology Cohesion Committee

A great way to get to know fellow students is in the Kinesiology Cohesion Committee. In the mid-2000's, several Kinesiology graduate students thought up the idea for informal social student networking. 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 Kinesiology Graduate Studies Coordinator.

Program/Department Resources for Students

- **Computer Usage**

There is no longer a Computer Lab within the department, but the Nat and other campus buildings are equipped with Wi-Fi. Public desktop computers are located at kiosks throughout campus, including in the Nat main hallway. If you are a research graduate student, you may have an assigned work space with access to a UW computer. All UW equipment and networks are subject to appropriate use. Please see the [policy statement](#) by the UW Division of Information Technology.
- **Photocopying**

Kinesiology Department 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.
- **Mailboxes**

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 graduate students with TA duties. Graduate students with assigned mailboxes remain responsible for regularly checking and emptying them.
- **Building Access**

In addition to offices and labs for Kinesiology, the Natatorium houses recreational facilities. The Recreational Sports Division manages these facilities, and Rec Sports checks the membership of everybody who enters the building at the main entrance, through swiping WiscCards. 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.
- **Keys**

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, [Lorenzo Contreras](#). To obtain the key(s), a key holder must make a monetary deposit. Students must turn in their keys at the end of their graduate study career in Kinesiology. When you return a key, UW will refund your deposit. If the key is lost, the deposit will not be refunded.
- **Parking Permits**

Graduate students in employment status may apply to purchase university a student parking permit through UW Transportation Services.

XVII. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

International Student Services (ISS)

[International Student Services \(ISS\)](#) is your main resource on campus and has advisors who can assist you with visa, social and employment issues. Visit their website for more information or to schedule an appointment.

Student Visas

Graduate Admissions issues the federal I-20 form for initial F-1 Visa procurement. Initial J-1 Visa document (DS-2019) is handled by [International Student Services \(ISS\)](#). The Graduate Admissions office sometimes must collect financial information for the DS-2019, which is then forwarded to ISS. After the student is enrolled, all Visa matters are handled by ISS.

Documents required of new international students

Many students are admitted with a condition that they submit their final academic documents after arrival on campus. Please submit your documents to the admissions office at 232 Bascom Hall. The [admissions requirements](#) page has a drop-down menu under degrees which lists the documents required for each country.

Students with ESL requirements

Any student who was admitted with a TOEFL score below 92, or an IELTS score below 6.5 will be required to take the [English as a Second Language Assessment Test \(ESLAT\)](#) and any required [English course](#) during their first semester.

Funding for International Students

International students are eligible for Teaching, Project, and Research Assistantships on campus as well as university fellowships through the Graduate School. They may not be employed more than 20 hours per week on campus while enrolled full-time.

New international students with assistantships should work with ISS to obtain a social security number. New students with fellowships and no other appointment types are not considered employees and are not eligible for social security numbers. These students should work with ISS to obtain an International Taxpayer Identification Number.