



Graduate Program

Policies & Procedures Manual

Posted to Kinesiology web site October 2011

## TABLE OF CONTENTS

|   |        |
|---|--------|
| Introduction.....   | page 1 |
| Section 1, Advisor.....   | page 2 |
| Section 2, Bound Copies of Thesis/Dissertation.....   | page 2 |
| Section 3, Course Substitutions (for grad courses at another institution).....  | page 2 |
| Section 4, Course Substitutions (for grad courses taken on the UW-Madison campus) .....                                       | page 2 |
| Section 5, Criteria for Satisfactory Progress.....  | page 3 |
| Section 6, General Field Requirement for the Ph.D. ....   | page 3 |
| Section 7, M.S. Candidates in the Department of Kinesiology at UW-Madison<br>Applying for Admission to the Ph.D. Program..... | page 4 |
| Section 8, Preliminary Examinations for Ph.D. Students .....  | page 4 |
| Section 9, Research Methods Requirement .....   | page 4 |
| Section 10, Research Proposals for M.S. and Ph.D. Students .....  | page 5 |
| Section 11, Thesis and Dissertation Defense .....   | page 5 |

## INTRODUCTION

This manual is a compilation of Policies and Procedures for the Graduate Program in Kinesiology that have been approved by the Kinesiology Graduate Studies Committee and Kinesiology Graduate Faculty. It is intended for use by graduate students and faculty in the Department of Kinesiology as a supplement to the Kinesiology web site (which provides curricular information), and the UW Graduate School Academic Policies and Procedures,

<http://www.grad.wisc.edu/education/acadpolicy/guidelinesindex.html> Policies and procedures from these primary sources may be elucidated or summarized in the Kinesiology Grad Student Handbook, available on the Kinesiology web site, or the UW Graduate School Catalog, but the Handbook and Catalog do not alter, override, or supersede the primary sources. For further information regarding the Graduate Program in Kinesiology, please contact the Graduate Program Office, Room 1001 Natatorium/ Gymnasium Unit 2, or telephone 608-262-8730, or e-mail [kinesgrad@education.wisc.edu](mailto:kinesgrad@education.wisc.edu)

## **1. ADVISOR**

The Graduate School requires every graduate student to have an advisor. Tenure-track faculty holding professorial rank (full, associate, or assistant) may be an advisor (major professor) in the Department of Kinesiology for M.S. or Ph.D. students. Advising privileges may also be exercised by affiliate faculty in Kinesiology according to the *Procedures for Affiliate Appointment* approved by the Kinesiology Executive Committee (9/13/96), and the UW Graduate School policy (see UW Graduate School Student Handbook, r.e. Committees). Applicants to the graduate programs requiring a thesis or dissertation in the Department of Kinesiology will not be admitted unless a professor agrees to serve as the individual's advisor. The advisor/student relationship is one of mutual agreement, which may be terminated by either party. To change advisors, a *Change of Graduate Advisor Form* must be completed. This form may be secured from the Graduate Secretary and must be signed by the previous and new advisors as well as the student. (Approved: GSC 2-7-97; Faculty 3-7-97)

## **2. BOUND COPIES OF THESIS/DISSERTATION**

Students are required to prepare three copies of the final thesis/dissertation. A reminder shall be sent to the student and his/her Major Professor during the final semester: 1) The original unbound copy must be deposited at the Bindery Preparations Department, Room B137, UW-Memorial Library (262-3294). Binding of this copy is covered by student fees; 2) A bound copy shall be delivered to the Department Graduate Office; 3) A bound copy shall be delivered to the Major Professor. The costs for binding the second and third copies are the responsibility of the student.

## **3. COURSE SUBSTITUTIONS (for graduate course work taken at another institution)**

A student's major advisor may request that graduate credits earned at another institution be used to fulfill graduate course requirements at UW-Madison. The request, made in writing to the Graduate Studies Committee via the Graduate Secretary, will include a course description and syllabus for each course from the other institution and will identify which UW-Madison course requirement(s) are under consideration. The Graduate Coordinator will solicit a written recommendation from the UW-Madison faculty member(s) who has/have taught the course under consideration. This recommendation and the advisor's request will be presented to the Graduate Studies Committee who has the authority to approve or deny the request (Graduate School approval is unnecessary). Credits earned at another institution will not appear on the UW-Madison record, nor will they be used to compute the GPA or to determine weeks of residence. (Approved: GSC 11-15-96; Faculty 12-13-96)

## **4. COURSE SUBSTITUTIONS (for graduate course work taken on the UW-Madison campus)**

A student's major advisor may request that alternative graduate courses taken on the UW-Madison campus be used to fulfill graduate course requirements. The request, made in writing to the Graduate Studies Committee via the Graduate Secretary, will include a course description and syllabus for both the required course and the requested substitute. The advisor's request will be presented to the Graduate Studies Committee who has the authority to approve or deny the request (Graduate School approval is unnecessary). (Approved: GSC 11-15-96; Faculty 12-13-96)

## **5. CRITERIA FOR SATISFACTORY PROGRESS**

A student must maintain at least a 3.0 Grade-Point Average (GPA) during the first and each subsequent semester of graduate course work. A full graduate load is 8-12 credits. The program of the student for any given semester shall be approved by the major professor. Students holding a one-third to one-half time teaching, project or research assistantship will normally carry a 4 or 6 credit load respectively until dissertator status is achieved. A load beyond 12 credits may upon occasion be approved by the UW Graduate School with the major professor's recommendation.

A student who does not achieve at least a 3.0 GPA in graduate course work during one semester will be on probation in the following semester. If the student achieves less than a 3.0 GPA in the following semester, the student will not be eligible to continue as a graduate student without approval of the Graduate Studies Committee. The Graduate School does not deem it satisfactory for the student to have one or more grades of Incomplete in a semester. It is felt that this indicates that the student might have some difficulty in completing a degree program in a reasonable length of time. An "incomplete" that is not removed by the end of the next semester enrolled is considered to be an unsatisfactory grade. The Graduate School may notify the student that he/she is being dropped or placed on probation, or ask the department to justify the student being allowed to continue.

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

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

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

Satisfactory progress for part-time students will be evaluated on a case-by-case basis. This review process shall be the responsibility of the student's advisor. (Approved: 04-05-04; Faculty 05-04-04. Revised: GSC 03-04-09; Faculty 11-06-09.)

## **6. GENERAL FIELD REQUIREMENT FOR THE PH.D.**

All doctoral students in the Department of Kinesiology must satisfy the General Field Requirement by completing at least 2 graduate level Kinesiology courses of at least 2 credits each (4-6 credits total) at UW-Madison and outside of his/her major area of concentration. A form will be kept on file in the Department Graduate Office indicating which courses are fulfilling this requirement for individual students. This form must be submitted at the time the Preliminary Examinations are completed. These courses must be completed on the UW-Madison campus and must not have been used to fulfill an undergraduate deficiency or requirements for the Master's degree. (Approved: GSC 12-6-91; Faculty 2-14-92)

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

By the end of the second year of study the student should request permission to pursue the Ph.D. 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.

## **8. PRELIMINARY EXAMINATIONS FOR PH.D. STUDENTS**

For the Ph.D. candidate preliminary examinations are taken at or near the completion of the course work. A warrant for the examination must be secured from the Graduate School. This arrangement must be made through the Department Graduate Office. This form must be signed by the major professor. At that time the Graduate School checks the student records for incompletes and to see that a minor agreement form is included in the student's file. In addition, a form must also be presented to the Department Graduate Office indicating the 2 general field courses taken by the student. If these details are in order a warrant is issued.

The preliminary examination committee consists of the student's major professor/advisor and two other graduate faculty members, one of whom must be a Kinesiology graduate faculty member.

The examination consists of a written portion followed by an oral examination. The written portion of the Ph.D. preliminary examinations will consist of: four 4-hour sessions taking place over 2 consecutive days. Exceptions to this format must be approved by the Graduate Studies Committee. The oral portion of the Ph.D. preliminary examinations shall be administered within 2 weeks following completion of the written portion, with no time limit. Exceptions to this format must be approved by the Graduate Studies Committee.

If the examination is not satisfactory it may be repeated once. Regardless of the outcome of the preliminary examination (i.e., whether the student passes or fails), the warrant must be returned to the Department Graduate Office. On successful completion of both phases a student is admitted to candidacy for the Ph.D. and the student assumes a dissertator status provided all other requirements are satisfied. (Approved: GSC 11-15-96; Faculty 2-7-97. Revised: GSC 11-05-09; Faculty 11-06-09.)

## **9. RESEARCH METHODS REQUIREMENT**

All graduate students in the Department of Kinesiology must complete KINES 991 (Research in Physical Activity: Theory and Design), for 3 credits. (Approved: GSC 3-7-97; Faculty 4-4-97)

## **10. RESEARCH PROPOSALS FOR M.S. AND PH.D. STUDENTS**

An oral and written proposal is required for graduate students in programs which require a thesis or dissertation. The student must be enrolled in 742-990 or 939-791 (Research or Thesis) during the academic term in which the student proposes. The major professor shall provide information regarding the proposal time, date, location, and subject matter to the Graduate Secretary who will distribute an announcement to faculty and graduate students at least one week prior to the proposal. The purpose of the proposal is to get input and approval from the thesis/dissertation 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 professor/advisor with the approval of the other members of the committee. (Approved: GSC 11-15-96; Faculty 12-13-96)

## **11. THESIS AND DISSERTATION DEFENSE**

The M.S. thesis committee consists of three faculty members. The Chairperson must be from the Department of Kinesiology. All committee members must be tenure-track faculty holding professorial rank (full, associate, or assistant) in any department with graduate program authority. The M.S. candidate must make an oral presentation of her/his research to the thesis committee.

For doctoral candidates, the final oral examination committee consists of five members, at least one of whom must be from outside the Department of Kinesiology. The Chairperson must be from the Department of Kinesiology. All committee members must be tenure-track faculty (full, associate, or assistant) holding professorial rank in any department with graduate program authority.

The format of the thesis or dissertation will be determined by the major professor/advisor, with the approval of the other members of the thesis or dissertation committee. A written copy of the thesis or dissertation must be given to thesis/dissertation committee members at least seven days prior to the scheduled oral defense. The major professor shall provide information regarding the defense time, date, location, and subject matter to the Graduate Secretary who will distribute an announcement to faculty and graduate students at least one week prior to the defense. (Approved: GSC 11-15-96; Faculty 12-13-96)