TABLE OF CONTENTS

MISSION STATEMENT

PROGRAM DESCRIPTION

SECTION 1: DEFINITIONS

SECTION 2: TRANSFER CREDITS

SECTION 3: ADMISSION TO UNDERGRADUATE PROGRAM: FOUNDATIONS STUDY

SECTION 4: ADMISSION TO PROFESSIONAL CORE STUDY

SECTION 5: UNDERGRADUATE COURSE COMPLETION POLICY

SECTION 6: ADMISSION TO INTERNSHIP

SECTION 7: INTERN RESPONSIBILITIES

SECTION 8: INTERNSHIP PLACEMENT CONTINGENCIES

SECTION 9: ACADEMIC AND PROFESSIONAL EXPECTATIONS

SECTION 10: GRADUATION REQUIREMENTS

SECTION 11: PROGRAM SUSPENSION DUE TO ACADEMIC MISCONDUCT

SECTION 12: PROGRAM SUSPENSION/DISMISSAL DUE TO ACADEMIC STANDING

SECTION 13: GRADE APPEAL PROCEDURES

SECTION 14: UNDERGRADUATE GRIEVANCE/APPEAL PROCEDURE

ACADEMIC REQUIREMENT MATRIX

APPENDIX A: KINESIOLOGY ADMISSION FORM
DEPARTMENT OF KINESIOLOGY

MISSION
To pioneer innovative research in the human movement sciences inspiring student learning through transforming our laboratories, classrooms, and communities into living-learning environments.

VISION
To be a recognized leader for advancing the research and practice that optimizes human health and wellness and supports participation and performance across the lifespan.

PROGRAM DESCRIPTION
The Department of Kinesiology offers undergraduate degrees in kinesiology and athletic training. These programs have a four-year curriculum leading to a Bachelor of Science degree. It is recommended that students declare their intended major as early as possible. The program for both majors consists of general education, foundations, professional core, elective and capstone courses leading to the completion of 131 credits in the athletic training major and 120 credits in the kinesiology major.

The following information is for the Bachelor of Science in Kinesiology program ONLY.

SECTION 1: DEFINITIONS
The following definitions are meant to provide clarification throughout the document. These terms have special meaning and may be viewed as unique to the program.

1.01 General Education Requirements (GERs) – General courses usually taken in the first two years. “General and specialized education are directly related. General education provides a broad body of knowledge as context for specialization, and the general-education emphasis on conceptual inquiry leads students to more comprehensive views of their specialties. In this way students learn to relate particular tasks to general areas and thus acquire sufficient agility of mind and mobility of skills to move from problem to problem as knowledge develops.”
http://www4.uwm.edu/acad_aff/academic/ger.pdf

1.02 Kinesiology Foundations Coursework – Generally acquired during the first two years of the undergraduate Kinesiology major. Courses include:
- KIN 200
- KIN 270
- BIO SCI 202
- BIO SCI 203
- CHEM 100
- CLS 232
- ENG 205
- PHYSICS 120
- PSYCH 101
- SOCIOL 101

Most of these courses serve as pre-requisites to the advanced courses in the program. Courses in bold must be completed with a “C” grade or better to be able to apply to the Kinesiology Professional Core Studies (see Section 4).
1.03 **Professional Core** – A set of courses which include the movement science sub-disciplines and professional courses taught within the Department. These courses include the essential core knowledge needed for careers in Kinesiology. These include:

- KIN 320: Biomechanics
- KIN 325: Anatomical Kinesiology
- KIN 330: Exercise Physiology
- KIN 350: Psychological Aspects of Sport and Exercise
- KIN 351: Sociological Aspects of Health and Human Movement
- KIN 400: Ethics and Values in the Health and Fitness Professions
- KIN 460: Introduction to Motor Development
- KIN 461: Principles of Motor Learning
- KIN 488: Professional Preparation Seminar
- KIN 500: Level Course Options

1.04 **Fieldwork** – Paid or volunteer experience in the field which is accumulated prior to internship and not associated with specific course requirements.

1.05 **Internship** – Supervised, structured service-learning capstone experience students engage in during the final semester of their undergraduate program. **Utilizing this option to fulfill the capstone experience prepares a student to enter the workforce immediately upon completion of the undergraduate program.**

1.06 **Capstone Courses** – A list of courses which have been approved by the Department because they either contribute directly to the educational foundation or are complementary to the focus of the major. In general, these are specialized courses within a discipline that serves to augment the student’s educational development and which is clearly in line with the student’s career goals (e.g., Biochemistry; Advanced Nutrition; Neurophysiology). **Utilizing this option to fulfill the capstone experience prepares a student for the academic rigor of graduate school.**

1.07 **Good Standing** – Students are considered to be **in good standing** if they are academically eligible and have had no academic disciplinary actions imposed against them. (Also see Sections 11 and 12.)

1.08 **Academic Misconduct** – Student academic misconduct procedures are specified in UWS Chapter 14 and the UWM implementation provisions (Faculty Document 1686). According to UWM’s Academic Misconduct Policy:

Academic misconduct is an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or falsifies academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student's academic performance, or assists other students in any of these acts.

Prohibited conduct includes cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course;
Academic Misconduct continued

- tampering with the laboratory experiment or computer program of another student;
- knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed. The complete policy and procedures can be located at:
  
  http://www.uwm.edu/Dept/Acad_Aff/policy/academicmisconduct.html

SECTION 2: TRANSFER OF CREDITS

Students who transfer to UWM are subject to the program requirements at the time of admission. While the University Registrar will review academic transcripts and perform pre-approved department course-for-course transfers, the Department of Kinesiology reserves the right to modify transfer requests. Course transfers may be rejected if grades achieved are below acceptable levels (i.e., below “C” for core pre-requisite/professional core courses) or if courses were taken longer than 7 years ago.

Students may appeal for course substitution consideration if content of a course taken previously is significantly similar to a program requirement. Such appeals are subject to review by the Undergraduate Program Coordinator and the primary faculty in the specific area. Course syllabi will be necessary for documentation.

SECTION 3: ADMISSION TO UNDERGRADUATE PROGRAM: FOUNDATIONS STUDY

For admission to UWM and the kinesiology foundations courses, students must satisfy UWM admission requirements. Prerequisites for each course must also be met.

SECTION 4: ADMISSION TO KINESIOLOGY PROFESSIONAL CORE STUDY

The following requirements must be met before beginning the professional core course of study (see section 1.05):

- The student must obtain a grade of "C" or better in:
  - KIN 270 Statistics in the Health Professions
  - BIO SCI 202 Anatomy & Physiology I
  - BIO SCI 203 Anatomy & Physiology II
  - CHEM 100 Chemical Science
  - PHYSICS 120 General Physics I

- The student must have completed the appropriate prerequisite courses.

Application Process: If a student meets the minimum eligibility requirements, she/he is invited to apply for admission into the professional core. The student must submit a completed application to major by the deadline specified on the admission form found in Appendix A.
SECTION 5: UNDERGRADUATE COURSE COMPLETION POLICY

5.01 General Education Requirements (GER): The Department of Kinesiology has augmented the University GER requirements. By meeting the following, students will have satisfied both the University and Department general education requirements:

- 6 credits Humanities
- 9 credits Social Sciences
- 3 credits Fine Arts
- 11 credits Natural Sciences
- 3 credits Cultural Diversity (may be concurrently met with other GER designated course)
- English proficiency
- Math score of 30 or higher and 3 credits of math (Math 105 or higher), or a grade of “C” or better in Math 105 or higher (excluding Math 106)

5.02 Core Course Repeats: Students in the kinesiology undergraduate program will be allowed to repeat no more than three professional core courses during their pursuit of an undergraduate degree (See 5.03 for exception). Core course repeats must be taken at UWM. The Kinesiology Undergraduate Program Coordinator will consider appeals to repeat more than three courses in cases where the student can demonstrate extenuating circumstances. Core courses may not be repeated more than once.

5.03 Internship Repeat Policy: While students may repeat courses within the undergraduate program in accordance with University repeat policy and the Department of Kinesiology Undergraduate Policy on Core Course Repeats (Section 5.02), the Kinesiology Internship and Seminar (KIN 489) may not be repeated. Students who fail this course or are terminated from their internship may appeal to the Kinesiology Undergraduate Program Coordinator (recommendation to Department for approval) for repeat approval. A student who recognizes a problem in the internship prior to the sixth week may, upon approval of internship supervisor, withdraw from the internship and be allowed to repeat the course/internship during the following semester, provided an internship site is available. If the student withdraws a second time, he/she must appeal to the Department of Kinesiology Undergraduate Program Coordinator for consideration of possible re-enrollment for a third time in the Kinesiology Internship and Seminar (KIN 489).

5.04 Special Course Consideration for Enrollment: Students must be classified as Kinesiology major (e.g., have met criteria for Core Study and admitted to the Kinesiology Program as described in Section 4) prior to enrollment in any professional core course listed in the junior and senior years of the kinesiology curriculum. These core courses include:

- KIN 320 Biomechanics
- KIN 325 Anatomical Kinesiology
- KIN 330 Exercise Physiology
- KIN 400 Ethics and Values in the Health and Fitness Profession
- KIN 460 Introduction to Motor Development
- KIN 461 Principles of Motor Learning
- KIN 488 Professional Preparation Seminar
- KIN 5xx U/G level course

5.05 Acceptance of outdated credits
Due to the constant evolution of scientific research, credits that were completed more than 7 years prior to graduation will be considered outdated and not eligible to satisfy requirements for the baccalaureate degree.
SECTION 6: ADMISSION TO INTERNSHIP

6.01 Overview of Capstone Experience: As part of the undergraduate degree requirements for a Bachelor of Science in Kinesiology, a capstone experience is required. The capstone consists of either an internship or 14 credits of capstone courses used to enhance educational opportunities and preparedness for graduate school. For those students planning to enroll in the Kinesiology Internship and Seminar, the requirement can only be met by the completion of a 16-week, 40-hour per week work-study experiential program upon completion of all undergraduate course work requirements as specified by the Department of Kinesiology. For students interested in a research internship, the internship may be completed over two semesters. In this case, the internship experience would typically be a 20-hour per week commitment over these two semesters.

6.02 Requirements for Internship: The following requirements must be met before enrolling in the Kinesiology Internship and Seminar (HMS 489):

- Senior student in good standing (see Section 1.07);
- Admitted into the Kinesiology major;
- Completion of all curriculum requirements including general education requirements, foundations courses, professional core courses, and electives;
- A cumulative UWM GPA of 2.500 or higher;
- A GPA of 2.750 or higher in the professional core courses (see Section 1.06);
- Will, upon successful completion of the internship program, be immediately eligible for graduation and remain in good academic standing, and
- Can verify a minimum of 320 hours of post-high school paid and/or volunteer experience in the health, medical, rehabilitation, and/or exercise/fitness area. This requirement applies to all students pursuing an internship. Hours counted toward the 320-hour fieldwork requirement cannot be obtained as part of a course or laboratory requirement, or in conjunction with an internship experience.

6.03 Contingency for two-semester internship: For students completing the two-semester research internship in Kinesiology, the following two criteria must be met:

- Must be within 32 credit hours of graduation (including internship credits),
- May be limited to 9 credits of coursework each semester while completing internship requirements.

NOTE: Kinesiology students interested in pursuing a research internship should meet with the Undergraduate Program Coordinator during their junior year to plan for the two-semester research internship.

6.04 Course Work in Conjunction with Internship: Students may petition to enroll in Kinesiology Internship and Seminar (KIN 489) in conjunction with no more than one undergraduate course up to 4 credits. The Undergraduate Program Coordinator and the Internship Site Supervisor, prior to the student’s official site “declaration,” must approve enrollment in course work beyond the Kinesiology Internship and Seminar (KIN 489).

SECTION 7: INTERN RESPONSIBILITIES

7.01 Background Checks: Students are subject to a Criminal Background Check. Failure to comply will result in ineligibility for internship placement. A criminal history may result in an inability to successfully obtain an appropriate internship placement.
Health and Accident Insurance: Health and accident insurance is not provided to students by the University of Wisconsin-Milwaukee or by the agency in which the student is placed as part of a clinical rotation, fieldwork, field training, or to meet internship requirements. It is advisable that the student maintains 1) appropriate personal health insurance and 2) adequate auto insurance coverage for the student’s vehicle, as there may be requirements to travel between sites.

Liability Insurance: Any student enrolled at a UW-System campus, represents the University and the state of Wisconsin in the performance of all duties associated as part of professional training placements and, therefore, students acting in such roles are protected under the State of Wisconsin program of Self-Insurance for Liability Protection. If a liability action should arise from the performance of responsibilities as assigned as part of the student field placement, protection for that action would be provided by statute and, if need be, the student would be defended by the State of Wisconsin Attorney General’s Office. This coverage is meant to include only those situations in which the student is performing duties related to the professional training placement. In cases where students are employed by the agency in which they are placed, and the employment is part of the University learning experience leading toward a degree or a certification, the University does not provide liability coverage to the student for acts or omissions which may lead to suit.

The UWM Risk Management Office encourages all students to carry personal insurance policies that provide protection in the event of a personal injury and/or damage to or theft of personal possessions. Neither UWM’s College of Health Sciences nor the state of Wisconsin provides such coverage to the student. It is recommended that the student, while acting in clinical placement, not transport clients, patients, agency staff, or students in personal vehicles.

Proof of Vaccination: Interns may be asked to provide proof of vaccination in accordance with internship site policies and procedures. Non-compliance could result in termination of the internship agreement.

Drug Testing: Interns may be subject to random and reasonable drug testing in accordance with internship site policies and procedures. Non-compliance and/or positive results could result in immediate termination of the internship and expulsion from the program.

Labor Disputes and the Intern: Student interns are not allowed to replace staff during the course of the internship. The Department of Kinesiology at UWM depends on agencies outside the University for training and enhancing the student experience. When work or appropriate supervisor stoppage occurs in an agency in which a student is placed, it is Department policy that the student’s welfare and education be placed above all else. In the event of a labor action/dispute that results in a cooperating supervisor not being available to directly supervise a student, it is the Department supervisor’s responsibility to act on behalf of the student and temporarily remove the student from that placement pending the resolution of the labor action/dispute. If the labor dispute/job action should continue for an extended period of time, the University will at that point review alternatives for the student involved and likely work to identify a suitable alternative site.

SECTION 8: INTERNSHIP PLACEMENT CONTINGENCIES
The placement of students into internship assignments is a complex process often requiring a month or more lead time for negotiating Affiliation Agreements and assigning supervisory responsibility within the agency. Final grades of students are often not posted prior to the mailing of a Program Memorandum. (The Program Memorandum serves as a contract by which the agency supervisor assures the University of his/her willingness to abide by the policies and procedures established for the internship, and act in a manner to insure appropriate learning experiences for the student during the internship.)
8.01 Discovery of Student Ineligibility Prior to Initiation of Agency Contracts: When a student is about to be placed into an internship, and it is discovered that the student does not qualify for the internship based upon the admission requirements as outlined above (see Section 6.02), the Undergraduate Program Director will make a determination regarding the status of the internship. In all likelihood, the internship will be postponed until such time when the student meets the established criteria.

8.02 Discovery of Student Ineligibility After Initiation of Contracts: Once an internship contract is established and Program Memorandum approved, the University has a responsibility to facilitate the internship experience. If it is discovered that the student does not qualify for the internship based upon the admission requirements as outlined above (see Section 6.02) subsequent to the time contracts have been initiated, the student and the University Supervisor will be notified that a final grade for the internship shall not be posted until such time as the student meets the criteria for admission into the internship. The student shall be responsible for all aspects and assignments including dates and deadlines for completing the internship as originally provided for in the Program Memorandum. Upon completion of the internship, the University Supervisor shall inform the student of the grade earned and that shall serve as the final grade notice for purposes of grade appeal. (Initiation of a grade appeal must occur within 15 works days of this notice.) Once all criteria for admission to the internship have been met, the internship grade will be posted to the student’s transcript. The posted grade is final and may not be appealed at that time.

8.03 Discovery of Academic Misconduct: A student’s internship placement and start date shall be immediately suspended if the student is accused of academic misconduct, and shall remain suspended until such time as the case is resolved. If the student is exonerated, the internship will be initiated in a timely manner. If the student is found to have violated the Academic Misconduct Policy, the student’s internship will be canceled and the student immediately suspended from the program in accordance with Policy (see Section 11).

SECTION 9: ACADEMIC AND PROFESSIONAL EXPECTATIONS
In addition to providing an academic foundation for future professionals in kinesiology, the faculty and staff of the Department of Kinesiology want to insure that students conduct themselves in a professional and ethical manner in academic and field settings. To insure that graduates of the program are not only prepared academically for their chosen career, but have demonstrated compliance with program expectations, faculty or academic staff may bring concerns about a student to a Remediation Committee for review at any time during the students academic career.

9.01 Remediation Committee: The Remediation Committee shall be appointed by the Undergraduate Program Director (who shall serve as its Chair) and shall be made up of three full time faculty/teaching academic staff within the Department of Kinesiology, at least one of whom must be a tenured faculty member. The purpose of the Committee is to intervene when a faculty or academic staff member of the Department is confronted by inappropriate student behavior that is not covered by other misconduct policies. Typically, this behavior might be considered detrimental to the learning environment of others, counterproductive to the facilitation of learning goals, or may be considered unprofessional if the behavior pattern were to be continued in a professional/field placement.

9.02 Faculty Role: Concerns regarding a student’s behavior may be brought directly to the student by any faculty member. The faculty member must document the conversation and include general points of discussion as well as expectations shared with the student. The faculty member may, at his/her own discretion, choose to report concerns to the Undergraduate Program Director for intervention. The Undergraduate Program Director may choose to meet with the student to address the concerns raised, or in consultation with the faculty member, choose to constitute a Remediation Committee to address the concerns.
9.03 **Scope of the Committee:** The Remediation Committee shall meet with the faculty/staff member initiating the concern. The Remediation Committee may choose to meet with the student, or delegate a member to meet with the student to discuss the concerns raised. The Committee may make recommendations regarding the student’s status within the program, and establish a remediation program by which the student may demonstrate compliance with program expectations.

9.04 **Dismissal from Program:** In extreme cases, or when the student does not comply with an agreed upon remediation program, the Remediation Committee may recommend to the Executive Committee the student’s suspension or dismissal from the program.

9.05 **Appeal Process:** The student may appeal the action of the Remediation Committee using the process as outlined in Section 15.

9.06 **CHS Honor Code:** All students are subject to follow the CHS honor code: http://www4.uwm.edu/chs/students/current_students/honor_code.cfm.

**SECTION 10: GRADUATION REQUIREMENTS**
To graduate with a Bachelor of Science degree in Kinesiology, students must:

1. Complete a minimum of 120 credits as required by the curriculum;
2. Provide documentation of their certification in CPR, AED, and first aid;
3. Earn a minimum UWM cumulative grade point average of 2.500; and
4. Earn a minimum 2.750 cumulative grade point average in all Kinesiology Core courses, including KIN 489 (HMS 489): Kinesiology Internship and Seminar, when applicable.

**SECTION 11: PROGRAM SUSPENSION DUE TO ACADEMIC MISCONDUCT**

11.01 **Academic Misconduct:** A student found to have engaged in academic misconduct is considered suspended from the program. The student may continue to enroll in course work (subject to disciplinary actions), but he/she will not be given priority registration in program dependent courses. Further, students under program suspension may not enroll in the Kinesiology Internship and Seminar (HMS 489) nor be approved for graduation from the program until such time as the program suspension is lifted.

11.02 **Reinstatement/Lifting of Program Suspension:** A student who has been suspended from the program as a consequence of academic misconduct or other disciplinary reasons, may petition the Department of Kinesiology Reinstatement Review Committee for consideration of reinstatement into the program. The student is expected to describe and admit to the conduct that lead to the program suspension and complete posed disciplinary actions. The student may be reinstated with stipulations or additional sanctions as deemed appropriate by the Executive Committee.

11.03 **Reinstatement Review Committee:** The Reinstatement Review Committee shall be made up of a minimum of six members including the Program Director, a member of the Department’s Curriculum Committee, the CHS Investigating Officer (as a non-voting ex officio member), a member of the Department’s Executive Committee, the Department Chair or designee, and a graduate teaching assistant.

11.04 **Appeal Process:** In the event the reinstatements is denied, or if the conditions of reinstatement are deemed by the student to be unreasonable, the student may appeal in accordance with established policy (see Section 15).
SECTION 12: PROGRAM SUSPENSION/DISMISSAL DUE TO ACADEMIC STANDING

12.01 In good standing: Per the Department of Kinesiology policy, a cumulative UWM GPA of 2.500 or greater and a Kinesiology Core GPA of 2.750 or greater must be achieved to qualify for graduation (and internship) and thus must be met throughout the course of study in the program. In so doing, the student remains “in good standing” in the program.

12.02 Academic Probation from Program: Each semester, after final grades are posted, the Department of Kinesiology reviews the GPA and the number of Core classes repeated for all Kinesiology students (a maximum of 3 KIN Core classes may be repeated – see section 5.02). If a student falls below a cumulative UWM GPA of 2.500 and/or a 2.750 Kinesiology Core GPA, either cumulative or semester, he/she will be placed on academic probation for the next semester.

12.03 Dismissal from the Program: If the student fails to achieve the required GPA during the probation semester, the student will no longer be “in good standing” and will be dismissed from the program.

SECTION 13: STUDENT COMPLAINTS REGARDING POLICY OR PERSONNEL
Unless otherwise noted, students should direct complaints to the Department Chair in which the incident occurred. If the incident allegedly violates a specific university policy, the complaint may be directed to the chair of the department or academic unit in which the incident occurred or to the appropriate university office responsible for enforcing the policy.

SECTION 14: GRADE APPEAL PROCEDURES
A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established steps outlined below.

STEP 1: Initial appeal must be made directly to the instructor within 15 working days of receiving the final course grade or upon the release of final grades electronically. Instructor will review with student grading process and rationale for submitted grade.

STEP 2: If the student is dissatisfied with the outcome of Step 1, the student may continue the appeal by submitting a written statement of appeal within 10 working days of the student/instructor meeting to the appropriate Program Director. If an undergraduate student appealing the grade of an undergraduate course, the letter should be addressed to the Undergraduate Program Director. (If a graduate student appealing the grade of a graduate course, the letter should be addressed to the Graduate Program Director.) The appeal should include rationale for disputing the grade and evidence of discrepancy. The Director will review the merits of the appeal and based upon the evidence provided by the student, will render a decision within 15 working days.

STEP 3: If the student is still dissatisfied, the student may continue the appeal by submitting a written statement of appeal within 10 working days of receiving the Program Director’s response to the Department of Human Movement Sciences Course and Curriculum Committee. The appeal should include a copy of the original letter provided to the Director and a copy of the written response received (in accordance with Step 2) along with additional rationale for consideration. The Course and Curriculum Committee will convene a meeting to hear the student’s case and review the grade and grading process. The student will be informed of the Committee’s decision within 15 working days.

STEP 4: If the student is still dissatisfied, the student may continue the appeal process by requesting that the Course and Curriculum Committee forward the student’s letter and documentation to the Department Chairperson within 10 working days of receiving the Course and Curriculum Committee’s decision. The Department Chairperson will convene a meeting of the Department of Human Movement Sciences Executive Committee to review the student’s case. The student may submit additional material, and may be present to plead his/her case. The student will be informed of the Executive Committee’s decision after deliberation.

STEP 5: If the student is still dissatisfied, the student may appeal to the CHS Faculty and Student Affairs Committee within 10 working days from the date of receiving the Executive Committee’s decision. If the Committee concludes that the student’s grade was based on arbitrary or capricious grounds, it shall recommend to the Dean that the grade be changed. The Dean has the authority to implement the recommendation as per Faculty Document 1243.
STEP 6: If the Faculty and Student Affairs Committee fails to recommend a grade change, the student may appeal to the Dean within 10 working days from the date of the CHS Faculty/Student Affairs Committee’s decision. The Dean's decision is final.

SECTION 15: UNDERGRADUATE GRIEVANCE/APPEAL PROCEDURE (other than for grades)

STEP 1: In cases concerning academic matters other than grades (e.g., admission, program suspension or remediation, course substitutions, etc.), the student must file the grievance/appeal within 30 working days from the date of the action that prompted the grievance/appeal. Where the grievance/appeal involves a course being taught, the student will appeal to the course instructor. The student who has a grievance/appeal that does not concern a specific course-related academic matter will go immediately to Step 2, within the 30-day time limit referred to above.

STEP 2: If dissatisfied with the Step 1 decision (or when Step 1 is not applicable), the student may appeal to the Undergraduate Program Director within 10 working days from the date of the Step 1 decision (or within 30 days of the occurrence when Step 1 is not applicable). If still dissatisfied, the student may proceed to Step 3.

STEP 3: The student must meet with the Department Chairperson within 10 working days of receipt of the decision from Step 2. If still dissatisfied with the decision, the student proceeds to Step 4.

STEP 4: If the student is still dissatisfied, the student may continue the appeal process by requesting that the Department Executive Committee review the grievance/appeal. The request must be made to the Department Chair within 10 working days of meeting with the Department Chairperson (Step 3). The Department Chair shall convene a meeting of the Department of Human Movement Sciences Executive Committee to review the student's case. The student may submit additional material, and may be present to plead his/her case. The student will be informed of the Executive Committee’s decision within 10 working days.

STEP 5: If still dissatisfied, the student may appeal to the CHS Faculty and Student Affairs Committee within 10 working days of receipt of the Executive Committee’s Decision.

STEP 6: If the student is dissatisfied with the decision of the CHS Faculty and Student Affairs Committee, the student may appeal to the Dean within 10 working days from the date of the Faculty and Student Affairs Committee’s decision. The Dean's decision is final.

DEPARTMENT OF KINESIOLOGY
UNDERGRADUATE ACADEMIC REQUIREMENT MATRIX

<table>
<thead>
<tr>
<th>CATEGORY OF COURSES</th>
<th>REQUIREMENTS</th>
<th>GPA</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Score of 3 or better on the English Placement Test, or Earn a grade of “C” or better in English 102, or Transfer to UWM with a grade of “C” or better in a course equivalent to English 102.</td>
<td>na</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>Achieve a placement code of at least 30 on the mathematics placement test, or Earn a grade of “C” or higher in Math 105 or higher (excluding 106) or equivalent course.</td>
<td>na</td>
<td></td>
</tr>
<tr>
<td>Foreign Language Requirement</td>
<td>Complete with passing grades at least two years of high school level instruction in a single foreign, or Complete with passing grades at least two semesters (6 credits) of college level instruction in a single foreign language, or Demonstrate foreign language ability by passing an approved placement/proficiency examination.</td>
<td>na</td>
<td>Must complete foreign language requirement to be eligible for graduation.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Details</td>
<td>Credits</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>General Education Requirements (GER)</td>
<td>Obtain passing grades for courses identified as meeting the following distribution: Fine Arts – 3 credits, Social Sciences – 9 credits, Humanities – 6 credits, Natural Science – 11 credits, Cultural Diversity – 3 credits*</td>
<td>na</td>
<td>Must complete to be eligible for graduation.</td>
</tr>
<tr>
<td>Foundations Requirement</td>
<td>1. Satisfy English requirement, 2. Satisfy math requirement, 3. Obtain a grade of “C” or better in each of the following courses: Biological Science 202, Biological Science 203, Chemistry 100, 102, or higher, Clinical Laboratory Sciences 232, Kinesiology 200, Kinesiology 270, Physics 120 or higher, Psychology 101, Sociology 101</td>
<td>2.000</td>
<td>Must complete all to be eligible for graduation. Must complete five highlighted courses with a “C” grade or better in order to be eligible to apply to the Kinesiology Professional Core.</td>
</tr>
<tr>
<td>Admission to Kinesiology Major</td>
<td>1. Complete or have ‘in progress’ at time of application the following courses with a “C” grade or better: BIO SCI 202 &amp; 203, CHEM 100 or higher, KIN 270, and PHYSICS 120 or higher. 2. Submit completed application form (found in appendix) to 115 Merrill Hall by due date. October 1st for Spring Admission, March 1st for Summer or Fall Admission</td>
<td></td>
<td>If student does not earn required grade for any “in progress” required courses at time of application, the student will be administratively dropped from any core courses in which they have enrolled. Late applications will be processed with the next review cycle.</td>
</tr>
<tr>
<td>Kinesiology Major Professional Core courses</td>
<td>To be eligible for placement in an internship, and ultimately eligible for graduation, students must complete the following courses and obtain a GPA of 2.750: KIN 320, KIN 330, KIN 325, KIN 350, KIN 351, KIN 400, HMS 460, HMS 461, HMS 488, HMS 5XX</td>
<td>2.750</td>
<td>Students who fail to earn the required 2.750 GPA may not be placed in an Internship and may not enroll in Kinesiology Internship and Seminar (KIN 489). For the students choosing capstone coursework in lieu of the Kinesiology Internship, the 2.750 GPA is required to graduate.</td>
</tr>
<tr>
<td>Capstone</td>
<td>Internship or 14 credits of coursework from the approved capstone course list.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>To be eligible for graduation, students must obtain a UWM cumulative Grade Point Average of 2.500.</td>
<td>2.500</td>
<td>Students who fail to earn the required 2.500 GPA are not eligible to graduate.</td>
</tr>
</tbody>
</table>

* May be taken as part of another requirement (e.g., African Dance I satisfies Arts and Cultural Diversity Requirement)

(Approved by Department of Kinesiology, 10/14/05; 12/14/07; 4/23/12)
APPLICATION FOR ADMISSION TO THE MAJOR
Bachelor of Science in Kinesiology

Spring admission – applications due by October 1st in the preceding Fall semester.
Summer/Fall admission – applications due by March 1st in the preceding Spring semester.
Applications received past the listed due date will be reviewed during the next cycle.

Applicant Information

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Prerequisite Coursework

The following courses completed with a grade of “C” or better. Fill in the box with grade earned for each course. If currently enrolled please place an “IP”. Failure to complete and earn a grade of “C” or better in all 5 prerequisite courses will result in an administrative drop from any core courses in which you have enrolled.

<table>
<thead>
<tr>
<th>UWM Course #</th>
<th>BIO SCI 202</th>
<th>BIO SCI 203</th>
<th>PHYSICS 120</th>
<th>CHEM 100</th>
<th>KIN 270</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grade Point Average (GPA) Requirements

Per the Department of Kinesiology policy, a cumulative UWM GPA of 2.500 or greater and a Kinesiology Core GPA of 2.750 or greater must be achieved to qualify for graduation (and internship) and thus must be met throughout the course of study in the program. In so doing, the student remains “in good standing” in the program. After final grades are posted, the Department of Kinesiology reviews the GPA and the number of Core classes repeated for all Kinesiology students (a maximum of 3 KIN Core classes may be repeated). If a student falls below a cumulative UWM GPA of 2.500 and/or a 2.750 Kinesiology Core GPA, either cumulative or semester, he/she will be placed on academic probation for the next semester. If the student fails to achieve the required GPA during the probation semester, the student will no longer be “in good standing” and will be dismissed from the program.

I have read and understand the Department of Kinesiology GPA requirements to remain “in good standing” in the Bachelor of Science Kinesiology program.

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Administrative Use Only

<table>
<thead>
<tr>
<th>Date Reviewed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

☐ Granted  ☐ Conditional  ☐ Denied

Submit this completed application to CHS Office of Student Affairs - MERRILL HALL Room 115.
All applicants are notified of admission status (granted or conditional) through an email and letter from the department within 4 weeks of application deadline.