

**DEPARTMENT OF KINESIOLOGY
GRADUATE STUDENT HANDBOOK**

**DOCTOR OF PHILOSOPHY
DEGREE PROGRAM IN
KINESIOLOGY**



College of Health Sciences

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INTRODUCTION

Department of Kinesiology Mission

The mission of the Department of Kinesiology is to engage in the generation, dissemination, integration, and application of knowledge specific to human movement in various contexts. These contexts comprise health promotion, maintenance, habilitation and rehabilitation in professional settings ranging from health care to education to sport to industry.

Department of Kinesiology Vision

We aspire to be a Kinesiology Department internationally recognized for our integrative research and academic programs that prepare transformational leaders who positively impact our diverse communities.

PhD Kinesiology Program Vision

To foster the development of leading scholars who have the ability to create, evaluate, apply, and advance knowledge at the intersection of the human movement and health sciences.

PhD Kinesiology Program Student Learning Objectives

Upon successful completion of the PhD Kinesiology program, students will be able to:

1. Demonstrate a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of Kinesiology.
2. Make informed judgments on complex issues in Kinesiology, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences.
3. Demonstrate the general ability to conceptualize, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of Kinesiology, and to adjust the project design in the light of unforeseen problems.
4. Demonstrate a detailed understanding of applicable techniques for research and advanced academic enquiry in Kinesiology.
5. Create and interpret new Kinesiology knowledge in their area of expertise, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
6. Demonstrate the qualities and transferable skills necessary for employment in academics, industry or a clinical setting, requiring the application of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

This handbook has been compiled as a source of information for PhD Kinesiology students (prospective and current) and PhD Kinesiology faculty advisors and mentors. The handbook contains descriptions of the PhD Kinesiology program policies and procedures, and forms that must be completed and submitted within the course of study. The most up-to-date information as well as forms can be found on the [Department of Kinesiology: Ph.D. Kinesiology webpage](#). Full web addresses associated with hyperlinks in the manual and links to all program related forms are also listed in the section of this handbook.

APPLICATION PROCESS

Applications for the PhD Kinesiology Graduate Degree program and for non-degree graduate student status must be completed through the [University of Wisconsin System Online Application website](#). Please refer to the "[Guide to the PhD Kinesiology Application Process](#)" on the Resources page of our website for details on the application process.

ADMISSIONS

In addition to meeting the [UWM Graduate School's criteria for admission](#), applicants to the Ph.D. program in Kinesiology must also:

1. Possess, or be in the process of completing, a M.S. degree in Kinesiology or closely related field. In exceptional cases, applicants with a B.S. degree in Kinesiology or closely related field who demonstrate significant involvement in research and exceptional academic achievement may be considered for admission.
2. Submit a curriculum vitae that includes all academic institutions attended, degrees achieved, and academic and professional accomplishments (e.g., publications, presentations).
3. Submit verbal, quantitative, and analytical writing scores from the GRE General Test taken within five years of the application date.
4. Demonstrate, through submission of official transcripts from all institutions attended, a minimum grade point average of 3.0 for the highest degree program in which the student enrolled and/or completed. Particular attention will be paid to grades in classes that are relevant to the selected area of emphasis for the Ph.D. Kinesiology program. Applicants currently enrolled in a baccalaureate program must demonstrate a minimum undergraduate grade point average of 3.0.
5. Solicit two confidential letters of recommendation from previous university instructors and/or faculty advisors. These letters should be sent directly from the letter writer to the PhD Kinesiology program director.
6. Submit a writing sample from a research project in which the applicant was involved. Acceptable writing samples include, but are not limited to, submitted/published manuscripts, submitted/published abstracts, review of literature, report of a completed research project, research proposal, etc.
7. Submit a letter of intent that addresses the applicant's research interests (including intended area of emphasis and advisor at UWM) conducted research, ongoing research and career goals.

Admission on Probation

An applicant that does not meet all of the Graduate School and/or PhD Kinesiology program admission criteria may be considered for admission on probation. Please see the [Graduate School webpage](#) for conditions that must be fulfilled in order to be considered for admission on probation.

The final admission decision is contingent upon the availability of a graduate faculty member to serve as primary advisor for the student.

EMAIL & STUDENT MAILBOXES

All graduate students are automatically assigned a UWM email account. Students should receive a letter from University Information Technology Services (UITS) informing them of their assigned email addresses and passwords. The UITS helpline number is (414) 229-4040.

All enrolled PhD Kinesiology students will have an assigned mailbox. In general, mailboxes will be located in the building in which the student's office space is allocated.

MAJOR PROFESSOR AS ADVISOR

The Graduate School requires that each doctoral student have a [major professor](#) to advise, supervise and approve the program of study before registering for courses. The major professor must have graduate faculty status. The major professor also serves as a research mentor, the chair of the Ph.D. committee, and chair of the committee hearing the dissertation defense.

Selection of a Major Professor

Each student will identify a specific major advisor from the Department of Kinesiology graduate faculty as part of the application to the program process.

Department of Kinesiology Graduate Faculty

Professors

Greenleaf, Christy, Ph.D., University of North Carolina-Greensboro
Meyer, Barbara B., Ph.D., Michigan State University
Strath, Scott J., Ph.D., University of Tennessee-Knoxville

Associate Professors

Cobb, Stephen, Ph.D., Georgia State University
Earl Boehm, Jennifer, Ph.D., Pennsylvania State University
Ebersole, Kyle, Ph.D., University of Nebraska
Huddleston, Wendy, Ph.D., PT, Medical College of Wisconsin
Keenan, Kevin, Ph.D., University of Colorado-Boulder
Klos, Lori, Ph.D., Cornell University
Moerchen, Victoria, Ph.D., PT, University of Wisconsin-Madison
O'Connor, Kristian M., Ph.D., University of Massachusetts-Amherst
Swartz, Ann M., Ph.D., University of Tennessee-Knoxville

Wang, Jinsung, Ph.D., Arizona State University
Zalewski, Kathryn R., Ph.D., PT, University of Wisconsin-Milwaukee

Assistant Professors

Arvinen-Barrow, Monna, Ph.D., CPsychol., University of Northampton, UK
Steeves, Jeremy, Ph.D., University of Tennessee-Knoxville

PROGRAM OF STUDY

The PhD Kinesiology program requires students to complete a minimum of 58 graduate credits beyond the master's degree, or a minimum of 79 credits beyond the bachelor's degree. The curriculum is comprised of five main components: (1) Core curriculum, (2) Area of emphasis curriculum, (3) Cognate, (4) Electives, and (5) Dissertation.

Program of Study Form

Each student, in conjunction with his/her major professor and doctoral committee, will complete a "[PhD Kinesiology Proposed Program of Study](#)" form. The [Graduate School policies regarding courses, grades and residence requirements](#) must also be considered when planning the program of study. The form must be signed by the student, the major professor and the doctoral committee members. The signed form must then be submitted to the PhD Kinesiology Program Director for review and approval no later than upon the completion of 12 graduate credits. It is expected that students will periodically meet with their major professor throughout their coursework, prior to each registration period, and at any other time deemed necessary.

Continuous-Year Requirement

The [Graduate School](#) requires that doctoral students must complete 8 to 12 graduate credits in each of two consecutive semesters, or 6 or more graduate credits in each of three consecutive semesters, exclusive of summer sessions.

CURRICULUM

	Students entering with a MS	Students entering with a BS
Core Curriculum	16 credits	22 credits
Area of Emphasis Curriculum	15 credits	21 credits
Cognate	9 credits	12 credits
Electives	6 credits	12 credits
Dissertation	12 credits	12 credits
TOTAL	58 credits	79 credits

All credits listed are minimum required credits for the program.

Core Curriculum

The core curriculum focuses on developing the knowledge and skills necessary for students to conduct sound and innovative research, and to develop as a scholar. Coursework included in the core curriculum focuses on research methodology and design, statistical analysis, ethical conduct of research, professional development, and teaching and learning coursework.

Seminar* <i>KIN 901 or comparable option</i>	1 credit repeated 4 times
Teaching and learning course <i>KIN 909; OST 990 or comparable option</i>	3 credits
Research methodology and design <i>KIN 703 or comparable option</i>	3 credits
Statistics <i>Possible eligible courses include, but are not limited to KIN 702, SocWrk 961, SocWrk 962, SocWrk 963, SocWrk 964.</i>	6 credits (minimum)

Area of Emphasis Curriculum

Students will propose an area of emphasis in consultation with their advisor and take an array of courses, offered within and outside the Department of Kinesiology, that explore the main dimensions of that area. The academic area of specialization within Kinesiology will be identified prior to the student's entry into the program. The student's doctoral committee will be charged with reviewing their program of study to ensure that sufficient doctoral level coursework will be/has been completed.

Cognate

The cognate area, within or outside Kinesiology, will complement the student's area of concentration (e.g., Area of emphasis: Exercise Physiology; Cognate: Nutrition), and will be identified by the end of the first year of coursework. Coursework in the cognate may include classes offered within and/or outside the Department of Kinesiology. As with the area of emphasis curriculum, the student's doctoral committee will be charged with reviewing the program of study to ensure that sufficient doctoral level coursework will be/has been completed.

Electives

Students will have the opportunity to broaden their knowledge by taking supplemental courses in teaching and learning, grantsmanship, manuscript preparation, professional development, and other areas that complement their program of study.

Dissertation

The completion of a dissertation, consisting of original research, will be the final step in earning a Ph.D. in Kinesiology from the University of Wisconsin-Milwaukee.

Courses

[Schedule of Classes](#)

[Department of Kinesiology Courses](#)

Grade Definitions

A: Superior work

B: Satisfactory, but undistinguished work

C: Work below the standard expected of graduate students

D/F: Unsatisfactory work

“Grades recorded as D+, D, D-, F+, F, E, I, PI, NC, U, W, and WR may not be used toward meeting degree requirements, however, they will be used in calculation of GPA”.

In addition to formal coursework, students are required to successfully complete a preliminary examination, a dissertation proposal, and a dissertation defense. It is expected that this degree will take an average of four to five years for a full-time student to successfully complete.

DOCTORAL COMMITTEE

In accordance with the [UWM Graduate School guidelines](#) the student, along with the student’s faculty advisor, will identify a doctoral committee. The doctoral committee, chaired by the major professor, will be responsible for guiding the student’s studies and research, approving the dissertation proposal, and serving as the doctoral examining committee for the dissertation defense. Prior to completion of 18 credits, the doctoral committee must consist of at least three UWM graduate faculty members from the Department of Kinesiology, including the major professor advisor. By the time of the dissertation proposal hearing the doctoral committee must consist of at least five graduate faculty members, including the major professor. At least one member of the committee must be from outside the department of Kinesiology. The dean may also consider allowing one non-UWM graduate faculty member to serve on the committee.

DOCTORAL PRELIMINARY EXAMINATIONS

After students successfully complete the required credits of didactic coursework in the Core, Area of Emphasis, Cognate, and Elective areas, the student will sit for the preliminary examination. The preliminary examination will assess the level of knowledge and understanding related to coursework taken in the area of emphasis, cognate area, as well as research methodology and statistics. Specifically, the purpose of the preliminary exam is to provide the student with an opportunity to demonstrate their current knowledge, and ability to apply and integrate knowledge gained in classes with the current body of literature and in their own research.

The preliminary examination process must be successfully completed before a student can formally become a dissertator, and must be completed within five years of initial doctoral program enrollment.

At the beginning of the semester during which the preliminary examination will be taken, students must complete the electronic Application for the Doctoral Preliminary Examination, located in the online [Doctoral Milestones System](#). After completion of the preliminary examination the PhD Kinesiology Program Director

will enter the results in the Doctoral Milestones System. A student who is assigned a “FAIL” on the doctoral preliminary examinations will not be approved for dissertator status and must re-take the doctoral preliminary examinations. The doctoral preliminary examinations may be retaken only once.

The preliminary exam format will consist of the following:

Area of Emphasis Examination. One written exam where the student will not have access to notes or other materials. The exam will require students to demonstrate their understanding of fundamental ideas, theories, and/or concepts within their area of emphasis.

Cognate Examination. One written exam where the student will not have access to notes or other materials. The exam will require students to demonstrate their understanding of fundamental ideas, theories, and/or concepts within their area of emphasis.

Integrative Examination. The student will prepare a grant proposal (format approved by doctoral committee) and orally defend their grant proposal to their doctoral committee. This written and oral exam will focus on a topic related to their area of emphasis, but not the student’s primary dissertation research question. The topic must be agreed upon by the student and their committee. The Integrative examination will provide the student an opportunity to demonstrate their ability to analyze, evaluate, and hypothesize on research and theory pertaining to a selected area of Kinesiology.

One-Credit Exemption

In accordance with the [UWM Graduate School guidelines](#) during the semester in which the student is preparing for doctoral prelims a student may enroll for a minimum of 1 graduate credit and still be considered a full-time student for financial aid and grant purposes

DISSERTATOR STATUS

The eligibility criteria for a student to become a dissertator are located on the [UWM Graduate School website](#). To become a dissertator, a student meeting the eligibility criteria must submit an online Application for Dissertator Status located in the [Online Doctoral Milestones System](#). The application must be submitted prior to the beginning of the semester during which the student will become a dissertator. Students with dissertator status must maintain [continuous registration](#) until the dissertation is accepted by the Graduate School. To maintain continuous registration a student must register for 3 graduate-level dissertation of research credits each semester.

DISSERTATION PROPOSAL & HEARING

Upon successful completion of the preliminary examinations, the student must submit a written dissertation proposal to the doctoral committee. The dissertation proposal will consist of an introduction, review of literature, and methods specific to the research question. Pilot work prior to proposal may be required if deemed appropriate by the dissertation committee. All written materials must be disseminated to the student’s doctoral committee a minimum of ten business days (two calendar weeks) prior to the scheduled oral presentation.

The student must also complete the online Doctoral Dissertation Proposal hearing Form located in the [Online Doctoral Milestones System](#), and conduct a public oral presentation of the proposed research. A proposal meeting may be held before or after a student achieves dissertator status. Notification of the oral presentation will be publically posted ten business days (two calendar weeks) prior to the presentation. The oral presentation must be scheduled during a time in which all of the committee members are present (live or virtual). Successful completion of the dissertation proposal will require approval by all members of the doctoral committee. If approval of the proposal by the entire doctoral committee is not received, the student will need to revise the proposal based on feedback from the committee. The revised proposal presentation must occur within six months of the initial proposal, but no sooner than one month from the initial proposal date. If the revised proposal is not completed within six months, or if following the revised proposal presentation, approval by all but one committee member is not achieved, the student will be dismissed from the doctoral program.

Changes to Proposal. An approved proposal serves as a contract between student and committee, therefore, per the [UWM Graduate School guidelines](#), any significant changes to the dissertation presented during the proposal hearing must be approved by the doctoral committee. In some cases the doctoral committee may require a new proposal and proposal hearing.

DISSERTATION

The dissertation is a major piece of original research representing a substantial contribution to the existing body of knowledge. The student's major professor and doctoral committee provide guidance in completing the dissertation. The final written document may follow a traditional or manuscript format.

Traditional Format

For dissertations following the [traditional dissertation format](#), the formatting of the dissertation document will follow guidelines published by the UWM Graduate School and consist of an introduction, review of literature, method, results and discussion sections.

Manuscript Format

For dissertations following the [manuscript dissertation format](#), the formatting of the dissertation document will follow guidelines published by the UWM Graduate School and consist of an introduction to the content area and line of research, two to four manuscripts, a summary of the impact of the current work on the existing body of literature, and an overall conclusion.

DISSERTATION DEFENSE

Following approval of the proposal and subsequent completion of the dissertation research, the student must successfully complete a dissertation defense. The dissertation defense will consist of completion of a written document and a public oral presentation.

Application for Doctoral Graduation

The first step in the dissertation defense process is completion of the [Application for Doctoral Graduation](#). The application must be completed no later than the end of the second week of the semester during which the student anticipates graduating.

Defense Meeting

The student must disseminate all written materials to the doctoral committee a minimum of 10 business days (two calendar weeks) prior to the scheduled oral presentation. The oral presentation must be scheduled during a time in which all of the committee members are present (live or virtual). Notification of the oral presentation will be publically posted ten business days (two calendar weeks) prior to the presentation. Prior to the defense meeting, the student must send draft of the dissertation document to the doctoral student specialist for formatting requirement review. To successfully graduate in the semester applied for, the dissertation defense must be held at least two weeks prior to the graduation ceremony date.

Successful completion of the dissertation defense the doctoral committee will vote to pass, fail, or defer the decision. To successfully complete the dissertation defense, a simple majority of the doctoral committee must vote to pass. If the majority of the doctoral committee do not vote to pass, the committee may either vote fail or defer. If a dissertation defense receives a fail vote, the student may re-defend once after a waiting period determined by the committee, but no later than one calendar year after the original defense date. The committee will communicate the waiting period to the student in writing. If a dissertation committee determines the recommended revisions following the dissertation defense will take longer than 10 working days, the committee will submit a deferral form to the Graduate School within 10 working days of the defense. If the vote is to defer, the major professor will inform the student and the Graduate School of the specific criteria for the vote and of the completion date agreed upon by the dissertation committee. The completion date cannot be longer than 4 months later than the original defense date. If revisions are not successfully completed within 4 months the vote becomes a fail vote and a second defense must be successfully completed within 8 months of the deferral deadline.

Additional information regarding the Dissertation Defense and Graduation Guidelines are located on the [Graduate School website](#).

GRADUATION

In addition to completing the [Application for Doctoral Graduation](#) and passing the dissertation defense, in order to graduate within the semester applied for the student must submit the following materials by the posted [submission deadline](#).

1. Submit the final dissertation document through [ProQuest ETD Administrator](#).
2. Submit a [Thesis & Dissertation Approval and Publishing Options Form](#) with original signatures from the student and primary advisor.
3. Complete the online [Survey of Earned Doctorates](#)

DOCTORAL PROGRAM CHANGES

Changes to Program of Doctoral Study

If during the course of study, a student requests to make changes to the program of doctoral study, the changes must be approved by the major professor and doctoral committee members. A revised program of study form should then be submitted to the PhD Kinesiology Program Director.

Replacement of Major Professor or Doctoral Committee Members

If during the course of study, a student requests to change their major professor or doctoral committee member(s), the substitution should occur prior to the student entering the preliminary exam stage of the program. Such a request must receive approval of all remaining committee members and a "[Change of Major Professor](#)" or "[Change of Doctoral Committee Form](#)" must be submitted to the PhD Kinesiology program director. If a change of advisor and/or committee member(s) is requested following the completion of the preliminary exam, the student will be required to complete an additional preliminary exam with the new major professor and/or committee member(s).

In accordance the [UWM Graduate School guidelines](#), a major professor or doctoral committee member may also request release from their duties, with the consent of the student or in some cases without consent of the student.

TIME LIMIT

In accordance with Graduate School policy, all degree requirements must be completed within 10 years from the date of initial enrollment in the doctoral program.

FUNDING: GRADUATE ASSISTANTSHIPS

A number of [Graduate Assistantships \(GAs\)](#) (teaching, project, program, and research) may be awarded annually. The number of positions and areas of responsibility vary with enrollment and faculty funding.

UWM Graduate School GA Position Policies and Procedures

The Graduate Schools GA policies and procedures are available on the [Graduate School website](#).

College of Health Sciences Graduate Assistant "In Good Standing" Policy (April 4, 2005).

To continue in a GA line a student must maintain College of Health Sciences Graduate "In Good Standing" Policy criteria and meet all the performance criteria described in the specific GA position descriptions. To be "in good standing" GAs must:

- Maintain a minimum current GPA of 3.0
- Be enrolled in the appropriate minimum number of graduate credits for the level of appointment each semester (e.g., 6 credits/semester if 33% or more, 8 credits/semester if less than 33% appointment).
- Demonstrate satisfactory progress in thesis/project, research/research seminar

- Satisfactorily perform and carry out all assigned graduate assistantship duties and responsibilities as demonstrated through evaluations conducted with supervising faculty each semester.

Graduate Teaching Assistantships

A number of Graduate Teaching Assistantships (TAs) may be awarded annually. The number of positions and areas of responsibility vary with enrollment. To be considered for a TA position, a student must complete a "[Kinesiology Graduate Student Funding Application](#)". There are currently fewer positions than students in the program, so selection is competitive. With respect to assignment of TA positions, every effort is made to assign TAs to the area that is consistent with their primary area of graduate study.

To continue in a TA line a student must satisfy the College of Health Sciences Graduate "In Good Standing" Policy criteria and meet all the performance criteria described in the specific TA position descriptions. In addition, TAs will be required to have and maintain current CPR/AED Certification while employed as a TA. All TAs will also be required to view an online [FERPA tutorial](#) and take the online FERPA quiz on a yearly basis. This information is important to understand in order to maintain student privacy rights.

Project & Research Assistantships

The number of [Project & Research Assistantships](#) vary with faculty funding. Policies and procedures regarding Project and Research Assistantships are located on the Graduate School website. Please contact the individual faculty member you would like to work with to inquire if funding is available.

FUNDING: FELLOWSHIPS

A number of Fellowships are awarded annually through the UWM Graduate School.

[Chancellor's Graduate Student Award](#)

To be considered for CGSA, a student must complete a "[Kinesiology Graduate Student Funding Application](#)".

[Distinguished Graduate Student Fellowship](#)

[Distinguished Dissertation Fellowship](#)

[Advanced Opportunity Program \(AOP\) Fellowship](#)

FUNDING: SCHOLARSHIPS

The Graduate School website also publishes a list of [scholarship opportunities](#) available through the Department of Financial Aid, Student Employment and Military Education Benefits, UWM academic departments.

ACADEMIC POLICIES & PROCEDURES

Graduate Student Misconduct Policy

Students enrolled in the PhD Kinesiology program are expected to comply fully with [UWM's policies regarding academic and non-academic integrity](#) and the [CHS Honor Code](#). [Academic misconduct](#) is defined as "...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."

The following text from [UWM's Office of Student Life](#) provides examples of Academic Misconduct.

"UWM expects each student to be honest in academic performance. Failure to do so may result in discipline under rules published by the Board of Regents (UWS 14). The most common forms of academic dishonesty are cheating and plagiarism.

Cheating includes:

- *Submitting material that is not yours as part of your course performance, such as copying from another student's exam, allowing a student to copy from your exam; or,*
- *Using information or devices that are not allowed by the faculty; such as using formulas or data from a computer program, or using unauthorized materials for a take-home exam; or,*
- *Obtaining and using unauthorized material, such as a copy of an examination before it is given; or,*
- *Fabricating information, such as data for a lab report; or,*
- *Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation; or,*
- *Collaborating with others on assignments without the faculty's consent; or;*
- *Cooperating with or helping another student to cheat; or,*
- *Other forms of dishonest behavior, such as having another person take an examination in your place; or, altering exam answers and requesting the exam be re-graded; or, communicating with any person during an exam, other than the exam proctor or faculty.*

Plagiarism includes:

- *Directly quoting the words of others without using quotation marks or indented format to identify them; or,*
- *Using sources of information (published or unpublished) without identifying them; or,*
- *Paraphrasing materials or ideas of others without identifying the sources.*

Academic Integrity means honesty concerning all aspects of academic work. Students are encouraged to consult with faculty to develop:

- *Correct procedures for citing sources of information, words and ideas.*
- *Ways to properly credit collaborative work with project team or study group members.*
- *Strategies for planning and preparing for exams, papers, projects and presentations.*
- *Alternative procedures for quiz/exam conditions in classroom environment where cheating has been observed.*

If a student is charged with academic misconduct, there are specific procedures, including the right of appeal, which must be followed by UWM. Sanctions imposed by the university in response to academic misconduct range from reprimands to expulsion."

The [UWM Academic Misconduct Procedures](#) will be followed in any instance in which academic misconduct is suspected.

Revised Nov 2014

The [UWM Non-Academic Misconduct Procedures](#) will be followed if any instance in which non-academic misconduct is suspected.

Appeals Procedure

Any student suspended from the Kinesiology' Graduate Kinesiology Program has the right to appeal. The Graduate School Scholastic Appeals Committee (SAC) serves as the academic misconduct appeals hearing committee for all graduate students. Please see [Graduate School Website](#) for more information regarding the appeals procedure. Any academic appeal (grades, preliminary exam decision, dissertation proposal decision, etc.) initiated by the student must follow the appropriate steps for appeals as outlined by the [Graduate School](#)

For purposes of appeals to the Department of Kinesiology Graduate Faculty Committee, the following definitions apply to terms used in the [Bulletin](#).

- “Graduate Student” is defined as any student enrolled for graduate credit in the Department and registered as a graduate student at the University of Wisconsin-Milwaukee.
- “Appropriate Authority within the Department Faculty Body” and “Graduate Faculty of the Program Concerned” are defined as the Department Graduate Faculty Committee members who are present at the meeting during which an appeal is heard; the Department does not have a separate standing appeals committee.
- Graduate programs include non-degree as well as degree, and non-certificate as well as certificate, courses of study.

In order that the Department Graduate Faculty Committee may make an informed and impartial ruling on Step 2 Appeals (see current Graduate Bulletin: “Standards, Regulations, and Requirements”), the following procedures will be followed:

1. Appeals must be made in writing and submitted to the Department Graduate Program Director (or to the Department Chair if the Program Director is directly involved) and must include the following:
 - a. A description of the action that prompted the appeal.
 - b. The rationale for claiming that the action was inappropriate.
 - c. The specific remedy sought.
 - d. A rationale explaining why the remedy sought is appropriate.
2. The appeals meeting will have both evidentiary and deliberation portions:
 - a. Students may be accompanied by individual of their choice for personal support or advice, but this individual may not be a witness in the matter and may not actively represent or participate in the appeal. Students may present witnesses and evidence in support of their appeals during the evidentiary portion.
 - b. The evidentiary portion can be closed where the provisions of Wisconsin Statutes 19.85 (1) (f) are met and an appropriate closed session motion is passed.

- c. The deliberation portion of the meeting can be closed where the provisions of Wisconsin Statutes 19.85 (1)(a) or sec. 19.85(1)(f) are met and an appropriate closed session motion is passed.
3. The Graduate Faculty Committee's action will be determined by a majority vote of the members present and voting.
4. In most cases, student appeals will be placed on the agenda of the next regular Graduate Faculty Committee meeting. Special meetings to hear student appeals will be scheduled when a majority of those present and voting at a regular meeting of the Committee vote to do so. Updated May 2009

LINKS

INTRODUCTION

- **Kinesiology: Ph.D. Kinesiology webpage:** <http://www4.uwm.edu/chs/academics/kinesiology/phd-kinesiology.cfm>
 - **Resources webpage:** http://www4.uwm.edu/chs/academics/kinesiology/kinesiology_masters/resources.cfm

APPLICATION PROCESS

- **Guide to PhD Kinesiology Application Process:** <http://www4.uwm.edu/chs/academics/kinesiology/phd-kinesiology.cfm>
- **University of Wisconsin System Online Application website:** <https://apply.wisconsin.edu/>

ADMISSIONS

- **UWM Graduate School criteria for admission:** <http://graduateschool.uwm.edu/students/prospective/admission/>
- **Admission on probation criteria:** <http://graduateschool.uwm.edu/students/prospective/admission/>

MAJOR PROFESSOR AS ADVISOR

- **Graduate School major professor criteria:** <http://graduateschool.uwm.edu/students/current/doctoral/>

PROGRAM OF STUDY

- **PhD Kinesiology Program of Doctoral Study Form:** http://www4.uwm.edu/chs/academics/kinesiology/kinesiology_masters/resources.cfm
- **Graduate School policies regarding courses, grades, and residence requirements:** <http://graduateschool.uwm.edu/students/current/doctoral/>

CURRICULUM

- **UWM Schedule of Classes:** <http://www4.uwm.edu/schedule/>
- **Department of Kinesiology courses:** <http://www.graduateschool.uwm.edu/students/prospective/areas-of-study/kinesiology/>

DOCTORAL COMMITTEE

- **Graduate School doctoral committee guidelines:** <http://graduateschool.uwm.edu/students/current/doctoral/>

DOCTORAL MILESTONES (Application for preliminary examination, dissertator status, dissertation hearing, doctoral graduation, dissertation defense)

- **Doctoral Milestones System:** <http://graduateschool.uwm.edu/doctoralmilestones/>

DOCTORAL PRELIMINARY EXAM

- One-credit exemption policy: <http://graduateschool.uwm.edu/students/current/doctoral/>

DISSERTATOR STATUS

- Dissertator status criteria: <http://graduateschool.uwm.edu/students/current/doctoral/>
- Continuous registration requirement: <http://graduateschool.uwm.edu/students/current/doctoral/>

DISSERTATION PROPOSAL & HEARING

- Guidelines for dissertation proposal changes: <http://graduateschool.uwm.edu/students/current/doctoral/>

DISSERTATION

- Traditional and manuscript format guidelines: <http://www.graduateschool.uwm.edu/students/current/thesis-and-dissertation-formatting/>

DISSERTATION DEFENSE

- Graduate School dissertation defense and graduation guidelines: <http://graduateschool.uwm.edu/students/current/doctoral/>

GRADUATION

- Submission deadlines: <http://graduateschool.uwm.edu/students/current/graduation/deadlines/>
- ProQuest ETD Administrator: <http://www.etsadmin.com/cgi-bin/school?siteId=449>
- Thesis & Dissertation Approval and Publishing Options Form: <http://graduateschool.uwm.edu/forms-and-downloads/students/approval-and-publishing-options-form.pdf>
- Survey of Earned Doctorates: <https://sed.norc.org/showRegister.do>

DOCTORAL PROGRAM CHANGES

- Replacement of Major Professor or Doctoral Committee Members: <http://graduateschool.uwm.edu/students/current/doctoral/>
- Change of Major Professor Form: <http://www4.uwm.edu/chs/academics/kinesiology/phd-kinesiology.cfm>
- Change of Doctoral Committee Form: <http://www4.uwm.edu/chs/academics/kinesiology/phd-kinesiology.cfm>

FUNDING: GRADUATE ASSISTANTSHIPS

- Graduate Assistantship Opportunities: http://www4.uwm.edu/chs/academics/kinesiology/kinesiology_masters/funding-opportunities.cfm
- Graduate School GA Position Policies & Procedures: <http://www.graduateschool.uwm.edu/faculty-staff/administrative-financial/assistantships/grad-assistant-policies/>

- **Kinesiology Graduate Student Funding**
Application: http://www4.uwm.edu/chs/academics/kinesiology/kinesiology_masters/funding-opportunities.cfm
- **Graduate Teaching Assistantships**
 - FERPA requirement: <https://www4.uwm.edu/DES/apps/ferpaquiz/index.cfm>

FUNDING: FELLOWSHIPS

- **Chancellor's Graduate Student Award:** <http://www.graduateschool.uwm.edu/faculty-staff/award-processing-guidelines/chancellors-awards/>
- **Distinguished Graduate Student Fellowship:** <http://www.graduateschool.uwm.edu/students/financial-support/fellowships/>
- **Distinguished Dissertation Fellowship:** <http://www.graduateschool.uwm.edu/students/financial-support/fellowships/>
- **Advanced Opportunity Program (AOP) Fellowship:** <http://www.graduateschool.uwm.edu/students/financial-support/fellowships/>

FUNDING: SCHOLARSHIPS

- <http://www4.uwm.edu/financialaid/scholarships/>

ADMINISTRATIVE POLICIES & PROCEDURES

- **UWM Policies & Procedures regarding student non-academic misconduct:** <http://www4.uwm.edu/dos/student-handbook.cfm>
- **CHS Honor Code:** http://www4.uwm.edu/chs/students/current_students/honor_code.cfm
- **Office of Student Life:** <http://www4.uwm.edu/osl/dean/conduct.cfm>
- **UWM Academic Misconduct Procedures:** http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm
- **UWM Non-Academic Misconduct Procedures:** <http://www4.uwm.edu/dos/conduct/non-academic-misconduct.cfm>
- **Graduate School Academic Appeals & Exceptions:** <http://www.graduateschool.uwm.edu/students/policies/appeals-and-exceptions/>