



KINESIOLOGY GRADUATE STUDENT HANDBOOK

DOCTORAL PROGRAM (PhD)

KINESIOLOGY

2025-2026

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Section 1: General Information

The Joseph J Zilber College of Public Health (ZCPH) was established in 2009 and is the only CEPH accredited school of public health in Wisconsin. The school is guided by core vision, mission, and values that are rooted in its commitment to social and environmental justice and health equity.

ZCPH Vision

A just, equitable, healthy future for people, communities, and the environment in Milwaukee, the state of Wisconsin, and beyond.

ZCPH Mission

The mission of the Joseph J. Zilber College of Public Health (Zilber College) is to advance population health, health equity, and social and environmental justice among diverse communities in Milwaukee, the state of Wisconsin, and beyond through education, research, community engagement, and advocacy for health-promoting policies and strategies.

ZCPH Values

We are committed to carrying out the following values in our individual and collective public health research, teaching, community engagement, and practice: Integrity, Accountability, Collaboration, Diversity and Inclusion, Health Equity, and Social and Environmental Justice

Administrative Structure

The Zilber CPH Graduate Program Committee (GPC) sets policies for the operations of all academic programming. The GPC oversees the Master of Kinesiology (MS KIN) program with input from the full Zilber College faculty, the Zilber College Dean, the Associate Dean of Academic Affairs, the MS KIN Director, and the Zilber College staff. The structure/membership of the Zilber College GPC is under development as of the publication date of this Handbook. However, representatives will include those listed below:

ROLE	NAME (as of 2024)
Dean	Monica Wendel
Associate Dean of Academic & Student Affairs	Amy Harley
Associate Dean of Research	Lance Weinhardt
Faculty Co-Chairs	Michael Laiosa & Ann Swartz
UWM Graduate Representative	Program Directors
PhD Kinesiology Program Director	Scott Strath

ZCPH Full Directory can be viewed [here](#).

For assistance, please contact the following:

Faculty advisors (Graduate students): Course and career planning, academic challenges.

Monica Wendel (Dean): Any issue not solved or addressed by other contacts (course instructor, faculty advisor, program director, Associate Dean).

Amy Harley (Associate Dean for Academic & Student Affairs): Student financial issues, grievances or complaints, any issue not solved or addressed previously.

Course Instructors: First point of contact for questions or concerns about course content, course policies and procedures, classroom interactions.

Michael Laiosa or Ann Swartz, (Co-Faculty Chairs): Instructor concerns.

Scott Strath (PhD KIN Director): Questions or concerns about the PhD KIN program (typically after consulting with advisor).

Tanika Reesnes (Business Operations Manager): Student worker issues and PA/TA/RA questions.

George Henion: Point person for university related traveling needs and questions.

Maryam Muhammad (Administrative Assistant): Building concerns.

Analise Sandoval (Academic Affairs Program Support/Scholarship Coordinator): Questions about scholarships; Contact to schedule meetings with Amy Harley.

Kate Brondino (Professional Academic Advisor): Academic and general student support services, questions about academic program processes and graduation.

Corey Anderson (Academic Affairs Program Support): Contact for Monica Wendel's calendar and contact for facilities issues in Zilber College occupied Enderis and NWQ spaces

Analise Sandoval (Academic Affairs Program Support/Scholarship Coordinator): Contact for Amy Harley's calendar, Questions about scholarships, course evaluations, and handbooks.

Role of the UWM Graduate School

All graduate degrees at UWM, including these, are under the auspices of the [UWM Graduate School](#). Therefore, your time as a student is governed not only by the structure and policies of the Zilber College, but those of the Graduate School. Ultimately the Graduate School is responsible for conferring your degree.

This Handbook largely reflects the specifics of your degree at the Zilber College, and also provides links to Graduate School policies and resources, with the complete set available [here](#).

Financial Information:

To find up to date information about UWM Tuition and fees, [click here](#). Scholarships, fellowships, and funding opportunities can be found [here](#). UWM Financial AID information, can be found [here](#).

Course Materials

Kinesiology classes may require students to purchase textbooks and other materials. Students can find information on materials in their course syllabi and may purchase textbooks at the [UWM Bookstore online](#). Students may also purchase textbooks from other vendors. Check with the course instructor listed on the Schedule of Classes to ensure you order the correct edition of required books. Any questions about assigned textbooks, readings, and assignments should be directed to the course instructor. Many Faculty post readings on [Canvas](#), UWM's web-based course management system.

Note that the UWM library has many resources, both physical and online, including textbooks on reserve and scholarly journals. Students can access these resources [here](#).

Assistantships

The Zilber College has a limited number of Graduate Assistantships available. General information about assistantships from the Graduate School can be found [here](#). Details about Kinesiology Assistantships are also below. To apply for a Teaching, Research or Project Assistantship, please indicate this in your narrative statement upon application to the PhD Kinesiology Graduate Program. This needs to be completed prior to December 1st of the Fall semester prior to enrollment. If you have already been admitted to the Graduate Program and have changed your mind and want to be considered for funding opportunities for the following year, please let both your advisor and the Kinesiology Graduate Program Director know. There are currently fewer positions than students in the program, so selection is highly competitive.

Graduate Assistantships (GAs)

The workload assigned GAs will be consistent with the University guidelines. To continue in a GA line a student must maintain appropriate grades and meet performance criteria described in specific position descriptions.

Teaching Assistantships (TAs)

The title Teaching Assistant is used for graduate students enrolled in the University of Wisconsin System who are regularly assigned teaching and related responsibilities (other than manual or clerical responsibilities) under the supervision of a member of the faculty. All Kinesiology TAs will be required to have current CPR Certification.

Research Assistantships (RAs)

An RA is a graduate student enrolled in the University of Wisconsin System who is assigned to conduct research that is for the benefit of the student's own learning and research and for the benefit of the University, faculty or academic staff supervisor or granting agency. This title does not include students provided fellowships, scholarships, or traineeships which are distributed through other titles such as advanced opportunity fellow, fellow, scholar, or trainee.

At the Zilber College, RA opportunities are advertised via email and flyers when a faculty member is hiring. Your faculty advisor can also be a connection to potential RA opportunities.

Student Travel for University Business

If a student is traveling using College funds, grant funds, travel awards, or professor's start-up funds, a travel authorization form must be filed.

Please turn in the form and copies of any e-mail denoting award, use of funds, etc. to the Faculty Support Office. These should be turned in as soon as possible and, preferably, before you begin to plan the travel. When traveling on university business, it is required to work with George Henion (henion@uwm.edu) for pre-travel arrangements and post-travel reimbursement. Note that AirBnB will be reimbursable by university funds. All flights must be booked through Travel INC.

Section II The Doctor of Philosophy (PhD) in Kinesiology Program

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.

Introduction

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 and forms can be found on the [Kinesiology: Ph.D. Kinesiology webpage](#).

UWM Email Account

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.

Student Mailboxes and Building keys

Student mailboxes and building keys will be available to funded students/teaching assistants as needed. In general, your mailbox will be located in the building in which your office space is allocated. Mailboxes can be found in Enderis 411.

Kinesiology Program Graduate Faculty

updated information can be found at: <https://uwm.edu/publichealth/academics/ms-kinesiology/>

Name	MS Kinesiology Program Disciplinary Area	Office	Office Phone (251-)	Lab	Lab Phone (229-)	e-mail @uwm.edu)
Stephen Cobb, PhD, ATC	Biomechanics	END 491	6638	USR 283	4137	cobbsc
Christy Greenleaf, PhD	Psychosocial Aspects of Health Behavior	END 419	5341	END 466	3162	cgreenl
Kevin Keenan, PhD	Motor Behavior	END 421	2336	END 136	5147	keenan
Kris O'Connor, PhD	Biomechanics	END 492	6080	END 132	5147	krisocon
Scott Strath, PhD, FACSM KIN Graduate Programs Director	Exercise Physiology	END 449	3666	END 434	5676	sstrath
Ann Swartz, PhD, FACSM Faculty Co-Chair	Exercise Physiology	END 453	4242	END 434	5676	aswartz
Jinsung Wang, PhD	Motor Behavior	END 492	5834	END 136	5147	wang34

PhD Kinesiology Student Admission

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

Admissions

It is strongly advised that the PhD student applicant contact the major professor they are interested in working with prior to embarking upon the application process. In addition to meeting the [UWM Graduate School's criteria for admission](#), applicants to the PhD program in Kinesiology must also:

1. Possess, or be in the process of completing, a MS degree in Kinesiology or closely related field. In exceptional cases, applicants with a BS 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. Demonstrate, through submission of 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 PhD Kinesiology program. Applicants currently enrolled in a baccalaureate program must demonstrate a minimum undergraduate grade point average of 3.0.
4. Solicit two confidential letters of recommendation from previous university instructors and/or faculty advisors. These letters should be uploaded directly from the letter writer to the Panthera application system.
5. 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.
6. Submit a letter of intent/purpose statement that addresses the applicant's research interests (including intended area of emphasis and advisor at UWM) conducted research, ongoing research and career goals.

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

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 in the Program of Kinesiology. The major professor also serves as a research mentor, the chair of the PhD 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 Kinesiology graduate faculty as part of the application to the program process. It is strongly advised to contact the major Professor of interest prior to the application process.

Kinesiology Program Graduate Faculty

Professors:

Greenleaf, Christy, Ph.D., University of North Carolina-Greensboro
O'Connor, Kristian M., Ph.D., University of Massachusetts-Amherst
Strath, Scott J., Ph.D., FACSM, University of Tennessee-Knoxville
Swartz, Ann M., Ph.D., FACSM, University of Tennessee-Knoxville

Associate Professors:

Cobb, Stephen, Ph.D., Georgia State University
Keenan, Kevin, Ph.D., University of Colorado-Boulder
Wang, Jinsung, Ph.D., Arizona State University

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 student's doctoral committee may approve up to 12 graduate credits from a related master's degree to be brought into the PhD Kinesiology program of study. 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 Enrollment

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	19 credits	25 credits
Area of Emphasis Curriculum *Research credits	15 credits	21 credits
Cognate **Research Rotation(s) credits	9 credits	12 credits
Electives	3 credits	9 credits
Dissertation	12 credits	12 credits
TOTAL	58 credits	79 credits

All credits listed are minimum required credits for the program.

*Each PhD student is strongly encouraged to register for and engage in research credits throughout the PhD program of study.

**As part of the Cognate, each PhD student will engage in a laboratory research rotation in different Kinesiology research laboratories. The goal of this rotation is to expose the student to the breadth of cross-discipline research within 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</i>	3 credits
Research methodology and design <i>KIN 703 or comparable option</i>	3 credits
Statistics	6 credits (minimum)
Public Health Seminar <i>PH 801</i>	3 credits

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 Kinesiology program, 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. It is expected that the PhD student will embark upon independent advanced research credits with their major professor each year to develop, foster and implement their research skills.

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 Kinesiology program with strong encouragement to keep coursework within the Zilber College of Public Health. 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. It is expected that the PhD student will embark upon independent advanced research laboratory rotation credits within year one of their program of study to understand the breadth of research undertaken in the Kinesiology program.

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. It is strongly encouraged that each student enroll in the Zilber College of Public Health grant writing course (PH 808) prior to dissertation credits.

Dissertation

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

Courses

[Schedule of Classes](#)

[Kinesiology Courses](#)

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 including the major professor advisor. The major professor advisor must be a graduate faculty member from the Kinesiology program. By the time of the dissertation proposal hearing the doctoral committee must consist of at least four members, including the major professor. At least one member of the committee must be from outside the Kinesiology program. The fourth member may be a UWM Graduate Faculty member, or an individual from outside the UWM Graduate Faculty that holds a doctorate and is actively engaged in scholarly inquiry in the field, or related field, associated with the dissertation topic. If a committee consists of more than four members, only one may be a non-UWM Graduate Faculty member. An individual who is not a member of the UWM Graduate Faculty will be required to file a curriculum vitae with the PhD Kinesiology Program Director and be approved by the student's current doctoral committee prior to serving as a committee member.

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. A student who fails their Doctoral Preliminary Exam must work with their faculty advisor/mentor/dissertation chair to work through a corrective process to be prepared to retake the preliminary exam. The exam retake must be minimally scheduled the semester following the failed attempt, no sooner. The student may file an exemption with the Kinesiology Program Director and with the Graduate School to be permitted to continue enrollment for the 1 credit minimum during this process.

The preliminary exam format will consist of one of the following formats. The chosen format is a decision reached between the PhD student and their Doctoral Dissertation Committee.

Format One: Dissertation Proposal.

- **The doctoral dissertation proposal will serve as the preliminary exam.** Each doctoral student will work with their major professor and the dissertation committee to submit the following to the committee no later than 10 days prior to the scheduled dissertation proposal:
 - Introduction/review of literature, research objectives/hypothesis (by study), methodology/analyses plan, expected outcomes, and projected timelines.

**Note documents to be submitted will depend on the dissertation format chosen (traditional or multi-manuscript format) and will serve as both doctoral milestones preliminary examination and the dissertation proposal.*

Format Two: Content Examination.

- **Area of Emphasis Examination.** One written exam, approximately 4-6 hours in duration, 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.
 - **The Primary Advisor** will provide the doctoral student with a list of questions from which the exam can be drawn from, discipline specific linked to their primary area of emphasis. These questions should be provided to the student 8 weeks in advance of sitting the exam.
- **Cognate Examination.** One written exam, approximately 2-3 hours in duration, 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 cognate area.
 - **The Cognate Preliminary Exam Committee Member** will provide the primary advisor with a list of questions from which the exam can be drawn from, cognate specific linked to their cognate area of emphasis. These questions should be provided to primary advisor in preparation for the advisor to provide the questions to the student 8 weeks in advance of sitting for the exam.

Format Three: 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.

The doctoral preliminary examination in Kinesiology provides the PhD student three options as described above: (1) Preliminary Proposal Examination; (2) Area of Emphasis examination and Cognate examination; and (3) Integrative examination. After consulting with the student, the faculty advisor will decide which of the three options the student will complete for her/his preliminary examination.

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 and Hearing

Upon successful completion of the preliminary examination, the student must submit a written dissertation proposal to the doctoral committee. The dissertation proposal will depend upon which dissertation type is chosen (traditional or multi-manuscript). 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. *NOTE: If the student and doctoral committee chose doctoral preliminary examination format one, this process has already been completed.

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 publicly 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.

Dissertation Format

The dissertation may take on two different formats, as discussed and approved by the Doctoral Committee in concert with the PhD student. This includes the *traditional* format, or the *multi-manuscript* format. Regardless of format each dissertation must follow the formatting requirements as set out by the UWM Graduate School, found on their website: <http://uwm.edu/graduateschool/thesis-dissertation-formatting/>

Traditional Dissertation Format:

Section	Chapter	Content Description
I		Preliminary Pages
II	1	Introduction
	2	Review of Literature
	3	Methods
	4	Results

	5	Discussion/Conclusion
IV		Bibliography
		Appendices

Multi-Manuscript Dissertation Format (2-4 manuscripts):

Section	Chapter	Content Description
I		Preliminary Pages
II	1	Introduction
	2	<i>Review of Literature (Optional)</i>
	3	Manuscript 1
	4	Manuscript 2
	5	Manuscript 3
IV	6	Integrated Discussion/Conclusion
		Bibliography
		Appendices

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). The PhD student and the PhD Committee Chair must notify the PhD Kinesiology Program Director of the details for the oral defense, so that notification of the oral presentation can be publicly posted ten business days (two calendar weeks) prior to the presentation. Prior to the defense meeting, the student must send a draft of the dissertation document to the doctoral student specialist at the UWM Graduate School 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.

Abiding by the above guidelines will trigger the UWM Graduate School to send the PhD Warrant to the PhD Kinesiology Program Director. The PhD Program Director will provide the PhD Warrant to the dissertation committee chair.

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 does not vote to pass, the committee may either vote fail or defer. If a dissertation defense receives a failure 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, the PhD Kinesiology Program Director 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 failure 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.

The Graduate School administers graduation for all graduate students. Here are steps to follow during the semester you expect to graduate:

1. Apply for graduation by the posted deadline for the semester in which you intend to graduate.
2. Complete the PhD Graduation Application and submit it electronically.

Applications do not carry forward; you must re-apply if you did not graduate in the semester you anticipated. If students apply after the deadline, they may not graduate that semester.

Pay the non-refundable \$40 graduation fee, billed by the Bursar's Office during the semester. If graduation is delayed, the student does not have to pay again.

Obtain commencement information from the Secretary of the University. Ceremonies are optional and are held in May and December; August graduates are invited to the December ceremony. You can order graduation regalia through the UWM bookstore.

If you want your name to appear in the commencement bulletin, be sure that your directory information with the University is not restricted. If you restrict the release of your address, phone number, and other limited information, contact the Registrar's Office, Mellencamp 274. This should be done by the second week of the semester in which you expect to graduate to ensure that your name will appear in the bulletin.

Removal of the restriction will allow your directory information to be released for all publicity purposes, as well as the commencement booklet.

Graduation Review and Approval

The Graduate School reviews the student record to ensure that you will have fulfilled degree requirements at the end of the semester you plan to graduate. **Graduate School minimum graduation GPA requirement is a cumulative 3.0** (4.0 basis).

The graduation paperwork is then forwarded to the Graduate Advisor who verifies the plan of study. After review, the Graduate Advisor forwards this paperwork to the faculty advisor for review and approval. After the Faculty Advisor has reviewed and approved the graduation paperwork, the Graduate Advisor returns all the paperwork to the Graduate School.

A student cannot graduate with Incomplete, Not Reported, or Progress notations remaining on the grading record. Transcripts and diplomas cannot be released until Hold notations are cleared. The Graduate School has the final authorization to grant the degree.

*If a student does not graduate when anticipated, they must re-apply to graduate in the next semester, but a second graduation fee is not required.

Diploma

Diplomas and a copy of an official transcript will be mailed to the address listed on PAWS approximately 8 to 10 weeks after the official degree conferral date. Make sure the address listed is a location where your diploma will arrive safely. The name on the diploma will be printed exactly as it exists on the student's university records. Changes to the name must be made in Mellencamp 274 at least one month before graduation; a fee will be assessed for name changes requested after diplomas have been ordered. If there is a hold on the record, it must be cleared before these documents are mailed.

Section III: Policies and Procedures

Grading Procedures and Policies

UWM Grade Point Chart	
Grades	Grade Points
A	4.000
A-	3.670
B+	3.330
B	3.000
B-	2.670
C+	2.330
C	2.000
C-	1.670
D+	1.330
D	1.000
D-	0.670
F	0.000

*Except for English 090/095, Linguistics 096, and Math 090/095. Letter grades are assigned for these courses, although they carry no degree or GPA credit.

Other Reports

CREDIT = "C-" or above in a credit/no credit course

NO CREDIT = Below "C-" in a credit/no credit course (course will not appear on the academic record)

NOT RPTD = Grade was not submitted in time to be reported
I = Incomplete (see below)
P = Progress (research and thesis course work still in progress)
S = Satisfactory (audit and zero-credit courses* only)
U = Unsatisfactory (zero-credit courses* only)

UWM uses a letter grade system that includes "plus" and "minus" grades and is based on a 4.000 scale. For convenience in computing averages, each letter grade carries a specified number of points per credit. The scale of grades and points follows:

UNREC = The course will not be entered on the academic record (audit only)
W = Course dropped by student after fourth week of semester or first quarter of shorter session
WR = Administrative drop (enrollment in course violates permitted number of repeats)
R = Repeat course (counts in GPA)

Grade Point Average (GPA)

Students will take most of their course work on a graded basis. The general quality of class performance is expressed in terms of the grade point average (GPA). The number of grade points earned in a course is computed by multiplying the points for the grade by the number of credits for which the course is offered. For example, if a student earns a B in a three-credit course, they would earn nine grade points. GPA is calculated by dividing the total number of grade points earned by the total number of graded credits taken. The highest possible average is 4.000 or an A in every subject.

The grade point average recorded on official UWM transcript is based solely upon credits earned or attempted at UWM. UWM credits taken as audit or credit/no credit do not apply to the UWM GPA.

Grade Reports

Following the completion of a semester, students can view their grades and print a copy of the grade report via PAWS. Students can see their grades as they are posted, but complete grade reports are typically available within two weeks from the last day of final exams.

To check the grade record, follow the steps below:

1. Log in to PAWS at <https://paws.uwm.edu>.
2. The "Student Center" page will appear.
3. Click "Grades" under the 'Academic History' section.
4. On 'View My Grades' page, select the term from dropdown menu and click "Change"
5. To print a grade report, click the printer friendly icon on the bottom of the page.
6. To go back to the grade report to select a different term click 'cancel' on the bottom of the printer friendly version of the grade report.

F-Grade Policy

When reporting a grade of 'F,' the instructor will also report a number corresponding to the student's "week of last participation" in the course. This is the last week of the term for which there is documented evidence of the student's participation in the course.

"Documented evidence of participation" may include any work or materials received from the student, such as exams, quizzes, projects, homework, etc. Documented evidence of participation might also take the form of an attendance roster (if attendance is taken in class), an annotation by the instructor that the student was observed attending class or otherwise participating in the course on a certain date, etc. Documented evidence of participation may not take the form of simply logging into an online class without active participation.

The mechanism to report the week of last participation shall be that, when reporting an 'F' grade, the instructor will follow the 'F' with a numeral showing the student's last week of participation, such as, for example, 'F0,' 'F1,' 'F16,' and so on, with 1 equating to the first week of the course, 2 to the second, etc. A student receiving the mark of 'F0' would, therefore, be one who never attended or participated, whereas a student marked 'F16' would have completed the entire term (assuming this was a full-term course during a 16- week semester). For a six-week summer session course, the possible marks would be 'F0' – 'F6' and so on.

On official transcripts, only the mark 'F' will be reflected. The numeral for “week of last participation” will be reflected on internal, unofficial transcripts and grade reports only.

Incomplete Policy

An Incomplete is appropriate only when the following conditions are present:

A student does satisfactory work in a substantial fraction of the course requirements prior to grading time and provides the instructor with evidence of potential success in completing the remaining work. Extraordinary circumstances, not related to class performance, such as illness or family emergency, have prevented the student from finishing the course requirements on time. An Incomplete will not be given to enable students to do additional work to improve a grade. It is the student's responsibility to initiate a request for an Incomplete. If approved, the instructor will indicate the conditions for the removal of the Incomplete, including the dates for submitting all remaining work. The instructor may deny a request for an Incomplete and assign a letter grade based on the work completed at that point.

The student is responsible for seeing that the Incomplete is removed before the agreed deadline and that the instructor has reported the grade to the Graduate School. The instructor may change the I to a letter grade (including an F) or to a PI (Permanent Incomplete) if the student fails to meet the deadline for completion.

Permanent Incomplete

If the instructor does not change the Incomplete to a regular letter grade within one year from assigning the Incomplete grade, the Incomplete will lapse to a Permanent Incomplete (PI), whether or not a student is enrolled. A PI is not computed into the grade point average. The PI symbol subsequently cannot be changed to a regular letter grade. Except in cases where the work was completed, but the instructor neglected or was unable to file a grade change in time, the "PI" will remain on the academic record. If a student has received a PI and wants credit for that course, they must register again and complete the designated requirements. A student may not register for a course for which an PI remains on the transcript.

Students may graduate with a PI provided all degree requirements have been met. All Incompletes must be removed or changed to a PI before a student may graduate.

Grade Changes

Students anticipating a grade change may view their grades in PAWS daily to confirm whether a grade has been changed. Only instructors assigned to teach a course may award or change grades for that course. The process is available online.

Repeat Policy

Students must earn a cumulative G.P.A. of 3.0 or better to progress. According to Graduate School policy, students may repeat a course once in which a grade of less than "B" was earned. The repeated course may be counted only once toward meeting degree requirements. Both attempts remain on the student's permanent record, and both are counted in the grade point calculation.

Policy on Credit for Non-Course-Based Prior Work

The Zilber College of Public Health (Zilber College) does not permit credit for knowledge and skills obtained in past work or life experience. Zilber College does not provide opportunities to obtain credit for courses by taking an exam to demonstrate knowledge and competencies in the area, that is, there is no "testing out" of courses.

Policy on Credit Transfer (Completed Coursework)

In certain circumstances, students may obtain credit for courses that count toward required core coursework, track core, or elective courses for their Zilber College degree based on graduate coursework previously taken at UWM or at another university.

To qualify, transferrable coursework must meet the following criteria:

1. Graduate level, from an accredited institution.
2. Taken within five years of admission to the UWM degree program.
3. Not have been used to meet previous degree requirements.
4. Grade of B or better (B- is not acceptable).
5. Approved by the graduate program unit.

Transfer work may fit into any of the following four categories:

1. UWM coursework taken as a Graduate Non-Degree student;
2. UWM coursework taken as an Off-Campus Graduate student;
3. Graduate-level coursework taken at another college or university; or
4. UWM coursework taken while enrolled in a previous UWM graduate degree or certificate program.

The Zilber College follows the policies of the UWM Graduate School. In brief, students must apply using the Graduate Transfer Credit Evaluation Form, providing sufficient documentation on the course(s) for a determination to be made by the Graduate School. Then the student must follow the course substitution process for the Zilber College using the Course Equivalency Request Form (Appendix B). The Zilber College makes a recommendation to the Graduate School for the credit transfer based on the equivalency determination.

The Graduate School will inform students of the final decision for transfers, and the Zilber College Graduate Advisor will inform students of the final decision on course substitutions and equivalency requests other than transfer classes. The maximum number of transfer credits allowable is the higher of (a) 12 semester credits or (b) 40% of the total number of credits required for graduation. Continuing Education credits (CEU's) are not eligible for transfer.

Withdrawal

Withdrawal is the formal termination of a student's complete registration in all courses for the semester. To simply stop attending classes does not constitute a withdrawal. Withdrawals are not accepted by telephone. The student must fill out a withdrawal form or send a letter by certified mail to give notice to the Zilber College and Graduate School of the withdrawal.

The postmark date or the date the withdrawal form is received by the Graduate School becomes the effective date. This date determines the amount of fee/tuition that will be assessed. Check the [UWM Web site](#) for withdrawal deadlines and to determine the effect of withdrawal on your fees.

Students may withdraw after the deadline only for reasons other than academic difficulty. The student must first submit a [Request for Exception](#) to Graduate Student Services. If the request for withdrawal is for medical reasons, the student must supply documentation from a physician.

Withdrawals will be noted on the transcript. Withdrawals after the fourth week of classes remain on the academic record with the course number and title followed by a W symbol.

Reentry

If a student returns to the public health program after an absence of two or more semesters (excluding summer and UWinterIM sessions), they must apply to re-enter.

The following are requirements for re-entering students:

1. Completion of a semester's coursework within the past five years.
2. A cumulative graduate GPA of 3.0 or higher.
3. Clearance of academic and administrative holds.
4. Being within the time limit for degree completion.
5. Approval of the Track Lead.
6. A \$20 processing fee is required for re-entry.

Academic Probation

Students may be placed on Probation for substandard academic performance and/or substandard professional behavior. When placed on probation, a student will be notified by the Graduate Advisor. If the student fails to satisfy probation requirements within one semester of being placed on probation, academic dismissal procedures may be initiated. For more information on probation and dismissal policies, visit [here](#).

Academic Dismissal

Zilber College programs have the right to recommend to the UWM Graduate School that an MS KIN student be dismissed in accordance with UWM policies and procedures.

Appeals

See the Complaints, Grievances, and Appeals Policy.

Student Complaints, Grievances, and Appeals

The University of Wisconsin-Milwaukee Zilber College of Public Health is committed to ensuring a fair and respectful process through which students can seek resolution of complaints and/or grievances involving Zilber College representatives (i.e., faculty member, faculty body, or staff member).

Non-Academic Complaints

Zilber College seeks to promote a supportive environment that values each member of its collective body and respects the diversity that each member brings. As such, UWM's Zilber College does not tolerate harassment, intimidation, or discrimination based on race/ethnicity, sex/gender, sexual orientation, disability, religion, or other protected status designated by UWM (see UWM Discriminatory Conduct Policy #S-47).

If a student believes they have been the subject of discrimination, harassment, or intimidation by a Zilber College representative (faculty, staff, administrator), they may either ask the Zilber College representative to stop the behavior or discuss the matter with the Associate Dean of Academic Affairs, who will direct the student to appropriate resources and/or methods for resolution.

If the student's complaint pertains to discrimination and harassment, they may wish to contact directly:

UWM's Office of Equity/Diversity Services
Mitchell Hall 359
3203 N. Downer Ave. (414) 229-5923
diverse@uwm.edu www4.uwm.edu/eds

If a student continues to experience a nonacademic problem with Zilber College representative, has tried to solve it through Zilber College procedures, and has been unsuccessful, the student may direct their concern to the Office of Student Life. The staff there can help with a full array of student concerns. Student Life staff may refer students to other University offices or persons to help address nonacademic concerns or complaints.

Contact the Office of Student Life directly: 118 Mellencamp Hall
PO Box 413 UW-Milwaukee Milwaukee, WI 53201
(414) 229-4632
osl@uwm.edu

Complaints against someone other than a Zilber College representative: If a student believes they have been the subject of discrimination, harassment, or intimidation by a UWM faculty, staff or administrator other than a Zilber College representative, they should follow the same procedures laid out for complaints against Zilber College representatives (above).

Academic Grievances

If a student believes they have been treated unfairly by a Zilber College representative with regard to an academic matter (e.g., grade, evaluation, graduation decision, scholastic standing), Zilber College has a progressive three step grievance process:

1. Informal resolution with faculty member/body,
2. Formal grievance addressed to faculty member/body,
3. Formal grievance addressed to Hearing Committee.

Informal Resolution with Faculty Member/Body

Many issues and concerns can be addressed informally. Students may reach a satisfactory resolution by speaking directly with the responsible faculty member/body about the academic issue or concern. Ideally, the grievance process begins with a meaningful effort by the student to resolve the issue through informal discussion with the responsible faculty member or representative of the faculty body (dissertation committee, qualifying exam committee, etc).

If the student is not satisfied with the outcome of the informal process, they may seek confidential guidance and consultation from the Graduate Advisor, MPH Director, or Associate Dean of Academic and Student Affairs.

Formal Grievance Addressed to Faculty Member/Body

A student can initiate a formal grievance by submitting a written statement to the responsible faculty member/body within 30 working days of the action that prompted the appeal. The written grievance must include:

1. A description of the specific nature of the issue, decision, or behavior
2. The facts underlying the grievance
3. All previous efforts made to address the issue
4. The solution sought

The faculty member/body has 15 days to respond in writing to the student's written grievance. The student should send a copy of the grievance to the Associate Dean of Academic and Student Affairs.

If the student is not satisfied with the outcome of this formal grievance process, they may proceed with a formal grievance to the Hearing Committee within 15 days of receipt of the faculty member/body's written response.

Formal Grievance Addressed to Hearing Committee

If the student is not satisfied with the outcome of the formal grievance addressed to the Faculty Member/Body, the student may file a formal grievance with the Zilber College Graduate Program Committee within 15 working days of receipt of the faculty member/body's written response to the grievance. The written grievance as addressed to the GPC must include:

1. A description of the specific nature of the issue, decision, or behavior
2. The facts underlying the grievance
3. Evidence of all previous efforts made to address the issue (including the written response from the responsible faculty member/body)
4. The solution sought

The GPC will formulate a Grievance Subcommittee to address the issue. If a member of the GPC is the faculty member responsible for the decision or behavior at issue, the Faculty Chair will appoint a faculty member to replace him or her for the hearing.

In the event that any of the members of the body hearing the Step 3 appeal were involved in rendering the Step 2 decision being appealed, they must be replaced for the purpose of hearing the Step 3 appeal. Substitute members will be chosen by the Faculty Chair. If the Graduate Program Committee's decision or behavior is the basis for the grievance, the Faculty Chair should appoint an ad hoc committee to handle the appeal. The student will receive written notification of the outcome of the Step 2 appeal.

The Grievance Subcommittee has 30 days to respond with its determination in writing to the student's written grievance.

If the Step 3 decision is negative, the student may, within 10 working days from the date of notification of that decision, appeal to the Dean of the Graduate School. The student must provide information on the reason for the appeal, substantial evidence in support of the appeal, and the solution sought, and send this in writing, with a copy sent to the Zilber College Associate Dean of Academic and Student Affairs.

Academic grievances against a UWM faculty or staff other than a Zilber SPH representative: If a student believes they have been treated unfairly by someone other than a Zilber College representative with regard to an academic matter (e.g., grade, evaluation), they should follow steps outlined in the UWM Graduate School policy, outlined [here](#).

Code of Conduct

Preamble

The University of Wisconsin - Milwaukee Zilber College of Public Health (Zilber College) is committed to fostering integrity and ethics among all of its members: students, faculty, staff, and administrators. Such an environment is built upon the honorable and ethical conduct of all Zilber College members in all context-academic, research, and professional. Zilber College expects its members to value the ethical principles underlying this Code, to conduct themselves in accordance with the Code, and to take action against any suspected breach of the Code.

Values and Beliefs

As public health scholars, researchers, and practitioners and as members of the UWM community, we understand that:

1. Ethics are fundamental to all academic and professional activities.
2. Ethical behavior is crucial to maintaining the credibility and perceived value of our scholarship in the minds of our colleagues and the general public.
3. Academic and Professional Integrity means honesty concerning all aspects of public health work and studies.

Academic Conduct

Zilber College expects its members to be honest in their academic performance. Academic misconduct includes, but is not limited to, the following dishonest or inappropriate behavior:

Cheating, including:

1. Submitting material that is not yours as part of your course performance, such as copying from another student's exam or allowing a student to copy from your exam
2. 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
3. Obtaining and using unauthorized material, such as a copy of an examination before it is given
4. Fabricating information, such as data for a lab report
5. Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation
6. Collaborating with others on assignments without the faculty's consent
7. Cooperating with or helping another student to cheat
8. Other forms of dishonest behavior, such as having another person take an examination in your place, altering exam answers and requesting the exam be discarded, or communicating with any person during an exam other than the exam proctor or faculty

Plagiarism, including:

1. Directly quoting the works of others without using quotation marks or indented format to identify them
2. Using sources of information (published or unpublished) without identifying them
3. Paraphrasing materials or ideas of others without identifying sources
4. Allegations of academic misconduct will follow the procedures adopted by the UWM Graduate School (see, Academic Misconduct Procedures, UWM Faculty# 1686, UWS Ch. 14).

Disciplinary actions will follow the procedures adopted by the UWM Graduate School (see, Student Academic Disciplinary Procedures, UWM Faculty# 1686, UWS, Ch. 14).

Research Conduct

Zilber College expects its members to promote integrity in all research endeavors. Research misconduct includes, but is not limited to, the following dishonest or inappropriate behavior:

1. Fabrication: Making up data or results and recording or reporting them
2. Falsification: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record
3. Plagiarism: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit
4. Violations of requirements for the protection of human or animal subjects, including the protocols governing the use and disclosure of Protected Health Information (PHI) under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Research misconduct does NOT include:

1. Unintentional error
2. Honest differences in the interpretation or judgment about data

Allegations of research misconduct will follow the policy adopted by the UWM Graduate School (see, Research Misconduct Policy, UWM Faculty #1793).

Research Integrity: Students are encouraged to participate in UWM's "Research Integrity Professional Development Series."

Professional Conduct

In addition to the academic code of conduct, public health students are expected to demonstrate a high level of professionalism and professional integrity. This includes:

1. Showing respect for a diversity of opinions, perspectives and culture
2. Maintaining honesty and integrity in all professional endeavors
3. Collaborating with other students and with community members when appropriate
4. Behaving in a respectful and considerate manner with colleagues, peers, supervisors, research participants and community collaborators.

Professional misconduct includes, but is not limited to, the following inappropriate behavior:

1. Behaving toward peers, staff, faculty, collaborators in a manner that is threatening, intimidating, harassing or overtly disrespectful.
2. Violating the Federal Education Rights and Privacy Act (FERPA). This might include:
 - a. posting education records (e.g. grades) using a student's name, student ID number or any portion of the social security number violates FERPA
 - b. leaving graded exams or papers in a public space for students to pick up.

Violating the rights of Human Subjects. This might include:

1. Disclosing of identifying information for subjects who have participated in research
2. The improper handling of data stored on personal or UWM computers
3. Not informing the UWM IRB research activities conducted while a student at UWM.
4. Other offenses as identified by UWM's Dean of Student Life.

Professional Appearance

All public health students shall convey a positive, professional appearance as shown by their adherence of dress-code policies at their fieldwork sites and special events in order to represent the Zilber College and UWM in a professional manner. Appearance includes a person's dress, hygiene, and appropriate etiquette for the environment.

Appendix A: UWM Forms and Links to Access

Request for Exception Form

When a student requests an exception to any university rule, a Request for Exception form is required. The student must attach an explanation of why the exception should be granted. Access the form [here](#).

Registration Change Form

Classes or credits changed, added, swapped, or dropped after the published deadlines require a Registration Change Form. Use it to obtain permission to override prerequisites or closed courses, too. Access the form [here](#).

Transfer Credit Evaluation Form

Students requesting transfer of courses must submit the Transfer Credit Evaluation Form. Access the form [here](#). This form is necessary, in addition to the Equivalency Form, which is an internal Zilber College form.

Links to all Graduate School forms can be found [here](#).

Appendix B: Zilber College Academic Forms and Timelines

[Travel Request Form](#) (PDF)

[ZCPH Course Equivalency Request Form](#) (PDF)

Appendix C: Directions to Run Unofficial Transcripts

Directions for obtaining your unofficial UWM transcript from PAWS. You must have Adobe Reader. You can download this free program from www.adobe.com.

Go to www.paws.uwm.edu

Enter your ePanther username and password (your ePanther username is the first part of your UWM e-mail and the password is the same you use to access your e-mail account)

Click "Sign In"

Under "Student Center" the first box is "Academics". In the drop down menu entitled "other academic..." select "Transcript: View Unofficial" and click the yellow circle button marked ">>"



For "Transcript Type", select "Graduate Campus Copy" and for "Output Destination Type", select "E-mail". Click "Submit Transcript Request".

Request Unofficial Transcript	
Transcript Type:	<input type="text" value="Graduate Campus Copy"/>
Output Destination Type:	<input type="text" value="Email"/>
<input type="button" value="Submit Transcript Request"/>	

Go to outlook.office365.com

Enter your ePanther username and password, click "Log In"

PhD Kinesiology Program of Study Form

NAME:	DATE:
TELEPHONE (H)	E-MAIL:
(W)	

CORE COURSEWORK

Minimum 19 credits

	SEM	YEAR	GRADE	CREDITS
Statistics (6 credits)				
1.				
2.				
Research methodology and design (3 credits)				
1. KIN 703				
Public Health				
1. PH 801				
Teaching and learning course (3 credits)				
1. KIN 909 (Primary Advisor)				
Seminar (1 credit repeated 4 times)				
1. KIN 910				
2. KIN 910				
3. KIN 910				
4. KIN 910				
Total credits				

AREA OF EMPHASIS

Minimum 15 credits

	SEM	YEAR	GRADE	CREDITS
KIN 999 Advanced Independent Study (Primary Advisor)				
KIN 999 Advanced Independent Study (Primary Advisor)				
Total credits				

COGNATE:

Minimum 9 credits

	SEM	YEAR	GRADE	CREDITS
KIN 999 Advanced Independent Study (KIN Laboratory Rotation)				
Total credits				

ELECTIVES

Minimum 3 credits

	SEM	YEAR	GRADE	CREDITS
PH 808 Grant Writing Seminar				
Total credits				

DISSERTATION

Minimum 12 credits

	SEM	YEAR	GRADE	CREDITS
KIN 991 (Dissertation)				3
KIN 991 (Dissertation)				3
KIN 991 (Dissertation)				3
KIN 991 (Dissertation)				3
Total credits				

APPROVAL SIGNATURES

Name	Signature	Date
Major Professor		
Doctoral Committee*		
1		
2		
3		
4		
PhD Kinesiology Program Director: Scott J. Strath, PhD		