Kinesiology: Physical Activity Epidemiology, Ph.D.

Policies

Graduate School Policies
The Graduate School’s Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

Named Option-Specific Policies

Prior Coursework
Graduate Work from Other Institutions
With program approval, students are allowed to count no more than 18 credits of graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

UW–Madison Undergraduate
No credits from a UW–Madison undergraduate degree are allowed to count toward the degree.

UW–Madison University Special
This program follows the Graduate School’s policy for Transfer from UW–Madison University Special Student Career at UW-Madison. (https://policy.wisc.edu/library/UW-1216/)

Probation
This program follows the Graduate School’s Probation policy. (https://policy.wisc.edu/library/UW-1217/)

Advisor / Committee
This program follows the Graduate School’s Advisor policy (https://policy.wisc.edu/library/UW-1232/) and the Graduate School’s Committees policy (https://policy.wisc.edu/library/UW-1201/), except the dissertation committee must have a minimum of 5 members.

Ph.D. students work with two committees during their studies.

1. Preliminary exams Committee (three graduate faculty members)
2. Dissertation committee (five members)
   a. Proposal committee
   b. Defense committee

Ordinarily the proposal and defense committees have the same membership. Committee members are selected by the student in consultation with the faculty advisor.

Credits per Term Allowed
15 credits

Time Limits
This program follows the Graduate School’s Time Limits policy. (https://policy.wisc.edu/library/UW-1221/)

Within the Department, completion of required courses and passing preliminary exams within three years of starting the Ph.D. program is considered satisfactory progress. See the Graduate Program Handbook link in Contact Information for more information.

Grievances and Appeals
These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
  - Dean of Students Office (https://doso.students.wisc.edu/) (for all students to seek grievance assistance and support)
  - Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for personal conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

School of Education Grievance Policy and Procedures

The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom
For grievances about, or directed at, faculty or staff in a School of
issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases
(i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of
Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual
violence (including sexual assault, dating/domestic violence, stalking
and sexual exploitation), contact the Sexual Misconduct Resource and
Response Program (https://compliance.wisc.edu/titleix/) within the
Office of Compliance.

For grievances that involve the behavior of a student, contact the
Office of Student Conduct and Community Standards in the Dean of
Students Office at https://conduct.students.wisc.edu/.

For grievances about, or directed at, faculty or staff in a School of
Education department, unit, or program, students should follow these steps:

1. Students are strongly encouraged to first talk with the person against
whom the concern is directed. Many issues can be settled informally
at this level. If students are unable to resolve concerns directly or
without additional support, step 2 or 3 should be pursued.

2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA), and
      the student is not satisfied, the student should contact the TA's
      supervisor, who is usually the course professor. The course
      professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member,
      professor, academic department, or School of Education office
      or unit, the student should contact the chair of the department
      or the director of the office or unit, or their designee. The chair
      or director, or their designee, will attempt to resolve the
      concern informally. If the concern is about the department chair or office/
      unit director, the student should consult the School of Education
      Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit
a formal grievance to the chair or director in writing within 30 business
days of the alleged unfair treatment. To the fullest extent possible, a
formal written grievance shall contain a clear and concise statement of
the issue(s) involved and the relief sought.

4. On receipt of a written grievance, the chair or director will notify the
person at whom the grievance is directed with a copy of the written
grievance. The person at whom the complaint is directed may submit a
written response, which would be shared with the student.

5. On receipt of a written grievance, the chair or director will refer the
matter to a department, office, or unit committee comprised of at
least two members. The committee may be an existing committee
or one constituted for this purpose. The committee, or delegates from
the committee, may meet with the parties involved and/or review any
material either party shares with the committee.

6. The committee will provide a written description of the facts of
the grievance and communicate recommendations to the department
chair or office/unit head regarding how the grievance should be
handled.

7. The chair or director will offer to meet with the student who made
the grievance and also will provide a written decision to the student,
including a description of any related action taken by the committee,
within 30 business days of receiving the formal grievance.

For the purpose of this policy, business days refers to those days
when the University Offices are open and shall not include weekends,
university holidays, spring recess, or the period from the last day of
exams of fall semester instruction to the first day of spring semester
instruction. All time limits may be modified by mutual consent of the
parties involved.

If the grievance concerns an undergraduate course grade, the decision of
the department chair after reviewing the committee’s recommendations is
final.

Other types of grievances may be appealed using the following
procedures:

1. Both the student who filed the grievance or the person at whom
the grievance was directed, if unsatisfied with the decision of the
department, office or unit, have five (5) business days from receipt
of the decision to contact the Senior Associate Dean, indicating the
intention to appeal.

2. A written appeal must be filed with the Senior Associate Dean within
10 business days of the time the appealing party was notified of the
initial resolution of the complaint.

3. On receipt of a written appeal, the Senior Associate Dean will convene
a sub-committee of the School of Education’s Academic Planning
Council. This subcommittee may ask for additional information from
the parties involved and/or may hold a meeting at which both parties
will be asked to speak separately (i.e., not in the room at the same
time).

4. The subcommittee will then make a written recommendation to the
Dean of the School of Education, or their designee, who will render a
decision. The dean or designee’s written decision shall be made within
30 business days from the date when the written appeal was filed with
the Senior Associate Dean. For undergraduate students, the dean or
designee’s decision is final.

Further appealing a School of Education decision – graduate students only

Graduate students have the option to appeal decisions by the
School of Education dean or designee by using the process
detailed on the Graduate School’s website (https://grad.wisc.edu/
documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of
Education Dean’s Office, 377 Education Building, 1000 Bascom Mall,
608-262-1763.

RESOURCES

- Office of Compliance (https://compliance.wisc.edu/) (for
discrimination based on protected classes, including misconduct) 179A
Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://
conduct.students.wisc.edu/) (for conflicts between students, or
academic integrity violations) 70 Bascom Hall, 608-263-5700
- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-
reporting/) (for students who experience or observe bias or hate
incidents) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students
who need informal advice at any level of review; for official appeals
in the Graduate School)

- Office of Compliance (https://compliance.wisc.edu/) (i.e., race, color,
national origin, sex, disability, age, etc.); contact the Office of
Compliance (https://compliance.wisc.edu/eo-complaint/).

- Sexual Misconduct Resource and Response Program (https://compliance.wisc.edu/titleix/) within
the Office of Compliance.

- Office of Student Conduct and Community Standards in the Dean of
Students Office at https://conduct.students.wisc.edu/.

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whom the concern is directed. Many issues can be settled informally
at this level. If students are unable to resolve concerns directly or
without additional support, step 2 or 3 should be pursued.

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the student is not satisfied, the student should contact the TA’s
supervisor, who is usually the course professor. The course
professor will attempt to resolve the concern informally.

- If the concern involves a non-TA instructor, staff member,
professor, academic department, or School of Education office
or unit, the student should contact the chair of the department
or the director of the office or unit, or their designee. The chair
or director, or their designee, will attempt to resolve the
concern informally. If the concern is about the department chair or office/
unit director, the student should consult the School of Education
Senior Associate Dean for guidance.

- If the concern remains unresolved after step 2, the student may submit
a formal grievance to the chair or director in writing within 30 business
days of the alleged unfair treatment. To the fullest extent possible, a
formal written grievance shall contain a clear and concise statement of
the issue(s) involved and the relief sought.

- On receipt of a written grievance, the chair or director will notify the
person at whom the grievance is directed with a copy of the written
grievance. The person at whom the complaint is directed may submit a
written response, which would be shared with the student.

- On receipt of a written grievance, the chair or director will refer the
matter to a department, office, or unit committee comprised of at
least two members. The committee may be an existing committee
or one constituted for this purpose. The committee, or delegates from
the committee, may meet with the parties involved and/or review any
material either party shares with the committee.

- The committee will provide a written description of the facts of
the grievance and communicate recommendations to the department
chair or office/unit head regarding how the grievance should be
handled.

- The chair or director will offer to meet with the student who made
the grievance and also will provide a written decision to the student,
of program/departmental or school/college grievance decisions, see Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/) 217 Bascom Hall, 608-262-2433

• Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW-Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992

• Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987

• Dean of Students Office (https://doso.students.wisc.edu/) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700

• Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict) 21 N Park Street Suite 5101, 608-265-2257

• School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651

• School of Education, Office of Equity, Diversity, and Inclusion (https://education.wisc.edu/about/diversity-inclusion/) (OEDI) 145 Education Building, 608-262-8427

OTHER
n/a