Students must meet the degree and course requirements in effect when they entered the program. However, procedures and processes change over time and students are required to follow the procedures and processes listed in the current Academic Guide. Consult your major advisor for additional guidance.
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Chapter 1
Admissions

The Admissions Committee considers many aspects of the application including grades, GRE scores, recommendation letters, the statement of purpose, and prior research and/or professional experience. See our website for details about the admissions process: http://www.pophealth.wisc.edu/grad/admissions.htm

1.A. Requirements

Minimum requirements are as follows:

1. Applicants should have an undergraduate GPA of 3.0 (on a 4.0 scale), although successful applicants generally have GPAs above 3.0.

2. GRE scores are required for admission. For applicants with doctoral degrees, GRE scores are strongly recommended, but not required. Applicants with doctoral degrees who do not submit GRE scores should submit their scores for the entrance exam required for their doctoral degree (e.g., MCAT, LSAT). For more information on the GRE, visit: http://www.gre.org.

3. Applicants whose native language or language of study was not English must submit official scores from the Test of English as a Foreign Language (TOEFL). A score of 580 (written), 237 (computer-based), 92 (internet-based) or above is required. Find information from the TOEFL at http://www.toefl.org.

4. At least one semester of advanced quantitative preparation (e.g., calculus, statistics, or other) with a grade of "B" or better.

5. Applicants must meet both the above departmental admission requirements and the Graduate School admission requirements.

Applications are welcome from students with diverse academic backgrounds. Students who have strong academic preparation in the biological/medical sciences, quantitative analysis, or population health related social sciences are strongly encouraged to apply. Historically, many applicants who have succeeded in our program have come to us with backgrounds in fields as diverse as microbiology, genetics, nutritional sciences, medicine, nursing, pharmacy, veterinary medicine, environmental sciences, political sciences, business, sociology, education, engineering, psychology, economics, and actuarial science, to name just a few.
Chapter 2
Academic Advisors

Each incoming student is assigned an initial academic advisor. The academic advisor tracks the student’s progress toward degree completion, and assists with course selection and academic planning. The initial advisor may become the student’s research mentor and/or a dissertation or thesis committee member, but this is not required or expected.

Students are required to meet with their academic advisors prior to registering each semester. The academic advisor will review the student’s course completion checklist, discuss course plans for the next semester, and sign the semester academic advising form. Students must return a copy of the signed advising form to the Graduate Program Office prior to registration. Students will not be authorized to register for courses until a signed advising form has been submitted.

When changing advisors, students must complete and sign the form available on the Graduate Program website and return the form to the Graduate Program Office.

The forms may be found at: http://www.pophealth.wisc.edu/grad/info_curr_grad.htm
3. A. Degree Requirements

Credits: 33 Required

A maximum of 5 credits of POP HLTH 990 may be applied toward degree requirements.

A maximum of 3 credits of POP HLTH 699 may be applied toward degree requirements.

Thesis: Required

Seminar: 1 credit POP HLTH 820, Graduate Research Seminar
- Full-time students are expected to attend and participate in the Monday Departmental seminar and the Graduate Research Seminar (POP HLTH 820) each semester.
- Part-time students are expected to attend and participate in the Monday Departmental seminar and the Graduate Research Seminar (POP HLTH 820) at least one semester (or its equivalent) each year.
- Master’s students are expected to enroll in the Graduate Research Seminar (POP HLTH 820) once during their second year (or its equivalent) in the program.

Required Courses:

Core Courses:

POP HLTH 795  Principles of Population Health Sciences (3 cr) Fall
POP HLTH 797  Introduction to Epidemiology (3 cr) Fall
POP HLTH 794  Biological Basis of Population Health (2 cr) (if needed, as determined by the student’s academic advisor and course’s self-test) Fall

Statistics:

POP HLTH 551  Introduction to Biostatistics, or equivalent (3 cr) Fall
POP HLTH 800  Quantitative Methods in Population Health I (3 cr) Spring

NOTE: There is a required full-day SAS lab for this course. It is held on the Friday of the first week of classes.

Methods:

Students must complete six credits of methods course work from the list below. Students are required to take either Pop Health 796 OR Pop Health 798 as three of the six required credits (students are permitted to take both of these classes).
POP HLTH 703  Quality of Health Care (3 cr) **Spring**  
POP HLTH 796  Introduction to Health Services Research (3 cr) **Spring**  
POP HLTH 798  Epidemiologic Methods (3 cr) **Spring**  
POP HLTH 802  Advanced Epidemiology (3 cr) **Fall**  
POP HLTH 875  Assessment of Medical Technologies (3 cr) **Spring**

**Medical Ethics:**

**Students are required to take a minimum of one credit of medical ethics.**

The courses listed below will fulfill the medical ethics requirement. Students may submit requests in writing to the Graduate Program Director through the Graduate Program Coordinator proposing other UW medical ethics courses also be considered as fulfilling this requirement.

MED HIST 545  Ethical and Regulatory Issues in Clinical Investigation (1 cr) **Fall**
MED HIST 734  Graduate Studies in Medical Ethics (1 cr) **Taught periodically**
NURSING 802  Ethics and Conduct of Research (1 cr) **Spring**
MED HIST 728  Bioethics and Society (3cr) **Spring**

**Electives:** Electives are chosen in consultation with the student’s advisor.

**3.B. Thesis and Graduation**

Master’s students in Population Health Sciences are required to complete a thesis. Only students admitted prior to Fall 2003 may select the 33 credit non-thesis option. The thesis requirement may be waived under exceptional circumstances by the Graduate Program Director.

The thesis is a detailed and careful study of a population health problem or methodology. The objective is to help the student learn how to think through and investigate a research question. The thesis should show competence in the development, implementation and reporting of a research project. It should be of suitable quality and scope for submission to a peer-reviewed scholarly journal or funding agency.

The goals of the thesis are to demonstrate the student’s ability to:

1. Define a research question of importance to population health sciences.
2. Describe current knowledge as a context for the thesis based on a careful review of the relevant literature.
3. Explain the research design, conduct, and analysis.
4. Conduct analyses appropriate for the thesis.
5. Present and interpret the findings and/or implications for population health clearly.
3.B.1. **Time Line and Credits**

It is expected that the thesis process will take at least two semesters to complete. The thesis must be completed no later than two years after the completion of all course work. A recommended time line is:

**Year 1 (Semester 2)**
- Identify thesis advisor and topic

**Year 2 (Semester 1)**
- Select thesis committee (beginning of semester)
- Complete thesis proposal (beginning of semester)
- Obtain committee approval for thesis
- Submit Masters Thesis Approval Form (middle of semester)
- Obtain IRB approval

**Year 2 (Semester 2)**
- Schedule final meeting/defense (several weeks before the end of the semester)
- Resolve incompletes and progress grades
- Confirm completion of degree requirements by reviewing your Course Completion Checklist and the Epidemiology Option Checklist (if applicable)
- Obtain a graduation warrant request form from the Graduate Program Office
- Return graduation warrant request form to Graduate Program Office (before warrant request deadline or 4 weeks before defense – whichever is sooner)
- **Distribute thesis to committee at least 2 weeks** before the final meeting (middle of semester)
- Present research in Graduate Research Seminar
- When the Graduate School approves the graduation warrant request they will provide a warrant. Final warrants are sent to the department. The Population Health Graduate Program office notifies the student when it arrives.
- Present thesis to committee
- Turn in signed graduation warrant before graduation deadline
- Turn in final electronic (on CD) and bound versions of thesis to Graduate Program Office within two weeks of graduation deadline

Out of the total 33 credits required for a Master’s degree in Population Health a maximum of 5 credits can be granted for thesis work. Students should register for these credits as Pop Hlth 990. Master’s students must be enrolled in at least two graduate-level credits during the semester in which they graduate (this is not considered full-time status; simply the lowest number of credits allowed).

3.B.2. **Choosing a Topic and Thesis Advisor**

The student should identify a thesis advisor from the program faculty who does research in the general area of interest to the student. Students are encouraged to gather
information from courses, faculty and student seminars, the program web site and publications to help identify faculty with interests matching those of the student. The course advisor assigned to the student at the time of admission to the program is expected to help in the process of choosing a thesis advisor. The specific thesis topic should be developed jointly between the student and the thesis advisor.

3.B.3. Choosing a Thesis Committee

In consultation with the thesis advisor, who serves as committee chair, students must choose two additional committee members. The following conditions must be met:

- Only faculty from the Department of Population Health Sciences may serve as the thesis chair. Program faculty may serve as a co-chair with another faculty member from the Department of Population Health Sciences.
- Each thesis committee must have at least three members (at least one outside student’s area of concentration)
- At least two of the three committee members must be program faculty. Please see program faculty definition in section 6.A of this Guide.
- At least two of the three committee members must be tenured or tenure-track graduate faculty. Graduate faculty are individuals from departments that offer graduate degrees. A listing of departments that offer graduate degrees are listed in the drop down menu here: https://admiss.gradsch.wisc.edu/cgi-bin/ctos/catalog/index.pl
- A third committee member may be from any of the following categories: (1) tenure or tenured track faculty from a department without a graduate program; (2) academic staff (including emeritus faculty); (3) visiting professors; (4) faculty from other institutions; (5) externally funded researchers; (6) postdoctoral scholars; or (7) other individuals deemed qualified. The suitability of this third committee member will be reviewed and approved by your advisor in consultation with the Director of the Graduate Program.

As Population Health Sciences is an interdisciplinary area, committee members should represent that broad spectrum. If the student requires extensive advice and input from a committee member in addition to the thesis advisor it is appropriate to recognize that committee member as a co-advisor for the thesis.

It should also be recognized that committee members who make substantial contributions to the research should have the opportunity to be included as co-authors on any publications that result, following the journal guidelines of authorship. The thesis advisor and student should discuss potential authorship issues at the outset, and as needed during the project to ensure mutual understanding.

Please contact the Graduate Program Coordinator for any questions concerning the thesis committee membership and structure.
3.B.4. **Thesis Options**

There are three format options: 1) traditional format 2) paper option or 3) grant proposal. The thesis advisor must approve the choice of format.

1) **Traditional Format**

A traditional thesis should contain the following sections:

- Title page (see Format for more information)
- Abstract (structured or unstructured) of 250 words or less
- Acknowledgements (including a list of the members of the committee, funding sources, and date of IRB clearance)
- Table of Contents (including a list of tables and figures)
- Introduction
- Background/Literature Review
- Methods
- Results
- Conclusions
- Bibliography
- Appendices (including material such as extensive tables, questionnaires and measurement protocols)

The length of the thesis excluding the appendices should be no more than 40-60 double-spaced pages.

2) **Research Paper**

A paper option should contain the following sections:

- Title page (see Format for more information)
- Abstract (structured or unstructured) of 250 words or less
- Acknowledgements (including a list of the members of the committee, funding sources, and date of IRB clearance)
- Table of Contents (including a list of tables and figures)
- Introduction and literature review
- Manuscript (formatted for the proposed journal)
- Bibliography
- Appendices (including detailed methods, material such as extensive tables, questionnaires and measurement protocols)

The introduction must include a critical literature review, the objectives of the research study, and a discussion to provide an overall evaluation of the research study. The manuscript should be appropriate for publication in a peer reviewed national or international journal. The manuscript should be ready for submission and follow the format of a journal chosen by the thesis advisor and the student. The appendices must
demonstrate the full development of the thesis material and are constructed based on the guidance of the thesis advisor and committee. In the instance of any apparent conflict between formatting guidelines of the chosen journal and the Department of Population Health Sciences thesis requirements, the journal guidelines will take precedence for the manuscript section of the thesis.

3) Grant Proposal

When the thesis is a grant proposal, it should contain the following sections:

• Title page (see Format for more information)
• Abstract (structured or unstructured) of 250 words or less
• Acknowledgements (including a list of the members of the committee, funding sources, and date of IRB clearance)
• Table of Contents (including a list of tables and figures)
• Specific Aims
• Background and Significance
• Preliminary Studies
• Research Design and Methods
• Human Subjects
• Literature Cited
• Appendices (including additional materials such as data collection instruments)

The quality of the grant proposal should be such that it could be submitted for an NIH career development (K series) or research award (R series). The thesis should identify a population health problem that has not been resolved and include an analysis of original or previously collected data. Additional material such as data collection instruments should be in Appendices. The length of the proposal should correspond to NIH guidelines, which typically allows 25 pages comprising the Specific Aims through the Research Design and Methods sections. NIH guidelines for formatting must be followed. In the instance of any apparent conflict between formatting guidelines of the NIH and the Department of Population Health Sciences thesis requirements, the NIH guidelines will take precedence.

3.B.5. The Thesis Proposal

After choosing a topic, the student is expected to write a 5-8 page thesis proposal for review by the thesis advisor and committee. The thesis proposal should include a description of the research question, a review of the most relevant existing literature, a description of the data, and the methodology to be used to answer the research question.

After the thesis advisor’s approval the proposal is distributed to the thesis committee. It is recommended that the thesis advisor, student, and members of the committee meet to discuss the proposal. Once the thesis committee approves the proposal the student must submit the Master’s Thesis Proposal form to the Graduate Program Office (http://www.pophealth.wisc.edu/grad/infoCurrGrad.htm).
Committee members sign the proposal form to indicate acceptance of committee membership and support of the chosen topic. The form must be signed and submitted before the student proceeds with the thesis.

3.B.6. IRB Clearance

Students planning to engage in research involving human subjects must satisfy current IRB requirements which include completion of the online Human Subjects Training Module. You can find more information at the following website:

http://info.gradsch.wisc.edu/research/hrpp/index.html

Students planning to engage in research involving protected health information must satisfy the current HIPAA requirements which include completion of the online HIPAA Training Program at the following website:

http://ptehipaa.doit.wisc.edu/moodle/login/index.php

This clearance must be done prior to initiation of the research. In addition, the proposed work must be presented to the University of Wisconsin and other relevant IRBs for clearance before the work can begin. The thesis advisor must be involved in this process. If the work is part of a larger project that has already received clearance, the student must be added as key personnel to the IRB protocol.

3.B.7. Graduation Warrant Request Deadlines

Please review the Timeline in 3.B.1. for a summary of the steps leading up to graduation. Students must formally notify the department and the Graduate School of their intention to graduate. Notification consists of confirming completion of degree requirements (including the epidemiology option if applicable) and submitting a graduation warrant request form to the department by the warrant request deadlines below:

- Fall: October 15 or 4 weeks before defense (whichever occurs sooner)
- Spring: March 15 or 4 weeks before defense (whichever occurs sooner)
- Summer: July 15 or 4 weeks before defense (whichever occurs sooner)


The thesis committee is required to attend a final meeting, scheduled by the student, in which the student will present his or her work. It is advised that students schedule this final meeting several weeks before the semester ends since many times revisions are required before the warrant will be signed and the graduation date is based upon the date the warrant is signed. **You are responsible for knowing and meeting the Graduate School deadlines for degree completion.** The deadlines can be found at:

http://info.gradsch.wisc.edu/education/completedegree/index.html. These Graduate School graduation deadlines are also in the appendix of this guide.
The thesis must be given to all committee members at least 2 weeks before the final meeting. The final meeting can be rescheduled if a committee member feels there is insufficient time to review the thesis prior to the final meeting. At the final meeting, the committee will discuss the thesis work with the student and determine revisions, if any. The committee decides when and how the master’s degree warrant will be signed.

3.B.9. Depositing of Thesis/Warrant to Department

Specific guidelines for formatting the thesis are listed below. In addition, you must submit the following items:

- On or before the graduation deadline, a signed graduation warrant must be submitted to the Graduate Program Office.
- Within two weeks of the graduation deadline, a copy of the completed thesis (incorporating the revisions from the final meeting) must be provided to at least the chair of your committee utilizing one of the following options: thermal glue binding, coil binding, spiral binding, or ACCO binding (no stapling or three-ring binders). One or more of these types of services are offered at Bob’s Copy Shop (608.251.2936), ASM Student Print (608.262.6216), or CALS Fast Copy (608-262-1241).
- Within two weeks of the graduation deadline, a bound copy of the thesis for filing in the Departmental library must be deposited to the Graduate Program Office. The binding must be in durable black Buckram binding with the student’s name, degree, and year of graduation on the spine in bold gold print. The front and back covers should be blank. Binding can be done at Grimm’s Book Bindery (608-221-4443). Binding orders can take several weeks; please plan ahead or submit a copy of your receipt as proof of your order.
- Within two weeks of the graduation deadline, an electronic copy of the thesis must also be provided to the Department on a CD.

3.B.10. Formatting the Thesis

These guidelines should help you prepare your thesis, so that it will constitute a permanent document of quality.

Margins

- The text begins 1 - 1/4 inches from the top and left side of the paper.
- Bottom and right side margins are 1 inch.
- Page numbers are placed in the upper right-hand corner 1 inch from both sides of the paper.

Paper Quality

- 8 -1/2 by 11 inches.
- White.
- Acid-free or PH neutral.
- At least 20 pound weight.
- 25% cotton bond minimum.
- You can buy paper that meets these requirements at book and stationery stores.

Print

Print the thesis on a laser printer. A professional copy shop can produce an acceptable copy of the thesis. Look carefully at a copy before paying for the services and ask for pages to be recopied if necessary. Common problems are smudges, copy lines and specks, missing pages, margin shifts, slanting of the printed image on the page, and poor paper quality.

- Black print with a sharp, dark image.
- 12 point type.
- Double-space the body of the thesis.
- Lengthy quotations, footnotes, and bibliographies may be single-spaced.
- Color maps, charts, etc. are acceptable as long as the color remains readable when photocopied to black and white.

Page Headers

Please do not use page headers or decorative borders.

Page Numbering

- Please check the thesis to ensure that all pages are present and in numerical order.
- All pages must be numbered with the exception of the title page.
- Preliminary pages (e.g. table of contents, dedication page, acknowledgments, abstract, etc.) that precede the main text are numbered with lower case Roman numerals beginning with numeral i. Page numbers are placed in the upper right-hand corner one inch from both sides of the paper.
- The main text is numbered consecutively beginning with Arabic numeral 1, in the upper right-hand corner one inch from both sides of the paper.

Single-sided Print

Double-sided print is not acceptable.

Equations, Superscripts, and Subscripts

Superscripts and subscripts may be one size smaller than the text. Separate equations with double spacing or enough space to identify each equation clearly.
Foreign Language Use

You may include quotations in languages other than English in your thesis. Translation must be provided. The thesis must be in English.

Graphics

Computer-generated figures and graphs must meet the same standards as the rest of the thesis. Render original material with a permanent, non-water soluble, black ink. Do not use pencil, ballpoint or felt tip in the final copy. Labels on photographs, charts, and other figures must be permanent. Headings, keys, and all other identifying information should be of the same quality of type as the text. If graphics, tables, or figures are horizontal, place the top of the printed page on the left side of the paper with the page number in the upper right hand corner.

Title Page

Please follow the format of the Sample Title Page (see Sample Title Page in the Appendix).

Depositing of Thesis to Memorial Library

The Department of Population Health Sciences does not require that your thesis be deposited in Memorial Library; however, the student may choose to do so. If you choose to deposit your thesis in the Memorial Library, please refer to the Graduate School Guide to Preparing Your Master’s Thesis at:

In the instance of any apparent conflict between formatting guidelines of the Department of Population Health Sciences thesis requirements and the Graduate School Guide to Preparing Your Master’s Thesis, the Department of Population Health Sciences guidelines will take precedence for the copies of the thesis presented to the department and committee members.

3.C. M.S. Students Completing a Ph.D. in another Program

Students enrolled in another department’s Ph.D. program may opt to concurrently complete the master’s degree in Population Health. In cases where a student’s dissertation topic is population health-based, s/he may opt to write a single document that satisfies both the Ph.D. dissertation and M.S. thesis requirements. Regardless of whether the student writes a separate master’s thesis or one that is combined with their doctoral dissertation, they must satisfy the Population Health master’s degree and thesis requirements as specified in the Graduate Program’s Academic Guide (this document).

Sociology Ph.D. students completing the Population Health M.S. degree should consult the “Combined Sociology Ph.D. / Population Health M.S. or Minor Options available on the Graduate Program’s Website: http://www.pophealth.wisc.edu/grad/info_curr_grad.htm.
Chapter 4
Ph.D. in Population Health

4. A. Degree Requirements

Credits: 48 Required

Dissertation: Required
A maximum of 11 credits of POP HLTH 990 may be applied toward degree requirements.
A maximum of 6 credits of POP HLTH 699 may be applied toward degree requirements.

Seminar: 2 credits (POP HLTH 820, Graduate Research Seminar, 1 cr.)
- Full-time students are expected to attend and participate in the Monday Departmental seminar and the Graduate Research Seminar (POP HLTH 820) each semester.
- Part-time students are expected to attend and participate in the Monday Departmental seminar and the Graduate Research Seminar (POP HLTH 820) at least one semester (or its equivalent) each year.
- All doctoral students are expected to enroll in the Graduate Research Seminar (POP HLTH 820) twice. Fall enrollment in the third and fifth semesters is recommended. Two credits of the Seminar must be completed the semester before the student becomes a dissertator.

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP HLTH 551</td>
<td>Introduction to Biostatistics, or equivalent</td>
<td>3 cr</td>
<td>Fall</td>
</tr>
<tr>
<td>POP HLTH 794</td>
<td>Biological Basis of Population Health (2 cr)</td>
<td>2 cr</td>
<td>Fall</td>
</tr>
<tr>
<td>POP HLTH 795</td>
<td>Principles of Population Health Sciences (3 cr)</td>
<td>3 cr</td>
<td>Fall</td>
</tr>
<tr>
<td>POP HLTH 796</td>
<td>Introduction to Health Services Research (3 cr)</td>
<td>3 cr</td>
<td>Spring</td>
</tr>
<tr>
<td>POP HLTH 797</td>
<td>Introduction to Epidemiology (3 cr)</td>
<td>3 cr</td>
<td>Fall</td>
</tr>
<tr>
<td>POP HLTH 798</td>
<td>Epidemiologic Methods (3 cr)</td>
<td>3 cr</td>
<td>Spring</td>
</tr>
<tr>
<td>POP HLTH 800</td>
<td>Quantitative Methods in Population Health I (3 cr)</td>
<td>3 cr</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> There is a required full-day SAS lab for this course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>It is held on the Friday of the first week of classes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POP HLTH 900</td>
<td>Quantitative Methods in Population Health II (3 cr)</td>
<td>3 cr</td>
<td>Fall</td>
</tr>
</tbody>
</table>
Medical Ethics:

Students are required to take a minimum of one credit of medical ethics.

The courses listed below will fulfill the medical ethics requirement. Students may submit requests in writing to the Graduate Program Director through the Graduate Program Coordinator proposing other UW medical ethics courses also be considered as fulfilling this requirement.

MED HIST 545 Ethical and Regulatory Issues in Clinical Investigation (1 cr) **Fall**
MED HIST 734 Graduate Studies in Medical Ethics (1 cr) **Taught periodically**
NURSING 802 Ethics and Conduct of Research (1 cr) **Spring**
MED HIST 728 Bioethics and Society (3cr) **Spring**

**Elective and Minor Course Work:** Elective and Minor course work is chosen in consultation with the student’s advisor.

**Minor Requirement (Applies to all Population Health Ph.D. students):**
All UW-Madison doctoral students are required to complete a minor. Two options exist:

**Option A (external) --** Requires a minimum of 10 credits of course work in a single department or major field of study. Selection of this option requires the approval of the minor department.

**Option B (distributed) --** Requires a minimum of 10 credits of course work in two or more departments and can include course work in the major department. Selection of this option requires the approval of the major department.

**Deadline Summary:**

**Qualifying Exam**
Full-time Ph.D. Students: Must pass the exam before beginning their 5th semester
Part-time Ph.D. Students: Must pass the exam before beginning their 7th semester
Notify Graduate Program Office of intent to take qualifier (June 1st notification deadline every year)

**Preliminary Exam**
Full-time Ph.D. Students: must pass their preliminary exam within four years of matriculation.
Part-time Ph.D. Students: Must pass their preliminary exam within six years of matriculation.
The final copy of the preliminary exam proposal must be circulated to the preliminary exam committee at least two weeks prior to the oral exam.
Dissertation

Doctoral students are expected to pass the final oral examination and deposit the dissertation no later than five years from the date of passing the preliminary examination.

The dissertation final draft to be defended must be submitted to the committee at least 4 weeks prior to the final defense date.

4.A.1. Ph.D. Timeline and Credits

Years 1 and 2
- Enroll in required coursework and electives
- Enroll in seminar for the first time (3rd semester)
- Begin to think about dissertation topic
- Engage in research
- Pass qualifier

Years 3-6
- Satisfactorily complete all courses (including minor coursework)
- Form preliminary examination committee
- Prepare preliminary exam research proposal
- Enroll in seminar for the second time either the semester before or the semester of the preliminary exam
- Schedule preliminary exam meeting
- Resolve incompletes and progress grades
- Confirm completion of degree requirements by reviewing your Course Completion Checklist and the Epidemiology Option Checklist (if applicable)
- Obtain a preliminary exam warrant request form from the Graduate Program Office
- Return warrant for preliminary exam (3 weeks before date of exam)
- When the Graduate School approves the preliminary exam warrant request they will provide a warrant. Final warrants are sent to the department. The Population Health Graduate Program office notifies the student when it arrives.
- Distribute final copy of proposal at least 2 weeks before the date of the preliminary exam
- Defend proposal

Dissertator Years
- Enroll in three 990 credits each semester
- Enroll in summer 990 credits if you will graduate in the summer or if your assistantship or fellowship requires it
- Form Dissertation Committee (often the same as preliminary exam committee)
- Obtain IRB approval
- Conduct research
- Prepare dissertation
- Schedule final meeting/defense (several weeks before the end of the semester)
- Obtain a graduation warrant request form from the Graduate Program Office
• Return graduation warrant request form to Graduate Program Office (before warrant request deadline or 4 weeks before defense – whichever is sooner)
• When the Graduate School approves the graduation warrant request they will provide a warrant. Final warrants are sent to the department. The Population Health Graduate Program office notifies the student when it arrives.
• Distribute a hard copy of dissertation to committee members at least 4 weeks before the defense date
• Public seminar and defense
• Turn in copy of signed graduation warrant before graduation deadline (retain original copy for Final Review)
• Schedule “Final Review” and deposit final copy of dissertation with original signed warrant with the Graduate School before graduation deadline
• Turn in final copy of dissertation to committee within two weeks of graduation deadline
• Turn in final electronic (on CD) and bound versions of thesis to Graduate Program Office within two weeks of graduation deadline

Out of the total 48 credits required for a Ph.D. degree in Population Health a maximum of 11 credits can be granted for thesis work. Students should register for these credits as Pop Hlth 990. Ph.D. students must be enrolled in at least three graduate-level credits during the semester in which they graduate (this is considered full-time status).

4.B. Qualifying Examination

The Qualifier is a closed book exam with no notes. Exams are graded as pass/fail by a committee of graders in a masked manner.

• The Ph.D. qualifying exam is offered in July each year for students enrolled in the Ph.D. program.
• Ph.D. students must complete the six core, methods, and quantitative analysis courses (PopHlth 551, Pop Hlth 795, Pop Hlth 796, Pop Hlth 797, Pop Hlth 798 and Pop Hlth 800) with grades of B or better by the end of the spring semester.
• Any “Incomplete” (I) grades in the six core and required courses must be resolved and letter grades assigned before a student may sit for the qualifying exam.
• Individuals who:
  o Have been accepted in the Ph.D. program and have accepted the offer of admission and
  o Are currently enrolled in the Graduate Program or have been enrolled in the past and
  o Have completed all the six core and required courses with grades of B or better by the end of the spring semester may sit for the examination. This will count as one of the two times a student is eligible to take the examination.
• Students intending to sit for the Qualifying Exam must notify their advisors and the Graduate Program Office no later than June 1st of the year in which the July exam is offered.

**Ph.D. students should take the exam during the nearest exam date following completion of the last of the six core and required courses.** Students who do not pass the qualifying exam the first time must take it again at the next offering. The exam may not be taken more than twice. Requests for special extensions of the deadline will be reviewed by the Graduate Program Steering Committee.

Past qualifying exams are available in the Department Commons, 730 WARF Building and qualifying exam guidelines are available at: http://www.pophealth.wisc.edu/grad/info_curr_grad.htm

**Deadline for Full-time Ph.D. Students**

Students following a full-time course of study (approximately three courses or a minimum of 8 credits each semester) are expected to pass the exam before beginning their fifth semester in the program. This means that they will generally first take the exam during the July exam date immediately before beginning their third semester in the program. If they do not pass the exam the first time, they may sit for the exam again during the July exam date that falls prior to their fifth semester in the program.

**Deadline for Part-time Ph.D. Students**

Part-time students (typically enrolled in one or two courses each semester or less than 8 credits each semester) are expected to pass the exam before beginning the seventh semester in the doctoral program. (The semester of entry is counted as semester 1. Each subsequent semester is counted as semester 2, 3, 4, etc., regardless of whether the student is enrolled.) This means that a part-time doctoral student must first take the exam during one of the July exam dates that falls before the fifth semester following the semester of entry.

For example, a part-time doctoral student who enters the program in Fall 2006 may sit for the July 2007 exam (before the third semester) or the July 2008 exam (before the fifth semester). A part-time student who sits for the first time at the offering immediately before the seventh semester will not have the opportunity to retake the exam if s/he does not pass on the first attempt, due to the overall time limit.

**Notification of Results**

Students are notified of the general result (pass or fail) prior to the first day of classes of the semester immediately following the exam date. Exams are not returned to students nor are the specific results discussed or written comments provided. After receiving the exam results a student should meet with her/his academic advisors to discuss his/her options. Students who do not pass after two attempts are given the option of leaving the program or completing the Master's degree. They may not continue in the Ph.D. program.
Ph.D. students who fail the qualifying exam two times are not eligible to request admission into a Special Graduate Committee Degree Program through the Department of Population Health Sciences. For specific policies about the intent of Special Committee Degrees please see the Graduate School publication, “Academic Guidelines” or visit the web page: http://www.wisc.edu/grad/education/acadpolicy/guidelines.html#161.

4.C. Preliminary Examination

Doctoral students must pass a preliminary examination no later than four calendar years following admission for graduate study in the Department (if full-time) or no later than six calendar years follow admission (if part-time). Requests for special extension of the deadline for completing the preliminary examination must be made to the Director of the Graduate Program through the Graduate Program Coordinator.

4.C.1. Choosing a Preliminary Examination Committee

The student is responsible, in consultation with her/his advisor, to form the preliminary examination committee. It is strongly recommended that students select the same members for their preliminary committee as their dissertation committee. See the guidelines for Choosing a Dissertation Committee in 4.E.1.


The subject matter of the research proposal will coincide with the student's anticipated dissertation research. The student is encouraged to consult with others, in addition to meeting with the major professor, when writing the proposal. The student should submit the proposal early in the semester, after which the student must consult individually with each member of the Preliminary Exam Committee to solicit suggestions for revision. The final draft of the proposal must be circulated to the Preliminary Exam Committee at least two weeks prior to the oral exam.

The proposal will be prepared in a format similar to a “scientific proposal” section of a National Institutes of Health [postdoctoral] grant application. The recommended format and page limit distribution is as follows. Sections 3, 4, and 5 do not have a specific number of pages, but the length of the entire proposal may not exceed 20 pages (double-spaced, 10 or 12 point font).

1. **Specific Aims:** State the broad, long-term objectives and describe concisely and realistically what the specific research described in this proposal is intended to accomplish and any hypotheses to be tested. **One page is recommended.**

2. **Background and Significance:** Briefly sketch the background to the present proposal, critically evaluate existing knowledge, specifically, identify the gaps which the project is intended to fill. State concisely the importance of the research described in this application by relating the specific aims to the broad,
long-term objectives. A minimum of two to three pages is recommended.

3. **Preliminary Studies**: Use this section to provide an account of the preliminary studies conducted to date that are pertinent to the proposed study.

4. **Experimental Design and Methods**: Outline the experimental design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Provide a tentative sequence or timetable for the investigation. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

5. **Literature Cited**: Each citation must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. Make every attempt to be judicious in compiling a relevant and current list of literature citations; it need not be exhaustive.

6. **Figures**: Figures critical to the proposal must be included within the 20-page limit. The student will have the opportunity to present other figures at the oral exam.

7. **Human subjects**: Detailed description of plans to address informed consent and confidentiality issues.

4.C.3. **IRB Clearance**

Students planning to engage in research involving human subjects must satisfy current IRB requirements which include completion of the online Human Subjects Training Module. More information can be found at the following website:

http://info.gradsch.wisc.edu/research/hrpp/index.html

Students planning to engage in research involving protected health information must satisfy the current HIPAA requirements which include completion of the online HIPAA Training Program at the following website:

http://ptehipaa.doit.wisc.edu/moodle/login/index.php

This must be done prior to initiation of the research. In addition, the proposed work must be presented to the University of Wisconsin and other relevant IRBs for clearance before the work can begin. The dissertation advisor must be involved in this process. If the work is part of a larger project that has already received clearance, the student must be added as key personnel to the IRB protocol.

Additional information regarding IRB regulations and clearance is available at the web site: http://info.gradsch.wisc.edu/research/compliance/humansubjects/hrirbs/index.html
4.C.4. Requesting the Preliminary Exam Warrant

Please review the Timeline in 4.A.1. for a summary of the steps leading up to your preliminary examination. Three weeks before the scheduled preliminary examination, a request for the preliminary warrant must be sent to the Graduate School (request form available from Graduate Program Office). The warrant request will not be filed until a student has passed the qualifying exam, cleared her/his record of all Incomplete “I” and Progress “P” grades (other than research and thesis), and completed coursework for the Ph.D. major and minor requirements (including the Epidemiology Option if applicable). Thus, be sure to resolve any incompletes and progress grades and confirm completion of all degree requirements before submitting a warrant request form.


The student will prepare an oral presentation of approximately 40 minutes with visual aids (slides, PowerPoint presentation) describing the research proposal. After the presentation, the student will respond to questions by the Preliminary Exam Committee. The questions will deal with the proposal itself and any related material. The oral exam is usually completed within two hours. Following the examination, the Preliminary Exam Committee will reach a consensus on the student's performance.

4.C.6. Preliminary Exam Outcomes

If a student does not pass the preliminary exam, the major advisor and student should decide what course of action to take. Some options are: to reschedule the exam; terminate with a Master's degree; or discontinue the Program. A letter outlining the course of action to be taken should be sent to the Director of the Graduate Program through the Graduate Program Coordinator.

4.D. Advancing to Dissertator Status

Students advance to dissertator status and become Ph.D. candidates after passing the preliminary exam. Dissertators are required to enroll in three credits each fall and spring semester. Dissertators holding traineeships, research assistantships (RA) or fellowships that require summer enrollment must also enroll in three credits during the summers. Dissertators who expect to graduate in August must enroll in the eight week general session for three graduate-level credits.

4.E. Dissertation/Graduation

4.E.1. Choosing a Dissertation Committee

The student is responsible, in consultation with her/his advisor, to form the dissertation committee. The following conditions must be met:

- Only faculty from the Department of Population Health Sciences may serve as the dissertation chair. Program faculty may serve as a co-chair with another faculty member from the Department of Population Health Sciences.
- Each dissertation committee must have at least five members.
• At least three committee members must be from the Department of Population Health Sciences.
• At least four committee members must be program faculty (at least one from outside student’s area of concentration). Please see program faculty definition in section 6.A of this Guide.
• At least four committee members must be tenured or tenure-track graduate faculty. Graduate faculty are individuals from departments that offer graduate degrees. A listing of departments that offer graduate degrees are listed in the drop down menu here: https://admiss.gradsch.wisc.edu/cgi-bin/ctos/catalog/index.pl
• One member must be from outside Population Health Sciences (does not have to be a member of the program faculty, but can be a program faculty member)
• A fifth committee member may be from any of the following categories: (1) tenure or tenured track faculty from a department without a graduate program; (2) academic staff (including emeritus faculty); (3) visiting professors; (4) faculty from other institutions; (5) externally funded researchers; (6) postdoctoral scholars; or (7) other individuals deemed qualified. The suitability of this fifth committee member will be reviewed and approved by your advisor in consultation with the Director of the Graduate Program.

   As Population Health Sciences is an interdisciplinary area, committee members should represent that broad spectrum. If the student requires extensive advice and input from a committee member in addition to their dissertation advisor it is appropriate to recognize that committee member as a co-advisor for the dissertation.

   Dissertation committees must be reviewed and approved by the Director of the Graduate Program through the Graduate Program Coordinator. Please contact the Graduate Program Coordinator for any questions concerning the thesis committee membership and structure. It is expected that the student will meet with the committee members periodically, at least once each year.

4.E.2. Dissertation Options

   The dissertation must be an original contribution; however, the data do not have to be original. Students may opt to submit either of the following to satisfy the dissertation requirement: 1) a traditional single topic, extensive exploration from which papers may be drawn later, or 2) three publishable papers. If the student desires to submit extensive additional analyses or other materials, these may be included in the appendix. Two of the papers must present new empirical analyses.

1) Traditional Format

   A traditional dissertation should contain the following sections:

   • Title page (see Format for more information)
   • Abstract (structured or unstructured) of 250 words or less
• Acknowledgements (including a list of the members of the committee, funding sources, and date of IRB clearance)
• Table of Contents (including a list of tables and figures)
• Introduction
• Background/Literature Review
• Specific aims
• Methods
• Results
• Conclusions
• Bibliography
• Appendices (including material such as extensive tables, questionnaires and measurement protocols)

2) Research Paper

The three paper option should contain the following sections:

• Title page (see Format for more information)
• Abstract (structured or unstructured) of 250 words or less
• Acknowledgements (including a list of the members of the committee, funding sources, and date of IRB clearance)
• Table of Contents (including a list of tables and figures)
• Introduction and literature review
• Specific aims
• Methods
• Manuscripts (formatted for the proposed journal)
• Conclusion
• Bibliography
• Appendices (including detailed methods, material such as extensive tables, questionnaires and measurement protocols)

The manuscripts should be appropriate for publication in peer reviewed national or international journals. The manuscripts should be ready for submission and follow the formats of the journals chosen by the dissertation advisor and the student. The appendices must demonstrate the full development of the dissertation material and are constructed based on the guidance of the dissertation advisor and committee. In the instance of any apparent conflict between formatting guidelines of the chosen journals and the Department of Population Health Sciences dissertation requirements, the journal guidelines will take precedence for the manuscript section of the dissertation.

4.E.3. Graduation Warrant Request Deadlines

Please review the Timeline in 4.A.1. for a summary of the steps leading up to graduation. Students must formally notify the department and the Graduate School of their intention to graduate. Notification consists of submitting a graduation warrant request form to the department by the warrant request deadlines below:
Fall: October 15 or 4 weeks before defense (whichever occurs sooner)
Spring: March 15 or 4 weeks before defense (whichever occurs sooner)
Summer: July 15 or 4 weeks before defense (whichever occurs sooner)


The dissertation committee is required to attend a final meeting, scheduled by the student, in which the student will present his or her work. It is advised that students schedule this final meeting several weeks before the semester ends. This is advisable since many times revisions are required before the warrant will be signed and the graduation date is based upon when students have their final review meeting at the Graduate School to submit their final version of their dissertation with their signed warrant (original not a copy). You are responsible for knowing and meeting the Graduate School deadlines for degree completion. The deadlines can be found at: http://info.gradsch.wisc.edu/education/completedegree/index.html. These Graduate School graduation deadlines are also in the appendix of this guide.

The dissertation final draft to be defended must be submitted to the committee at least 4 weeks prior to the final defense date. All members of the committee must be provided with a hard copy of the document.

As part of the final exam, presentation of a 30 minute public seminar with an open question and answer session is required. The seminar must be publicized at least 2 weeks in advance by hanging signs on the Departmental bulletin boards (on floors 3, 5, 6, 7, and 10) and by sending an email to the Graduate Program Coordinator who will forward the information to students and faculty.

During the public seminar the student presents research results, followed by questions from the floor. At the end of the open session, the committee will go into closed session. The committee will meet privately with the student after their closed session. The examination (public and closed sessions) will last approximately 3 hours.

Possible Outcomes of the Defense

Possible outcomes of the committees’ closed session deliberations (discussed above) are pass, fail, or conditional pass. In the case of a conditional pass, the dissertation advisor and in some cases other committee members will not sign the final warrant until all revisions are completed and approved.

Deadline for Passing the Final Exam

Doctoral students are expected to pass the final oral examination and deposit the dissertation no later than five years from the date of passing the preliminary examination. The oral examination is the oral defense of the completed dissertation. Full-time students generally complete the dissertation within two years of the preliminary examination. Part-time students may take longer.
According to Graduate School policy, a candidate for the Ph.D. degree who fails to take the final oral examination within five years after passing the preliminary examination is required to take another preliminary examination and be readmitted to candidacy.

4.E.5. Depositng Dissertation and Copy of Warrant to Department

Specific guidelines for formatting the dissertation are listed below. At your Final Review at the Graduate School, the final copy of your dissertation will be retained and sent to Bell and Howell Information Learning for microfilming and binding. In addition, you must submit the following items:

- On or before the graduation deadline, a copy of the signed graduation warrant must be submitted to the Graduate Program Office (retain original copy for Final Review).

- Within two weeks of the graduation deadline, a copy of the completed dissertation (incorporating the revisions from the final meeting) must be provided to at least the chair of your committee utilizing one of the following options: thermal glue binding, coil binding, spiral binding, or ACCO binding (no stapling or three-ring binders). One or more of these types of services are offered at Bob’s Copy Shop (608.251.2936), ASM Student Print (608.262.6216), or CALS Fast Copy (608-262-1241).

- Within two weeks of the graduation deadline, a bound copy of the thesis for filing in the Departmental library must be deposited to the Graduate Program Office. The binding must be in durable black Buckram binding with the student’s name, degree, and year of graduation on the spine in bold gold print. The front and back covers should be blank. Binding can be done at Grimm’s Book Bindery (608-221-4443). Binding orders can take several weeks; please plan ahead or submit a copy of your receipt as proof of your order. Please do not order this copy through the Graduate School/ProQuest (UMI) since it takes several months for the order to be received.

- Within two weeks of the graduation deadline, an electronic copy of the thesis must also be provided to the Department on a CD.

4.E.5. Depositng Dissertation to Graduate School

Corrections

- To insure a clean final copy, correct and reprint pages.
- Carefully examine your final copy before bringing it to the Graduate School for final review.
- Please make all personal or departmental copies before the final Graduate School final review.
UMI Abstract

- The Graduate School sends ProQuest (UMI) Information and Learning abstract and a copy of your title page to ProQuest for publication in Dissertation Abstracts International.
- The abstract must be in English, 10 to 12 point type, double-spaced using dissertation margins and white quality paper, **must not exceed 350 words, and must be signed by your advisor.** (Abstracts exceeding 350 words will be returned by ProQuest. The title is not included in the word count.)
- The dissertation title on the abstract must be identical to the title on the dissertation title page.
- The original signature of your advisor must be at the end of the abstract text.
- This abstract is not part of your dissertation. Do not number the pages of your UMI abstract.

Copyright Page (optional)

- If you choose to retain and register copyright of the dissertation, prepare a copyright page conforming to the sample on the Graduate School website: [http://info.gradsch.wisc.edu/education/completedegree/copyright.pdf](http://info.gradsch.wisc.edu/education/completedegree/copyright.pdf)
- There is an additional fee of **$65.00** for copyrighting your dissertation which is payable at the Bursar's office along with the microfilming and binding fee of **$90.00**.
- Center the text in the bottom third of the page within the dissertation margins. Do not number the copyright page.

Pre-check by Graduate School

- The Graduate School has reserved 9:00-9:30 each morning to answer specific formatting questions (for example: use of tables, graphs, and charts). No appointment is necessary.
- You may bring in 8-10 pages to be reviewed in 217 Bascom Hall.

Final Review

- After passing your oral defense, contact the Graduate School at 608-262-2433 to arrange an appointment for the final review. Please call to schedule an appointment at least one day in advance.
- Dissertation review appointment times are 10:00-11:00 am and 2:00-3:00 pm Monday through Friday. Reviews normally take about 15 minutes.
- If you are defending near the degree deadline call immediately after your defense; appointment times fill rapidly during the two to three weeks before any deadline.
- You must make all corrections and revisions **before** you come for your final review. You are not allowed to make changes on the copy that you submitted to the Graduate School after the final review.
The following materials must be brought to 217 Bascom Hall for the final review:

(1) Warrant. Your Committee must be identical to the one approved on the Ph.D. Final Oral Committee Approval Form. Make a copy of signed graduation warrant to submit to department; original signed copy of warrant is submitted at your Final Review.

(2) Survey of earned Doctorates

(3) ProQuest Information and Learning (formerly UMI) Microfilm Agreement Form.

(4) Three (3) extra copies of the Title Page. The title on one of the three copies is to have all equations, formulae, chemical symbols, and the like translated into words (for example, instead of "H2O", use "water").

(5) Committee's Page (do not hand write).

(6) UMI Abstract. This abstract must be signed by your advisor and is in addition to any abstract that may be in your dissertation.

(7) Completed unbound dissertation on high quality, white, 20 pound weight paper. Specific guidelines for formatting the dissertation are listed below.

4.E.6. Formatting the Dissertation

These guidelines should help you prepare your dissertation to ensure that it constitutes a permanent document of quality appropriate for a major graduate institution. In the instance of any apparent conflict between formatting guidelines of the Department of Population Health Sciences dissertation requirements and the Graduate School Guide to Preparing Your Doctoral Dissertation, the Graduate School guidelines will take precedence for the final copy of the dissertation that is deposited with the Graduate School. You can find the Graduate School Guide to Preparing Your Doctoral Dissertation at: http://info.gradsch.wisc.edu/education/completedegree/pguide.html.

Paper Quality

- 8 -1/2 by 11 inches.
- White.
- Acid-free or PH neutral.
- At least 20 pound weight.
- 25% cotton bond minimum.
- You can buy paper that meets these requirements at book and stationery stores.

Margins
• Use a minimum of a one inch margin on all four sides of the paper.
• Page numbers must be in the upper right hand side corner, one inch from the top and side of the paper

Print

Print your dissertation on a laser printer. (Some high quality ink jet printers may be acceptable). The printer must produce output that meets all format and legibility requirements. A professional copy shop can produce an acceptable copy for the Graduate School. Some copiers enlarge the original between one and two percent. To avoid problems with margins, produce the original copy with margins larger than the required minimum. Look carefully at the copy before paying for the services and ask for pages to be recopied if necessary. Common flaws are: smudges, copy lines, specks, missing pages, margin shifts, slanting of the printed image on the page, and poor paper quality.

• Black print with a sharp, dark image
• Single-sided pages
• Double-space the body of the dissertation
• Use 10 to 12 point type.
• Lengthy quotations, footnotes, and bibliographies may be single-spaced with a double space between entries or paragraphs.
• Maps, charts, etc. are acceptable

Page Headers

• Please do not use page headers or decorative borders.

Page Numbering

• The title page and the copyright page (if you are retaining and registering copyright) are not counted in the numbering of pages. The other pages are.
• Number the preliminary pages (for example, dedication page, acknowledgments page, table of contents, and abstract) that precede the main text with lower case Roman numerals beginning with i. Put page numbers in the right-hand corner one inch from both top and side of the paper.
• Number the main text consecutively beginning with Arabic numeral 1 in the upper right-hand corner one inch from both top and side of the paper. Check your dissertation to ensure that all pages are present and in numerical order.
• Number appendices consecutively with the text, continuing the Arabic numeral sequence.

Title Page

• Do not number the title page. The title page must be double-spaced.
• A sample title page is included in the appendix of this guide.
Abstract in Dissertation

- Please follow A.P.A. formatting guidelines, and number all of these pages as part of the preliminary material (use lower case Roman numerals).
- Unlike the UMI abstract, this abstract must be included in the table of contents.

Graphics

- Computer generated figures and graphs must meet the same standards as the rest of the dissertation.
- Headings, keys, and all other identifying information must be of the same quality of print as the text.
- If graphics, tables, or figures are in landscape mode, place the top of the printed page at the dissertation binding edge (left side of the paper) with the page number in the upper right-hand corner in the portrait page setup.

Equations, Superscripts and Subscripts

- Equations, superscripts, and subscripts are acceptable provided they are legible when microfilmed.
- Generally, superscripts and subscripts may be one size smaller than the text.
- To identify each equation clearly, please isolate it with double spacing.
- The dissertation should be all in black and white for better microfilm quality. Color photographs, tables, and graphs are acceptable but not preferred.

Foreign Language Use

You may include quotations in languages other than English in your dissertation. Translation must be provided. The dissertation must be in English.
5.A. Maintaining Satisfactory Academic Progress

Grade Requirements

Students enrolled in the M.S. / Ph.D. program must maintain a cumulative GPA of 3.25 or better in all graduate work (including transfer courses) unless conditions for probationary status require higher grades. Students must also maintain a cumulative GPA of 3.25 or better in all course work completed while enrolled in the Population Health Graduate Program. The Graduate School considers grades of "Incomplete" to be unsatisfactory if they are not removed during the next semester in residence.

No grade of BC or less, in Population Health core courses (Pop Hlth 795 and Pop Hlth 797) and the required courses from the "Quantitative Analysis" or "Methods" requirements will be accepted for the degree. A student in this situation is expected to discuss options with his or her advisor.

Guidelines for Satisfactory Progress

Students must satisfy the following conditions to make satisfactory progress in the Program:

1) Maintain a minimum cumulative graduate GPA of 3.25 in all graduate work (including transfer courses).

2) Maintain a minimum cumulative GPA of 3.25 or better in all course work completed while enrolled in the Population Health Graduate Program.

3) Maintain a minimum term GPA of 3.0 or better in all course work completed for each enrolled term.

4) Meet Graduate Program grade requirements. No grade of BC or less, in Population Health core courses (Pop Hlth 795 and Pop Hlth 797) and the required courses from the "Quantitative Analysis" or "Methods" requirements will be accepted for the degree.

5) Attend courses and seminars on a regular basis. If illness or other circumstances intervene, the student must notify his or her advisor as soon as possible.

6) Satisfy all program deadlines and time limits as outlined in the Academic Guide.

7) Remove Incomplete (I) grades within one semester or by the time specified by the course instructor if that is later.

8) Maintain no more than six credits of Incomplete (I) grades during any semester.
9) Non-dissertators must maintain continuous enrollment in a minimum of two graduate credits during fall and spring semesters (this is not considered full-time status; simply the lowest number of credits allowed). Dissertators must maintain continuous enrollment in a minimum of three graduate credits during fall and spring semesters (this is considered full-time status).

10) Research, teaching, or project assistants, trainees, and other fellows must satisfy the Graduate School items #8 and #9 above AND any additional enrollment requirements based on their position. See your appointment letter and the Graduate School’s Academic Guidelines: http://www.wisc.edu/grad/education/acadpolicy/guidelinesindex.html

11) M.S. students must pass their thesis defense within two years of completing all coursework.

12) Ph.D. students must:
   • Pass Qualifying Exam within two (full-time students) to three years (part-time students) of matriculation as outlined in Academic Guide.
   • Pass Preliminary Exam within four (full-time students) to six years (part-time students) of matriculation.
   • Pass dissertation defense within five years of becoming a dissertator.

Probation/Dismissal Policy

Not meeting guidelines for satisfactory progress can result in immediate dismissal from the Program or a semester of probation (followed by dismissal, if satisfactory progress is not achieved in the next semester). Students placed on probation will be placed on probation for one semester and will be reviewed by the Steering Committee following the probationary semester. Students may be dismissed or allowed to continue by the Graduate Program Steering Committee based upon review of progress during the probationary semester.
5.B. Epidemiology Option

M.S. and Ph.D. students may elect to complete an Option in Epidemiology.

- The words “Option: Epidemiology” will appear on students’ transcripts on the line underneath their major. The Option does not appear on the diploma.
- Students wanting to add the Epidemiology Option should notify the Graduate Program Office.
- Verification that requirements for the Epidemiology Option have been satisfied will occur when students’ warrants are requested.

M.S. Option in Epidemiology Requirements

To complete the option the student must:

1) Complete the following required courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP HLTH 794</td>
<td>Biological Basis of Population Health</td>
<td>2</td>
</tr>
<tr>
<td>(if needed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POP HLTH 795</td>
<td>Principles of Population Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 797</td>
<td>Introduction to Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 798</td>
<td>Epidemiologic Methods</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 800</td>
<td>Quantitative Methods in Population Health I</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 802</td>
<td>Advanced Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 820</td>
<td>Graduate Research Seminar</td>
<td>1</td>
</tr>
<tr>
<td>POP HLTH 990</td>
<td>Research</td>
<td>1-5</td>
</tr>
<tr>
<td>POP HLTH 551</td>
<td>Introduction to Biostatistics (or equivalent)</td>
<td>3</td>
</tr>
</tbody>
</table>

2) Complete a minimum of one credit in medical ethics (selected from the program’s list of approved courses in the Degree Requirements section)

3) Complete two approved epidemiology electives for 4-6 credits (selected from the program’s list of approved epidemiology electives on page 36 of this guide)

4) Complete a thesis addressing an epidemiologic research question (determined by the thesis committee chair) and

5) Have a member of the epidemiology faculty as the chair of the thesis committee.
Ph.D. Option in Epidemiology Requirements

To complete the option the student must:

1) Complete the following required courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP HLTH 794</td>
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<td>2</td>
</tr>
<tr>
<td>(if needed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POP HLTH 795</td>
<td>Principles of Population Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 796</td>
<td>Introduction to Health Services Research</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 797</td>
<td>Introduction to Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 798</td>
<td>Epidemiologic Methods</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 800</td>
<td>Quantitative Methods in Population Health I</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 802</td>
<td>Advanced Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 820</td>
<td>Graduate Research Seminar</td>
<td>2</td>
</tr>
<tr>
<td>POP HLTH 900</td>
<td>Quantitative Methods in Population Health II</td>
<td>3</td>
</tr>
<tr>
<td>POP HLTH 990</td>
<td>Research</td>
<td>1-9</td>
</tr>
<tr>
<td>POP HLTH 551</td>
<td>Introduction to Biostatistics (or equivalent)</td>
<td>3</td>
</tr>
</tbody>
</table>

2) Complete a minimum of one credit in medical ethics (selected from the program’s list of approved courses in the Degree Requirements section)

3) Complete three approved epidemiology electives for 6-9 credits (selected from the program’s list of approved epidemiology electives on page 36 of this guide)

4) Complete a dissertation addressing an epidemiologic research question (determined by the dissertation committee chair) and

5) Have a member of the epidemiology faculty as the chair of the dissertation committee.
Approved Epidemiology Option Electives

The courses listed below represent the approved epidemiology option electives. Students may submit requests in writing to the Graduate Program Director through the Graduate Program Coordinator proposing other courses that should be considered as fulfilling this requirement. For instance, POP HLTH 650 courses with a primary focus on epidemiologic issues/methods may be acceptable. Some 699 offerings may also be appropriate. Requests must include a course syllabus or outline as well as the rationale for why the course should be approved as an elective for the Epidemiology Option.

471 Intro to Environmental Health
502 Air Pollution and Human Health
621 Intro to Nutritional Epidemiology
650 Secondary Analysis of Large Data Sets of Population Health Sciences
750 Cancer Epidemiology
780 Public Health Principles and Practice
791 Physical Activity Epidemiology
801 Epidemiology of Infectious Diseases
803 Monitoring Population Health
904 Special Topics in Epidemiology (each topic counts as a separate course)
   904-01 (Fall) - Infectious Diseases
   904-02 (Fall) – Genetic Epidemiology
   904-04 (Fall) - Global Health Epidemiology
   904-01 (Spring) - Cardiovascular Disease
   904-03 (Summer) – Analytic Methods of Genetic Epidemiology
5.C. Enrollment Credit Requirements

Read all the categories to see if more than one category applies to you. If more than one category applies, you must follow the instructions for the one that requires the higher number of credits. **Students must/will be removed from payroll if they do not comply with these campus registration requirements.** In all cases, courses numbered below 300, audits, and pass/fail (990s are okay) do not satisfy these enrollment requirements. Generally, summer enrollment is not required unless you are a RA, a trainee, or are defending/graduating. Please note that sometimes students need to have full-time status for purposes of financial aid, fellowships, scholarships, external funding, or other reasons only you would know; consider these possible factors when deciding how many credits to take.

**Non-dissertators** – at least 2 credits every fall and spring semester; this is not considered a full-time load if you require full-time status for some reason.

**Dissertators** -- exactly 3 credits every fall and spring semester (or the eight-week summer session if defending or graduating); this is considered full-time status.

**TAs/PAs** – at least 2 credits every fall and spring semester for non-dissertators (this is not considered a full-time load if you require full-time status for some reason); exactly 3 credits every fall and spring semester for dissertators (this is a full-time load); there are no enrollment requirements for summer as long as you were enrolled (and did not graduate) in the previous spring semester or will enroll in the fall – if you do not satisfy this criteria you may not be eligible for a summer TA/PA position.

**RAs/Trainees** – must carry a full load each term (including summer); for non-dissertators this would be at least 8 credits every fall and spring semester and at least 2 credits during the eight-week summer session (these 2 summer credits constitute full-time enrollment for loan deferral); for dissertators this would be exactly 3 credits every fall, spring, and eight-week summer session.

**Graduating Students** – at least 2 credits for MS students (this is not considered a full-time load if you require full-time status for some reason) and exactly 3 credits for PhD dissertators (this is considered full-time status); this requirement applies for the eight-week summer session if you plan to finish after the summer window.

**Full-time** – for non-dissertators, at least 8 credits every fall and spring semester and at least 4 credits for the 8-week summer session; for dissertators, exactly 3 credits for every fall, spring, or eight-week summer session; please see the Graduate School’s Academic Guideline’s Appendix 7 for exceptions to these rules: http://www.wisc.edu/grad/education/acadpolicy/appendices.html#7

**Part-time** – for non-dissertators, less than 8 credits every fall and spring semester and less than 4 credits for the 8-week summer session; for dissertators, exactly 3 credits for every fall, spring, or eight-week summer session (in theory, dissertators can’t be part-time).
International Students – you must have full-time status every fall and spring semester (see full-time status); full-time status for summer is not required unless you also fall into another category that does require it. Please see further requirements for those working on a F-1 visa at http://www.iss.wisc.edu/f1employment.asp and for those working on a J-1 visa at http://www.iss.wisc.edu/upload/documents/J1%20on-campus%20work%20info.pdf

Overload Students – this is more than 12 credits for the fall or spring term OR more than 8 credits for the eight-week summer session; dissertators cannot have an overload; please see the Graduate School’s Academic Guideline’s Overloads section for more information: http://www.wisc.edu/grad/education/acadpolicy/guidelines.html#133

Audit Students – audits are not free; they do not count toward program requirements and they do not count toward the credit requirements listed above; please see the Graduate School’s Academic Guideline’s Auditing Courses section for more information: http://www.wisc.edu/grad/education/acadpolicy/guidelines.html#13

5.D. Transfer Credits and Waivers

Transfer credit and waiver policies in the Department of Population Health Sciences are based on the Graduate School's Minimum Credit Requirement for obtaining UW-Madison graduate degrees:

- M.S. students must earn a minimum of 16 credits after being admitted into a UW-Madison graduate degree program. (The Population Health Program requires 33 total credits for the M.S. degree.)

- Ph.D. students must earn a minimum of 32 credits after being admitted into a UW-Madison graduate degree program. (The Population Health Program requires a minimum of 48 total credits for the Ph.D. degree.)

Graduate Work from Other Accredited Graduate Institutions

The MS/PhD Population Health Graduate Program will consider accepting no more than 16 credits of work completed as a graduate student at an accredited institution other than the UW-Madison. This policy ensures compliance with the Graduate School's minimum credit requirement listed above. Exceptions will not be granted.

The proposed transfer credits must be graduate level and no older than five years old from the time of admission into the program. Credits cannot be split for a proposed course. In addition, a grade of “B” or better must be earned for each proposed course.

Students requesting a course to transfer are asked to submit a syllabus for each requested course to the Graduate Program Coordinator. The syllabi are forwarded to professors in the Department (who advise the students or who teach similar/related
courses) for their review and approval. Typically, credits earned at another accredited
graduate institution count towards program electives and not required courses.

Special Student Credits

UW-Madison special students (i.e., non-degree seeking; not admitted to the Graduate
School) may enroll in Population Health Sciences courses with permission of the
instructor and space permitting. The MS/PhD Population Health Graduate Program will
consider applying no more than 16 UW-Madison special student credits toward
completion of the M.S. or Ph.D. degrees. This policy ensures compliance with the
Graduate School's minimum credit requirement listed above. Exceptions will not be
granted.

Required courses completed as a special student within five years of application and
with a grade of “AB” or “A” can be applied toward required courses upon request to the
Graduate Program Coordinator. Applicable required courses completed with a “B”
grade or below and/or that are less than five years old can be submitted to the Graduate
Program Coordinator, but will be reviewed by the Director of the Graduate Program.

Elective courses completed as a special student must be graduate level and no older
than five years old from the time of admission into the program. Credits cannot be split
for a proposed special student elective course. In addition, a grade of “B” or better must
be earned for each proposed special student elective course. Students requesting a special
student elective course to transfer are asked to submit their request in writing to their
advisor and the Graduate Program Coordinator.

Waivers

Course waivers may be granted in exceptional cases. Students requesting a waiver
must present their request in writing to the Graduate Program Coordinator to be reviewed
by the Director of the Graduate Program.

5.E. Developing Pop Hlth 699 Independent Reading Agreements

The maximum number of Pop Hlth 699, Independent Reading credits that may be applied
toward a Population Health degree is three for masters and six for doctoral students. There
must be an agreement between each student and faculty member of record documenting the
scope, amount of work, and grading. This agreement authorization form must be submitted to
the Graduate Program Office to file in the student’s academic folder. It is not possible to
register for Pop Health 699 without first submitting a signed course advising form and a signed
699 agreement authorization form. The forms are available through the website

To be authorized the student must:

1) obtain the consent of the instructor with whom they will be studying
2) submit the signed course advising form AND the signed 699 agreement authorization form

3) register for the course

5.F. Registering for Research Credits (Pop Hlth 990)

The maximum number of Pop Hlth 990, Research credits that may be applied toward a Population Health degree is five for masters and eleven for doctoral students. It is not possible to register for Research 990 credits without first submitting a signed course advising form and a signed 990 authorization form (except in instances where 990 credits are with your Course Advisor who has already indicated his/her approval on your Advising Form). The forms are available through the website http://www.pophealth.wisc.edu/grad/info_curr_grad.htm.

To be authorized, students must:
1) obtain the consent of the instructor with whom they will be studying
2) submit the signed course advising form AND the 990 authorization form (except in instances where 990 credits are with your Course Advisor who has already indicated his/her approval on your Advising Form)
3) register for the course

5.G. Requesting a Leave of Absence

An M.S. or Ph.D. student in good standing may request a leave of absence (a break in enrollment of one or more terms) for a period not exceeding one calendar year. The request may be renewed twice. Renewal requests must be submitted to a student’s academic advisor and the Director of the Graduate Program (through the Graduate Program Coordinator). A Leave of Absence Request Form can be found on the Graduate Program website at: http://www.pophealth.wisc.edu/grad/info_curr_grad.htm. Being granted a leave following these guidelines and the procedures outlined below guarantees reentry into the Program:

1. The student must submit a Leave of Absence Request Form to his or her advisor specifying the length of the leave and the reason for the request.
2. If approved, the Leave of Absence Request Form should be shared with the Director of the Graduate Program through the Graduate Program Coordinator.
3. If an extension of leave is needed beyond one year, it will be the student’s responsibility to request the extension before the end of the leave period. A student who fails to do so will not be guaranteed readmission into the Graduate Program.
4. To be readmitted into the Graduate Program and Graduate School, the student must resolve all Incomplete (I) grades and complete the Graduate School reentry process.
5. The Director of the Graduate Program may provide a letter to the student specifying other conditions of reentry.

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5.H. Requests for Exemptions or Changes to Program Requirements

Requests for course substitutions, exemptions, or other changes to the stated M.S. or Ph.D. program requirements must be presented in writing to the Director of the Graduate Program through the Graduate Program Coordinator. The Director will review and determine the acceptability of all program proposals and proposed changes and exemptions.

5.I. Grievance Policy

With few exceptions, students should take the following steps to address a grievance related to a course grade or other Graduate Program related issue:

1. First express the concern/s to the person directly responsible for the action at issue.

2. If the direct interaction with the person directly responsible for the action does not result in a satisfactory solution of the conflict, if the student does not believe that such a direct approach will work, or if the student feels uncomfortable making the attempt, the next step is to address the concern with the person holding supervisory responsibility (the course director in the case of a grievance with a teaching assistant, research program director, graduate program director or department chair) for the unit or area in which the student is located or in which the action occurred.

3. Grievances that cannot be resolved through either or both of the first two steps should be presented to the Graduate Program Steering Committee in writing. The Steering Committee will follow open meetings policies when reviewing grievances and may move to go into closed session for these discussions pursuant to Wisconsin Statute 19.85(1)(f). Decisions arrived at during closed session will be announced in open session and will be documented in the minutes. The committee may request additional written information from both parties or may invite the student to answer questions during the meeting.

4. The Steering Committee will recommend options for resolution. At that time, the student may accept and act on the recommendation/s or take further action outside the department as outlined in the Graduate School’s Academic Guidelines, Grievances and Appeals at http://www.wisc.edu/grad/education/acadpolicy/guidelinesindex.html.

It is expected that students will follow the procedures outlined above before seeking assistance from outside the department.
5.J. **Minor in Population Health** (Non-Population Health Majors Only)

Ph.D. students enrolled in other programs may pursue a minor in Population Health. A minimum of 10 credits of course work consisting of three required 3-credit courses and 1-3 credits of a Population Health elective must be completed. The minor will consist of the following Population Health Sciences courses:

- **Pop Hlth 797** Introduction to Epidemiology (3 cr) **Fall**
- **At least one** of the following courses:
  - Pop Hlth 780 Public Health: Principles and Practice (3 cr) **Fall**
  - Pop Hlth 795 Principles of Population Health Sciences (3 cr) **Fall**
- **At least one** of the following research methods courses:
  - Pop Hlth 796 Introduction to Health Services Research (3 cr) **Spring**
  - Pop Hlth 798 Epidemiologic Methods (3 cr) **Spring**
- Students are strongly recommended to take Pop Hlth 800 Quantitative Methods in Population Health I (3 cr) or Pop Hlth 900 Quantitative Methods in Population Health II (3 cr) as an elective. However, other Population Health elective courses can be considered.

A likely course sequence for the minor in Population Health would be as follows:

**Fall Semester:** Pop Hlth 795 OR Pop Hlth 780  
Pop Hlth 797  

**Spring Semester:** Pop Hlth 796 OR Pop Hlth 798  
Pop Hlth Elective

Students who request exemptions and/or substitutions for required minor courses must appeal to the Director of the Graduate Program through the Graduate Program Coordinator. In this case, the appeal must include a Proposed Minor Program Plan, which must be approved and signed by the Graduate Program Director.
CHAPTER 6
Faculty and Program Governance

6.A. Faculty

Population Health Departmental Faculty

All tenured or tenure-track core faculty in the Department of Population Health Sciences are referred to as "Departmental Faculty." Only Departmental core faculty may serve as academic advisors. Names, telephone numbers, and e-mail addresses of the Departmental Faculty are on the web at: http://www.pophealth.wisc.edu/index-people.htm

Population Health MS/PhD Program Faculty

The program faculty consists of all tenured and tenure-track core faculty in the Department of Population Health Sciences and nominated legal faculty from elsewhere in the university. For those outside the Department, membership will be initiated and reviewed by members of the Steering Committee (the executive committee of the graduate program). Departmental faculty, program faculty, and graduate students may suggest additional members to the Steering Committee.

Members of the program faculty who are also tenured or tenure track graduate faculty may serve as major professors (dissertation or thesis co-advisors). Graduate faculty are individuals from departments that offer graduate degrees. A listing of departments that offer graduate degrees are listed in the drop-down menu here: https://admiss.gradsch.wisc.edu/cgi-bin/ctos/catalog/index.pl All members of the program faculty may serve as preliminary and dissertation committee members. Membership in the program faculty is subject to change over time to reflect changes in the campus and in the Population Health Sciences Department, and to meet the needs of particular students.

6.B. Program Governance and Faculty Committees

The M.S./Ph.D. Program in Population Health integrates faculty from across the University to train students in Population Health. The program is housed administratively within the department of Population Health Sciences. The Chair of the Department of Population Health Sciences serves as or appoints the Director of the Graduate Program. All Program Committees report to the Steering Committee; in the case of the Curriculum Committee it reports both to the Steering Committee and the Department Executive Committee. Committee governance responsibilities are described in the following section.
**Steering Committee**

The Graduate Program Director will chair the Steering Committee. The Committee will include five members of the Departmental Faculty plus two members of the Program Faculty with core appointments outside the Department of Population Health Sciences.

- Reviews program goals and performance and makes recommendations to the chair and Graduate Program Director for changes and improvements.
- Periodically updates the program requirements.
- Reviews and modifies membership in the program faculty at least once each year.
- Receives, reviews, and makes recommendations on program-related student grievances.

**Curriculum Committee**

The Graduate Program Director will chair the Curriculum Committee. The Committee will include at least seven voting members with at least one member of the Program Faculty with a core appointment outside the Department of Population Health Sciences. There will be a MS/PhD student representative and a MPH staff representative (neither will have voting privileges).

- Considers curricular issues that affect one or more of the following department-affiliated programs: MS/PhD Graduate Program, MPH Professional Program, and Global Health Certificate Program.
- Coordinates all new and continuing course offerings within the Department to ensure availability and compatibility with program requirements.
- Acts as liaison to other departments and faculty whose offerings are important to training students in the program.
- Approves and recommends new courses and course change proposals.
- Reviews course evaluations and grade distributions of each course offered through the Department of Population Health Sciences biennially. Additional information may be brought to the review.
- Reviews MS/PhD student curricular issues that warrant committee review.

**Qualifier Committee**

The Committee will include at least three members: one from each section of the Qualifying Exam (with one serving as chair).

- Develops and administers the annual Ph.D. qualifying exam.
- Assures that the qualifying exam is representative of the Population Health Ph.D. Program.
- Develops and annually reviews guidelines given to faculty for developing questions and to students for taking the exam.
- Develops and reviews rules for grading the qualifying exam.
- Historically tracks and annually reviews cumulative student pass/fail performance on the exam.
Recruitment and Admissions Committee

The Committee will include at least seven voting members with at least one member of the Program Faculty with a core appointment outside the Department of Population Health Sciences. There will be a MS/PhD student representative (who will not have voting privileges). The Committee Chair, in cooperation with the Graduate Program Director, will administer program and departmental funds that may be available to help fund students. At the discretion of the Committee Chair, certain issues may be put to the Committee via a secure website for deliberation when timeliness is at stake and/or when the volume of business is sufficiently small that calling a formal meeting of the Committee would not be deemed an efficient use of the Committee's time and effort. After the normal Admissions work of the Committee has concluded in April, appeal cases and potential admission of promising late applicants (such as Medical Fellows) may be decided by the Director of the Graduate Program and the Chair of the Admissions Committee.

- Develops and implements annual recruitment plans.
- Selects new students for admission.
- When needed, documents deficiencies that must be remedied for full admission and sets the timeline for this.
- Assigns initial course advisors for students accepted into the program

6.C. Departmental Directory

The department directory is available on the Population Health Sciences website and updated regularly: http://www.pophealth.wisc.edu/directory.htm Please notify both Departmental Main Office and the Graduate Program Office if you change your address/phone number.
Appendices
Degree Deadlines 2008-2009

Fall 2008-2009
August 29 - Dissertator Eligibility
* November 28 - Request for all Master’s and Ph.D. Degree Warrants
December 19 - Degree Deadline
December 22 - January 16 - Spring Degree Window Period**
*For master’s students only: if you want your name to be printed in the commencement program, your department must submit your warrant request before October 31.

Spring 2008-2009
January 16 - Dissertator Eligibility
* April 24 - Request for all Master’s and Ph.D. Degree Warrants
May 15 - Degree Deadline
May 18 - June 12 - Summer Degree Window Period**
*For master’s students only: if you want your name to be printed in the commencement program, your department must submit your warrant request before April 3.

Summer 2008-2009
June 12 - Dissertator Eligibility
July 31 - Request for all Master’s and Ph.D. Degree Warrants
August 21 - Degree Deadline
August 24 - September 1 - Fall Degree Window Period**

**Window Period:** This is the time between the end of one degree period and the beginning of the next. If you were registered in the previous semester and all degree requirements were met by the end of the window period, your degree will be granted at the end of the next semester and you will not have to register or pay fees for the next semester.

Helpful Links:
For Master’s:
1. Expecting Your Master's Degree? Procedures to Help:
   http://info.gradsch.wisc.edu/education/completedegree/mdegree.html
2. A Guide to Preparing Your Master's Thesis:
   http://info.gradsch.wisc.edu/education/completedegree/mguide.html

For Ph.D.:
1. The 3-D's: Deadlines, Defending, Depositing Your Doctoral Dissertation:
   http://info.gradsch.wisc.edu/education/completedegree/ddd.html
2. A Guide to Preparing Your Doctoral Dissertation:
   http://info.gradsch.wisc.edu/education/completedegree/pguide.html
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by

Iam A. Student

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