Graduate Program in Population Health MS/PhD

ACADEMIC GUIDE

2017-18

Subject to Revision

Fall 2017
The Population Health MS and PhD degrees and course requirements may change over time. Changes in the last 5 years have almost all been toward less restrictive. Possible exceptions are noted in this document. In situations where policies have changed during a student’s time of enrollment, the Graduate School and the academic program, together with the student, may elect to enforce requirements that are in the best interest of the student i.e. either the old or the new requirements.

In addition, administrative procedures and processes often change over time. Students are required to follow the procedures and processes listed in the current Academic Guide. Consult your major advisor for additional guidance.

All website links are current as of August, 2017.
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Chapter 1: Admissions

Admission to the MS or PhD program in Population Health is limited to applicants with appropriate academic preparation. Academic preparation is assessed by undergraduate course work, graduate or professional degrees, grades, GRE scores, recommendation letters, the statement of purpose, and prior research and/or professional experience. See the department website for details about the admissions process.

**Minimum** admission requirements are as follows:

1. Applicants must fulfill all Graduate School admission requirements.

2. Applicants should have an undergraduate or graduate GPA of at least 3.0 (on a 4.0 scale). Successful applicants generally have GPAs well above 3.0.

3. GRE scores no more than five years old are required for admission. Applicants with professional degrees may substitute their scores for the entrance exam that was required for that degree (e.g., MCAT, LSAT), if taken within the last 5 years. For more information on the GRE, visit: [http://www.ets.org/gre/](http://www.ets.org/gre/).

4. Applicants whose native language and language of study were not English must submit official scores from an English proficiency test. You can find further details on the Graduate School website [https://grad.wisc.edu/admissions/requirements/](https://grad.wisc.edu/admissions/requirements/). Please note that the minimum test scores for our program are higher than those required by the Graduate School. Students can submit scores for the TOEFL or the IELTS exam. For the Test of English as a Foreign Language (TOEFL), a minimum score of 580 (written), 237 (computer-based), or 92 (internet-based) is required. For the International English Language Testing System (IELTS), a minimum score of 7 is required. Use ETS institution code 1846. Find information on the TOEFL at [http://www.ets.org/toefl](http://www.ets.org/toefl) Find information on the IELTS at [http://www.ielts.org/](http://www.ielts.org/).

5. At least one semester of advanced quantitative preparation, preferably calculus, with a grade of "B" or better.

6. A personal statement is required.

7. Three letters of recommendation are to be submitted electronically.

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, applicants who 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.
Chapter 2: Advising

There are many information sources available to MS/PhD students. For example, the department’s website (http://pophealth.wisc.edu), this Academic Guide, and the Graduate School’s website (www.grad.wisc.edu) including the Graduate School’s Policies and Procedures (https://grad.wisc.edu/acadpolicy/). When students need additional clarification on expectations, issues and rules, there are various faculty and staff resources available (described below). Generally, faculty and staff are best able to assist students when the students have done their own homework on a topic (using the resources mentioned above). One very important additional advising resource that students should continually review (on their own and with their advisor) is the MS Degree/Graduation Timeline (see section 3.A.1 of this Guide) or the PhD Degree/Graduation Timeline (see section 4.A.1 of this Guide). Graduate School deadlines specific to specific semesters can be found at https://grad.wisc.edu/currentstudents/degreedeadlines/.

Faculty roles: The below text refers to Population Health Sciences Faculty as “Departmental Faculty”) and to Population Health Faculty as “Program Faculty”. The Program Faculty is a large group of faculty across Campus, eligible to guide student thesis and dissertation research in the program (https://pophealth.wisc.edu/grad/faculty). The Departmental Faculty (http://pophealth.wisc.edu/faculty) is a subgroup of the Program Faculty, consisting of Program Faculty with >0% appointments in the Department of Population Health Sciences. Only Departmental Faculty are eligible to serves as academic (course) advisors for new students. More detailed definitions are in Chapter 7 of this guide.

Academic Advisor: Upon entry into the program, each incoming student is assigned a Departmental Faculty member as an initial academic advisor. A list of Departmental Faculty is available at the Department of Population Health Sciences web site (http://pophealth.wisc.edu/faculty). This advisor is a (non-emeritus) faculty member from this list, who tracks the student’s progress toward degree completion, assists with course selection and academic planning, and helps students identify possible research mentors and opportunities. The initial academic advisor may or may not serve as a source of funding. (See the Financing Your Education section on the department website for more information about funding).

Students are required to meet with their academic advisors prior to registering each semester. In preparation for this meeting, the student will fill out the Course Advising Form completed, which program milestones were met, and what kind of funding the student has and a statement of future goals. The Graduate Program Office will send out an email to students before each semester with advising information. The academic advisor and student discuss course plans for the next semester, and then fill out and sign the form for that semester. Students must return a copy of the completed and 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 with all sections completed has been submitted to the Graduate Program Office. After the meeting, the advisor will also complete and provide to the student a brief written assessment of progress toward the degree, summary of strategies to achieve goals and suggestions for resolve any problems discussed. Students also benefit from information and workshops offered by the Graduate School Professional Development Office, http://grad.wisc.edu/pd/.

The initial academic advisor may become the student’s research mentor and/or thesis/dissertation committee chair, but this is not required or expected. When students pick a thesis/dissertation chair who is different from their academic advisor, they should make that person their new academic advisor. Students can change their academic advisor for other reasons as well. In these cases, they should ask the prospective advisor if s/he is willing to become their new academic advisor. When requesting a change of advisor, students MUST complete and sign the Course Advisor Change Form, have the new and
current advisor sign the form and return it to the Graduate Program Office for approval.

**Thesis/Dissertation Advisor (Chair):** The chair of the thesis/dissertation committee must be Population Health Program faculty (see section 7.A for definition). A list is available at [https://pophealth.wisc.edu/grad/faculty](https://pophealth.wisc.edu/grad/faculty). If the Chair is not also tenured or tenure track faculty with >0% appointment in the Department of Population Health Sciences (i.e. Departmental Faculty), a Departmental Faculty must be appointed co-chair of the committee. The student should identify a thesis/dissertation advisor who conducts research in their general area of interest. Students are encouraged to gather information from courses, faculty and student seminars, the department website, and publications to help identify faculty with matching research interests. The academic advisor assigned to the student is expected to help in the process of choosing a thesis/dissertation advisor. Students should ask the prospective advisor to serve as their thesis/dissertation chair, and also their academic advisor if s/he is not already the academic advisor, and submit the [Course Advisor Change Request Form](https://pophealth.wisc.edu/grad/faculty) (available online) if there is a change in advisor and/or co-advisor designations.

The thesis/dissertation chair also helps the student follow overall thesis/dissertation rules and deadlines and takes a lead role in guiding student research. The Appendix provides further guidelines on expectations of the student/advisor relationship.

**Thesis/Dissertation Co-chair (Co-Advisor):** As Population Health is a multidisciplinary field, it is not unusual that a student receives substantial academic and/or research guidance from an individual additional to the advisor. It is then appropriate to designate the individual a co-advisor, and fill out a [Course Advisor Change Request Form](https://pophealth.wisc.edu/grad/faculty) to formalize the relationship. On the dissertation/thesis committee, the co-advisor can serve in any of the capacities described in Sections 3.B.1 and 4.E.1, respectively, for MS and PhD students.

**Thesis/Dissertation Topic and Committee:** The specific thesis/dissertation topic should be developed jointly between the student and the thesis/dissertation advisor. The thesis/dissertation advisor also assists in determining possible committee members with relevant research interests. Both the student and thesis/dissertation chair should consult the Academic Guide for committee structure rules. Students should ask prospective thesis/dissertation members to serve as committee members.

**Relationships and Expectations:** The relationships students have with all their thesis/dissertation committee members (including the chair) are based on mutual respect and are generally mutually beneficial as well. They provide feedback and evaluate student knowledge in order to determine eligibility to pass the preliminary exam (for PhD students) as well as to graduate during the thesis/dissertation oral defense.

**Graduate Program Office (WARF 744):** Students should always reference the [Department website](https://pophealth.wisc.edu/grad/) this Academic Guide, the [Graduate School’s website](https://grad.wisc.edu/) where the link to [https://grad.wisc.edu/acadpolicy/](https://grad.wisc.edu/acadpolicy/) is especially helpful for finding answers to various program-related questions.

When students need additional clarification on any of these policies or procedures they should contact the MS/PhD Graduate Program Coordinator (GPC).
Chapter 3: MS in Population Health

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
- Students are expected to attend and to participate in the Monday and Wednesday Departmental and Graduate Seminars each semester.
- All students are expected to enroll for credit in Seminar 820 during the semester in which they expect to defend their thesis.

Required Courses:

General Core Courses:
- 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
- POP HLTH 795 Principles of Population Health Sciences (3 cr) Fall
- POP HLTH 797 Introduction to Epidemiology (3 cr) Fall
- POP HLTH 451 Introduction to SAS Programming for Population Health (2cr) Fall
- POP HLTH 551 Introduction to Biostatistics for Population Health (3 cr) Fall
- POP HLTH 552 Regression Methods for Population Health (3 cr) Spring

Methods Core Courses:
Students must complete six credits of methods course work from the list below. Students are required to take either Pop Hlth 796 OR Pop Hlth 798 to fulfill three of the six required credits (students are permitted to take both of these classes).

- POP HLTH 651 Advanced Regression Methods for Population Health (3cr) Fall
- POP HLTH 703 Quality of Health Care (3 cr) Fall *(every other year)*
- POP HLTH 709 Translational & Outcomes Research in Health and Health Care (3cr) Fall *(every other year)*
- POP HLTH 796 Introduction to Health Services Research (3 cr) Spring
- POP HLTH 798 Epidemiologic Methods (3 cr) Spring
- POP HLTH 805 Advanced Epidemiology: Causal Inference in Epidemiologic Studies (3 cr) Fall
- POP HLTH 806 Advanced Epidemiology: The Practice of Epidemiology (3 cr) Spring
- POP HLTH 875 Assessment of Medical Technologies (3 cr) Spring
- POP HLTH 876 Measuring Health Outcomes (3 cr) taught periodically
- POP HLTH 881 Benefit-Cost Analysis (3cr) 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 be considered as fulfilling this requirement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST SCI 515</td>
<td>Public Health Ethics</td>
<td>3 cr</td>
</tr>
<tr>
<td>HST SCI 545</td>
<td>Ethical and Regulatory Issues in Clinical Investigation</td>
<td>1 cr</td>
</tr>
<tr>
<td>HST SCI 558</td>
<td>Ethical Problems in Biomedical Technology</td>
<td>3 cr</td>
</tr>
<tr>
<td>HST SCI 559</td>
<td>Topics in Ethics and History of Medicine</td>
<td>3 cr</td>
</tr>
<tr>
<td>HST SCI 565</td>
<td>Ethics of Modern Biotechnology</td>
<td>3 cr</td>
</tr>
<tr>
<td>HST SCI 610</td>
<td>Regenerative Medicine Ethics and Society</td>
<td>1 cr</td>
</tr>
<tr>
<td>HST SCI 728</td>
<td>Biomedical Ethics and Society</td>
<td>1-3 cr</td>
</tr>
<tr>
<td>HST SCI 730</td>
<td>Ethical Issues in Medicine</td>
<td>1 cr</td>
</tr>
<tr>
<td>HST SCI 734</td>
<td>Graduate Studies in Medical Ethics</td>
<td>1-3 cr</td>
</tr>
<tr>
<td>NUR 802</td>
<td>Ethics and the Responsible Conduct of Research</td>
<td>1 cr</td>
</tr>
</tbody>
</table>

**Concentration Areas/Electives:**

Electives are chosen in consultation with the student’s advisor. Beyond the required core courses students have great latitude in selecting from the wide variety of courses offered on campus geared towards their own specific concentration and interests. When selecting electives, MS students should consider how their choices might also help enhance their training and future career options.

Students may choose to focus on a specific area of concentration. One formal specialization will officially appear on the transcript:

**Epidemiology -- with Epidemiology Option (See section 5.B. of this Guide for more information)**

Please see the [department website](#) for lists of required courses and suggested courses for some options for informal concentration (areas of study, faculty, and possible electives within each concentration), such as Clinical Research, Health Services Research and Social and Behavioral Health Services.

3. A. 1 **Time Line**

It is expected that the thesis process required of MS students, 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 two-year time line is:

**Year 1 (Semester 1)**
- Enroll in core and elective courses each semester

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

**Year 2 (Semester 1)**
- Select thesis committee (beginning of semester)
• Complete and distribute 5-6-page thesis proposal at least 1 week before meeting with committee (beginning of semester)
• Obtain committee approval for thesis proposal and obtain signatures for Master’s Thesis Approval Form (often done via a meeting)
• Submit Master’s Thesis Approval Form (middle of semester) to the Graduate Program Office.
• Obtain IRB approval.
• Send a request via email to the Graduate Program Coordinator requesting an audit of your coursework during your 3rd semester.

Year 2 (Semester 2)
• Confirm completion of degree requirements by reviewing your Curriculum Audit Form and the Epidemiology Option Checklist (if applicable).
• Resolve any incompletes.
• Schedule final meeting-defense as well as reserve room and any needed audiovisual equipment (several weeks before the end of the semester).
• Obtain a Graduation Request Form and a Master’s Degree Warrant Request Form online from the website.
• Return both forms to the Graduate Program Office before March 15 for spring/summer graduates OR before October 15 for fall graduates (or 4 weeks before defense – whichever is earlier).
• Distribute thesis to committee at least 2 weeks before defense date (middle of semester).
• Present research in Graduate Research Seminar.
• Student will be notified via email when the Warrant arrives from the Graduate School and is available for pick-up.
• Present thesis to committee and have committee members sign the Warrant. Do NOT write the name of your thesis on the Warrant! If you do, your degree will not be posted until you have deposited your thesis at Memorial Library!
• Turn in signed graduation Warrant to Graduate Program Office before graduation deadline.
• Turn in final copy of thesis to committee chair (at least) within two weeks of graduation deadline (see section 3.B.9 for further details).
• Email a final electronic PDF of your thesis as well as an electronic copy of updated resume/CV to the Graduate Program Office within two weeks of the graduation deadline (see section 3.B.9 for further details).

3. B. Thesis and Graduation

Master’s students in Population Health Sciences are required to complete a thesis. Before proceeding with the work of their thesis, all MS students must submit a Master’s Thesis Approval Form (see section below titled Thesis Proposal).

The thesis is a detailed and careful study of a population health problem or methodology. It includes a statement of conclusion with the work and logic to back it up. The thesis must address a question or hypothesis. It must provide a defense of the position. A thesis can involve new data on an important issue, an innovative data collection method, an analysis of existing data sets in new ways to answer new and important questions, or a derivation of new research methods and a demonstration of their usefulness.
The purpose of the thesis is to help the student learn how to think through and investigate a relevant research question. The thesis should show competence in the development, implementation, and reporting of a research project. It provides the student with experience in conducting independent research, with guidance from qualified researchers, and it also provides an opportunity for students to demonstrate research skills to future employers. The thesis should be of suitable quality and scope for submission to a peer-reviewed scholarly journal or funding agency.

More specifically the thesis serves to demonstrate the student’s ability to:

1. Define a research question of importance to population health.
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. Clearly present and interpret the findings and/or implications for population health.


The biggest step for your thesis is deciding on a topic. It should be a topic that interests you and that can demonstrate your abilities. It should also be a topic for which you can find interested faculty with whom you would like to work and who can serve as an important resource for you. Finally, it should be a topic that is feasible in the time allotted. For example, MS students should not plan to collect original data or think they are writing a dissertation. The actual writing of the Master’s thesis should take about a semester.

Students should select thesis topics that are of interest to them but there is no need to officially decide until the start of your final year. MS and PhD students alike should discuss potential topics with current, more advanced students as well as with their academic advisor. Consider writing down your ideas as they become firmer.

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 website and publications to help identify faculty with interests matching those of the student. The academic 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. 2. Choosing a Thesis Committee

Chapter 7 of this guide contains definitions of different faculty roles in the Population Health Graduate Program. Also see the PHS website lists of Population Health Program Faculty and Population Health Sciences Department Faculty as a tool to meet the committee membership requirements described below. In consultation with the thesis advisor, who serves as committee chair, students must choose at least two additional committee members.

The following conditions must be met:

- The thesis committee must have at least three members.
The chair (the advisor) and one more member of the thesis committee must be Population Health Program Faculty. If the chair is not also Departmental Faculty, a Departmental Faculty member must be appointed co-chair (co-advisor).

A third committee member may be Program Faculty or from any of the following categories: (1) faculty from a department with or 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.

Be sure to fill out the *Master’s Thesis Approval Form* as far in advance as possible and turn it in to the Graduate Program Office. Staff will review the committee members you listed to make sure they meet the requirements.

To receive a Master’s degree, students must receive no more than one dissenting vote from their committee.

Because Population Health is an interdisciplinary area, committee members should represent a 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 (and in some rare cases other individuals) 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. 3. 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 section 3.B.9 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
2) Research Paper

A paper option should contain the following sections:

- Title page (see section 3.B.9 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 3.B.9 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
- Significance
- Innovation
- Approach
- Human Subjects
- Literature Cited
- Appendices (including additional materials such as data collection instruments)
Refer to the NIH guidelines at: [http://grants.nih.gov/grants-writing-application.htm](http://grants.nih.gov/grants-writing-application.htm)

### 3. B. 4. 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, what format you wish to utilize (research paper, proposal-type, etc.), 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. **The thesis proposal must be given to all committee members at least 1 week before the meeting.** Once the thesis committee approves the proposal the student must submit the [Master’s Thesis Approval Form](http://grants.nih.gov/grants-writing-application.htm) to the Graduate Program Office.

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. 5. 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:

[https://kb.wisc.edu/gradsch/page.php?id=32559](https://kb.wisc.edu/gradsch/page.php?id=32559)

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:

[https://learnuw.wisc.edu/](https://learnuw.wisc.edu/)

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. 6. Graduation 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) by requesting an [audit](http://grants.nih.gov/grants-writing-application.htm) of your coursework from the Graduate Program Office, completing an [Intent to Graduate Form](http://grants.nih.gov/grants-writing-application.htm), and submitting a [Master’s Degree Warrant Request Form](http://grants.nih.gov/grants-writing-application.htm) to the Graduate Office by the deadlines below.
Fall: October 15 or 4 weeks before defense (whichever occurs sooner)
Spring/Summer: March 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. The student is also responsible for reserving the room and any required audiovisual equipment for this final meeting. Please see the Administrative Assistant in room 707 more information on reservations. It is advised that student’s 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.

*The student is responsible for knowing and meeting the Graduate School deadlines for degree completion.* The deadlines can be found at:

https://grad.wisc.edu/currentstudents/degree deadlines/

The thesis must be delivered electronically or in paper format to all committee members depending on the members’ preference 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. 8. **Depositing of Thesis/Warrant to Department**

- On or before the graduation deadline, a signed *Master’s Degree Warrant Request Form* 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), Student Print (608.262.6216).
- Within two weeks of the graduation deadline email a PDF copy of the thesis to the Graduate Program Office.
- Within two weeks of the graduation deadline, an electronic copy of the thesis must also be provided to the Department on a CD.
- Within two weeks of the graduation deadline, an electronic copy of your resume/CV must be emailed to Graduate Program Office staff.

3. B. 9. **Formatting the Thesis**

There are specific guidelines which should help you prepare your thesis, so that it will constitute a permanent document of quality. For formatting instructions see the Graduate School’s Guide
to Preparing Your Master’s Thesis at: https://grad.wisc.edu/currentstudents/mastersthesis/.

**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: https://grad.wisc.edu/currentstudents/mastersthesis/

3. B. 10. **Graduation FAQs**

If you are not able to find the answer to your graduation-related question here, please review the other sections of the Academic Guide or the department website (including FAQ categories in the Prospective Students section).

**When do I receive my actual diploma?**
Please find the answer at the Registrar’s website: http://registrar.wisc.edu/diploma.htm

**When is my degree posted on my transcript?**
Please find the answer at the Registrar’s website: http://registrar.wisc.edu/posting_of_degrees.htm

**Does the Epidemiology Option for my MS or PhD degree show up on my diploma and/or transcript?**
For MS and PhD students who have completed the Epidemiology Option, this credential will only be noted on your transcript, not on your diploma.

**When is my commencement ceremony at Camp Randall Stadium?**
Please find the answer at the Commencement website: https://commencement.wisc.edu

**How/when do I need to order my commencement attire?**
Please find the answer at the Commencement website: https://commencement.wisc.edu

**Is there a department commencement celebration in addition to the MS Camp Randall ceremony?**
Yes! The department event honors its graduates prior to the larger, Camp Randall commencement ceremonies for MS students. The MS/PhD Graduation event is held once a year in May for MS and PhD graduates who have graduated in the fall term, spring term, or the upcoming summer term (for example, for the academic year 2016-17 Graduation event, we honored the graduates of Fall 2016, Spring 2017, and Summer 2017).

Faculty, staff, students, and the families of graduates are invited to this celebration. The event typically occurs the Friday of Spring Commencement weekend.

Please note that MS Commencement ceremonies at Camp Randall Stadium typically do not fall on the same day of the department graduation event. The ceremonies often fall on the Saturday or Sunday of Commencement weekend. Please confirm dates/times/locations of commencement ceremonies and of our department graduation events prior to making any plans.

**Is there anything else?**
Expect the Graduate School to send you a link to take an exit survey. You may also be contacted by the Graduate Program Coordinator to do a brief exit interview to help us improve the Program.

**What can I do to stay in touch with the department and/or students/faculty after I graduate?**

We strongly encourage our graduates to stay in touch with the department and each other after graduation since it is a great way to build your professional network. There are many ways you can stay connected! Please contact the Graduate Program Coordinator (pophealth@mailplus.wisc.edu) to find out how you can stay in touch with us, and about special events in the Department! You are always welcome!

Alumni are an invaluable source of feedback and program improvement, so you can expect us to contact you periodically. Please keep us updated on your address and employment situation.

### 3. C. Double Degrees (2 degrees, 2 majors)

Double degrees are two same-level (Master’s or Doctoral) degrees from two separate graduate programs and can be earned at either the Master’s or Doctoral level. A student completing a double degree earns two degrees (two programs), and receives two diplomas. The student has two advisors and two separate committees, and completes two theses (masters) or dissertations (PhD). Students may apply for an additional program at the time of original application, add a program at any time during enrollment, or reapply and pursue a second degree after completion of the first. For additional information see [https://nelson.wisc.edu/graduate/joint-double-dual.php](https://nelson.wisc.edu/graduate/joint-double-dual.php).

The Program has a historic collaboration and special procedures for granting double degrees with the Department of Sociology. For further information, contact the Graduate Program Coordinator.
Chapter 4: PhD in Population Health

4. A. Degree Requirements

Credits: 51 Required

(Note: Only 48 credits are required for students entering the Program prior to Fall 2014. The difference occurs in elective credits only.)

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.)

- Students are expected to attend and to participate in the Monday and Wednesday Departmental and Graduate Seminars each semester.
- All PhD students are expected to enroll for credit in Seminar 820 twice during their program before becoming a dissertator, including the semester before or during the semester in which they expect to present their preliminary exam proposal.

Required Courses:

POH HLTH 451 Introduction to SAS Programming for Population Health (2 cr) Fall
POH HLTH 551 Introduction to Biostatistics for Population Health (3 cr) Fall
POH HLTH 552 Regression Methods for Population Health (3 cr) Spring
POH HLTH 651 Advanced Regression Methods for Population Health (3 cr) Fall
POH 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

POH HLTH 795 Principles of Population Health Sciences (3 cr) Fall
POH HLTH 796 Introduction to Health Services Research (3 cr) Spring
POH HLTH 797 Introduction to Epidemiology (3 cr) Fall
POH HLTH 798 Epidemiologic Methods (3 cr) Spring

Medical Ethics:

Students are required to take a minimum of one credit of medical ethics.
The courses listed below are a selected list of courses that 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 to be considered as fulfilling this requirement.

HST SCI 515 Public Health Ethics (3 cr)
HST SCI 545 Ethical and Regulatory Issues in Clinical Investigation (1 cr)
HST SCI 558 Ethical Problems in Biomedical Technology (3 cr)
HST SCI 559 Topics in Ethics and History of Medicine (3 cr)
Students may choose to focus on a specific area of study or population in their coursework. Relevant courses offered by the Department of Population Health Sciences can be found at https://pophealth.wisc.edu/grad/courses.htm. Descriptions of all courses offered by the Department of Population Health Sciences can be found at https://pophealth.wisc.edu/grad/courses.htm.

Concentration Areas/Electives/PhD Minor:

Electives are chosen in consultation with the student’s advisor. Beyond the required core courses students have great latitude in selecting from the wide variety of courses offered on campus geared towards their own specific concentration and interests. When selecting electives, PhD students should consider how their choices might also help enhance their training and future career options. Students may choose to focus on a specific area of concentration. One formal specialization will officially appear on the transcript:

Epidemiology -- with Epidemiology Option (See section 5.B. of this Guide for more information)

Please see https://pophealth.wisc.edu/grad/concentrations/ for lists of suggested courses for informal concentrations, such as Clinical Research, Health Services Research and Social and Behavioral Health Services

Minor Requirement (Applies to all Population Health PhD students):

All Population Health Doctoral students are required to complete a minor. Students should decide on a minor, complete the PhD Minor Agreement Form, and turn it in to the Graduate Program Office for approval BY THE END OF THEIR SECOND YEAR.

Two options exist for a PhD minor: A) external or B) distributed. It is important to note that courses required for the degree cannot also be counted as part of the 10 credits minor.

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. A distributed minor should have a cohesive focus and those selecting this option must explain this on the PhD Minor Agreement Form. Selection of this option requires the approval of the major department. Turn in the completed form to the Graduate Program Office.

Deadlines Summary:

Qualifying Exam
Full-time PhD Students: Must pass the exam by the end of the summer following their 3rd year
Part-time PhD Students: Must pass the exam by the end of the summer following their 4th year
Students must notify the Graduate Program Office of intent to take the qualifier by June 1st for the Summer exam and November 1st for the Winter exam. After declaring intent to take the exam, a decision not to take the exam less than 6 weeks before the first exam is administered, will result in an automatic failure.

**Preliminary Exam**
Full-time PhD Students: Must pass the preliminary exam within four years of matriculation.
Part-time PhD Students: Must pass the 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 oral defense of their dissertation and deposit 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 2 weeks prior to the final defense date.

4. **A. 1. PhD Timeline and Credits**

**Years 1-2**
- Enroll in required coursework, electives, and Wednesday seminar for the first time (suggested 3rd semester).
- Begin to think about dissertation topic and engage in research.
- Pass Qualifier Exam.
- Decide on a minor, complete the [PhD Minor Agreement Form](#), and turn it in the form to the Graduate Program Office BY THE END OF THE SECOND YEAR.

**Years 3-4**
- Satisfactorily complete all courses (including minor coursework credits) and resolve any incomplete grades. Confirm completion of degree requirements by reviewing your [Curriculum Audit Form](#) and the Epidemiology Option Checklist (if applicable).
- Send a request via email to the Graduate Program Coordinator requesting an **audit** of coursework during the fifth semester or earlier.
- Form preliminary examination committee after checking the committee requirements in the Academic Guide, having the list of members approved by the Graduate Program Office and prepare the preliminary exam research proposal.
- Enroll in seminar 820 for the second time either the semester before or the semester of the preliminary exam.
- Schedule preliminary exam meeting and reserve room and any needed audiovisual equipment.
- Fill out a [Request for Preliminary Warrant Form](#) and send to the Graduate Program Office at least 3 weeks before the date of the exam.
- Student will be notified when the preliminary warrant arrives from the Graduate School and is available for pick-up in the Graduate Program Office.
- Distribute final copy of proposal **at least 2 weeks** before the date of the preliminary exam.
• Defend proposal, and return completed and signed warrant to the Graduate Program Office.

Dissertation Years
• Read Dissertator Status FAQ: https://kb.wisc.edu/gradsch/page.php?id=30324
• 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 (See https://grad.wisc.edu/acadpolicy/ for specifics).
• Form Dissertation Committee which is often the same as preliminary exam committee. If there are changes to the committee be sure to check with the Graduate Program Office to ensure the committee requirements of the Graduate School and Program are being met.
• Obtain IRB approval.
• Conduct research and prepare dissertation.
• Schedule final meeting/defense and reserve room and any needed audiovisual equipment (several weeks before the end of the semester).
• Obtain a Graduation Request Form and a PhD Final Oral Committee Approval Form (Warrant). Student will be notified via email when the Warrant arrives and is available for pick-up.
• Return both forms to Graduate Program Office before March 15 for spring/summer graduates OR before October 15 for fall graduates (or 4 weeks before defense – whichever is earlier).
• Distribute a hard or electronic copy of dissertation to committee members at least 2 weeks before the defense date.
• 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.
• Present dissertation to committee and have all committee members sign the Warrant.
• Turn in photocopy of signed Warrant to the Graduate Program Office before graduation deadline. (Retain original copy for Final Review). Graduation deadline: https://grad.wisc.edu/currentstudents/degreeteadlines/
• Schedule “Final Review” and deposit final copy of dissertation with original signed Warrant with the Graduate School (give photocopy of Warrant to Graduate Program Office) before graduation deadline. Also see options for dissertation submission at https://grad.wisc.edu/currentstudents/Doctoralguide/.
• Turn in final copy of dissertation to at least the committee chair within two weeks of graduation deadline (see section 4.E.5 for further details).
• Email final electronic PDF copy of dissertation and an electronic copy of resume/CV to Graduate Program Office staff within two weeks of graduation deadline (see section 4.E.5 for further details).

Of the total 51 credits (or 48 for those entering before fall of 2014) required for a PhD degree in Population Health a maximum of 11 credits can be granted for research work. Students should register for these credits as Pop Hlth 990. PhD 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 qualifying examination is designed to assess the readiness of students to proceed to advanced coursework and to beginning to design their dissertation research. The exam consists of three parts: Epidemiology, Biostatistics and Health Services Research. Content reflects first year course work in these areas, and tests students’ application of knowledge, comprehension and critical evaluation of the material as encountered in real life journal articles, study design, analyses and interpretation. Although each section is graded separately, the Qualifying Examination is considered to be integrative -- testing, in part, the student’s ability to apply knowledge across disciplines. The Qualifier is a closed book exam, allowing one page of notes for the biostatistics section.

PhD students are encouraged to take the exam during the nearest exam date following the successful completion of one year of core courses. However, some students may decide to wait after consulting with their advisor. Full time students have until the end of their third year to pass the Qualifying Examination, and their first sitting must occur no later than the end of their second year. Full time students must take all three sections on their first sitting and take all failed sections during their second sitting. Part time students may take either two or three sections on their first sitting and must take all sections failed at the first sitting during their second sitting. When electing to take either two or three sections on their first sitting, part time students are reminded of the integrative nature of the Qualifying Exams.

The Qualifier Exam is administered over a three-day period in late summer, and in winter, dependent on demand. Students take one exam section each day, with each exam period being four hours long. Each section of the qualifier (epidemiology, biostatistics, health services research) is graded separately as pass/fail by masked graders. All three sections must be passed in order to pass the Qualifying Examination.

No section can be taken more than a total of two times except on rare occasions. Students in good academic standing, who have passed 2 of the 3 qualifying exams, and have failed the 3rd exam twice, have the ability to appeal to take the 3rd exam for the 3rd time. The appeal would be initiated and presented to the Steering Committee by two supporting program faculty who would explain the exceptional circumstances which prompted the appeal. Two letters of support written by program faculty would be required. The Steering Committee retains final approval or denial authority of the appeal.

Students who do not pass after two attempts (or three in the case of an approved appeal) are given the option of leaving the program or completing the Master’s degree. They may not continue in the PhD program.

Here are additional guidelines or notes regarding the Qualifying Exam:

- The PhD qualifying exam is offered in summer and January each year for students enrolled in the PhD program.
- PhD students must complete the six core, methods, and quantitative analysis courses (Pop Hlth 551, Pop Hlth 552 Pop Hlth 795, Pop Hlth 796, Pop Hlth 797, and Pop Hlth 798) with grades of B or better.
- 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.
• To sit for the examination, the individual must:
  o have been accepted in the PhD program and have accepted the offer of admission
  o be currently enrolled in the Graduate Program or have been enrolled in the past

Students intending to sit for the Qualifying Exam must notify their advisor and the Graduate Program Office no later than November 1 for the winter exam and June 1 for the summer exam. It is important to discuss your plans with your advisor before indicating that you intend to take the exam(s) on a particular date. This is especially important because students may not withdraw within six weeks of the date of the exam unless there are exceptional circumstances. Students who do not report to take the exam(s), or have not contacted their advisor and the Graduate Program office in advance about their exceptional circumstances, will receive an automatic “fail” on their exam(s). Any appeals of this rule will be decided by the Population Health Sciences Steering Committee.

Past qualifying exams are available in the Department Commons, 730 WARF Building. Access to electronic copies can be obtained from the Graduate Studies Coordinator.

**Deadline for Full-time PhD 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 by the end of their third year and their first sitting must occur no later than the end of their second year. Generally, students take the exam in summer after their first year of study but can elect to delay the exam to allow for additional preparation time. If students do not pass one or more sections the first time, they may sit for those exam sections again during the winter or summer exam date(s) prior to the end of their third year.

**Deadline for Part-time PhD Students**

Part-time students (typically enrolled in one or two courses or less than 8 credits each semester) are expected to pass the exam before the end of their fourth year (regardless of whether the student is continuously enrolled). This means that a part-time Doctoral student must first take the exam during one of the winter or summer exam dates before the end of their third year.

For example, a part-time Doctoral student who entered the program in Fall 2014 may take the exam for the first time in Summer 2015 (the end of their 1st year), Winter or Summer 2016 (during or at the end of their 2nd year), or Winter or Summer 2017 (during or at the end of their 3rd year). The exam must be passed by end of the fourth year. Part-time students who sit for the first time at the end of their fourth year (in summer) will not have the opportunity to retake the exam if they do not pass on the first attempt, due to the overall time limit.

**Notification of Results**

Students are notified of their exam results prior to the first day of classes of the semester immediately following the qualifying exam date. Exams are not returned to students nor are the specific answers discussed or written comments provided. Students receiving a “Failure” on one or more of the exams should meet with their academic advisor to discuss options. Some students benefit from taking the pertinent course(s) again for further preparation. No faculty member is obligated to offer a 699 course for students who have failed one or more sections of the qualifying exam.
**Viewing Results**

A student's advisor can view the original, unmarked Qualifier exam taken by their advisee(s) or assign another faculty member to view it. The exam may be viewed in the office of the AGPC when a Graduate Program Office staff person is available. The exam cannot leave the AGPC office for any reason. Once the exam has been viewed, the staff person will file it with the other exams. Grading of the exam cannot be questioned.

**If an advisor wishes to view an exam:**

1. Advisor emails the GPC requesting an appointment to view the Qualifier Exam.
2. The GPC will email back to confirm appointment or suggest another appointment time.
3. Exam will be given to advisor at the appointment time to view in the GPC office.
4. Exam will be returned to the Graduate Program Office staff person and it will be refiled.

**4. C. Preliminary Examination**

Doctoral students are required to complete a dissertation. Before proceeding with the work of the dissertation, PhD students must pass a preliminary exam. The preliminary exam is the written proposal and oral defense of the student's anticipated dissertation research (see section below titled "Dissertation/Graduation for a definition of a dissertation"). Doctoral students must pass their 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 following 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. See 4.A.1 above for more information. Passing the preliminary examination leads to the granting of disssertator status by the Graduate School, which implies lower tuition and that only research (PH 990) credits can be taken.

**4. C. 1. Choosing a Preliminary Examination Committee and Topic**

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 preliminary exam research proposal will coincide with the student's anticipated dissertation research. The biggest step in the dissertation is deciding on a topic. It should be a topic that interests the student and that can demonstrate his/her abilities. It also should be a topic for which one can find interested faculty with whom to work and who can serve as an important resource. Finally, it should be a topic that is feasible in the time allotted.

A student should begin thinking about possible topic upon entry into the PhD program, but there is no need to officially decide until after completion of the qualifying exam. It is recommended that PhD students identify a dissertation advisor and engage in research early in their program. PhD students should discuss potential topics with current, more advanced students as well as with their academic advisor. Students should consider writing down ideas as they become firmer. When a student has an idea s/he would like to pursue, doing some reading on the topic is important. Finally, talking with others about the idea is appropriate. The Graduate School’s Professional Development Resources can be helpful.

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. For help with the specific categories and format, please see Strategy to Write the Research Plan at the NIH website.

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: https://kb.wisc.edu/gradsch/page.php?id=32559

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 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.

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: https://learnuw.wisc.edu/

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. At least three weeks before the scheduled preliminary examination, the Request for Preliminary Warrant must be turned in and approved by the Graduate Program Office. The Request for Preliminary Warrant will then be sent to the Graduate School. 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), has completed (or is about to complete) all coursework for the PhD major and minor (including the Epidemiology Option if applicable) and a PhD Minor Agreement form is in the file. Thus, be sure to resolve any grades and confirm completion of all degree requirements via an audit done by the Graduate Program Office before submitting a warrant request form.


The Preliminary Exam Committee is required to attend a final meeting, scheduled by the student, in which the student will present his or her proposal. The student is also responsible for reserving the room and any required audiovisual equipment for this final meeting. Please contact the receptionist in the main office (WARF 707) for assistance.
The final draft of the proposal must be circulated to the Preliminary Exam Committee at least two weeks prior to the oral exam. The student will prepare an oral presentation of approximately 30-40 minutes with visual aids (e.g. 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.

At the end of the preliminary Exam, the student exits the room and the committee discusses the proposal. The committee will vote one of the following: (1) pass, (2) retake, or (3) fail. If the committee does not reach consensus, then the majority vote serves to determine the outcome. Even when the vote is “pass”, it is common for the student to emerge from the exam with numerous suggestions from the committee. The student’s advisor will summarize these, and the student should plan a meeting with the advisor and possibly other committee members as appropriate to clarify and plan for requested revisions to the plan.

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 substantially revise the proposal and 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 PhD candidates after passing the preliminary exam. Dissertators are required to enroll in exactly (no more, no less) three credits of PHS 990 research each fall and spring semester. Dissertators holding traineeships, research assistantships (RA) or fellowships that require summer enrollment must also enroll in exactly three credits of PHS 990 research during the summer. Dissertators who expect to graduate in August must enroll in the eight-week general session for exactly three PHS 990 credits.

4. E. Dissertation/Graduation

The dissertation is a detailed and careful study of a population health problem or methodology. It is a statement of conclusion with the work and logic to back it up. It addresses a research issue of importance and part of the dissertation is defending that the topic is indeed important. The dissertation is the beginning of a career or work. A dissertation can be based on new data on an important issue, an innovative data collection method, an analysis of existing data sets in new ways to answer new and important questions, or a derivation of new research methods and a demonstration of their usefulness.

The objective is to help the student learn how to think through and investigate a research question. The dissertation should show competence in the development, implementation and reporting of a research project. It provides experience in conducting research, obtaining advice from very qualified researchers, and it demonstrates ability to conduct research to future employers. It should be of suitable quality and scope for submission to a peer-reviewed scholarly journal.

4. E. 1. Choosing a Dissertation Committee
Chapter 7 of this guide contains definitions of different faculty roles in the Population Health Graduate Program. Also see the PHS website for a list of Population Health Program Faculty, and Population Health Sciences Departmental Faculty as a tool to meeting committee membership requirements described below. In consultation with the dissertation advisor, who serves as committee chair, students must choose at least three additional committee members. The following conditions must be met:

- Doctoral committee/final oral examination committee must have at least four members.
- At least three members must be designated as readers and will read the entire dissertation.
- The chair (the advisor) and two additional members of the dissertation committee must be Population Health Program Faculty.
- If the chair is not Departmental Faculty, a Departmental Faculty member must be appointed co-chair (co-adviser). At least one of the 4 members must be faculty in a UW graduate program other than or additional to Population Health and Epidemiology.
- One committee member may be from any of the following categories: (1) tenure or tenured track faculty from a department with or without a graduate program; (2) academic staff (including emeritus faculty); (3) visiting professors; (4) faculty from other institutions; (5) externally funded researchers; (6) post-Doctoral 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.

Note for students who entered program prior to 2017: These requirements are more lenient than previous ones, except possibly for next to last bullet. Previous guidelines were for a member from “outside the student’s major program or major field” and “one member with primary appointment outside PHS”. There was no mention of this member being associated with another graduate program. Current guidelines are better aligned with Graduate School requirements.

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 and the Graduate Program Coordinator. Please contact the Graduate Program Coordinator for any questions concerning the dissertation committee membership and structure.

Dissertation committees must be reviewed and approved by the Director of the Graduate Program and the Graduate Program Coordinator. Please contact the Graduate Program Coordinator for any questions concerning the dissertation committee membership and structure.

It is expected that the student will meet with the committee members periodically, at least once each year. The student will provide their committee with a written summary of progress annually, and after the committee meeting, the adviser will provide the student with a brief evaluation, suggestions and strategies that were discussed to meet any challenges identified.

4. E. 2. Dissertation Options
The dissertation must be an original contribution; however, the data does 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. Please see the Graduate School guidelines for formatting information:
https://grad.wisc.edu/currentstudents/Doctoralguide/

1) Traditional Format

A traditional dissertation should contain the following sections:

- Title page (see https://grad.wisc.edu/currentstudents/Doctoralguide/ 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 https://grad.wisc.edu/currentstudents/Doctoralguide/ 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
- Significance
- Innovation
- 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 confirming completion of degree requirements (including the epidemiology option if applicable), completing an Intent to Graduate Form (available online), and submitting a PHD Final Oral Committee Approval Form to the department by the deadlines below:

Fall: October 15 or 4 weeks before defense (whichever occurs sooner)
Spring/Summer: March 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. The student is also responsible for reserving the room and any required audiovisual equipment for this final meeting. Please contact the Receptionist in room 707 for assistance. 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. The actual graduation date is determined by the date the student has her/his final review meeting at the Graduate School to submit the final version of the dissertation with the 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 https://grad.wisc.edu/currentstudents/dregdeadlines/.

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, if they so request.

As part of the final defense, 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 Assistant 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 committee’s 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 PhD 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. Depositing Dissertation and Copy of Warrant to Department**

Specific guidelines for formatting the dissertation are listed here: https://grad.wisc.edu/currentstudents/Doctoralguide/. At your Final Review with 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 photocopy of the signed *PHD Final Oral Committee Approval Form* 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 DoIT Digital Printing (608-262-3461).
- Within two weeks of the graduation deadline, email a PDF copy of the dissertation to the Graduate Program Office. Within two weeks of the graduation deadline, an electronic copy of the dissertation must also be provided to the Department on a CD.
- Within two weeks of the graduation deadline, an electronic copy of your resume/CV must be emailed to Graduate Program Office staff. https://grad.wisc.edu/currentstudents/Doctoralguide/

**4. E. 6. Graduation FAQs**

If you are not able to find the answer to your graduation-related question here, please review the other sections of the Academic Guide or the department website (including FAQ categories in the Prospective Students section).
When do I receive my actual diploma?
Please find the answer at the Registrar’s website.

When is my degree posted on my transcript?
Please find the answer at the Registrar’s website.

Does the Epi Option for my MS or PhD degree show up on my diploma and/or transcript?
For MS and PhD students who have completed the Epi Option, this credential will only be noted on your transcript (not on your diploma).

When is my commencement ceremony at the Kohl Center?
Please find the answer at the Commencement website: https://commencement.wisc.edu.

How/when do I need to order my commencement attire?
Please find the answer at the Secretary of the Faculty website: https://commencement.wisc.edu

Is there a department commencement celebration in addition to the campus-wide Kohl Center ceremony?
Yes! The department has continued the great tradition of honoring our graduates in a more intimate fashion prior to the larger, campus-wide Kohl Center commencement ceremonies. The MS/PhD graduation event is held once a year in May for MS and PhD graduates who have graduated in the fall term, spring term, or the upcoming summer term (for example, for Academic Year 2016-17 Graduation, we honored the graduates of Fall 2016, Spring 2017, and Summer 2017).

Faculty, staff, students, and the graduates’ families are invited to this celebration. Event typically occurs on the Friday of Spring Commencement weekend. Please confirm dates/times/locations with staff prior to making any plans.

Please note that Commencement ceremonies at the Kohl Center may or may not fall on the same day of this department graduation event. Please confirm dates/times/locations of the Kohl Center commencement ceremonies and of our department graduation events prior to making any plans.

Is there anything else?
Expect the Graduate School to send you a link to take an exit survey. You may also be contacted by the Graduate Program Coordinator to do a brief exit interview to help us improve the Program.

What can I do to stay in touch with the department and/or students/faculty after I graduate?
We strongly encourage our graduates to stay in touch with the department and each other after graduation since it is a great way to build your professional network. There are many ways you can stay connected! Please contact the Graduate Program Coordinator (pophealth@mailplus.wisc.edu) to find out how you can stay in touch with us, and about special events in the Department! You are always welcome!

Alumni are also an invaluable source of feedback and program improvement, so you can expect us to contact you periodically. Please keep us updated on your address and employment situation.
Chapter 5: Academic Guidelines and Procedures

5. A. Maintaining Satisfactory Academic Progress

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/equivalency 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 lower than a B in Population Health core courses (PHS 795, 796, 797, 798, 551 and 552) will be accepted for the degree.

5) Attend courses and the Monday and Wednesday 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 990 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: https://grad.wisc.edu/acadpolicy/

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

12) PhD students must:
   - Pass Qualifying Exam by the end of their third year if full-time students, or fourth year if part-time students, 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 remain 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

MS and PhD 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.
• It is recommended that verification of requirements for the Epidemiology Option have been completed (by a course audit) before students’ warrants are requested.

MS Option in Epidemiology Requirements

To complete the option, the student must:
1) Complete the following required courses:

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
POP HLTH 795 Principles of Population Health Sciences (3 cr) Fall
POP HLTH 797 Introduction to Epidemiology (3 cr) Fall
POP HLTH 451 Introduction to SAS Programming for Population Health (2 cr) Fall
POP HLTH 551 Introduction to Biostatistics for Population Health (3 cr) Fall
POP HLTH 552 Regression Methods for Population Health (3 cr) Spring
POP HLTH 798 Epidemiologic Methods (3 cr) Spring
POP HLTH 805 Advanced Epidemiology: Causal Inference in Epidemiologic Studies (3 cr) Fall

-or-

POP HLTH 806 Advanced Epidemiology: The Practice of Epidemiology (3 cr) Spring
POP HLTH 820 Research Seminar (1 cr)
POP HLTH 990 Research (1-5cr)

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 below).

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

5) Have a member of the epidemiology faculty as the chair of the thesis committee.

**PhD Option in Epidemiology Requirements**

To complete the option, the student must:

1) Complete the following required courses

   POP HLTH 794  Biological Basis of Population Health (2 cr) \( (\textit{if needed, as determined by the student's academic advisor and course's self-test}) \) \textbf{Fall}  
   POP HLTH 795  Principles of Population Health Sciences (3 cr) \textbf{Fall}  
   POP HLTH 797  Introduction to Epidemiology (3 cr) \textbf{Fall}  
   POP HLTH 451  Introduction to SAS Programming for Population Health (2 cr) \textbf{Fall}  
   POP HLTH 551  Introduction to Biostatistics for Population Health (3 cr) \textbf{Fall}  
   POP HLTH 552  Regression Methods for Population Health (3 cr) \textbf{Spring}  
   POP HLTH 651  Advanced Regression Methods for Population Health (3 cr) \textbf{Fall}  
   POP HLTH 798  Epidemiologic Methods (3 cr) \textbf{Spring}  
   POP HLTH 805  Advanced Epidemiology: Causal Inference in Epidemiologic Studies (3 cr) \textbf{Fall}  

   or-

   POP HLTH 806  Advanced Epidemiology: The Practice of Epidemiology (3 cr) \textbf{Spring}  
   POP HLTH 820  Research Seminar (1 cr)  
   POP HLTH 990  Research (1-5cr)

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 in below).

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. The MS with the epidemiology option requires two of these courses and the PhD requires three. 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. Please note that it is advised that students confirm the availability of their preferred courses for the term noted within the Class
Search. For example, not every class is offered each year or sometimes a course will be offered during a different term.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHS 621</td>
<td>Intro to Nutritional Epidemiology</td>
<td>1 cr</td>
</tr>
<tr>
<td>PHS 650</td>
<td>Special Topics in Environmental Health Epidemiology</td>
<td>2 cr</td>
</tr>
<tr>
<td>PHS 713</td>
<td>Epidemiology of HIV/AIDS</td>
<td>1 cr</td>
</tr>
<tr>
<td>PHS 740</td>
<td>Health Impact Assessment of Global Environmental Change</td>
<td>3 cr</td>
</tr>
<tr>
<td>PHS 750</td>
<td>Cancer Epidemiology</td>
<td>2 cr</td>
</tr>
<tr>
<td>PHS 780</td>
<td>Public Health Principles and Practice</td>
<td>3 cr</td>
</tr>
<tr>
<td>PHS 786</td>
<td>Social and Behavioral Sciences in Public Health</td>
<td>3 cr</td>
</tr>
<tr>
<td>PHS 789</td>
<td>Principles of Environmental Health</td>
<td>3 cr</td>
</tr>
<tr>
<td>PHS 791</td>
<td>Physical Activity Epidemiology</td>
<td>3 cr</td>
</tr>
<tr>
<td>PHS 801</td>
<td>Epidemiology of Infectious Diseases</td>
<td>3 cr</td>
</tr>
<tr>
<td>PHS 805</td>
<td>Advanced Epidemiology: Causal Inference in Epidemiological Studies</td>
<td>3 cr*</td>
</tr>
<tr>
<td>PHS 806</td>
<td>Advanced Epidemiology: The Practice of Epidemiology</td>
<td>3 cr*</td>
</tr>
<tr>
<td>PHS 807</td>
<td>Reproductive and Perinatal Epidemiology</td>
<td>2 cr</td>
</tr>
<tr>
<td>PHS 847</td>
<td>Cardiovascular Epidemiology</td>
<td>1 cr</td>
</tr>
<tr>
<td>PHS 849</td>
<td>Genetic Epidemiology</td>
<td>3 cr</td>
</tr>
<tr>
<td>PHS 888</td>
<td>Public Health Genomics</td>
<td>1 cr</td>
</tr>
<tr>
<td>PHS 904-103</td>
<td>Analytic Methods of Genetic Epidemiology</td>
<td>3 cr</td>
</tr>
<tr>
<td>PHS 904-104</td>
<td>Global Health Epidemiology</td>
<td>2 cr</td>
</tr>
<tr>
<td>PHS 955</td>
<td>Seminar in Physical Activity Epidemiology</td>
<td>1 cr</td>
</tr>
</tbody>
</table>

* Note that either PHS805 or PHS806 is required for the Epidemiology option. The other can count as an elective.

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 two 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 three 990 research credits every fall and spring semester (or the eight-week summer session if you are a summer RA, a trainee, defending or graduating); this is considered full-time status.

**TAs/PAs** – at least two 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 three 990 research 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. A table specifying credit requirements can be found at: https://grad.wisc.edu/acadpolicy/?policy=enrollmentrequirements.
**RAs/Trainees/Fellows** – 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 two credits during the eight-week summer session (these two summer credits constitute full-time enrollment for loan deferral); for dissertators this would be exactly three 990 research 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 three 990 research 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 eight credits every fall and spring semester and at least four credits for the 8-week summer session; for dissertators, exactly three 990 research credits for every fall, spring, or eight-week summer session; please see the Graduate School’s Academic Guideline’s for exceptions to these rules:
https://grad.wisc.edu/acadpolicy/

**Part-time** – for non-dissertators, less than eight credits every fall and spring semester and less than four credits for the 8-week summer session; for dissertators, exactly three 990 research 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 an F-1 visa at http://iss.wisc.edu/students/current-students/f1-information.

**Overload Students** – this is more than fifteen credits for the fall or spring term OR more than eight 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:
https://grad.wisc.edu/acadpolicy/

**Audit Students** – course 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:
https://kb.wisc.edu/ls/page.php?id=26734

**5. D. Equivalency Credits and Waivers**

**Graduate Work from Other Accredited Graduate Institutions**

The MS/PhD Population Health Graduate Program will consider accepting a maximum of 12 credits of work completed as a graduate student at the UW-Madison or another accredited institution. Exceptions will not be granted.

The proposed equivalency or transfer credits must be a graduate course and no older than five years old from the time of admission into the program. Credits cannot be split for a proposed course and the number of credits that are accepted cannot be more than the number of credits assigned for the UW-Madison course equivalent (if one exists). In addition, a grade of “B” or better must be earned for each proposed course.
Requests for equivalency credits from other accredited graduate institutions are reviewed only AFTER admission into the Graduate Program. Students requesting a course equivalency, substitution or waiver must submit a Course Transfer, Substitution & Waiver Form for each requested course along with a course description and syllabus. These requests will be presented to the Curriculum Committee for final approval/denial. 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 on a case-by-case basis with permission of the instructor and space permitting. The MS/PhD Population Health Graduate Program will consider applying no more than 12 UW-Madison special student credits toward completion of the MS or PhD degrees. Exceptions will not be granted. These must be graduate level courses taken after receiving an undergraduate degree.

Required courses completed as a special student within five years of application and with a grade of “AB” or “A” may 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.

Requests for special student transfer credits as electives are reviewed only AFTER admission into the Graduate Program. Elective courses completed as a special student must be at a graduate course 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.

**VERY IMPORTANT:** In all cases of credit being granted for courses taken as a special student, the student would have to pay the difference in tuition for the terms in question. Those credits earned in a University Special student semester still appear in the transcript history as “University Special” student, but the Registrar’s Office will add a statement in the beginning of the transcript stating “All credits taken in [term] as a University Special student have been accepted by the Graduate School toward a degree program” after the student has paid the difference in tuition.

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. Students are free to take more than three (MS) or six (PhD) 699 credits, however, the credits taken beyond these credit maximums will not count towards their degree.

There must be an agreement between the student and faculty member of record documenting the type, scope, and amount of work that will be completed. Generally, the 699 course agreement is an agreement for the student to read and/or write topic papers that would be worth 1-2 credits. As a rule of thumb, 15-45 hours of work/discussion constitute 1 credit; 30-90 hours of work/discussion constitute 2 credits; and 45-135 hours of work/discussion constitute 3 credits.
The **699/990 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 or 990 without first submitting a signed **Course Advising Form** and a signed **699/990 Authorization Form**. The forms are available through the [department](#) website.

To be authorized the student must:
- Obtain the consent of the instructor with whom they will be studying
- Submit the signed **Course Advising Form** AND the signed **699/990 Authorization Form** to the Graduate Program Office
- Register for the course

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

The maximum number of Pop Health 990 research credits that may be applied toward a Population Health degree is five for masters and eleven for Doctoral students. Students are free to take more than five (MS) or eleven (PhD) 990 credits, however, the credits taken beyond these credit maximum will not count towards their degree.

Generally, 990 credits are reserved for thesis or dissertation research and are typically taken for 2-3 credits (although as high as 8 credits is permitted). As a rule of thumb, 15-45 hours of work/discussion constitute 1 credit; 30-90 hours of work/discussion constitute 2 credits; and 45-135 hours of work/discussion constitute 3 credits.

It is not possible to register for Research 990 credits without first submitting a signed **Course Advising Form** and a signed **699/990 Authorization Form**. The forms are available through the department website.

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 **699/990 Authorization Form** to the Assistant Graduate Program Coordinator and await a response indicating they have permissions to enroll.
3. Register for the course.

### 5. G. Requesting a Leave of Absence

An MS or PhD 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 the Graduate Program Coordinator. A **Leave of Absence Request Form** can be found on the department website. Being granted a leave following these guidelines and the procedures outlined below, guarantees reentry into the Program:

1. The student must complete a **Leave of Absence Request Form** specifying the length of the leave and the reason for the request.
2. Obtain the advisor’s signature and submit the form to the Graduate Program Coordinator for approval by the Director of the Graduate Program.
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.

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

Requests for course substitutions, exemptions, or other changes to the stated MS or PhD 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 Population Health 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

https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals.

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)

PhD 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 552 Regression Methods for Population Health (3 cr) or Pop Hlth 651 Advanced Regression Methods for Population Health (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: Student Resources

6. A. Financing Your Education

Please see the Financing Your Education section on the department website for more information about the following:

- General Financial Information
- Assistantships, Traineeships, and Fellowships Scholarships and Financial Aid
- Tuition and Fees

6. B. Career Development

Please see the Career Development section on the department website and the Planning Your Path to Graduate School Success section on the Graduate School website http://grad.wisc.edu/pd/ for more information about Career Paths, Professional Development and Job Search.

6. C. Student Directory/Profiles

We encourage every student to participate and create a student profile within our online student directory. Our students come from diverse backgrounds and experiences representing states throughout the nation as well as countries around the world. The profiles of our students illustrate the breadth of their knowledge, experiences, and interests that are leading them to become outstanding researchers and public health practitioners. These profiles also serve the purpose of providing the following benefits:

- Help students connect with one another to build community
- Help faculty put names with faces which builds community
- Those with on-campus funding opportunities can search here for potential student hires
- Employers can look here to recruit upcoming graduates for "real world" jobs
- Students gain experience cultivating their professional image

6. D. Student Connections

Student Groups
Please see the Student Connections section on the department website for helpful links and more information about MS/PhD Student Organization (PHSSO) and Other Student Groups

News and Events
There are many places where students can learn about program-related news and events. Please see the Home page and Current Students section on the department website for helpful links and more information about items such as Department News/Events, Campus Seminars of Interest, and Population Health Annual Poster Session
6. E. Forms

Please see the Forms section on the department website for links to all forms.
Chapter 7: Faculty and Program Governance

7. A. Faculty (including Faculty and Committees)

Population Health Sciences Departmental Faculty
All tenured or tenure-track faculty with full or partial appointments in the Department of Population Health Sciences are referred to as "Departmental Faculty." Tenured or tenure-track faculty members are those with one of the following titles: Professor, Associate Professor, or Assistant Professor. Note that faculty with Affiliate, CHS and Adjunct titles are not Departmental faculty, although they may be Population Health Graduate Program faculty (see below). After Departmental Faculty retire or resign from the University, they retain Departmental Faculty Status for one year.

All Departmental faculty members are considered Population Health MS/PhD Program Faculty. Only Departmental faculty may serve as academic (initial course) advisors and thesis/dissertation committees require a departmental faculty member as either Chair or co-Chair. A list of Departmental Faculty is available at https://pophealth.wisc.edu/people.

Population Health MS/PhD Program Faculty
The Population Health MS/PhD Program Faculty consists of all Departmental faculty in the Department of Population Health Sciences as well as nominated tenured and tenure track faculty from elsewhere in the university. Many Population Health Program faculty are also associated with other graduate programs and/or have affiliate appointments in Population Health Sciences. However, note that departmental affiliates are not automatically Population Health MS/PhD Program Faculty.

Membership in the Population Health Program faculty will be initiated and reviewed by members of the Steering Committee (the executive committee of the graduate program). Departmental faculty, Population Health MS/PhD Program faculty, and graduate students may suggest additional members to the Population Health Program Steering Committee. Nominees who are not already faculty in another graduate program also need to be voted on for affiliate status in Population Health Sciences, by the Departmental Executive Committee. 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.

Graduate Program Faculty may serve as dissertation or thesis committee chairs. However, when the chair is not Departmental faculty, a Departmental faculty co-chair needs to be designated.

A list of Population Health MS/PhD Program Faculty is available at https://pophealth.wisc.edu/grad/faculty. However, please check with the Graduate Studies Coordinator for updates.

7. B. Program Governance and Faculty Committees

The MS/PhD 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.

**Population Health 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 and the Graduate Program Coordinator. These members are voting members. In addition, the student organization will nominate a Population Health Graduate Program student to serve as a (non-voting) member.

The Steering Committee:

- 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 issues.

**MS/PhD/MPH Curriculum Committee**

The MS/PhD Graduate Program Director and MPH Program Director will co-chair the Curriculum Committee. The Committee will include at least seven voting members drawn from the Department’s faculty, directors of required courses, representatives from approved dual degree programs and certificates, affiliate faculty and staff and other faculty involved in teaching and mentoring. No more than 1/3 of the committee members should be from any one discipline and no more than 1/3 should have appointments outside of the Department. Members will serve three year terms to be staggered so that no more than 1/3 of the membership turn over each year. Each academic program (MPH, Population Health, and Epidemiology) will nominate a student to serve on the committee not to exceed three student members (non-voting). The academic staff members are voting members.

The Curriculum Committee is delegated to:

- Consider curricular issues that affect department-affiliated programs such as the MS/PhD Graduate Program, MPH Professional Program, and Global Health Certificate Program.
- Recommend changes to degree requirements.
- Review and approve new courses and course changes for the Department.
- Coordinate all new and continuing course offerings within the Department to ensure availability and compatibility with program requirements.
- Review courses for transfer of credit.
- Act as liaison to other departments and faculty whose offerings are important to training students in the program.
- Develop and maintain a list of approved electives.
- Review course evaluations and grade distributions of each course offered through the Department of Population Health Sciences biennially.
- Review MS/PhD/MPH student curricular issues that warrant committee review.
**Qualifier Committee**

The Committee will include at least three faculty members and the Graduate Program Coordinator. All members are voting members. At least one faculty member will represent each section of the Qualifying Exam (HSR/Determinants, Epidemiology, and Biostatistics). One of the faculty members will serve as the chair of the committee.

TheQualifier Committee:

- Develops and administers the annual PhD qualifying exam.
- Assures that the qualifying exam is representative of the Population Health PhD 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.

**Population Health and Epidemiology Admissions Committee**

The Committee will include at least seven voting members with at least one member of the Program Faculty with an 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 and Graduate Program Coordinator, 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. Applications received after the deadline will only be accepted from Medical Fellows and MDs and may be decided by the Director of the Graduate Program and the Chair of the Admissions Committee.

The Admissions Committee:

- Develops and implements annual recruitment plans.
- Selects new students for admission.
- Assigns initial course advisors for students accepted into the program

**7. C. Departmental Directory**

The department staff directory is available on the Population Health Sciences website and is updated regularly. Please notify Departmental Main Office if you have changes/corrections for staff directory entry and please notify the Graduate Program Office if you have changes/corrections for a student directory/profile entry (for more information please read section 6.C. of this Guide).
Chapter 8: Policies

The Department of Population Health Sciences endorses the policies of the Division of Student Life, the Graduate School and the School of Medicine and Public Health. Please read over these policies carefully. Certain training modules are required and available at your MyUW website.

8. A. Campus Office for Equity and Diversity

The Office for Equity and Diversity (OED) (in partnership with other offices on campus) promotes, integrates, and transfers equity and diversity principles to nurture human resources and advance the mission of the University of Wisconsin-Madison (university). The university is committed to providing equal opportunity and equal access and to complying with all applicable federal and state laws and regulations and UWS and university non-discrimination policies and procedures. There are several bases for covering students and applicants for admission to the university; employees and applicants for employment; and those wishing to take part in university activities including visitors to campus. For more information, contact: Office for Equity and Diversity: http://www.oed.wisc.edu/

8. B. Student Rights and Responsibilities, Division of Student Life

Message to students from the Division of Student Life

UW–Madison is a community founded around the principles of knowledge, learning, inclusion and citizenship.

As we strive to educate and graduate good citizens of our campus, city and the world, our community has high standards and expectations for the conduct of its members. These expectations and responsibilities include:

- Your consistent practice of civility toward others
- Your respect for the expression of diverse opinions
- Your insistence on academic honesty and integrity
- Your demand that all members of the university be accepted and judged as individuals without regard to their race, sex, religion, color, creed, disability, gender identity or expression, sexual orientation, national origin, ancestry or age
- Your efforts to insure that the community is safe from violence, harassment, fraud, theft, disruption and intimidation

Along with your added responsibilities, you have a right to expect that the university will support you as a student and enforce its standards of conduct. Students are also encouraged to download the UW Police Department brochure on Hate and Bias and the others listed below:

- Students With Disabilities: Requesting Reasonable Accommodations
- UW-Madison Student Discrimination Complaint Process
- UW System Board of Regents Policy on Discrimination
• **Rights and Responsibilities:** It is important for students, staff, faculty and parents to know about Student Privacy Rights and Responsibilities. This link will provide information about Student Rights through the Family Educational Rights and Privacy Act (FERPA).

**8. C. UW Health Policy for Professional Conduct in the Learning Environment**

The Liaison Committee on Medical Education established new requirements for teacher-learner relationships in 1999. In accordance with MS-32:

> Each School of Medicine and Public Health must define and publicize the standards of conduct for the teacher-learner relationship, and develop written policies for addressing violations of those standards.

Teachers and learners have expectations of performance and a responsibility to act in a manner conducive to promoting a positive learning environment.

UW Health (The UW School of Medicine and Public Health, the UW Hospital and Clinics, and the UW Medical Foundation) commits to ensure a professional and collegial environment for training and patient care in all sites throughout the State of Wisconsin. Each member of the faculty and staff, each postgraduate trainee, and each student must foster professional and personal behaviors based on mutual trust, respect, and responsibility. All are expected to respect the dignity and diverse backgrounds, personalities, and the learning needs of individuals in all training and patient care settings. We offer excellence in our learning environment when everyone works in harmony, free from ridicule, exploitation, intimidation, and harassment.

Supporting a positive learning environment requires creating an atmosphere in which the ability of individuals to function professionally is optimized. Unacceptable behavior can be unintended, yet perceived as abusive. Awareness of examples of inappropriate and unacceptable behavior should serve to help avoid such misperceptions. Examples of inappropriate and unacceptable behavior would include:

- Belittling or humiliation
- Insults or verbal attacks
- Threats of physical harm or physical attacks
- Threatening to assign a lower grade or to write a poor evaluation as a means of intimidation
- Taking credit for another individual’s work
- Disregard for the safety of others
- Sexual harassment, including unwelcome sexual advances or demands, either verbal or physical
- Discrimination on the basis of race, gender, sexual orientation, religion, ethnic background, age, or physical ability.

The list of behaviors above sets out a few of many examples of inappropriate and unacceptable behaviors to be considered within this policy. This statement should be read as consistent with and in conjunction with UW and UWHC policies relating to harassment and discrimination. No person shall be subject to reprisal for using or participating in an informal or formal complaint resolution process.
Concerns under this policy about behavior of faculty/staff that are employees of both UWMS and UWMF should be reported to the UWMF Professional Conduct Committee, under the “Guidelines for Professional Conduct of Physician Faculty in the Clinical Setting” dated September 8, 2005. Concerns under this policy about behavior of other University, UWHC or UWMF employees or students or trainees are to be reported pursuant to other procedures already in place at those three organizations.

The School of Medicine and Public Health Dean and the Hospital CEO, as appropriate, or their designees, may review concerns and complaints, if the matters are not resolved.

8. D. Academic Policies

Attendance Policy:
Attendance is expected. Students are responsible for all information presented in the readings, course book and during lectures. Students should follow the attendance policy of the course instructor.

Class Meeting Cancellation Notices:
Occasionally, severe weather, illness, or other circumstances may require cancellation of a class meeting. If this is so, all best efforts will be made to inform students.

Non-Discrimination Policy:
The UW-Madison is committed to creating a dynamic, diverse and welcoming learning environment for all students and has a non-discrimination policy that reflects this philosophy. Disrespectful behaviors or comments addressed towards any group or individual, regardless of race/ethnicity, sexuality, gender, religion, ability, or any other difference is deemed unacceptable.

Disability Reasonable Accommodation Policy:
If you qualify for accommodations because of a disability, please submit a letter to the course director that outlines your request in a manner that is timely and consistent with established university policies for making such request so that your needs may be addressed. Policies for accommodating disabilities are available through the McBurney Disability Resource Center, 903 University Ave., 608-263-2741 (phone), 263-6393 (TTY), 265-2998 (Fax), For additional information, please see http://www.mcburney.wisc.edu/.

Religious Reasonable Accommodation Policy:
Every effort shall be made to reasonably and fairly accommodate all students who, because of religious obligations, have conflicts with scheduled exams, assignments, or required attendance, provided advance notification of the conflict is given. Whenever possible, students should give at least one-week advance notice to request special accommodation.

Student Honesty and Rules of Conduct:
Academic honesty and integrity requires that the course work (e.g., quizzes, papers, exams) a student presents to an instructor honestly and accurately indicates the student's own academic efforts.

UWS Chapter 14 of the University of Wisconsin System Administrative code that regulates academic misconduct. UW-Madison implements the rules defined in UWS 14.8 through our own "Student Academic Misconduct Campus Procedures." UWS 14.03 defines academic misconduct as follows:
"Academic misconduct is an act in which a student:
- seeks to claim credit for the work or efforts of another without authorization or citation;
- uses unauthorized materials or fabricated data in any academic exercise;
- forges or falsifies academic documents or records;
- intentionally impedes or damages the academic work of others;
- engages in conduct aimed at making false representation of a student's academic performance;
- assists other students in any of these acts."

If you are accused of misconduct, you may have questions and concerns about the process. If so, you should feel free to call Student Advocacy & Judicial Affairs (SAJA) in the Offices of the Dean of Students at (608) 263-5700 or send an email to dean@studentlife.wisc.edu.

Civility Policy:
Members of the University of Wisconsin-Madison community are expected to deal with each other with respect and consideration. The civility policy for this course promotes mutual respect, civility and orderly conduct among the faculty, teaching assistants, and students. We do not intend this policy to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain a safe, harassment free workplace for the students, faculty, and teaching assistants. Positive communication is encouraged and volatile, hostile, or aggressive actions and language will not be tolerated. If the civility policy is violated, the individual is subject to removal from the class and possibly the course altogether. In addition, the proper authorities at the UW Departmental, School, and University levels will be notified of such behavior accordingly and further action may be taken if necessary.

Violation of any of these policies or rules of conduct, may lead to disciplinary action up to and including being dismissed from the program, in accordance with UW-Madison policies: https://students.wisc.edu/student-conduct/nonacademic-misconduct.
Appendix: The advisor/student relationship

This outline can serve as an informal guide to generally expected interactions between students and their advisors, or as a template for a more formal agreement. A wealth of further information on how to make the mentorship as productive as possible can be found at https://nrmnet.net/graduate-students/maximizing-your-mentorships/

The relationship between a graduate student and his/her advisor/mentor is a special one. Graduate students rely on their mentors for stewardship and support to develop as independent scholars. Mentors often experience the relationships with their mentees as very rewarding – helping individuals reach their goals, seeding the field with strong scholars, and reaping benefits from the intellectual exchange. Because of the importance of these relationships, clarity of expectations and communication can help develop and maintain a strong mentor/mentee relationship.

What advisors may expect from their students

Communicating expectations of each other as clearly as possible fosters a strong working relationship. This includes being frank with each other about strengths and weaknesses and their implications for how the work together can be most productive.

Students should be familiar with what is expected of them in the program and by the Graduate School, determine how to best get their educational and professional needs met and advocate for themselves. This includes carefully reading the Academic Guide at each stage of progressing through the program. The advisor can help interpret the Guidelines, but expects the student to take the initiative to review program guidelines first before asking for guidance. Students are responsible for taking the appropriate coursework, meeting deadlines, etc.). The advisor is available to help students determine how best to do so, but it is not their job to keep track.

If something is happening in the student’s life that is getting in the way of graduate school work, the student is expected to tell the advisor. The advisor needs to know the general scope of the constraints to help minimize the impact on the student’s professional development and timely progress.

The student should take the initiative to schedule meetings. At different points in the program, there will be more or less frequent contact. If there is something the student needs to talk about he/she should contact the advisor to set up a time to meet.

Students must be open to receiving constructive criticism of their work – or commit to improve on their ability to learn from constructive criticism. Critiques of one’s work is often the best way to learn.

It is perfectly acceptable to disagree with the advisor. If the student disagrees with a comment or suggestion by the advisor, the student needs to communicate this to their advisor.

Advisors welcome feedback on how to be better mentors. If the advisor says something that angers or upsets the student, the student should let the advisor know so that it can be discussed.

Students should respond promptly to advisors’ e-mails – within one business day is the norm unless the student has informed the advisor that they are temporarily unreachable.

The student should take advantage of opportunities other than those the advisor presents – for example, attending professional development sessions offered by the graduate school, the teaching academy, and institutes and centers on campus. This is a part of taking control of professional goals.
What students can expect from their advisors

Advisors are eager to help students achieve their goals, and committed to doing the best they can to support and advocate for students.

Advisors help students navigate through the Doctoral program. Although students are ultimately responsible for meeting deadlines and progress, advisors help interpret the guidelines and plan strategies to get professional needs met.

Advisors make time for advising students. Faculty are very busy with a range of duties, but their students are a priority. The advisor will tell students what they can and can’t do regarding the timing of requested meetings.

Most advisors prefer e-mail as the best way to reach them and will let students know if they cannot be reached for several days or more.

Advisors vary between them and across time in how much funding they have to offer. They are not responsible for funding their students, but should do their best to help students find appropriate funding for their graduate studies.

Students are free to change advisors. If there is someone else the student thinks would provide a better fit as mentor/advisor she/he should discuss this with the advisor. Having an appropriate advisor is important.

The relationship between advisor and student may change over time as a student moves towards independence. It is a good idea to discuss changing expectations at a designated meeting every year.

Below is a list of some of the topics that advisors are generally prepared to help with, either directly, or by referring to other people or opportunities.

- Choosing appropriate courses
- Supervising independent studies, if appropriate
- Developing a preliminary exam topic and proposal
- Developing a thesis/dissertation topic and proposal
- Forming and communicating with preliminary exam and dissertation committees
- Finding appropriate TA and PA opportunities
- Applying for funding, as appropriate
- Finding other mentors to help with topics that are not the advisor’s strengths
- Finding teaching opportunities
- Developing teaching skills
- Networking with others in the student’s area
- Turning research into publications – developing and submitting the manuscript, responding to reviewers, etc.
- Developing protocols for IRB approval
- Developing and practicing research presentation skills
- Preparing presentations and/or posters for professional meetings
- Discussing job options and preparing for the job market
- Brainstorming ideas for time management
- Brainstorming ideas for maintaining work/life balance
- Help develop attainable goals and a plan for attaining them
- Conducting peer review of research