

Department of Medical Physics

**University of Wisconsin
Madison**

Student Handbook



Date of Revision: August 2018

Department of Medical Physics
University of Wisconsin
1111 Highland Avenue
1005 Wisconsin Institutes for Medical Research
Madison, WI 53705-2275

Policy

In conformance with applicable federal and state regulations, UW-Madison does not discriminate on the basis of race, sex, handicap, religion, age, national origin, or veteran's status with regard to treatment of students in the educational programs or activities which it operates. Inquiries concerning this policy may be directed to appropriate campus admitting or employing units or to the Affirmative Action Office, 175 Bascom Hall.

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Contents

Information about the Department of Medical Physics.....	5
Introduction.....	5
The Department Of Medical Physics.....	5
Degrees Offered.....	6
Appointments and Personal Assistance.....	8
Admissions Policies.....	8
Financial Assistance.....	8
Lab Rotations.....	9
Students with Disabilities.....	9
Personal Safety, Harassment, Discrimination, and Diversity/Inclusion.....	9
Campus Police.....	9
First-Semester Student Survival Checklist.....	10
On-going Checklist.....	10
Program Completion Checklist.....	10
Getting Started in Medical Physics at Wisconsin.....	11
Desks, Cubicles.....	11
Computers.....	11
Education Portal.....	12
HIPAA Training (Mandatory).....	12
Advanced HIPAA Training.....	13
Semester Registration Procedures for all: Web Enrollment.....	13
Late Registration Appeal Process.....	13
Late Payment Fees.....	13
A Grade of Incomplete.....	14
Pass-Fail Privilege.....	14
Registering for Independent Study/Research credits.....	14
Progression Information and Requirements.....	14
Compacts.....	14
Individual Development Plan (IDP).....	15
Pre-Dissertator Mentoring Committee.....	15
Leave of Absence.....	15
Department Requirements for the Master of Science Degree.....	16
Suggested Coursework for Health Physics.....	16
Biological Science: Physiology/Anatomy Requirement.....	16
Courses for Training Grant-Supported Students.....	16
Ethics and Responsible Conduct of Research.....	17
Other Requirements.....	17
Student and Exchange Visitor Information System (SEVIS).....	17
Other Specifics about the M.S.....	18
Typical Course Sequence for Master of Science Degree in Medical Physics.....	19
Course Sequence for Master of Science Degree in Medical Physics (Health Physics).....	20
Oral Ph.D Qualifying Examination.....	21
Satisfactory Progress.....	23
Requirements of the Graduate School for the M.S. Degree in Medical Physics.....	23
Graduation for Master Degree Students.....	23
Degree Certification.....	24
Department Requirements for the Ph.D. Degree.....	25
Ph.D. Candidacy.....	25
Additional Course Requirements.....	25
Minor Subject Area.....	25
Minor in Medical Physics.....	26
Preliminary Examination.....	26
Preliminary Exam Scheduling.....	27
Preliminary Exam Committee Composition.....	27

Summary of Procedure for Completing the Preliminary Exam.....	29
Responsibilities of Chair Person and Faculty on the Ph.D. Prelim Committee.....	30
Dissertator Status	31
Final Dissertation Oral Defense	32
Doctoral Dissertation	32
Composition of the Final Dissertation Oral Defense Committee.....	33
Steps to Follow When Setting up the Final Dissertation Oral Defense.....	33
Summary of the Requirements for the Ph.D. Degree in Medical Physics.....	36
Responsibilities of Faculty on Final Dissertation Defense Committees	36
Requirements of the Graduate School for the Ph.D. Degree in Medical Physics	37
Residence Credit Reduction.....	37
Graduation for Ph.D. Degree Students	37
Degree Certification.....	37
Department Criteria for Satisfactory Progress.....	38
Students with Financial Assistance	38
Students with No Financial Assistance	39
Satisfactory Progress Regarding the Graduate School	39
Useful Information about the Medical Physics Department.....	40
General Information.....	40
Who to Ask For Help	42
UW-Madison Alumni Association	42
Campus Resources	43
The Division of Information Technology (DoIT).....	43
Email.....	43
MyUW	43
Writing Center.....	43
Libraries	43
Transportation	44
University Health Services (UHS)	44
Graduate School.....	44
Campus Web Sites	45
About The City.....	46
Housing.....	46
Other Sources of Information	47
Local Web Sites.....	47

Help Us Improve This Handbook

As you use this handbook, please think about what's useful, what's not, and what we've forgotten to include. Please take a minute to tell us what you would like to see in it in the future. The handbook is intended to answer most of your questions about the Department of Medical Physics, but to make that work we need your input. Comments and suggestions should be given to the Educational Programs Coordinator, Carol Aspinwall.

Information about the Department of Medical Physics

Introduction

The University of Wisconsin-Madison is spread out on a series of wooded glacial hills along the south shore of Lake Mendota, less than a mile from the State Capitol. Since its founding in 1849, the University has matured to become one of the nation's leading institutions of higher learning. It combines teaching and research in basic humanities and sciences with professional education in a wide range of fields. The University has grown to accommodate approximately 44,000 students while continuing to emphasize quality in all its activities.

Madison, the vibrant capital of Wisconsin and home of the University of Wisconsin, has the best of all worlds: natural beauty and outdoor recreation, a vibrant downtown, stimulating cultural offerings, distinctive restaurants and shops, and an atmosphere that is nurturing both to families and individuals. Built on an isthmus between lakes Monona and Mendota, Madison is renowned for its beautiful scenery. A total of five area lakes and more than 260 city parks create the perfect setting for an abundance of year-round outdoor activities.

The Department Of Medical Physics

Medical Physics is a branch of applied physics. It uses concepts and methods of physics to help diagnose and treat human disease, but has become very specialized as a discipline. The UW Medical Physics Department offers graduate training and education in radiological physics and dosimetry and in functional, anatomical, and interventional medical imaging. New procedures, including ablation therapy, molecular imaging, optical imaging, photoacoustic imaging, and biomagnetism also are included in the curriculum and research.

The Department of Medical Physics is one of 10 Basic Science Departments and 17 Clinical Departments in the UW School of Medicine and Public Health (SMPH). Graduate work in this department prepares students for professional positions in teaching, research or service in medical centers, national laboratories, universities, governmental regulatory agencies, and in the medical and nuclear technology industries. Financial support for the department comes from the SMPH, research grants and contracts, and revenue-producing operations. The base budget for SMPH support follows a process known as Mission Aligned Management and Allocation, or MAMA. The SMPH supports medical physics in its mission of teaching, research, and service, with formula budget lines related to faculty contributions in each of these areas.

The Department of Medical Physics maintains close collaborative ties with other UW SMPH departments, including Human Oncology, Medicine, Neurology, Neurological Surgery, Radiology, and Psychiatry, as well as departments in others schools and colleges, including Physics, Biomedical Engineering, Nuclear Engineering, and Engineering Physics. The department also has close ties with the School of Veterinary Medicine, the National Primate Research Center, and the Morgridge Institute for Research. Many faculty members hold joint appointments, principally in Radiology, Biomedical Engineering, and/or Human Oncology. These cross-links broaden the scope of the research opportunities open to graduate students and provide access to additional equipment and facilities, such as linear accelerators, magnetic resonance imaging (MRI) equipment, X-ray computed tomography (CT) scanners, ultrasound scanners, optical imaging equipment, and positron emission tomography (PET) scanners.

The Medical Physics Department has access to many unique imaging research facilities in its location in the Wisconsin Institutes for Medical Research (WIMR), adjacent to UW Hospital and Clinics (UWHC) and to the SMPH Health Sciences Learning Center (HSLC). State of the art MRI

scanners, CT scanners, ultrasound scanners, angiography systems, and a biomagnetism suite are located on the first floor of WIMR I and are shared with Radiology for carrying out imaging research. A PET-Trace cyclotron facility, radiochemistry labs with automated synthesis modules, GMP Radiopharmaceutical Production Facility, two PET/CT systems, a PET/MR system, a machine shop, and the Medical Radiation Research Center (MRRRC) and Accredited Dosimetry Calibration Lab (ADCL), with a Varian 21EX linac dedicated to research and education, are located one floor down. Also in the WIMR I basement is the Small Animal Imaging Lab, with optical, SPECT/CT, PET, MRI, and ultrasound/photoacoustic imaging systems. Graduate students engaged in research in any of these modalities often are trained to use these facilities.

The Department's ADCL is one of three in the U.S. accredited by the American Association of Physicists in Medicine. In addition, the Department serves UW Hospitals and nearby medical centers by providing Diagnostic Imaging Equipment Quality Assurance programs. Finally, many unique opportunities for Medical Physics trainees are provided by faculty in the adjacent Radiation Oncology Center (Department of Human Oncology Physics Section).

Degrees Offered

The Department of Medical Physics offers programs of study leading to Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in Medical Physics. The program is structured so the student may emphasize the conventional areas of radiation therapy physics and metrology, image science, or health physics, or may develop a plan of study outside of these areas of concentration. The M.S. degree, however, may not be an optimal terminal degree for a career as a Clinical Medical Physicist in the future. Currently-available data demonstrate that Medical Physics Residency Program opportunities are more challenging to obtain with an M.S. degree versus a Ph.D. degree. The Ph.D. degree is primarily a research degree that extends the student's depth of knowledge in a specialty area. Faculty positions at universities, research positions, positions in industry, and many clinical physics positions require a Ph.D. degree.

CAMPEP Core Curriculum Track

All students in the Medical Physics Program, are required to take nine Core Curriculum courses, namely MP501, MP563, MP566, MP567, MP569, MP573, MP575, MP568, and MP701 along with associated laboratories (totaling 26 credits), prior to advancing to dissertator status. These core courses, along with an acceptable course in anatomy / physiology, satisfy the Commission on Accreditation of Medical Physics Education Programs, Inc. (CAMPEP) core course requirements as defined in the *Standards for Accreditation of Graduate Educational Programs in Medical Physics*. This Core Curriculum requirement is effective for students who matriculated in or after fall 2014. Students may petition the Medical Physics Graduate Committee to replace one or more courses from the Core Curriculum with an alternative course or courses. The student must provide the Medical Physics Graduate Committee a written explanation describing his/her reasoning for requesting the change. If the student's advisor is a member of the Medical Physics Graduate Committee, he/she will be recused from discussion of the petition. If the request is granted, the student will receive a written communication, to which he/she must agree in writing, stating he/she will not satisfy or be eligible to receive a CAMPEP core curriculum completion attestation unless the core course(s) replaced by alternate course(s) are ultimately taken (along with an acceptable course in anatomy / physiology).

Students who 'Opt Out' of the Core Curriculum

Students who 'opt-out' of the Core Curriculum will not be eligible to obtain a Medical Physics M.S. degree from UW-Madison and will be directly enrolled into the doctoral program. They must complete at least 24 credits of the coursework (not including research credits or independent study) from Medical Physics courses (either as the home program or cross-listed), and must

complete at least 42 credits of coursework, other than research (MP990) and journal club (MP900) (credit for waived Medical Physics courses can apply to this 42-credit minimum). Students who 'opt out' must pass the oral qualifying examination, based on the core Medical Physics courses and an advanced course in Medical Physics.

Clinical Physics Positions: ABR Board Certification

For those interested in careers in clinical Medical Physics, it is important to note that many clinical Medical Physics positions require certification by a certification board, the most common being the American Board of Radiology (ABR). Please be aware of eligibility requirements for ABR board certification exams. The exam is given in three parts. Part 1 tests basic radiological physics and clinical aspects of radiological physics, including physiology and anatomy. Prerequisites include appropriate undergraduate physics education (at least three upper level physics courses required of a physics major, or equivalent) and an advanced degree in physics or medical physics. Candidates enrolled in a CAMPEP-accredited medical physics graduate program, such as here at UW-Madison, are eligible to take Part 1 during their graduate training.

Part 2 has a choice of three separate tests: a) Diagnostic Medical Physics; b) Nuclear Medical Physics; and c) Therapeutic Medical Physics. Besides didactic training, eligibility for Part 2 includes clinical training, which, starting with individuals taking Part 1 in 2014 and later, must be accomplished in a CAMPEP approved residency program.

Part 3 is an oral examination designed to test knowledge and fitness to practice Medical Physics in one or more of the specialty areas of Diagnostic Medical Physics, Nuclear Medical Physics and Therapeutic Medical Physics. The candidate is examined by five physics examiners, each of whom asks questions in five categories related to the specialty area(s). Detailed information on the ABR's Medical Physics Certification examination process can be obtained on its [website](https://www.theabr.org/medical-physics/initial-certification/certification-requirements). <https://www.theabr.org/medical-physics/initial-certification/certification-requirements>

For those students who are interested in ultimately obtaining ABR board certification, it is important to ensure all CAMPEP graduate education requirements are met. The breadth of the our Medical Physics graduate program is such that students who 'opt out' of the Core Curriculum without satisfying all CAMPEP core course requirements as described in the *Standards for Accreditation of Graduate Educational Programs in Medical Physics*, can still obtain a Ph.D. degree without CAMPEP accreditation (Please see *CAMPEP Core Curriculum Track*, above.) It is up to the student to plan his/her courses accordingly to be sure he/she has satisfied all requirements.

Appointments and Personal Assistance

Admissions Policies

Students admitted to the UW-Madison Medical Physics Program will have satisfied all relevant requirements of both the Medical Physics Department and the UW-Madison Graduate School. Requirements and admissions information for the Medical Physics Department are available at <https://www.medphysics.wisc.edu/graduate/>. The UW-Madison *Graduate School Catalog* provides information on Graduate School requirements.

Students who entered the Medical Physics Program with an advanced degree (M.S. or Ph.D.) in a field other than medical or radiological physics must take our core curriculum courses, unless equivalent coursework has been completed elsewhere. Students must also pass the Medical Physics Oral Ph.D. Qualifying Exam to pursue a doctoral degree. The master's degree in Medical Physics is a prerequisite to the Ph.D. If a student has already received a master's degree in medical or radiological physics elsewhere, it may be possible to enter our program with intent to begin immediately working toward the Ph.D. In this case the student would take those M.S. required courses which were inadequately covered in their previous course of study as deemed by the Graduate Committee and course instructors. A student may be excused from taking any required course if, in the judgment of the course instructor(s) and the Graduate Committee, an equivalent course has been successfully completed elsewhere. However, the credit requirements for the Ph.D. have to be met over the course of study. (See also the sections on Residence Credit Reduction (page 17 for M.S. degree; page 34 for Ph.D. degree).

Financial Assistance

Financial assistance is available in the form of fellowships, research assistantships, project assistantships, traineeships, and teaching assistantships. Financial support can vary throughout the student's program based on progress and additional department grants. Financial support is competitive and not guaranteed. Our department has a history of generous and long-term support for our students. Funding is usually communicated at the time of acceptance into the program.

Students who are accepted for graduate study in Medical Physics may receive financial support as research or project assistants. These Research Assistant (RA) and Project Assistant (PA) positions are filled on the basis of competence, relevant experience, and financial need. In no case, however, should a student assume that such support will be forthcoming unless so notified in writing by a faculty member of the Department of Medical Physics.

A limited number of partial Teaching Assistant (TA) positions are available in the department. These usually are awarded to advanced students who have taken the courses for which TAs are hired. If a student is interested in a TA position they should discuss this with the specific course instructors and the Graduate Committee Chair.

The Medical Physics Department administers the NIH NRSA UW Radiological Sciences Training Grant. Students may be nominated by their advisors for one of the 8 pre-doctoral positions on this grant whenever there is an opening. These positions are most often filled by students who have attained dissertator status and are in their final years of Ph.D. training.

Other training grant opportunities also are available, but these usually are directed towards entering students and are administered by other basic science departments. These grants are the Biotechnology Training Grant and the Neurosciences Training Grant.

Students who are pre-dissertators in the Medical Physics Department that hold a research

assistantship, fellowship or trainee position must maintain full-time enrollment status (at least 8 credits during regular semesters) and 2 credits during the summer. PA's and TA's must register for at least 2 or more credits in the fall and spring semesters; summer registration is not necessary for PA's and TA's. In most cases, to be eligible for financial support, a student must be making satisfactory progress as defined by the department and the Graduate School. Several minimum enrollment conditions apply in order to maintain Visa status, loan deferment and other obligations. More information is available at: <https://grad.wisc.edu/academic-policies/> Students who have achieved dissertator status, regardless of RA,TA fellowship or trainees status, must register for 3 credits at all times, with at least 1 credit being research (MP990).

Lab Rotations

Lab rotations provide the opportunity for newly admitted students to better evaluate the labs and working environment associated with a potential mentor. It also allows faculty to better evaluate students being considered for their research teams. These are generally one semester opportunities available to students who have funding and have not as yet become aligned with a research group. Students are not required to participate in these rotations. Some students enter the Medical Physics program knowing which research group they want to work with and secure RA positions immediately. There are generally a limited number of openings in each group, and those positions might be filled before the end of the rotation. It is in the student's best interest to join a research group as soon as possible, even while completing their rotations. (Students who are supported by the Biotechnology Training Program, BTP, training grant must satisfy the requirements of that program and do not formally choose an advisor until rotation requirements are completed.)

Students with Disabilities

Support services can be found at the McBurney Disability Resource Center, which is located at 702 West Johnson Street, Suite 2104. The phone number is (608) 263-2741 and the TTY number is (608) 263-6393. Their e-mail address is mcburney@odos.wisc.edu and their web site can be found at <http://www.mcburney.wisc.edu>.

Personal Safety, Harassment, Discrimination, and Diversity/Inclusion

While there are many resources and activities designed to help you stay healthy and safe, three in particular are SAFEwalk (evening walking escorts), University Health Services (UHS), and the University Police.

Sexual harassment and sexual assault are important issues and are not tolerated in the UW-Madison community. UW-Madison offers a place to go if you believe that you are a victim of sexual assault. The Office for Equity and Diversity provides extensive online documentation and contact information, including webpages on *Sexual Harassment Information, Safety and Sexual Assault*, and an online *Sexual Assault Reporting Form*. One may also contact the Office for Equity and Diversity at (608) 263-5562. The Office for Equity and Diversity website is also an important resource for information on discrimination.

Finally, the Dean of Students Office website is an excellent source of information with a convenient single web access point for issues related to personal safety, harassment, discrimination, diversity/inclusion, hate and bias issues and reporting of any such events, multicultural student services, LGBT resources and information, options for reporting a student of concern, etc.

Campus Police

The phone number for campus police is 608-264-2677. Of course, if there is an emergency dial 911.

First-Semester Student Survival Checklist

Summer:

- _____ Register for Courses (*You **MUST** be registered to get the WisCard ID card and get the bus pass*)
- _____ Connect with incoming students and your faculty advisor/research team
- _____ (If applicable) Submit Final Transcripts to the Graduate School Admissions Office as soon as your final degree is posted. *Failure to do so will result in a hold placed on future registration*
- _____ If you have a need related to a disability, contact the McBurney Center before you arrive on campus for program access services, information and referrals. <http://www.mcburney.wisc.edu>.

First Few Days on-campus:

- _____ Meet with your Advisor and research team
- _____ International Students – check in with International Students and Scholars Services and attend required meetings Visit their web site at: <http://www.iss.wisc.edu/>
- _____ Check in with Medical Physics Departmental Office, WIMR I room 1005. Meet with Dept. Administrative Support Person (*your Guide to your cubicle assignment, keys, After Hours Entry*)
- _____ Download and install Matlab before Orientation
- _____ Attend Department Orientation Activities
- _____ Attend *New Graduate Student Welcome and Resource Fair* sponsored by the Graduate School
- _____ Complete Mandatory HIPAA Training
- _____ Meet with the Administrative Support Staff as needed after Orientation to complete any necessary paperwork (*Insurance forms, Direct Deposit form*)
- _____ Get your Bus Pass and WisCard (Student ID card) at Union South (*remember to bring identification*) <http://wiscard.wisc.edu/>
- _____ Change/Verify your mailing address in your **My UW** (<https://www.wisc.edu/>)
- _____ Find your mail box in the Medical Physics Department

First weeks of the Semester:

- _____ Meet with your advisor to review/sign the Graduate Student Compact
- _____ Complete your [Individual Development Plan \(IDP\)](#) as soon as it is requested electronically.
- _____ Take Radiation Dosimetry Training. Check <http://www.ehs.wisc.edu/radsafety.htm> for info. (**Check with your advisor to see if you are required to get a badge.**)
- _____ Pay your tuition and/or /fees at the [Bursar's Office](#) (*watch deadlines*)
- _____ Add your coursework in the Education Portal

On-going Checklist

- _____ Network with older students to learn about the program opportunities, faculty, courses, and more.
- _____ Inform the Medical Physics Office of any changes (*e.g., address, phone, advisor, funding, etc.*)
- _____ Pick up your mail and check your email regularly!
- _____ Update your CV/ resume on a bi-annual basis (at least)
- _____ Update Education Portal with relevant information re: committees, coursework, etc.

Program Completion Checklist

- _____ Make sure all incomplete grades are taken care of and final grade changes are reported.
- _____ Complete [Alumni Update form](#) on the Education Portal.
- _____ Return all Medical Physics **keys** and library **books** that you have checked out.
- _____ Congratulations!!
- _____ Stay in touch – we want to know where you are going and how your Medical Physics career is growing.

Getting Started in Medical Physics at Wisconsin

The preceding page of this handbook contains a list of procedures to follow to get started in the department. Below is a more in-depth look at many of those items on the check list

1. Enroll for classes. When you were admitted into the program, the Office of the Registrar informed you that you are eligible to enroll on or after a specific date. Registration for classes is done on-line. You will need your campus ID number to register.
2. Once you are enrolled and you arrive on campus, you can get your picture student ID card, or WISCARD. This is issued at UW Union South. You will need your ID number as well as a photo ID, such as your passport, your driver's license, or some other official government issued ID.
3. Verify your mailing address on **My UW** at: <https://www.wisc.edu/>
4. Pay your tuition/fees at the Bursar's Office (*watch deadlines because they charge fines for overdue payments*)
5. Pick up a free Madison Metro bus pass at the Union South
6. **Check with your Advisor to see if you need to take Radiation Dosimetry Training.** This is required to get a radiation film badge, which must be worn in many areas. See <http://www.fpm.wisc.edu/safety/radiation/rad.htm>.
7. Take HIPAA training (see Mandatory HIPAA training below.)

Desks, Cubicles

The Medical Physics Department attempts to locate all students in study and work areas in close proximity to their advisor. For the majority of students, this means the student will have space either in a study carrel or a cubicle in the L1 or B1 module of Tower 1 of WIMR. Other areas that may be closer to the student's work area and to their advisors include L7 of WIMR-1 (Drs. Jeraj and Cai), CSC L5 (Drs. Bednarz and Thomadsen), the Radiation Oncology department and labs (Drs. Bayouth, and Paliwal), L2 of WIMR-2 (Dr. Fain) and the Waisman Center (Drs. Alexander and Christian).

The Medical Physics Administrative Support Staff coordinates the space requests for Medical Physics graduate students and post-doctoral fellows. To get a cubicle, the student's advisor makes the request. Not all students can be accommodated at this time because of the large number of trainees currently working with Medical Physics faculty. However, the administrative staff personnel for Medical Physics and Radiology do their best to accommodate all requests as soon as possible.

Computers

The department and the university support extensive computational resources for communication, e-mail, word processing, scientific computing, image processing, and presentations. The department's goal is for each student to have access to a desktop computer.

Computers generally are provided through the student's research group, working in partnership with the Medical Physics Department. Once a computer is made available, Yacouba Traore, IT Manager for the Medical Physics Department works with students to set up the system, explains policies and procedures, and installs software and updates when appropriate. Students should consult with their advisor on acquiring a desktop computer. In some situations, it may not be possible to provide each student with his/her own desktop system. A limited number of shared computers are available in shared office space. Yacouba Traore, IT Manager, ytraore@wisc.edu, is the contact to set up an account on these systems.

Since moving into WIMR in 2008, we experienced three flooding situations, one resulting in serious damage to computational resources. Students should avoid putting computers and other

electronic gear on the floor as such placement previously resulted in loss of data and costly repairs.

Laptop computers, tablets, and other wireless devices can be used throughout Wisconsin Institute for Medical Research (WIMR). Access to the wireless portal is automatic with most wireless devices. Wireless access can be obtained using UWNet or eduroam SSIDs with an agreement that students will abide by the IT policies and procedures of the School of Medicine and Public Health and the University. Configuring devices to use the eduroam SSID will allow students to connect to eduroam SSIDs on other academic campuses using UW-Madison credentials. The Medical Physics Department rules and regulations are found at: <https://www.medphysics.wisc.edu/intranet/>

Education Portal

Besides the handbook, the most important resource for student information and progression is the Education Portal. Student can access this here: <https://www.medphysics.wisc.edu/intranet/> and should become familiar with the components it contains. While faculty will input information into the portal such as examination results and committee approvals, it is also a significant place to add, update and confirm information for students throughout the entire time in the Medical Physics Ph.D. program.

HIPAA Training (Mandatory)

The HIPAA (Health Insurance Portability and Accountability Act) Privacy Rule is a federal law designed to help protect the privacy of patient health information. Employees and students of Medical Physics, which is a unit included within the University's Health Care Component, must be familiar with the basic principles of the Privacy Rule. Therefore, everyone **must** complete annual HIPAA training modules and document completion to the Assistant to the Chair, JoAnn Kronberg. Failure to do so will prohibit students from being a member of the department or working with one of the Medical Physics, Engineering, Radiology, or Human Oncology research groups.

1. Go to <https://hipaa.wisc.edu/hipaa-training.htm>
2. Select course "2018-2019 HIPAA Privacy & Security Training"
3. For initial training, choose the "HIPAA Privacy at UW" module. Students who will be working on a research project that uses Protected Health Information (PHI) will ultimately be required to complete the "HIPAA Privacy and Research" at UW module (see below). It is advantageous to complete this module initially.
4. Students who complete the course and obtain the certification should send the certification to the HIPAA security coordinator in the department, JoAnn Kronberg (jmkronberg@wisc.edu).

Advanced HIPAA Training

Many trainees require access to private patient information. Any student working on projects that involve human subjects and Private Health Information (PHI) must complete more advanced modules in this series. For example, if students use computers to view patient images, or if they will be involved in any patient research, this must be indicated when completing the HIPAA training OR students may have to complete the more advanced training at a later date. A list of individuals who have received the training is maintained by the Institutional Review Board (IRB), and everyone listed as an investigator on a human subject protocol must have completed this training.

Course Enrollment Information

Semester Registration Procedures for all: Web Enrollment

Students must register for classes prior to the fall and spring semesters and prior to the summer session. Information and detailed instructions may be found at the Registrar's Homepage:

<http://www.registrar.wisc.edu>

1. Review your Enrollment Invitation. For first year students this was e-mailed by the Registrar's Office as soon as you were matriculated. For continuing students, this invitation is e-mailed well before enrollment is open.
2. Meet with your advisor and discuss course options. As a guide for course registration, see pages 18-19 for a typical Medical Physics Master's program.
3. Login to [My UW](#)
4. Go to the Student Center
5. Follow the options on the top left corner. Courses will be added to your Shopping Cart. Make sure at the end that you do actually enroll into those courses.
6. Pay Tuition by the deadline to avoid the \$100 Late Payment Fee. Once you register for a course(s), you have made a Commitment to Pay.

For general enrollment information and assistance with web enrollment, call the Registrar's Office Enrollment Helpline at (608) 262-0920, Monday through Friday, 7:45 a.m. to 4:20 p.m.

Please pay attention to the registration and fee payment deadlines throughout your graduate studies. Students who do not register by the deadline will need to request late registration permission from the Graduate School Dean and have to pay a late fee.

Late Registration Appeal Process

Under extenuating circumstances, the Graduate School Dean may consider an appeal to register after the deadline. The appeal requires the following:

- 1) Letter from advisor on department letterhead stating why the student didn't register by the two week deadline and why the student needs to be registered
- 2) Letter from chairman on department letterhead stating why the student didn't register by the deadline and why the student needs to be registered.
- 3) Completed Course Change Form requesting to add courses.

The above items are sent to the Dean of the Graduate School.

Late Payment Fees

It is important to pay tuition and fees, whether enrolled in one or multiple sessions, by the due-date on the Student Account Invoice. A \$100 fee is assessed for payment made after the due date shown on the invoice, and other serious consequences may also result for summer and future terms. Questions should be directed to the Student Accounts Section, Bursar's Office, at

(608) 262-2367. Before appealing a late fee, review the information at this site, to be sure of eligibility then follow the directions <http://www.bussvc.wisc.edu/bursar/latenter.html>

A Grade of Incomplete

An instructor may, at his/her option, assign the temporary grade of "Incomplete" to a student who fails to complete the work in a particular course. Each "Incomplete" must be replaced by a permanent grade by the end of the next semester. The course instructor will assign a permanent grade on the basis of what the student has accomplished in the course by that time. To remove an incomplete, the student must finish and turn in the coursework to his/her professor. The student should then request a grade change from his/her professor, who can enter the grade change online.

Pass-Fail Privilege

Students may take a course pass/fail if it is not used to meet general degree or major course requirements. (However, the biological sciences degree requirement can be satisfied with a pass/fail grade of "pass." See Biological Science: Physiology/ Anatomy, below.) Generally, the instructor is not aware the course is being taken as pass/fail, and a grade of A, AB, B, BC, or C is reported as **P**; D or F is reported as **F**. Other courses, designated as credit/no credit, are offered for credit (**Cr**) or no credit (**N**); these courses are labeled in the Timetable. No grade points are assigned for courses taken pass/fail or credit/no credit; these credits are not averaged into a student's GPA. For information, call the Registrar's Office, (608) 262-3811. None of the courses included in the Ph.D. minor may be taken pass/fail.

Registering for Independent Study/Research credits

Non-dissertator students are expected to work with their advisor on when to take independent study coursework, usually MP990, and usually throughout their program. In order to ensure the student and the advisor are aware of work to be done as an independent study, permission is needed to enroll. The student should meet with the advisor, discuss the work load and outcomes and then determine the appropriate number of independent study credits needed each semester. The student and/or advisor can send an e-mail to Carol Aspinwall and she will grant permission to enroll. There may be times when a student would like to do independent work with someone other than their faculty advisor. The same process should be followed in this case.

Dissertators should contact Carol Aspinwall for permission to enroll with their advisor for the MP990 required three credits each term. If a dissertator wishes to take a course other than MP990 for the required three credits, they need to get approval from their advisor.

Progression Information and Requirements

Compacts

In order to promote a positive relationship between graduate students and their advisors, the Department of Medical Physics has developed a compact to offer a set of broad guidelines that are meant to initiate discussions about this relationship. This compact is modeled after the Association of American Medical Colleges (AAMC) compact (2017).

There are several potential applications/uses for this document, and the broad goal is that it will be used in the following ways:

- As a starting point for discussions between graduate students and advisors about the issues addressed by the compact
- As part of the orientation for new graduate students
- As part of a regular and ongoing discussion between graduate students and research

- advisors
- As a tool to initiate the development of additional programs and support services for graduate students within the Department of Medical Physics

Students and advisors should review the compacts which should then be signed by the advisor and each matriculating graduate student or newly-appointed postdoc. A signed copy of the compact should be maintained by both the advisor and the trainee. Graduate students matriculating in 2018 will be reminded of these requirements for review and signing of the compacts at the orientation in August.

Please note that individual laboratories may have additional guidelines/requirements. These should be reviewed and discussed similarly to this document. Those requirements are “above and beyond” the fundamental understandings captured in the attached compacts, which were based on AAMC versions that are commonly used by other academic health institutions.

Individual Development Plan (IDP)

The UW-Madison Graduate School has implemented a required Individual Development Plan (IDP) process for all graduate students. An IDP has to be generated during the first fall semester of enrollment and must be updated annually by every graduate student. This IDP process is meant to be advantageous to students as it allows them to perform a detailed self-assessment and use the information from that assessment to establish specific goals to be achieved while in the program. For those who have not completed an IDP, or for those revisiting the process in the fall semester, more information is available at <http://grad.wisc.edu/pd/idp>. The Graduate School will notify students each fall semester, typically in October/November of each year, to meet with their research advisor and complete/update the IDP. The Medical Physics Program has implemented an online IDP submission process using the Education Portal. The required IDP information, along with an online additional component requesting information required for reporting to the SMPH, UW-Madison campus, and our accreditation body (CAMPEP), is updated by the student each year.

Pre-Dissertator Mentoring Committee

Medical Physics students will form a Pre-Dissertator Mentoring Committee to discuss and provide feedback on the IDP in the second (spring) semester after matriculation into the program. The student will form this 3-member committee, comprised of two primary medical physics faculty members along with his/her research mentor, and meet with the committee once a year until the Preliminary Exam is completed successfully and the student becomes a dissertator. The student will present their previously submitted IDP to the committee at each meeting and obtain feedback on his/her goals regarding coursework and career objectives. The two non-advisor Mentoring Committee members may naturally continue as members of the student’s Preliminary Exam Committee, but this is not required. After formation of the committee, update the Education Portal with the committee members and meeting dates.

Leave of Absence

In some circumstances, it may be necessary for a student to temporarily leave the University for personal or other reasons. The following information is from the [Graduate School Academic Policies and Procedures](#). Students should notify their programs as well as the Graduate School Office of Admissions and Academic Services (gsacserv@grad.wisc.edu) of their intention to take a leave of absence. If students have pre-enrolled for a future term and plan to take a leave of absence, they must be sure to drop all courses before the first day of class. Previously enrolled students who wish to return to Graduate School should follow the instructions on the [Graduate School Admissions webpage](#).

Department Requirements for the Master of Science Degree

Core Curriculum

All students in the Medical Physics Program shall take the following core courses (totaling 26 credits) prior to advancing to dissertator status unless they 'opt out' of the CAMPEP required curriculum: MP501 (3), MP563 (3), MP567 (4), MP573 (3), MP566 (4), MP575 (2), MP568 (2), MP569 (4), MP701 (1). Along with these core courses totaling 26 credits, the additional 5-7 required credits include Journal Club (MP900, taken for credit twice and pass/fail twice), Kinesiology 337 (formerly Anatomy 328) for 3 credits or Physiology for 5 credits (or an approved alternative). This is a total of 30-32 credits for the M.S. Degree. Students should also complete a graduate course in statistics, usually Statistics 541, 571, or an approved equivalent.

Suggested Coursework for Health Physics

For the M.S. Degree with a Health Physics emphasis, the same 26 credits of core courses are required: MP501 (3), MP563 (3), MP567 (4), MP573 (3), MP566 (4), MP575 (2), MP568 (2), MP569 (4), MP701 (1), plus an independent reading course on Health Physics Rules and Regulations for 1 credit, and Nuclear Engineering 427 and 571. In addition, 5-7 elective credits are required. Kinesiology 337 (formerly Anatomy 328) for 3 credits or Physiology for 5 credits (or alternative) is required as one of the electives. This is a total of 37-39 credits for the M.S. Degree. Students should also complete a graduate course in statistics, usually Statistics 541, 571, or an approved equivalent.

Biological Science: Physiology/Anatomy Requirement

Human Physiology (Physiology 335 or equivalent) or Human Anatomy (Kinesiology 337 (formerly Anatomy 328) or equivalent) is required for all options. It is also possible to apply Neuroscience 524 or other anatomy or physiology courses to satisfy this requirement, but this choice may impact the granting of a CAMPEP certificate (pages 6-7), so consultation with the Department Chair / Program Director or Graduate Committee Chair is advised if obtaining the certificate is of specific interest.

The Physiology/Anatomy required course may be taken on a pass/fail basis if the student wishes. (A pass/fail grade is not used in computing the GPA, and the student must receive a pass grade to fulfill this requirement.) **Note, however that a pass/fail course does not count for major or minor credit.** The physiology or anatomy requirement may be waived (with approval) if an equivalent course has been taken for credit in a prior program. In order to get a waiver, the student must present evidence of having taken an equivalent course to the current instructor of Physiology 335 or to Medical Physics faculty for Anatomy (Provide all relevant material to Carol Aspinwall for review by either Prof. Li or Prof. Szczykutowicz.). If the instructor is satisfied that the student has passed an equivalent course, he/she will write a letter summarizing this assessment and submitting this to the Educational Programs Coordinator. It will then be posted in the student's Education Portal if the requirement is met through the waiver.

Courses for Training Grant-Supported Students

Students selected as Training Grant trainees may be required to take additional courses in the biological sciences and research methods. Each training grant program has specific requirements, so current and prospective training grant trainees should consult with the Training Grant coordinator of the specific program for details.

Ethics and Responsible Conduct of Research

All M.S. and Ph.D. degree students must complete the 1-credit, Medical Physics course (MP701 *Ethics and the Responsible Conduct of Research and Practice of Medical Physics*) in their second semester. It is imperative that students understand that **course attendance is mandatory, and only a single excused absence is permitted for this course**. Students who fail to follow these requirements will be required to drop the course and retake it at a future date; this can delay progress toward degree completion.

Other Requirements

Seminar Attendance: Every semester all non-dissertator graduate students are expected to regularly attend the weekly Medical Physics 900 Seminar to broaden their understanding of all aspects of Medical Physics. This is a required course, which must be taken for graded credit for two semesters and for pass/fail credit for two additional semesters before receiving the M.S. degree. Students entering with an M.S. degree must also take the MP 900 Seminar sequence.

Working with Animals: Students and personnel working with animals must complete the Research Animal Resource Center (RARC): Animal User Online Certification training available through the same UW-RSP site. In order to be eligible to be listed on a RARC protocol, certified completion of this course is necessary.

Working with Human Subjects: UW-Madison requires that all personnel engaged in human subject research and listed on an Institutional Review Board (IRB) protocol submitted to a UW-Madison IRB complete Human Subjects Protection training before approval of the protocol.

PHI (Private Health Information) and HIPAA: See HIPAA section above.

Statistics Courses: Students interested in following the path to ABR Board Certification must keep in mind that AAPM Report 197 recommends a course in statistical procedures in the training program. Students should complete a graduate course in statistics, usually Statistics 541, 571, or an approved equivalent.

Student and Exchange Visitor Information System (SEVIS)

SEVIS is an internet-based, electronic data collection system that allows schools and the U.S. Department of Homeland Security (DHS) to exchange data on the visa status of international students. The UW-Madison must report:

- Whether the student has enrolled at the school, or failed to enroll.
- A change of the student's or dependent's legal name or address.
- Any student who graduates prior to the end date listed on the I-20.
- Academic or disciplinary actions taken due to criminal conviction.
- Whether the student drops below a full course of study without prior authorization from the DSO (Immigration regulations refer to international student advisers as "designated school officials" - DSOs).
- Termination date of academic program and reason for termination.
- Other data generated by standard procedures such as program extensions, school transfers, changes in level of study, employment authorizations, and reinstatement.
- Any student who fails to maintain status or complete his or her program.

Some examples of actions due to failure to maintain status include dropping from full-time to part-time enrollment without prior approval from the DSO, attending a school other than the one a

student is authorized to attend, failure to apply for a timely transfer or I-20 extension or change in level of study, unauthorized employment, and failure to report a change of address.

Student records are updated in SEVIS every semester. Students who fail to maintain status will lose the privileges of their student visa and become subject to deportation. Specific consequences are severe and may include denial of reentry to the U.S., inability to move from undergraduate to graduate status, denial of requests for practical training, denial of requests to change visa status, and possible denial of all future visa applications.

For more information on SEVIS regulations contact International Student Services (ISS), 217 Armory and Gymnasium (Red Gym), 716 Langdon Street, 262-2044, iss@odos.wisc.edu, <http://iss.wisc.edu>; or visit DHS Office of Immigration and Customs Enforcement at <http://www.ice.gov/sevis>.

Other Specifics about the M.S.

Either a **Written Thesis** or **Successful Completion of the Oral Ph.D. Qualifying Exam** is required for students exiting the program with a **terminal M.S. degree**. Students with a GPA < 3.0 in two consecutive semesters will be moved to the terminal M.S. degree program. A minimum GPA of 3.0 is required to graduate with a M.S. degree from the UW-Madison Graduate School. A thesis must be successfully defended by the student to three or more faculty (inclusive of the student's advisor). With the approval of the Graduate Committee, a thesis may be substituted for six elective credits. Doctoral students who have successfully completed the Oral Ph.D. Qualifying Exam can apply for a M.S. degree in Medical Physics without completing a thesis. However, all other M.S. degree requirements are unchanged.

A 3.0 (B) grade-point average must be achieved for the total program of graduate courses taken, not including research credits (MP990). Pages 18-19, provide typical course sequences for the M.S. degree, beginning with the Fall Semester.

Residence Credit Reduction

For the M.S. Degree in Medical Physics, residence credit requirements may be reduced by a maximum of 3 credits for a student with prior graduate level coursework from other institutions. For each such course, the student, after obtaining advisor approval, must establish that the graduate course taken previously is equivalent to a similar course taught at UW-Madison. A minimum grade of B is required for the prior graduate level course. A letter from the UW-Madison instructor of the course, confirming equivalency or the need for any specific action(s) before equivalency is granted, is required.

For the M.S. Degree in Medical Physics, residence credit requirements may be reduced by a maximum of 7 credits for excess (above and beyond undergraduate graduation requirements) graduate coursework in Medical Physics taken by a student during his/her undergraduate education at UW-Madison. With the approval of the Advisor, a student with a minimum grade of B in the Medical Physics graduate level coursework can apply for this residence credit reduction.

Residence credit will be granted at the discretion of the Medical Physics Graduate Committee. This coursework will not appear on the Graduate Career portion of the UW-Madison transcript nor count towards the Graduate Career GPA. No other considerations for waiver of course requirements will be allowed for students who receive Residence Credit reduction.

Typical Course Sequence for Master of Science Degree in Medical Physics

1st Semester -- (Fall)

- †§ Med. Phys. 501 -- Radiological Physics and Dosimetry -- (3 cr.)
- †§ Med. Phys. 563 -- Radioisotopes in Medicine and Biology -- (3 cr.)
- †§ Med. Phys. 567 -- The Physics of Diagnostic Radiology -- (4 cr.)
- †§ Med. Phys. 573 -- Medical Image Science: Mathematical and Conceptual Basis -- (3 cr.)
- † Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)

2nd Semester -- (Spring)

- †§ Med. Phys. 566 -- Physics of Radiotherapy -- (4 cr.)
- †§ Med. Phys. 569 -- Health Physics & Biological Effects -- (4 cr.)
- †§ Med. Phys. 575 -- Diagnostic Ultrasound Physics -- (2 cr.)
- †§ Med. Phys. 568 -- Magnetic Resonance Imaging (MRI) -- (2 cr.)
- †§ Med. Phys. 701 -- Ethics, Responsible Conduct of Research and Practice of Medical Physics -- (1 cr.)
- † Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)

3rd Semester -- (Fall)

- † Med. Phys. 900 -- Journal Club and Seminar -- (1 cr. P/F)
- *Electives: Choose from:
 - Med. Phys. 572 -- Advanced Radiation Treatment Planning -- (3 cr.)
 - Statistics 541, 571 or equivalent -- (3-4 cr.)
 - § Biological Science (e.g., Physiology 335, Kinesiology 337 (formerly Anatomy 328))
 - Med. Phys. 571 -- Advanced External Beam Radiotherapy -- (3 cr.)
 - Med. Phys. 577 -- Principles of X-ray Computed Tomography -- (3 cr.)
 - Med. Phys. 679 -- Radiation Physics Metrology -- (3 cr.)
 - Med. Phys. 547 -- Biomedical Optics -- (3)
 - Med. Phys. 710 -- Advances in Medical Magnetic Resonance -- (2 cr.)
 - Physics 623 -- Electronic Aids to Measurement -- (4 cr.)
 - Med. Phys. 900 -- Journal Club and Seminar

4th Semester -- (Spring)

- † Med. Phys. 900 -- Journal Club and Seminar -- (1 cr. P/F)
- *Electives: Choose from:
 - Med Phys 410** -- Radiobiology -- (2 cr.)
 - Med. Phys. 530 -- Medical Imaging Systems -- (3 cr.)
 - Med. Phys. 570*** -- Advanced Brachytherapy Physics -- (3 cr.)
 - Med. Phys. 574 -- Medical Image Science: Applications -- (3 cr.)
 - Biological Science (e.g., Oncology 401, Neuroscience 524, Physiology 335)
 - Med. Phys. 900 -- Journal Club and Seminar

Medical Physics Oral Qualifying Exam: See Details on Page 20.

† Required course.

§ Courses required to satisfy the CAMPEP core curriculum.

* Electives are to be approved by faculty advisor. ** Offered every EVEN Spring *** Offered every ODD Spring

Summary: 26 credits from core courses [501, 563, 566, 567, 568, 569, 573, 575, and 701], ≥7 additional required credits [Journal Club twice for credit and twice pass/fail], Anatomy/Physiology (or approved alternative), statistics, electives], for a total of 30-32 credits for the M.S. Degree.

Please note: Trainees on the Radiological Sciences (T32) Training Grant must take Oncology 401 or 703.

All students must take Research Ethics MP 701, as outlined on page 17.

Course Sequence for Master of Science Degree in Medical Physics (Health Physics)

1st Semester -- (Fall)

- †§ Med. Phys. 501 -- Radiological Physics and Dosimetry -- (3 cr.)
- †§ Med. Phys. 563 -- Radioisotopes in Medicine and Biology -- (3 cr.)
- †§ Med. Phys. 567 -- The Physics of Diagnostic Radiology -- (4 cr.)
- †§ Med. Phys. 573 -- Medical Image Science: Mathematical and Conceptual Basis -- (3 cr.)
- † Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)

2nd Semester -- (Spring)

- †§ Med. Phys. 566 -- Physics of Radiotherapy -- (4 cr.)
- †§ Med. Phys. 569 -- Health Physics & Biological Effects -- (4 cr.)
- †§ Med. Phys. 575 -- Diagnostic Ultrasound Physics- - (2 cr.)
- †§ Med. Phys. 568 -- Magnetic Resonance Imaging (MRI) -- (2 cr.)
- †§ Med. Phys. 701 -- Ethics, Responsible Conduct of Research and Practice of Medical Physics -- (1 cr.)
- † Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)

3rd Semester -- (Fall)

- Nucl. Eng. 305 -- Fundamentals of Nuclear Engineering -- (3 cr.)
- † Nucl. Eng. 427 -- Nuclear Instrumentation Lab -- (2 cr.)
- † Med. Phys. 661, 662, or 665 -- Lab in Radiological Physics -- (1 cr.) (661 is 2 cr.)
- † Med. Phys. 900 -- Journal Club and Seminar -- (1 cr. P/F)
- *Electives -- (3 cr.)
 - Med. Phys. 572 -- Advanced Radiation Treatment Planning -- (3 cr.)
 - Statistics 541, 571 or equivalent -- Statistics -- (3-4 cr.)
 - § Biological Science (e.g., Kinesiology 337 (formerly Anatomy 328), Physiology 335)

4th Semester -- (Spring)

- † Med. Phys. 699 -- H.P. Rules and Regulations -- (1 cr.)
- † Nucl. Eng. 571 -- Economic and Environmental Aspects of Nuclear Energy -- (3 cr.)
- † Med. Phys. 663 -- Lab in Radiological Physics -- (1 cr.)
- † Med. Phys. 900 -- Journal Club and Seminar -- (1 cr. P/F)
- *Electives -- (4 cr.)
 - Med. Phys. 410** -- Radiobiology -- (2 cr.)
 - Med. Phys. 570*** -- Advanced Brachytherapy Physics -- (3 cr.)
 - Med. Phys. 574 -- Medical Image Science: Applications -- (3 cr.)
 - Biological Science (e.g., Oncology 401, Physiology 335, Neuroscience 524)

Medical Physics Oral Qualifying Exam: See Details on Page 20.

† Required course.

§ Course required to satisfy CAMPEP core curriculum.

* Electives are approved by faculty advisor.

** Offered every other Spring (even years)

Summary: 26 credits from core courses, ≥9 additional required credits [NE427, NE571, Journal Club twice for credit and twice pass/fail, Anatomy/Physiology (or approved alternative)], Statistics for a total of 38-40 credits for the M.S. Degree.

Please note: Trainees on the Radiological Sciences (T32) Training Grant must take Oncology 401 or 703. All students must take Research Ethics MP 701, as outlined on page 17.

Oral Ph.D Qualifying Examination

An **Oral Ph.D. Qualifying Exam is required for students pursuing a Ph.D. Degree.** Students who are taking the Core Curriculum must have completed all required core courses and at least one advanced course in Medical Physics to be eligible to take the qualifying examination. (Students must also complete the number of credit hours required for a M.S. degree.) The Oral Exam will test the student on core and advanced topics, and will be administered at the end of the second year of enrollment. Each student will choose a single advanced course on which he/she will be tested; the question options for that course will be provided by the instructor of record during the term the student took the course. The questions asked during the exam will require the integration of knowledge gained during completion of the curriculum taken by the student during his/her first two years. The exam will be administered by an eight-member Oral Exam Committee. A student's advisor cannot be a member of his/her Oral Exam Committee. The exam results will be released no later than two weeks after administration of the examination.

Oral-Exam Panel Composition: For students who are taking the Core Curriculum, or have obtained waiver(s) for Core Curriculum course(s), all members of the Oral Exam Committee will be members of the Medical Physics Oral Doctoral Qualifying Exam Panel, which will have at least twelve members who serve 3-year staggered terms. The Graduate Committee Chair will select eight members from the panel for each Oral Exam Committee, with two named as alternates in case an appointed member is not available at the time of the exam due to unanticipated circumstances.

For students who 'opt-out' of the Core Curriculum, six members of their Oral Exam Committee will be members of the Medical Physics Oral Doctoral Qualifying Exam Panel, and the remaining two members will be selected from a list of faculty members provided by the student and his/her faculty advisor. The student must justify the inclusion of suggested members and also ensure that each proposed member agrees to serve on the Oral Exam Committee, if appointed. The Graduate Committee Chair will appoint the eight-member Oral Exam Committee.

For each session during the exam, students will be examined by a minimum of two faculty members from the examining panel. Each of the two examiners will be responsible for examining the student on a core area. In specific instances, the number of panel members and core subjects tested in a given session can be greater than two.

Examination Details: Students will be tested on each core area over a 20-minute time period. A minimum of 5 questions on each core subject area (10-15 minutes) will be presented to the student. The student is advised to provide concise answers and avoid lengthy responses unless requested by the examiner. Students can pass to the next question if they are not familiar with the topic; this will count against the 60% pass requirement* for correct answers. (See Grading Criteria below) The remaining 5 minutes of testing will focus on integration questions. If the student chooses an advanced topic related to the core area being examined, 5 minutes of testing will be focused on the advanced topic. (The examination time for the core topics in that area will be reduced by 5 minutes.) A single advanced question will be tested per student. Examiners will move to the integration and advanced questions in a timely fashion and can come back to any core questions for which the student requested to pass if time permits.

Grading Criteria: Students will be graded on the following criteria for the Oral Qualifying Exam:

- Understanding of fundamental medical physics concepts
- Integration of knowledge across core and advanced courses

- Critical thinking / reasoning skills
- Professional demeanor

Overall grading for the Oral PhD Qualifying Exam will be performed on a 5-point scale listed below in order to provide feedback to the student.

- 1- Does not meet expectations (substantial deficiencies)
- 2- Below expectations (some deficiencies)
- 3- Meets expectations
- 4- Exceeds expectations
- 5- Exceptional performance

*Students have to answer at least 60% (minimum requirement to obtain a score of 3) of the questions correctly to obtain an unconditional pass in each section of the qualifier. If students require additional help with questions, this will be noted and scored accordingly. The examiner will, however, move on to the next question and avoid spending too much time on a single question. Examiners will cover as much of the fundamentals in the core subjects as reasonably possible within the time limit.

A score of '1' indicates that the student answered less than 30% of the questions correctly, while a score of '2' indicates that less than 50% of the questions were answered correctly. A score of '4' is reserved for students who answer 80% of the questions correctly, and '5' for 100% of the questions. Examiners are requested to use the entire range of scores over the 5-point scale.

A minimum score of '3' is required on the fundamentals of *each core course* for the student to unconditionally pass the qualifier. In addition, an average score of '3' from each committee member and across each category is needed to obtain a pass. Scores will be entered by each committee member immediately following the examination on the Education & Training portal. A score of '1' or '2' in response to any category requires a brief explanation in an associated text box. The committee will then deliberate to reach a consensus decision. Students will be provided the mean and standard deviations across categories along with consolidated comments and suggestions for improvement, if any, prepared by the committee.

The student must pass the Oral PhD Qualifying Exam in order to subsequently take the Preliminary Exam. A decision of Unconditional Pass, Conditional Pass, or Re-Examination will be made by the Oral Qualifying Exam Committee. Seven of the eight members must be in agreement with the decision for a Pass.

Duties of the Oral Qualifier Committee Chair: The oral committee chair, following a consensus meeting with all the examiners, will summarize the comments from the committee members who have examined the student and submit a consensus report to the Oral Qualifying Committee members via the Medical Physics Education and Training Portal. After all members approve the consensus report, the report will be submitted to the Graduate Committee Chair. The Graduate committee chair will release individual reports to the examinees after reports on all students taking the oral qualifier exam are received. Completion of this process will not take more than 2 weeks.

Unconditional Pass: Any examinee who passes all eight (8) core subject areas and performs satisfactorily on the integration questions and advanced question will obtain an 'Unconditional Pass'.

Conditional Pass: Students who pass all 8 core areas, but fail on the integration questions or advanced question in the first offering of the Oral Qualifying Exam will obtain a "Conditional Pass",

with the condition being that the student must draft a written answer (or answers) to the question(s) answered unsatisfactorily and submit it (them) to the examiner for the specific conditional pass area(s). This should be completed as soon as possible, but not more than six (6) months following the oral exam. The examiner will grade the answer(s) and the exam committee chair will clear the conditional pass, if appropriate.

Partial Re-examination: Students who pass four (4) or more of the core subject areas will be eligible for a partial re-examination on the remainder of the 1-4 core subject area(s) that they did not pass. Students should schedule the partial re-examination(s) after no less than two (2) months but no more than six (6) months after their exam. The Graduate Committee Chair will schedule the re-examination(s) after being notified by the student via email. The re-examination process will be the same as the original examination process, but will only address the specific core courses that were not passed initially. Partial re-examinations sessions will include all the examiners from the core area(s) in which the student was found to be deficient, with 20 minutes assigned to each core subject. Following the retake, a decision of Unconditional Pass, Conditional Pass, or Fail will be made by the entire 8-member panel. A 'Conditional Pass' may be used in case of students who fail one (1) core area during the re-examination. A decision of 'Fail' on the re-examination will cause the student to be transferred from the Ph.D. degree program to the terminal M.S. degree program, where he/she must complete and defend a written M.S. thesis.

Complete Re-examination: If students pass fewer than four (4) of the core subject areas, the student will be scheduled for a re-examination for all sections of the Oral Qualifying Exam. If a student is required to be 're-examined' after the Oral Qualifying Exam on their first attempt, he/she will be given one more opportunity, six months later, to retake the entire exam. The same procedure used for the first attempt at the Oral Qualifier will be followed for the complete re-examination. Following the retake, a decision of Unconditional Pass, Conditional Pass, or Fail will be made by the 8-member panel. Seven of the eight members must be in agreement with the decision for a Pass. For a Conditional Pass, the condition(s) must be clearly stated and must be completed within six months. A 'Conditional Pass' may be used in case of students who fail one (1) core area after a re-examination. A decision of 'Fail' on a second attempt will cause the student to be transferred from the Ph.D. degree program to the terminal M.S. degree program, where he/she will need to complete and defend a written M.S. thesis.

Satisfactory Progress

Students working towards the M.S. degree must meet departmental criteria for satisfactory progress, as detailed on page 39.

Requirements of the Graduate School for the M.S. Degree in Medical Physics

Requirements of the Graduate School must be satisfied in addition to those of the department. Starting in fall 2014, the minimum Graduate School course credit requirements for a Master's degree is 32 credits of course work. The maximum graduate credits a student can take have been increased from 12 to 15 credits per semester starting fall 2014. These rules apply to all students starting their program in or after Fall Semester 2014. For updated information please refer to the **Graduate School Academic Guidelines**.

Graduation for Master Degree Students

Students must be enrolled during the semester in which they expect to graduate; otherwise they will be required to pay a degree completion fee. After meeting all needed requirements students can request a Master's degree through the Education Portal. The only exception to this would be if the student finishes his/her work within a Graduate School defined Window Period after the semester ends. The degree is awarded at the end of the next semester, but enrollment is not

necessary. In order to graduate, students must resolve all grades of Incomplete and have a cumulative GPA of at least 3.0. They must also fulfill the Minimum Credit Requirement of the Graduate School. (See: Requirements of the Graduate School for the M.S. in Medical Physics.) Midway through the final semester (November for a Fall Degree, April for a Spring Degree and July for an August Degree), students expecting to graduate should file a **Master's Degree Request** on the Education Portal. The Graduate School will conduct a degree completion check to ensure that all requirements have been fulfilled. If all conditions have been met, a degree warrant will be issued. The student is responsible for the submission of the required information to be included in the commencement program. Students can obtain further information about the ceremony at UW's "Countdown to Commencement," four to six weeks prior to graduation. **The Commencement Hotline number is 608-262-9076.**

Degree Certification

Degrees are processed at one time after the fall, spring, or summer semester. Due to the volume of degrees awarded, it can take up to four months after the semester has ended to receive a degree certificate. Sometimes students need written verification that they have their degree prior to the time that they actually receive their degree certificate in the mail. Students may request a degree certification letter from the Registrar's Office (website <http://registrar.wisc.edu/>; phone number 608-262-3811). The signed master's warrant must be turned into the Graduate School and processed before the Registrar's Office will supply this letter.

Department Requirements for the Ph.D. Degree

Ph.D. Candidacy

To be considered for candidacy for the Ph.D. degree, a student must pass the Oral PhD Qualifying Examination and complete all requirements for the M.S. degree in Medical Physics at UW-Madison, or must have received from another institution a degree which is accepted as equivalent by our Graduate Committee. The student must also have demonstrated superior promise for research and be recommended for the Ph.D. program by the research advisor.

Additional Course Requirements

In addition to the course requirements for the M.S. degree outlined above, Ph.D. degree students must take additional courses for a cumulative total of at least 54 graduate credits (greater than and including 300 level) for completion of the Ph.D. These graduate credits can include research and independent study credits, as well as the required nine minor course credits, outlined below.

Students supported by the Radiological Sciences Training Grant must take at least one course in oncology, such as Oncology 401 or 703.

Minor Subject Area

The 54 credits needed to satisfy the Ph.D. degree requirement must include at least 9 credits of graduate level courses outside the Medical Physics department constituting a minor subject area. The minor should consist of a coherent body of work complementary to the candidate's research. The objective of the minor course requirement is to add a defined breadth to the candidate's education. There are two options for completing the minor:

Option A requires a minimum of 9 credits in a single (non-Medical Physics department) department/major field of study. Selection of this option and the minor course composition requires the approval of the minor department, after approval from the research advisor. This option is attested in the student transcript with the name of the minor granting department.

Option B is a mixed minor and requires a minimum of 9 credits in two or more departments. This option is attested in the student transcript as a 'Distributed Minor'.

- A course cross-listed with Medical Physics will be considered outside the department if its major home is not Medical Physics.
- The minor course composition requires the approval of the Medical Physics Graduate Committee, after approval from the research advisor on the education tracker web-site.

The minor course sequence must be planned by the student with advice from the research advisor before or immediately following the Ph.D. qualifying exam, as it must be approved by the minor department (for option A) or by the major department (for option B) and must be filed/uploaded onto the Education Portal with the Department of Medical Physics no later than halfway through the minor course sequence. The minor course plan, documented on Education Portal and approved by the student's advisor, the Graduate Committee Chairperson, and the Department Chairperson, must be updated on the Education Portal and with the Medical Physics Educational Programs Coordinator before registering for courses in the Fall Semester following the Ph.D. qualifying exam.

Minor course requirements meeting either Option A or following the submitted plan for Option B must be fulfilled before taking the preliminary examination. Candidates are required to achieve an average GPA of 3.0 for these 9 credits (no pass/fail or audits are allowed). No research or thesis

credits can be used. In addition, no more than 5 credits of course work can come from courses completed 5 years prior to admission to the Ph.D. program, and no courses taken 10 years or more prior are allowed.

It is possible to satisfy part of the minor requirement by suitable courses taken elsewhere, if approved by the appropriate department (See Options A or B). These courses must be approved by the Graduate Committee, and their equivalency to a graduate course taught at the UW-Madison must be established. In most cases this would be accomplished by presenting the instructor of the equivalent UW-Madison course with the syllabus and textbook title used in the outside course. The student is responsible for initiating the course equivalency request, with advisor approval. The Graduate Committee may also approve a previously earned Master's Degree in science (not in Medical Physics) as satisfying minor requirements without the need to establish course equivalency. All equivalent courses and previously earned Master's degrees must meet the UW Graduate School minimum degree requirements posted at <http://guide.wisc.edu/graduate/#policiesandrequirements>. Outside courses will not count towards the 54 graduate course credit requirements for the Ph.D. in Medical Physics or towards the grade point average, except as stated in the Residence Credit Reduction sections (see page 18).

The minor request can be submitted via the Education Portal to be included online include a) the list of planned courses, and b) a brief narrative provided by the student that describes how the minor program forms a coherent body of work, for evaluation by the Graduate Committee and the student's research committee during the preliminary examination, and c) appropriate approvals.

Minor in Medical Physics

A candidate for the doctorate in another department who wishes to minor in Medical Physics is required to select a minimum of 9 credits. The chair of the Medical Physics Graduate Committee should be consulted for detailed information.

Preliminary Examination

Students who pass the Oral Ph.D. Qualifying Exam and who wish to pursue the Ph.D. degree must work with a Medical Physics faculty member/affiliate willing to serve as their research advisor. Students work with their advisor(s) to discuss possible areas of thesis research and additional course work, including the minor requirement. Most students select a thesis topic before or early in their second year of studies. A thesis proposal or prospectus will then be prepared for presentation to an examining committee in the **Preliminary Examination** before the end of the third year following matriculation. A six-month extension can be requested through the Education Portal if the student is close to completing the examination. Additional extensions may be granted only for unforeseen circumstances, and must be approved by the Graduate Committee Chair and the Department Chair at the request of the student and with the written support of the student's advisor.

A student will be transferred to the terminal Master's program (without thesis requirement) if the Preliminary Examination is not completed by the end of the third year of enrollment. An extension of this deadline can be obtained by the student for unforeseen circumstances such as a change in research laboratory or an authorized leave of absence from the department. This extension has to be requested by the graduate student in writing and approved by the Graduate Committee and department chairs.

The purposes of this Preliminary Exam are to do the following:

- (a) determine whether the student has chosen a thesis topic and an approach that are likely to yield a successful dissertation;
- (b) estimate the student's understanding of the proposed research and competence to carry it out;
- (c) test the student's general understanding of the scientific method of research.

Purpose (a) suggests that the student should **not do** a large part of the dissertation research first, and then present it to the preliminary examination committee as a *fait accompli*. In case of failure to pass, the student's time will have been wasted. **To avoid this situation the preliminary exam is to be taken as early as practicable in the third year of graduate study.**

The exam consists of two parts for most students; the parts may be distinct (as described below) or may be combined without a break in the exam. The student will be informed of the format before the exam begins. **Part 1** is a 45-minute oral presentation by the student, detailing the research proposal as outlined in the prospectus. This is followed by **Part 2**, which is 45 minutes of questioning about the proposed research. (A **Part 3** of the exam, as described below, will be conducted for students who matriculated before 2015.)

Preliminary Exam Scheduling: Students should select their committee members, apply for their warrant and schedule their Preliminary Exam through the Education Portal . The Preliminary Exam will be conducted by an *ad-hoc committee* of a minimum of 5 members approved for each student by the Chairman of the Graduate Committee for Medical Physics. It is recommended that members of this committee continue as the student's Thesis Committee to maximize the advantages that can be gained from this group. The student's research advisor will ordinarily be a member of the Prelim Exam Committee, but may not chair it.

The graduate student, after consulting with the research advisor, will alert the Graduate Committee Chair to the need for Preliminary Exam committee formation at least **four weeks** before the earliest possible date of the exam through the Education Portal. The Educational Programs Coordinator will be notified after the committee is approved, and after all Preliminary Exam requirements are satisfied as tracked on the Education Portal. Please ensure that details on the Minor Option, Date Minor was completed, Prelim Date/Time/Location, Preliminary Exam Title and for each Committee Member, their name, Net ID, Title, and Department, are updated on the Education Portal before requesting the warrant. The **Preliminary Exam Warrant** will then be requested from the Graduate School by the Educational Programs Coordinator.

The Graduate School requires a Preliminary Exam Warrant to be requested at least three weeks prior to the exam and that all course-work incompletes be resolved before requesting the Preliminary Warrant. The graduate student and research advisor should complete all requirements on the Education Portal at least **four weeks** before the earliest possible date of the exam to enable scheduling the exam to everyone's satisfaction.

Preliminary Exam Committee Composition: At least three members of the Preliminary Examination committee must have a non-zero faculty appointment in the Department of Medical Physics. The preliminary exam chair will not be the student's advisor, and should be selected from one of the three Medical Physics faculty. The majority of members of the committee (at least three) must be tenured or tenure-track faculty. Two members may be from the Clinical Health Sciences (CHS) track, Clinician Teacher (CT) track, or hold a scientist position. One member shall be from outside the student's major department.

All five members must commit to participate at the scheduled exam time. Please note that Preliminary Exams typically take about two hours for the presentation, questions, discussion and deliberations.

A **prospectus** (research proposal) will be prepared by the student. The prospectus must consist of a maximum of 13 pages of single-spaced text plus figures. Please use at least an 11-point font. References do not count in the 13-page limit. The prospectus should consist of the following parts:

- a. Statement of the Research Problem and Specific Aims (1 page)
- b. Research Strategy (12 pages single spaced)
 - Significance
 - Innovation
 - Approach (for each Aim provide Preliminary Results, when available, and a Research Plan with experimental methodology, expected outcomes and pitfalls)
- c. Expected Timeline for completion
- d. References (not part of the 13-page limit)

The prospectus must be distributed to all committee members at least 2 weeks prior to the scheduled exam date, and an electronic copy of the prospectus should be uploaded to the Education Portal. All committee members are designated readers of the prospectus.

Students will be graded on the following criteria for the Preliminary Examination:

Research Proposal

- Organization of the proposal
- Clear description of peer-reviewed literature / prior research
- Clear research objectives / specific aims
- Clear expected outcome(s) and alternative strategies for each specific aim
- Proposal extends previously reported work
- Experimental or model design, statistical analysis and validation
- Quality of written proposal (grammar, spelling, clarity)

Presentation and Examination

- Organization of presented materials
- Clear and concise description of background and objectives / specific aims
- Appropriate use of communication aids and overall quality of the presentation
- Demonstrated understanding of relevant peer-reviewed literature
- Demonstrated understanding of subject matter and concepts
- Demonstrated appropriate critical thinking / reasoning skills
- Demonstrated ability to perform the proposed research

Grading for the Preliminary Examination will be performed on a 5-point scale listed below in order to provide feedback to the student.

1. Does not meet expectations (substantial deficiencies)
2. Below expectations (some deficiencies)
3. Meets expectations
4. Exceeds expectations
5. Exceptional performance

An average score of '3' from each committee member and across each category is needed to obtain a pass. Scores will be entered by each committee member immediately following the examination on the Education Portal. A score of '1' or '2' in response to any category requires a

brief explanation in an associated text box. The committee will then deliberate to reach a consensus decision. Students will be provided the mean and standard deviations across categories along with consolidated comments and suggestions, if any, for improvement prepared by the committee chair.

The student must pass the Preliminary Exam in order to subsequently become a dissertator. A decision of Unconditional Pass, Conditional Pass, or Re-Examination will be made by the 5-member Preliminary Exam Committee. Four of the five members must be in agreement with the decision for a Pass. For a Conditional Pass, the condition(s) must be clearly stated and should be completed within six months. If a student is required to be 're-examined' after the Preliminary Exam on their first attempt, he/she will be given one more opportunity, within six months, to retake the exam. Following the retake, a decision of Unconditional Pass, Conditional Pass, or Fail will be made by the 5-member panel. Four of the five members must be in agreement with the decision for a Pass. For a Conditional Pass, the condition(s) must be clearly stated and must be completed within six months. A decision of 'Fail' on a second attempt will cause the student to be transferred from the Ph.D. degree program to the terminal M.S. degree program.

Upon successful completion of all parts of the Preliminary Exam, the student's warrant will be signed by the committee. In the case of a Conditional Pass, the prelim warrant will not be signed by the research advisor or submitted to the graduate school until all conditions are met. The exam must be passed completely within 6 months of the initial examination date.

Summary of Procedure for Completing the Preliminary Exam

1. Work closely with an advisor to define a research topic.
2. Complete all course requirements, including the 1-credit Medical Physics ethics course (MP701)
3. Write a research prospectus in a grant application format.
4. At least four weeks before the prelim exam, present a proposed five member prelim committee and chair to the Graduate Committee Chair for approval.
5. Be sure there are no Incompletes (or "NR" entries) on the academic record.
6. Four weeks before the Preliminary Exam, update the Education Portal with the information required to secure a Preliminary Exam Warrant. The Preliminary Warrant Request needs to be requested from the Graduate School at least three weeks prior to the exam.

The following conditions must be met before the request for the warrant can be made. Students are advised to begin addressing them at least four (or more) weeks before the expected preliminary exam date.

- a) The set of courses completed, or currently in progress, for the minor must be approved on the Education Portal by the appropriate department official(s). If the minor is to be in a single department other than Medical Physics (Option A), then that department must issue the written approval, and a copy of the approval form given to the Medical Physics Educational Programs Coordinator and uploaded to the Education Portal. If the distributed minor is chosen (Option B), then the appropriate courses have to be selected on the Education Portal. The minor request must be approved and signed by the Medical Physics Department Chair, Graduate Committee Chair and the student's research advisor on the Education Portal, before scheduling the Preliminary Examination.
- b) The student must have no course grades of "incomplete" (or "NR") on his/her record.
- c) The 1-credit ethics course requirement (MP701) must be completed.

7. At least two weeks before the preliminary exam, deliver the prospectus to the Prelim Committee. The student needs to send the Educational Programs Coordinator an electronic copy of their prospectus.
8. The day of the preliminary exam, take the warrant to the exam; after passing the exam, have it signed by all examining committee members. The candidate will upload an electronic version with all signatures to the Education Portal and also email the electronic version to the Educational Programs Coordinator before submitting the original warrant to the Graduate School.

Responsibilities of Chair Person and Faculty on the Ph.D. Prelim Committee

1. The prospectus has to be distributed at least 14 days before preliminary examination so that there is adequate time to thoroughly read it.
2. The Research Advisor designates a primary Faculty from the Medical Physics department as the Chair of the Preliminary Examination committee
3. Oral exam for the research proposal. This component for most students consists of two parts.
 - a. **Part 1** is a 45-minute presentation, giving an overview of significance of proposed research, Specific Aims and Preliminary Results.
 - b. **Part 2** is a question and answer session of 45 minute(s). The committee is to probe more deeply into the salient points of the proposed research to be conducted by the candidate.
 - c. For students who matriculated before 2015, the committee will conduct **Part 3** of the examination, which may consist of up to one hour of questions to further probe the candidate's knowledge of general Medical Physics principles, but not necessarily on the proposal itself. Graduate students who have to take Part 3 should schedule an additional hour for their Preliminary Examination.
4. The Preliminary Exam committee chairperson must notify the graduate student, committee members, Educational Programs Coordinator, Graduate Committee Chair, and Department Chair of the outcome of the Preliminary Exam via the Education Portal. In the case of a conditional pass, the warrant **must** not be signed by the research advisor or submitted to the Graduate School until all conditions are met. The Preliminary Exam committee chair or advisor must notify the graduate student, committee members, Educational Programs Coordinator, Graduate Committee Chair, and Department Chair using the Education Portal when these conditions are met. The signed warrant is then submitted to the Graduate School (217 Bascom Hall) by the student.
5. The Preliminary Exam committee will meet regularly to discuss research progress for a student with a conditional pass until the student is admitted to dissertator status.

Dissertator Status

When a student has completed all required courses for the Ph.D., completed courses in a minor area, and has passed the Preliminary Examination, he/she becomes a dissertator. As such, the student should only register for a total of 3 graded graduate level credits per semester. The 3 credits are usually in Medical Physics 990 (Research), but can include 1-3 credits of formal course work and/or Rad Labs related to the student's research, if approved by his/her advisor. This level of registration must be maintained continuously for spring and fall semesters (and for the summer 8-week session as well) until the dissertation is completed and deposited to the Graduate School. **Failure to maintain such continuous registration will result in a penalty equal to the registration fee of 12 credits at the time the dissertation is deposited.**

Note: A dissertator is required to register for 3 credits per semester to qualify for an RA appointment. Audit and Pass/Fail courses are not allowed.

Dissertator status must be achieved by the appropriate deadline, generally before the first day of classes in a given semester, in order to qualify for the 3-credit requirement in that semester.

Annual meeting(s) with Dissertation committee:

Each dissertator must schedule annual meetings with his/her dissertation committee to present a progress report on his/her research activities. The committee will evaluate research progress and provide feedback on research direction. The Preliminary Exam committee chair will provide a brief summary of the deliberations and upload this to the Education Portal.

Research Seminar Presentation Requirement

The student is expected to deliver a 30-minute seminar on their doctoral dissertation research before graduation. To schedule this presentation contact the Course Instructor for MP900 to pick your presentation date. If you are unable to hold your seminar within the MP900 course, then you should work with your advisor to find a convenient date. This seminar will consist of at least a 20-minute oral presentation with the remainder of time scheduled for questions. It is NOT meant to be a repeat or a preview of the dissertation defense presentation. At a minimum, there should be at least 5 minutes left for questions. The seminar will consist of the following parts:

- Background for general understanding. This should be a general review of the given area of study.
- Problem the student is seeking to solve. Why was this a problem in the area of study?
- Method(s) utilized to solve the problem
- Results & Conclusions

A general guideline would be to allot 5 minutes for each of the above sections.

Graduate Faculty Executive Committee Doctoral Dissertation Policy

The Graduate Faculty Executive Committee (GFEC), the governance body responsible for graduate education policy at UW-Madison, has the following minimum requirements for doctoral dissertation committee membership and collaboration as outlined on their web-page <https://grad.wisc.edu/documents/committees/>. The Medical Physics program at UW-Madison employs more rigorous requirements, which are outlined in detail below.

Final Dissertation Oral Defense

Upon completion of the research, the student is required to write a satisfactory dissertation reporting the results. A final dissertation oral defense on the contents of the dissertation will be done by a faculty committee representing the Medical Physics Department. This final dissertation oral defense may not be taken until all other requirements for the degree have been satisfied, the student's record is clear of incomplete grades, and at least 1 year has passed since taking the Preliminary Exam. The final dissertation oral defense must be completed within 5 years after passing the Preliminary Exam.

Writing research reports and authoring or co-authoring research publications is a critical part of Ph.D. training. All doctoral students are **required** to have *at least* one first-author, peer-reviewed journal publication or a submitted manuscript under peer-review in their area of research prior to their dissertation defense.

Doctoral Dissertation

Details on the formatting (thesis style) and other UW-Madison Graduate School requirements for doctoral dissertation are available at: <https://grad.wisc.edu/current-students/doctoral-guide/>. A doctoral dissertation should at a minimum contain the following components.

- Abstract
- Introduction, Problem Statement, Dissertation Outline
- A comprehensive Literature Review, and statement of how the dissertator's research contributed new knowledge to the field.
- Around 3-4 chapters describing the original research performed to address the problem statement. Typically, each of these chapters should be publishable as a peer-reviewed journal paper.
- A Conclusion or Summary Chapter describing the new/novel contributions of the dissertation.
- Possible future work in this research area.
- Bibliography

Currently, the Graduate School allows departments to choose their own reference style. Many students follow the NIH grant format for references, and an example is shown below. It works well to use single-spaces within an entry and double spaces between entries.

1. Chen H, Varghese T, Rahko PS, and Zagzebski JA, Ultrasound Frame Rate Requirements for Cardiac Elastography: Experimental and in-vivo Results, *Ultrasonics*, 2009; 49 (1), 98-111.

The Graduate School, however, does have final say on the dissertation style and the student has to follow those directions.

Dissertation Defense: The candidate will present his/her dissertation work to an Oral Defense Committee consisting of five or more members of the graduate faculty, with the research advisor serving as chairperson. The members of the Oral Defense Committee are selected by the candidate's advisor and the Chair of the Graduate Committee. This committee must be approved by the by the Dean of the Graduate School.

Composition of the Final Dissertation Oral Defense Committee

Oral Defense Committees (sometimes called "Graduate Advisory Committees" or "Degree Committees") advise and evaluate satisfactory progress, administer preliminary and final examinations, evaluate a thesis or dissertation, and/or sign a degree warrant.

For the latest detailed information on UW Graduate School requirements for graduate committee makeup, please check the [Committees](#). The following is edited for Medical Physics:

The Executive Committee of the Medical Physics Department is responsible for approving the composition of all graduate committees. At least three members of the dissertation committee should have a non-zero appointment in the Medical Physics department.

Graduate School requirements for thesis committees (edited for Med Physics) are as follows:

1. The chair or co-chair of the committee must be Graduate Faculty from the student's program, *i.e.*, from Medical Physics. UW-Madison Faculty [Policies and Procedures Section 3.05A](#) stipulates that "the faculty of the Graduate School includes all university faculty defined in holding professional rank (professor, associate professor, assistant professor or instructor) in any department with graduate program authority, including those with zero-time appointments in such departments." Committee members who have retired or resigned from the University automatically retain Graduate Faculty status for one year; after one year they are permitted to serve as co-chair or other non-Graduate Faculty committee member.
2. Final Dissertation Oral Defense Committees must have at least 5 members, 3 of whom (and a majority if there are more than 5 members) must be UW-Madison tenured/tenure-track graduate faculty or former UW-Madison graduate faculty up to one year after resignation or retirement. At least one of the 5 members must be from outside of the student's major program or major field (often from the minor field). At least 3 members must have a non-zero faculty appointment in the Department of Medical Physics.
3. The required 5th member of a Final Dissertation Oral Defense Committee, as well as any additional members, retains voting rights. They may be from any of the following categories, as approved by the program Executive Committee (or its equivalent): graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the executive committee (or its equivalent).
4. To receive a Ph.D. degree, students can receive no more than one dissenting vote from their committee.

Steps to Follow When Setting up the Final Dissertation Oral Defense

Scheduling the Final Defense:

The final dissertation oral defense can be scheduled during the fall, spring or summer semesters via the Education Portal. Please note, however, it is Medical Physics policy that there will be no defenses during the last two weeks of a semester. This blackout period includes the week preceding finals week and the week of final examinations itself.

A defensible doctoral dissertation draft must be uploaded to the Education Portal at least **21 days** prior to the defense date. The dissertation defense will move forward and a final warrant will **only be requested** from the Graduate School after the dissertation draft is uploaded. The Graduate School generally requires 21 days to process a warrant request. The dissertation should be a complete and final draft, and it should clearly communicate the scientific aspects of the research.

The uploaded dissertation draft will be made available to the Final Dissertation Oral Defense Committee from the Education Portal (hard copy will be provided by the student if desired). The dissertation will be evaluated based on this submitted draft and no further revision will be allowed prior to the defense. All committee members are designated readers of the dissertation draft.

Ph.D. Warrant: After uploading and distributing the dissertation draft, and three weeks prior to the final dissertation defense examination, a final warrant must be requested. The student indicates a request for the final warrant in the Education Portal to the Educational Programs Coordinator. After the Educational Programs Coordinator requests the warrant, the Graduate School will issue this, listing the defense date and the committee members. The Educational Programs Coordinator will print out the warrant and give it to the student to be signed by the members of the Final Dissertation Defense Committee after a successful dissertation defense.

If any changes are made in the membership of the Final Dissertation Defense Committee a revised Final Dissertation Defense Committee form must be submitted and approved via the Education Portal before the defense. Changes in dissertation title or date do not require a revised form.

The Final Dissertation Defense This consists of two parts. During Part I, the candidate delivers a 45-minute presentation, giving an overview of the dissertation work and highlighting aspects that are important or significant. Questions during this period are usually to clarify points in the presentation or in the dissertation itself. Part I is open to Medical Physics faculty and students.

Part II is a question and answer session, lasting another ~45 minutes. During Part II, the Final Dissertation Committee probes more deeply into salient points of the dissertation as well as research related to that of the candidate. Part II is attended only by the candidate and the examining committee. The candidate then leaves the room for the committee's deliberations.

Students will be graded on the following criteria for the Final Dissertation Defense

Dissertation

- Demonstrates clear understanding of prior literature
- Extends previously reported work in specific research area
- Adequately describes and justifies research findings for each specific aim such that they could be independently reproduced
- Demonstrates a completion of the proposed specific aims (modified by research direction)
- Organization of the dissertation
- Quality of writing (grammar, spelling, clarity)
- Overall quality of the research
- Overall rigor of research components (theoretical/simulation/experimental/translational)
- Published results in peer-reviewed journal(s) or clear publication potential
- Recognized and applied principles of ethical and scientific / professional conduct of research

Presentation and Examination

- Organization of presented materials
- Clear and concise description of background and objectives / specific aims
- Appropriate use of communication aids and overall quality of the presentation
- Demonstrated understanding of relevant peer-reviewed literature
- Demonstrated understanding of subject matter and concepts

- Demonstrated appropriate critical thinking / reasoning skills
- Demonstrated an ability to synthesize knowledge

Grading for the Final Defense will be performed on a 3-point scale.

- 1- Does not meet expectations
- 2- Meets expectations
- 3- Exceeds expectations

An average score of '2' from each committee member and across each category is needed to obtain a pass. Scores will be entered by each committee member immediately following the examination on the Education Portal. A score of '1' in response to any category requires a brief explanation in an associated text box. The committee will then deliberate to reach a consensus decision. Students will be provided the mean and standard deviations across categories along with consolidated comments and suggestions for improvement prepared by the committee chair.

After the Final Defense: The research advisor has to update the Education Portal on the outcome of the examination, finally when the final dissertation is completed. Successful completion of the final defense examination is followed by any final modifications to the dissertation. The dissertator has 30 days after the successful completion of the dissertation defense to upload a final version of the dissertation to the Medical Physics Education Portal. Committee member(s) who provide(s) scientific corrections to the dissertation draft will not sign the final warrant until the corrections approved by the committee during the defense have been completed. Corrections to the dissertation should be discussed with the committee member(s) requesting the changes. The dissertator should also upload an electronic version of the signed warrant to the Education Portal and all related information.

The dissertation must subsequently be deposited by the Graduate School's deadline if the student wishes to avoid having to register as a dissertator for the following semester. Go to [The Graduate School Guide to Preparing your Doctoral Dissertation](#).

Please submit a complete electronic copy of the dissertation to the Medical Physics Department administrative support staff, Lyddia Ruch-Doll, ruchdoll@wisc.edu. The Medical Physics Department will pay for binding copies of the dissertation for the Medical Physics Library, the Ph.D. recipient's advisor(s), and the recipient. If the Ph.D. recipient wishes to purchase additional copies for themselves or for their family members, they may do so at this time by contacting and arranging payment with Lyddia Ruch-Doll.

An electronic copy of the dissertation abstract should also be uploaded to the Education Portal (use the MS-word template and also e-mail to the Educational Programs Coordinator). This will be published on the department's website.

Summary of the Requirements for the Ph.D. Degree in Medical Physics

The Ph.D. degree is awarded after the student has finished his/her dissertation and has fulfilled all other requirements for the degree. The following list summarizes these requirements.

- a) Completion of the course requirements for the M.S. Degree in Medical Physics, plus such additional course work as may be specified by the student's advisor.
- b) Pass the Oral Ph.D. Qualifying Examination.
- c) Completion of the necessary (usually 9) credits in an approved minor.
- d) Completion of a total of at least **54** graduate level credits, including the courses in a) and c), research credits, and other elective courses.
- e) An overall graduate-level grade-point average of 3.0 (B), not including research credits (990).
- f) Pass the Preliminary Examination.
- g) Presentation of a departmental seminar on the dissertation topic.
- h) Completion of any courses or other conditions made by the committee during the Preliminary Examination
- i) One first-author, peer-reviewed journal publication or a submitted manuscript under peer-review in area of research.
- j) Completion and defense of Ph.D. dissertation.
- k) Deposit electronic copy as required by the Graduate School.
- l) Request 3 bound copies of the dissertation from Administration Staff
- m) Signed final defense warrant to the Medical Physics Educational Programs Coordinator and the Education Portal.

Responsibilities of Faculty on Final Dissertation Defense Committees

1. A defensible doctoral dissertation draft should be distributed at least **21 days** before a scheduled defense date to allow adequate time for committee members to thoroughly read the dissertation. The dissertation should be a complete, final draft and should be grammatically acceptable.
2. Check for one first author, peer reviewed journal publication or submitted manuscript under peer-review in the student's area of research. The student should provide an electronic copy of the publication to members of the committee. The warrant should not be signed if this prerequisite is not satisfied.
3. The Final Dissertation Oral Defense consists of two parts.
 - a. **Part 1** is a 45-minute presentation, giving an overview of the research aims, highlighting areas that have been completed based on the Specific Aims of the preliminary examination.
 - b. **Part 2** is a question and answer session for 45 minutes. The committee will probe more deeply into the salient points of the dissertation and the research conducted by the candidate.
4. The student will complete any corrections requested to the dissertation draft. The student's advisor will not sign the warrant until the student satisfactorily completes revisions / corrections to the dissertation requested by the committee. After the final version of the dissertation is approved, the student's advisor will update the Education Portal confirming the dissertation is complete.

5. To receive a Ph.D. degree, students can receive no more than one dissenting vote from their committee. Committee members who feel that the dissertation defense does not meet acceptable standards do not have to sign off on the warrant. They will have to then sign the dissent on the dissertation warrant and justify their dissenting view of the dissertation.

Requirements of the Graduate School for the Ph.D. Degree in Medical Physics

Requirements of the Graduate School must be satisfied in addition to those of the department. Starting in fall 2014, the minimum Graduate School course credit requirements for doctoral students, include completion of 32 credits of graduate course work before becoming a dissertator, with a minimum credit requirement of 54 credits required before graduation. For updated information please refer to the **[Graduate School Academic Guidelines](#)**.

Residence Credit Reduction

For the Ph.D. Degree in Medical Physics, residence credit requirements may be reduced by a maximum of 12 credits for a student with prior graduate level coursework in Medical Physics from other institutions or 7 credits for a student with excess (above and beyond undergraduate graduation requirements) graduate coursework in Medical Physics taken during his/her undergraduate education at UW-Madison. For each course taken at another institution, the student, after obtaining advisor approval, must establish that the graduate course taken previously is equivalent to a similar course taught at UW-Madison. A minimum grade of B is required for the prior graduate level course. A letter from the UW-Madison instructor of the course, confirming equivalency or the need for any specific action(s) before equivalency is granted, is required.

Residence credit will be granted at the discretion of the Medical Physics Graduate Committee. No other considerations for waiver of course requirements will be allowed for students who receive Residence Credit reduction. Students who receive a reduction in Ph.D residence credits will not be eligible to receive a M.S. Degree in Medical Physics and will be enrolled in the Ph.D only graduate program.

Graduation for Ph.D. Degree Students

Students must be registered for 3 graded graduate level credits during the semester in which they graduate. In order to graduate, students must not have any grades of incomplete and have a cumulative GPA of at least 3.0. They must also fulfill the Minimum Credit Requirement of the Graduate School. Information on [commencement ceremonies](#) can be obtained on the UW-Madison website. **The Commencement Hotline number is 262-9076.**

Degree Certification

Sometimes students need written verification that they do indeed have their degree prior to the time that they actually receive their degree certificate in the mail. Students may request a [degree certification letter](#) from the Registrar's Office. The signed Ph.D. warrant needs to be turned into the Graduate School and processed before the Registrar's Office will know that you have completed your degree. The degrees are processed one time after the semester has ended in December, May or August. Due to the volume of degrees awarded, it will take approximately three to four months after the semester has ended before you will receive your hard copy degree certificate.

Department Criteria for Satisfactory Progress

Students with Financial Assistance

For a graduate student in the Medical Physics Department who is a research assistant, fellow or trainee, to be making satisfactory progress, he/she must:

- 1) Maintain a minimum cumulative GPA of 3.0 for all courses taken while in the Medical Physics program and for all Department of Medical Physics courses. All research courses and all courses with grades of P, F, S or U are excluded from the average.

Any student, who fails to meet the requirement above, will be placed on probation. Failure in the first semester of probation to obtain a 3.0 average for the semester *and a cumulative GPA of at least 3.0* will result in termination unless the student's advisor requests, and the department and the Graduate School approves, continued enrollment. *The particular courses that count toward the GPA in any probation semester must be approved in writing by the student's advisor and the Medical Physics Graduate Committee Chairman in order for the work to count toward returning the student to good standing.*

- 2) Acquire a research advisor by the beginning of the second semester.
- 3) Have taken the Oral Ph.D. Qualifier Examination by the end of the 4th semester of study. If a pass is not obtained on the first attempt, the second (and last) attempt to pass the qualifier examination must be made no later than the end of the 5th semester.

A student who fails the Oral Ph.D. Qualifying Examination will be transferred from the Ph.D. degree program to the terminal M.S. degree program, where he/she will need to complete and defend a written M.S. thesis.

In addition to the above, a Ph.D. candidate must:

1. Have a minor program approved by the Department before taking the preliminary examination.
2. Pass the preliminary examination by the end of the third year.
3. Make satisfactory progress in their dissertation research work, as judged by the research advisor.
4. Satisfy all Graduate School requirements including the minimum credit requirement.
5. Produce at least one first-author, peer-reviewed journal publication or a submitted manuscript under peer-review in your area of research.
6. Present a departmental seminar on the Ph.D. dissertation topic.
7. Defend the Ph.D. dissertation by the end of the 7th year of graduate study. A candidate failing to pass the final oral examination within 5 years after passing the preliminary examination must retake and pass the preliminary examination to continue in dissertation status.
8. Submit the final complete dissertation to the Graduate School electronically.
9. Send an electronic copy to the Medical Physics Department Administrative Support Staff. Three paper copies of the dissertation will be made and one copy will be bound for the Department Library.
10. Submit an electronic copy of the dissertation abstract and dissertation to the Medical Physics Educational Programs Coordinator.
11. Submit required exit forms to the Medical Physics Educational Programs Coordinator.

Students with No Financial Assistance

For a graduate student in the Medical Physics Department who is not a research assistant, fellow or trainee, to be making satisfactory progress, he/she must:

- 1) Carry at least 6 credits each semester (not including Medical Physics 990) with the following exceptions:
 - a) If the student has declared he/she will terminate studies with the M.S. degree, the 6 credits per semester requirement is waived for the semesters beginning after the qualifying examination has been passed.
 - b) If the student has declared that he/she will pursue the Ph.D. degree, the 6 credits per semester requirement is waived for the semesters beginning after the preliminary examination has been passed. However, as a dissertator they will be required to take 3 research credits.
- 2) Follow the same criteria as found under ***Students with Financial Assistance***.

Satisfactory Progress Regarding the Graduate School

Graduate students are reminded that they must also make satisfactory progress as defined by the Graduate School. (See the current Graduate School Academic Guidelines, <http://guide.wisc.edu/graduate/#policiesandrequirements>.)

Useful Information about the Medical Physics Department

General Information

The **Department of Medical Physics** is located at 1111 Highland Avenue, Room 1005 in the Wisconsin Institutes for Medical Research (WIMR) Tower I. Announcements for general campus information, events notices, course information, financial aid information, and job announcements are posted near the mailboxes and/or at the main entrance to the department. Student mailboxes are located in the hallway behind the main office. [Course descriptions](#) and other information about the program are available on the department's web site.

The Department's primary **Conference Rooms** are 1190 and 1121 in WIMR-1 and 2409 in WIMR-2. Meetings and some social functions of the department are held in these rooms. To reserve a conference room for meetings or to schedule it for a dissertation defense, contact JoAnn Kronberg at 262-2171 or Lyddia Ruch-Doll at 265-6116.

[Madison Metro bus service](#) is convenient and stops outside the Health Sciences Learning Center. The "Route 80" bus is free on campus. Madison Metro buses require the use of the bus pass which is free of charge to students. In addition, many students and faculty use bicycles or walk to get to different campus locations

Students working with radioactive materials or radiation sources in courses and research must wear radiation monitors. **Students should check with their Advisor to see if they are required to get a badge.** To obtain your Radiation Dosimetry Badges/Rings, you will need to take a radiation safety training class. Radiation Safety for Radiation Workers ("RSRW") training consists of a 2-part training module, made up of both an online and an in-person section. Certification for acquiring a badge requires completion of both Parts I and II. Training details can be found [on-line](#). After completing the course you may apply for a personal radiation dosimeter.

Periodically, your expired radiation monitor needs to be returned and exchanged for your new radiation monitor. Your monitor must be worn when you are working with radioactive materials. New monitors are distributed on a regular basis, at which time your old monitor needs to be returned. You will be responsible for paying for lost monitors. Please return them promptly.

University **phone lines** are for **official university purposes only**. To dial a number on campus, you dial the last five digits of the number (*i.e.*, 265-6504 would be 5-6504). To reach an outside local line, dial "9" then the seven digit number. For long distance calls, there is a state-owned system for most long distance dialing, called State Telephone System (STS), which may be used for all calls including the 50 states plus Mexico and Canada. **The STS System is for official calls only.** To access the STS system, dial an "8", then the area code and phone number. If in an emergency you must make a personal long distance call from an official telephone, call collect or charge the call to a credit card or home number.

The phone number for the **fax machine** in the department is (608) 262-2413. If you are expecting a fax, please have the sender identify your name on the top of the document.

The **Department Coffee Fund** charges \$5 per month or 25¢ per cup for faculty, staff and students interested in drinking coffee. We use an honor system on the 25¢ per cup payments. Place your money in the cup located next to the coffee machine or pay your \$5.00 to Lyddia Ruch-Doll.

When your **address changes**, you will need to notify the Medical Physics Administrative Support Staff and/or Educational Programs Coordinator and also update the University's records. You can update this information in **MYUW** at the University's web page located at: <http://www.wisc.edu>.

The most up-to-date version of the timetable is on the web. Go to http://registrar.wisc.edu/enrollment_information.htm and click on "Class Search Timetable."

The Division of Informational Technology (DoIT) has a satellite store located in the University Book Store branch in the HSLC Atrium. The hours are 8:00 a.m. – 4:00 p.m. Monday through Friday.

The main Tech Store is located at 1210 W. Dayton Street. Business hours are 7:45 a.m. – 5:00 p.m., Monday through Friday. You can reach the Tech Store showroom at 265-SHOW (265-7469), showroom@doit.wisc.edu or <http://www.doit.wisc.edu/>. The DoIT Help Desk can be reached at 264-HELP (264-4357). Both locations have a walk-in help desk available to serve you.

Through the **Electronic Library**, it is easy to search more than 5.5 million holdings in the campus libraries and more than 30 million journal citations. You can connect to the Electronic Library from your office or home to find out what's on the shelves, to use e-mail reference, or to renew and recall materials. The Electronic Library can be accessed at <http://www.library.wisc.edu>.

Most Medical Physics faculty and students use the UW Health Sciences Ebling Library. The address is 750 Highland Avenue and their phone number is 262-2020. You can access the Ebling Library at <http://ebling.library.wisc.edu/>.

The **Library Express** document delivery and interlibrary loan service supports the instructional, research and scholarly activities of UW-Madison faculty, staff and students. You can access it at <http://www.library.wisc.edu/delivery>. Items relating to personal interests or for entertainment purposes should be requested through the Madison Public Library (LINKCat Catalog - Web version or Madison Public Library Interlibrary Loan Service) or UW System Borrowing service. Use Library Express to obtain books and articles not owned by UW-Madison libraries or to request campus document delivery service. Use the Electronic Journal List to access 8,000 + full-text electronic journals, magazines, newsletters, and newspapers. Use MadCat or MadCat's UW System Borrowing service to request books from UW Madison or the other UW campuses.

Who to Ask For Help

Educational Programs Coordinator: Applications, information on the program, Graduate School policies and procedures, Prelim Exams, Prelim Warrant information, M.S. degree warrant, Ph.D. degree warrant, degree requirements, graduation information, timetable and course planning information, course evaluations, syllabi, alumni information

Graduate Committee Chair or Program Director (Department Chair): Specific information regarding policies and procedures involving the Minor Degree requirements, Oral Qualifier Exam, Prelim Exam, Defense Exam, degree requirements, *etc.*

Payroll and Benefits Specialist: Insurance information, travel expenses, purchasing supplies, keys, radiation badges and rings, after-hours access

Financial Specialists: Fiscal activities

Assistant to the Chair: Schedule appointments with the Department Chair, scheduling conference room, I-9 verification, HIPAA compliance documentation, student status letters to attend professional meetings, *etc.*

Faculty Advisor: Curriculum advising, research, career decisions, official approvals for academic actions, information about the discipline of Medical Physics, student desks/office space, *etc.*

UW-Madison Alumni Association

The University of Wisconsin – Madison Alumni Association has initiated a Career Connections program, which offers alumni and students the chance to meet established professionals from whom they can obtain valuable career information. It is not a job placement or recruiting service, but rather an opportunity for students to network and conduct informal interviews. Students who use the program will be connected to alumni who work in the occupational field they wish to pursue. Contacts can range from a brief phone conversation to joining someone for a “day on the job.” The service also offers workshops and seminars. Contact the Wisconsin Alumni Association, 608-262-2551 or <http://www.uwalumni.com> for more information.

The Association also offers an economical short-term health insurance plan for graduating students.

Campus Resources

The Division of Information Technology (DoIT)

DoIT coordinates instructional and research computing facilities, computer education, and electronic mail accounts for the entire University community. DoIT operates computer labs all over the campus, but its main site is at 1210 W. Dayton Street, where there are terminals, printers, graphics output devices, other peripherals, and computing resources as well as consultants. DoIT regularly introduces its services by providing short, non-credit courses, and students can also take advantage of free peer training classes. The Microcomputer Information Center (MIC) houses a variety of microcomputers, printers, other peripherals, and software. MIC staff are available for consultation on hardware and software options and provide information about discounts available to students, user groups, bulletin boards, and other information services. Journals and other literature are available. MIC services are generally free. The microcomputer lab rents time on microcomputers, letter-quality printers, and laser printers. A Printing Services Card is required for computer printing. For more information, pick up the DoIT resource catalog, which is published every semester. <http://www.doit.wisc.edu>

Email

Graduate students are assigned an official email account so they can communicate electronically with students, staff, and professors on campus and colleagues at universities and corporations in 120 countries. This official 'wisc.edu' email address should be used for all official university and department business activities. Email from this address should not be forwarded automatically to other outside email accounts. Students are responsible for all official department and University information sent to their @wisc.edu e-mail address.

MyUW

MyUW is the indispensable campus resource for online information and access to essential communication tools – from e-mail and calendaring to course enrollment to billing to easily accessible information for students and advisors.

Writing Center

The **UW Writing Center** provides free, non-credit instruction and individual consultation on all types of writing assignments, from simple papers to doctoral dissertations. Many students have found the Center's staff to be quite helpful for writing research papers and constructing dissertation proposals.

Students may make an individual appointment for consultation with an experienced instructor who can help organize ideas, point out possible problems in a draft, or offer advice about revision. Students who need intensive work on their writing can obtain help by scheduling ongoing meetings with an instructor in order to work in a sustained way.

The Center's non-credit courses review basic principles of writing and introduce common forms of academic writing. Course topics include research papers, essay exams, grammar review, review of academic writing for returning adult students, improving style, book reviews, graduate research proposals, critiques of research articles, and more.

The Center is located at 6171 Helen C. White Hall; the phone number is 263-1992. Detailed information and on-line registration are available via the Center's web site at <http://writing.wisc.edu>. You can contact them by e-mail at writing@wisc.edu.

Libraries

UW-Madison has more than 100 libraries across campus. Library tours are available upon request. To schedule a tour, contact the individual library. Phone and e-mail contact information for campus libraries is available at <http://www.library.wisc.edu/libraries>. For a list of Workshops from the Universities Libraries', visit: a specific library, click on features. The website for the Health Sciences Library (Ebling Library) is <http://ebling.library.wisc.edu/>.

Transportation

You can find information on transportation throughout campus, including bus service, bicycle arrangements, and parking facilities, at <http://transportation.wisc.edu/>. Commuting by bike is a simple way to cut down on campus congestion and help preserve the environment. Thousands of students, staff, and faculty commute by bicycle to UW-Madison. Plenty of bicycle racks spaces are available near every campus building for parking and securing.

Convenient bus service is provided throughout the UW campus and the city of Madison. Madison Metro provides daily bus service throughout the city and to some suburbs. About 90 percent of the citizens of Madison are within a quarter of a mile of a bus route. Student bus passes are funded through ASM via segregated student fees and distributed through ASM.

The free campus **'80' bus route** serves WIMR, the UW Hospitals, Eagle Heights, parking lot 60, and the Clinical Science Center on the west side of campus, the Medical Sciences building, the Wisconsin Institutes for Discovery/Morgridge Center, the Engineering campus and the Union South in the middle of campus, and Memorial Union and State Street on the east. The route runs from 6:16 a.m. – 1:55 a.m. weekdays, with a peak frequency of 7-8 minutes. On the weekends, the route begins at 7:55 a.m. and runs every 45 minutes. For more detailed bus route information check out the bus website (listed above).

Passengers may transfer from campus buses to Madison Metro buses along University, Johnson Street, and Park Street. Most buses stop in the campus area. For schedule and route information, call 608/266-4466 or visit the Madison Metro Transit System website at <http://www.cityofmadison.com/metro>.

The Transportation Services Office, 124 WARF Office Building, 263-6666, sells visitor parking permits and bus passes. Parking and transportation **maps and bus schedules** also are available at satellite offices in the American Family Children's Hospital (608) 263-4007. Visitors have a better chance of obtaining space if parking is reserved in advance. All areas have a fee. See <http://transportation.wisc.edu/> for a complete list of available parking options.

University Health Services (UHS)

Clinical Services, at 333 East Campus Mall, 265-5600, provides outpatient primary medical care, nursing, and prevention services, including general medicine, women's clinic, sexually transmitted disease evaluation and treatment, allergy, and dermatology services.

Counseling and Consultation Services, at 333 East Campus Mall, 265-5600, helps students who are experiencing personal stress, career concerns, family or interpersonal conflict, general anxiety, depression, or other psychological concerns. The staff also provides an after-hours crisis response service at 265-6565. More information about UHS can be found at its website, <http://www.uhs.wisc.edu>.

Graduate School

The Graduate School website provides an overview of all programs at UW-Madison that offer graduate degrees, graduate minors, and certificates. It contains general rules and regulations for each program, including policies for admission, course work, and criteria governing satisfactory progress. The most current version of the catalog can be found on the web at <http://www.wisc.edu/grad/catalog>.

The *Graduate School Academic Guidelines* provides the “nuts and bolts,” in-depth information about all policies and procedures of the Graduate School. The online version on the Graduate School Web site is the official document of record. The Graduate School Office of Academic Services and Fellowship Administration developed this to help answer questions about Graduate School academic and administrative policies and procedures. The Graduate School also has information on “Completing Your Degree”.

Informational websites for admitted graduate students, current graduate students and for all graduate students can be found at: <https://grad.wisc.edu/> and <https://grad.wisc.edu/studentlife/>.

Campus Web Sites

Wisconsin Welcome Events: <https://grad.wisc.edu/new-students/>

Helpful University Web Sites:

Graduate School Homepage: <http://grad.wisc.edu>
Division of Student Life: <https://students.wisc.edu>
Office of Student Financial Services: <http://finaid.wisc.edu>
Registrar's Office: <http://registrar.wisc.edu>
University of Wisconsin: <http://www.wisc.edu>
Campus Map: <http://www.map.wisc.edu>

Events Calendars:

Athletic Department: <http://www.uwbadgers.com>
Wisconsin Week: <http://today.wisc.edu>
Wisconsin Union: <http://www.wisc.edu/union>

Museums and Galleries:

Geology Museum: <http://geoscience.wisc.edu/museum/>

Department of Art: <https://art.wisc.edu>

7th floor, Humanities Building, 455 N. Park St.

Open during normal building hours. 608-262-1660

The Department of Art exhibits undergraduate and graduate student works in the gallery on the seventh floor of the Humanities Building.

Memorial Union Galleries:

800 Langdon St. Open during normal building hours. 608-262-1660

The Memorial Union offers a number of different galleries featuring diverse exhibits throughout the year. Check the campus events calendar (<http://www.today.wisc.edu>) under Ongoing Exhibits for a listing of current shows.

Performing Arts:

Wisconsin Union Theater: <https://union.wisc.edu>

School of Music Concerts: <https://www.music.wisc.edu>

Athletic Events:

Athletic Ticket Office: <http://www.uwbadgers.com>

The Kohl Center: http://www.uwbadgers.com/facilities/kohl_center.html

The Kohl Center is the home of Badger basketball and hockey. The facility is also a venue for state tournaments, concerts, family shows and university events. The Kohl Center is located at 601 W. Dayton Street, and the phone number is 608/263-5645 (KOHL)

Campus Natural Areas:

Howard Temin Lakeshore Path: The Lakeshore Path runs for two miles along Lake Mendota on the northern edge of the campus. Beginning near the Memorial Union and ending at picnic point, the path is a popular destination for bicyclists, joggers and walkers.

UW Arboretum: <https://arboretum.wisc.edu/visit/>

The Arboretum at 1207 Seminole Highway, a 1,240-acre outdoor ecological laboratory for research and instruction, provides examples of major plant communities in the Midwest.

Allen Centennial Gardens: <https://allencentennialgarden.org/>

The Allen Centennial Gardens at the corner of Observatory and Babcock Drives includes English, Victorian and New American Gardens.

About The City

Housing

The Campus and Visitor Relations website is very helpful. The CVR customer service desk is located at 329 Union South, 1308 W. Dayton Street. You can reach them by phone at 608/263-2400. The e-mail address is askbucky@uwmad.wisc.edu and the URL is <http://info.wisc.edu>.

On-Campus Housing: The UW-Madison [Division of University Housing](#) offers accommodations for the academic year for single graduate men and women in three locations: there are single and double rooms in the Davis House and Merit House, and one- and two-bedroom furnished apartments on Harvey Street. The University also maintains student family housing for the entire year at Eagle Heights (one-, two-, and three-bedroom unfurnished apartments) for students with a spouse, domestic partner, or child. Many of these accommodations (especially family housing) have long waiting lists or early application deadlines, so students must consider housing options well in advance of the time they will need them. Applications for graduate student residence halls are accepted as of October 1st for the following academic year. For students beginning their studies in the spring, applications are accepted as of June 1st.

Off-campus Housing: Many types of off-campus housing are available, including rooms, efficiencies, co-ops, apartments, and houses. The Campus Information, Assistance & Orientation office maintains a current list of vacancies. Other places to look include the city and campus newspapers and the bulletin boards in the lobbies of both student unions. Most property owners in the campus area require a one-year lease. Monthly rent prices in Madison vary widely depending on location, whether or not utilities are included, the size and amenities of the unit, and so on. Check with the following sources for more information:

Madison Community Co-ops
1202 Williamson Street, Suite C.
Madison, WI 53703
608/251-2667, <http://madisoncommunity.coop/>

Tenant Resource Center
1202 Williamson Street, Suite A
Madison, WI 53703
608/257-0006, <http://tenantresourcecenter.org>

There are also free publications available at news-stands, grocery stores, libraries, etc.:

Start Renting: <http://www.startrenting.com>
Apartments for Rent Magazine: <http://www.forrent.com>
Campus Area Housing: <http://campusareahousing.wisc.edu>
Apartment Living Guide: <http://www.aptlivingguide.com>
Madison Campus & Down Town Living: <http://www.CDLiving.com>

Other Sources of Information

The Greater Madison Chamber of Commerce, 615 E. Washington Avenue, P.O. Box 711, Madison, WI 53701, phone 608/256-8348, <http://greatermadisonchamber.com/>, has information on recreation, shopping, restaurants, and hotels. City information and events of interest are listed in the free weekly newspaper, *Isthmus*, and the two daily newspapers, the *Wisconsin State Journal* and *The Capital Times*. Other useful sources of local information are Wisconsin Public Radio (WHA 99.7 AM or WERN 88.7 FM), operated on the UW campus, and community-sponsored "Back Porch Radio" (WORT 89.9 FM).

Local Web Sites

City of Madison: <http://www.cityofmadison.com>

Greater Madison Convention & Visitors Bureau: <http://www.visitmadison.com>

Weather: <http://www.channel3000.com/weather>

Madison Metro Transit System: <http://www.cityofmadison.com/metro>

Dane County: <http://www.countyofdane.com/>

State of Wisconsin: <http://www.wisconsin.gov/Pages/home.aspx>

Wisconsin State Journal newspaper: <http://host.madison.com>