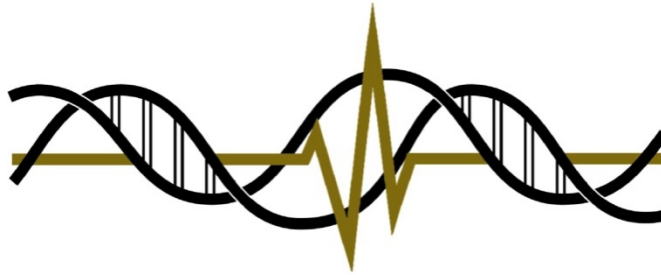


**Department of Medical Physics**

**University of Wisconsin  
Madison**

# **Student Handbook**



Date of Revision: March 2015

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, Campus.

## Medical Physics Administrative Directory

**Department Office: 608-262-2170 (phone), 608-262-2413 (fax)**

Edward F Jackson, Chairman / Program Director.....	262-2171
John Vetter, Administrator.....	262-8780
JoAnn Kronberg, Assistant to the Chair.....	262-2171
Deb Torgerson, Graduate Program Coordinator.....	265-6504
Mary Paskey, Grants Administrator.....	262-8795
Clint Colby, Financial Specialist.....	265-4041
Beth Bierman, Payroll & Benefits Specialist.....	262-2170
Yacouba Traore, System Administrator.....	263-5924
Charles Reinke, Database and Web Programmer.....	262-2170
Keith Kunugi, Administrative Director MRRC / ADCL.....	265-3858

Department of Medical Physics  
1111 Highland Avenue  
1005 Wisconsin Institutes for Medical Research  
Madison, WI 53705-2275  
Telephone: (608) 262-2170

## Contents

Information About The Department of Medical Physics.....	5
Introduction.....	5
The Department Of Medical Physics .....	5
Degrees Offered.....	6
Appointments and Personal Help.....	8
Admissions Policies .....	8
Financial Assistance.....	8
Lab Rotations.....	9
Students with Disabilities .....	9
Personal Safety, Harassment .....	9
Campus Police.....	9
First-Semester Student Survival Checklist.....	10
Getting Started in Medical Physics at Wisconsin.....	11
Desks, Cubicles.....	11
Computers.....	11
HIPAA Training (Mandatory).....	12
Advanced HIPAA Training.....	13
Semester Registration Procedures for all: Web Enrollment.....	13
Late Registration Appeal Process.....	13
Late Payment Fees.....	14
A Grade of Incomplete .....	14
Pass-Fail Privilege .....	14
Leave of Absence .....	14
Department Requirements for the Master of Science Degree.....	15
Suggested Coursework for Health Physics.....	15
Biological Science: Physiology/Anatomy Requirement.....	15
Courses for Training Grant-Supported Students.....	15
Ethics and Responsible Conduct of Research.....	16
Integrating Research Ethics and Scholarship (IRES).....	16
Other Requirements .....	16
Student and Exchange Visitor Information System (SEVIS).....	16
Other Specifics about the M.S. ....	17
Typical Course Sequence for Master of Science Degree in Medical Physics.....	18
Course Sequence for Master of Science Degree in Medical Physics (Health Physics).....	19
Qualifying Examination.....	20
Satisfactory Progress .....	20
Requirements of the Graduate School for the M.S. Degree in Medical Physics.....	20
Graduation for Master Degree Students .....	20
Degree Certification .....	21
Department Requirements for the Ph.D. Degree.....	22
Ph.D. Candidacy .....	22
Additional Course Requirements.....	22
Minor Subject Area .....	22
Minor in Medical Physics .....	23
Preliminary Examination (Oral).....	23
Summary of Procedure for Completing the Preliminary Exam .....	25
Dissertator Status.....	26
Dissertation and Thesis Defense.....	27
Steps to Follow When Setting up the Thesis Defense.....	28
Summary of the Requirements for the Ph.D. Degree in Medical Physics .....	29
Requirements of the Graduate School for the Ph.D. Degree in Medical Physics.....	30
Graduation for Ph.D. Degree Students.....	31
Degree Certification .....	31
Department Criteria for Satisfactory Progress.....	31

Students with Financial Assistance .....	31
Students with No Financial Assistance .....	32
Satisfactory Progress Regarding the Graduate School .....	32
Useful Information about Medical Physics .....	34
General Information .....	34
Who to Ask For Help .....	36
UW-Madison Alumni Association .....	36
Campus Resources .....	37
Computing .....	37
My UW-Madison .....	37
Writing Center .....	37
Libraries .....	38
Transportation .....	38
University Health Services (UHS) .....	39
Sources of Information .....	39
About The City .....	40
Housing .....	40
Other Sources of Information .....	41
Web Sites .....	41
Forms And Tables .....	44
Revised Academic Calendar for 2011-2016 .....	44
<b>Minor Program Course Proposal</b> .....	45
<b>Preliminary Warrant Application Checklist</b> .....	47
<b>Thesis Defense Application Checklist</b> .....	49
Department Directory Information Form .....	51
Last Semester Check Out List .....	52
Program Termination Information .....	54

# 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 about 42,800 students while continuing to emphasize quality in all its activities.

The city of Madison provides a pleasant and stimulating setting for the University that is appreciated by both students and faculty. It offers an abundance of cultural as well as outside activities, at all seasons of the year. The famous Hooper's Club organizes activities in hiking, camping, sailing, skiing, mountaineering, scuba, horseback riding, and ballooning.

## *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. 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 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.

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 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 new location in the Wisconsin Institutes for Medical Research (WIMR), adjacent to UW Hospitals and to the SMPH Health Sciences Learning Center. State of the art MRI scanners, CT machines, ultrasound scanners, angiography machines, 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 (MRRC) 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, and do 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 and Radiation Therapy Physics services. Finally, many unique opportunities for Medical Physics trainees are provided by faculty in the adjacent Radiation Oncology unit.

### ***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 General Medical Physics (GMP), Image Science (IS), or Health Physics (HP), 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 as 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.

All students in the Medical Physics Program, are required to take 8 Core Curriculum courses, namely MP501, MP563, MP566, MP567, MP569, MP573, MP578, and MP701 (totaling 25 credits), prior to advancing to dissertator status. These core courses, along with an acceptable course in anatomy / physiology, satisfy the CAMPEP core course requirements. This Core Curriculum requirement is effective for students matriculating 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 certificate unless the core course(s) replaced by alternate course(s) are ultimately taken (along with an acceptable course in anatomy / physiology).

Students who matriculated in the fall 2012 and fall 2013 years can elect to follow the core curriculum requirements enacted for the fall 2014 and subsequent classes instead of the TG197 Certificate Curriculum previously in effect, but with the following additional requirements: students must take MP410 Radiobiology (as the scope of MP569 was expanded to include more core radiobiology topics in 2014), and a 1-credit Health Physics Laboratory Special Topics course (for Image Science Track students who did not take the lab component of MP569). Students who plan to follow this path have to indicate such in writing to the Graduate Program Coordinator.

### ***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 3 parts. Part 1 tests basic radiological physics and clinical aspects of radiological physics, including physiology and anatomy. Prerequisites include undergraduate physics training (either a physics major or an engineering, math, applied math, etc., degree PLUS courses that equal a minor in physics) 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. (CAMPEP is the Commission for Accreditation of Medical Physics Educational Programs, Inc. The web site is <http://www.campep.org>.)

Part 2 has a choice of 3 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. The ABR's Medical Physics web site is [http://theabr.org/ic/ic\\_rp\\_landing.html](http://theabr.org/ic/ic_rp_landing.html).

Part 3 is an oral examination designed to test knowledge and fitness to practice applied 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).

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 UW graduate program is such that it is possible to obtain a M.S. or Ph.D. degree in our department for 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* (<http://www.campep.org/GraduateStandards.pdf>). It is up to the student to plan his/her courses accordingly to be sure he/she has satisfied all requirements.

Note, Ph.D. students may use a Medical Physics course to fulfill part of their minor requirements. (See section on "Department Requirements for the Ph.D. Degree" on page 22.)

# Appointments and Personal Help

## ***Admissions Policies***

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

The UW *Graduate School Catalog* (<http://www.wisc.edu/grad/catalog>) provides information on Graduate School requirements.

Students who have 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 introductory courses, unless equivalent coursework has been completed elsewhere, and must take the Medical Physics qualifying exam. 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 the program here with intent to begin immediately working toward the Ph.D., taking only those M.S. required courses which were (in the opinion of the Graduate Committee and course instructors) inadequately covered in the previous course of study. 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 30 for Ph.D. degree).

## ***Financial Assistance***

Financial assistance is available in the form of fellowships, research assistantships, project assistantships, traineeships, and teaching assistantships. Such support is limited in availability and is not an automatic consequence of being accepted into the graduate program.

Some students who are accepted for graduate study in Medical Physics receive partial financial support as research assistants or project assistants. These Research Assistant (RA) and Project Assistant (PA) positions are filled on the basis of competence, relevant experience, and financial need. A student who does not receive such an appointment in the first semester may possibly do so later, depending upon availability of financial resources such as grants and contracts. 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 Teaching Assistant (TA) positions are available in the department. These usually are awarded to advanced students who have taken the courses in which TAs are hired. Discuss working as a TA with specific course instructors and the department administrator.

The Medical Physics Department also has an NIH NRSA Training Grant, which supports select students completing their Ph.D. research. Nomination for a training grant position is made by the student's advisor. In most cases, students must have reached dissertator status to be considered for a training grant position. Other training grant opportunities also are available, but these usually are directed towards entering students and are administered by other basic science departments. Included here are the Biotechnology Training Grant and the Neurosciences Training Grant.



For a graduate student in the Medical Physics Department who is a research assistant, fellow or trainee, he/she must carry at least 8 credits during regular semesters and 2 credits during the summer. Students who have achieved dissertator status must register for 3 credits at all times. 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.

### ***Lab Rotations***

Lab rotation opportunities are available to students who have funding and have not as yet become aligned with a research group. These 'lab rotations' provide the opportunity for students to better evaluate the labs and working environment associated with a potential mentor. It also allows the faculty to better evaluate students being considered for their research teams.

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 rotations. It is in the student's best interest to join a research group as soon as possible, even while completing their rotations.

### ***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](mailto:mcburney@odos.wisc.edu) and their web site can be found at <http://www.mcburney.wisc.edu>.

### ***Personal Safety, Harassment***

While there are many resources and activities designed to help you stay healthy and safe, three in particular are SAFE Nighttime Services, University Health Services (UHS), and the University Police. (See Campus Safety at <http://www.safeu.wisc.edu/>.)

Sexual harassment is an important issue and is not tolerated in the UW-Madison community. UW-Madison offers a place to go if you believe that you are a victim of sexual harassment. See <http://uwpd.wisc.edu/tellus>. Check online at <http://oed.wisc.edu> (see the links for *Sexual Harassment Information* and *Safety and Sexual Assault*) to find several resources on how to effectively deal with sexual harassment issues. One may also call the Office for Equity and Diversity at (608) 263-2378 for similar or more information.

### ***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

- \_\_\_\_\_ Check in with Medical Physics Departmental Office
  - \_\_\_\_\_ Meet Graduate Program Coordinator (*Information*)
  - \_\_\_\_\_ Meet with the HR, Payroll and Benefits Specialist (*Keys, After Hours Entry*)
  - \_\_\_\_\_ Meet and talk with your Advisor
  - \_\_\_\_\_ Find your mail box
  - \_\_\_\_\_ Complete any necessary paperwork (*RA – Insurance forms, Direct Deposit form*)  
For info on benefits package, see <http://www.ohr.wisc.edu/benefits/>
  - \_\_\_\_\_ Register for Courses (*You **MUST** be registered to get ID card, open e-mail account, get bus pass*)
  - \_\_\_\_\_ Get your Student ID card (*remember to bring identification*) <http://wiscard.wisc.edu/>
  - \_\_\_\_\_ Open your free student e-mail account at <https://www.mynetid.wisc.edu/activate>
  - \_\_\_\_\_ Verify your mailing address on **My UW** at: <http://my.wisc.edu>
  - \_\_\_\_\_ Pay your tuition/fees at the Bursar's Office (*watch deadlines*)
  - \_\_\_\_\_ Attend Department Orientation Activities
  - \_\_\_\_\_ Attend *New Graduate Student Celebration and Resource Fair* sponsored by the Graduate School
  - \_\_\_\_\_ Pick up free Madison Metro bus pass at the Union South.
  
  - \_\_\_\_\_ Take Radiation Dosimetry Training. Check <http://www.fpm.wisc.edu/safety/radiation/rad.htm> for info. **Students should check with their Advisor to see if they are required to get a badge.**
  - \_\_\_\_\_ Talk to second-year students to learn about the program, 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!
  - \_\_\_\_\_ Draft a resume
  - \_\_\_\_\_ Complete your Individual Development Plan (IDP) and email it to the Graduate Program Coordinator by first Friday of Fall term.
- Affecting some new students:
- \_\_\_\_\_ International Students – check in with International Students and Scholars Services  
Visit their web site at: <http://www.iss.wisc.edu/>
  - \_\_\_\_\_ Vilas Fellow Recipients – pick up your Welcome Week Checks in Room 217 Bascom Hall
  - \_\_\_\_\_ Financial Aid (NOT Assistantship Awards) is automatically applied to your tuition and fees. Any remaining amount will be sent to you in the form of a check to your mailing address. Contact the Bursar's Office with any questions.
  - \_\_\_\_\_ 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>.
  - \_\_\_\_\_ Submit Final Transcripts to the Graduate School Admissions Office by third week of classes. *Failure to do so will result in a hold placed on future registration.*
  - \_\_\_\_\_ ESLAT (English as a Second Language Assessment Test) test takers must bring their student identification number and a form of photo ID (i.e. passport, US student identification). See <http://www.english.wisc.edu/esl/> or call 263-3780 for schedule information. There are multiple opportunities available to take this test.

\_\_\_\_\_ Welcome to Medical Physics!!

### 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 Graduate Program Coordinator.

## 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. Start by checking in with Medical Physics Departmental Office, Room 1005 WIMR. Be sure you complete any necessary paperwork, such as applications for health insurance, if applicable.

1. Enroll for classes. When you were admitted into the program, the Graduate School informed you that you are eligible to enroll on or after a specific date. In addition, you were provided a unique campus ID number as well as a link to the registration page. 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. Activate your free student e-mail at <http://www.mynetid.wisc.edu/activate>. Click on the ACTIVATE NETID button from the My UW Madison login screen. Enter your 10-digit student ID number and birth date. The NetID you create and password you enter are keys to your access to the My UW portal, so make a record of it and keep it private.
4. Verify your mailing address on **My UW** at: <http://my.wisc.edu>
5. Pay your tuition/fees at the Bursar's Office (*watch deadlines because they charge fines for overdue payments*)
6. Pick up a free Madison Metro bus pass at the Union South
7. **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>.
8. 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. Kissick, Smilowitz, Bednarz and Thomadsen), the Radiation Oncology department and labs (Drs. Bayouth, Paliwal, and Bender), and the Waisman Center (Drs. Alexander and Christian).

To get a desk in L1 or B1 of WIMR-1, the student's advisor fills out a request form found at <http://www.medphysics.wisc.edu/faculty/>. (Click on "Student Trainee Space Request".) The completed and signed form is given to Beth Bierman, who coordinates L1 and B1 space requests in WIMR. 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 staffs of Medical Physics and Radiology do their best to accommodate all requests.

### **Computers**

The department and the university support an extensive computer network 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, the Medical Physics Department IT personnel work with students to set up the machine, explain

policy, and install software and updates when appropriate.

Since moving into WIMR in 2008, we have experienced 3 flooding situations, one resulting in serious damage to computational machines. Please avoid putting computers and other electronic gear on the floor as such locations have resulted in loss of data and costly repairs during these episodes.

Laptop computers, tablets, and other wireless devices can be used throughout WIMR. Access to the wireless portal is automatic with most wireless devices. Logging on to the wireless system requires passage through the WIMR portal, with agreement that you will abide by the IT policies and procedures of the School of Medicine and Public Health. The Medical Physics Department rules and regulations are found at: <https://www.medphysics.wisc.edu/intranet/it/>.

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 can help you to set up an account on these systems.

### **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. As an employee or student of Medical Physics, which is a unit included within the University's Health Care Component, you must be familiar with the basic principles of the Privacy Rule. Therefore, you must complete HIPAA training modules and document your completion to the Assistant to the Chair, JoAnn Kronberg. Failure to do so will prohibit you 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 [hipaa.wisc.edu](http://hipaa.wisc.edu)
2. Create a login and password
3. Once logged in you will see, "Welcome to HIPAA Training! Click the link below to begin your training."

 [HIPAA Privacy and Security Training \(For New Employees\)](#)

 [HIPAA Security Rule Training \(For Employees who have completed the Privacy Rule Training\)](#)

Choose "HIPAA Privacy and Security Training (For New Employees)." You will then see: HIPAA training is delivered in modules. You will now be asked several Yes/No questions to determine which training modules are appropriate for you. (Press "Start")

Q 1: Do you have an appointment in a UW School, Department, Center or other administrative unit that is part of the University Health Care Component (see HCC list) or are you a UWHC resident or are you a UWMF mid-level professional? (Answer is "YES")

Q2: Do you provide patient care? (Answer is "No")

Q3: Do you use individually identifiable patient health information (see HIPAA Glossary) for research? (Unless you are already engaged in patient research, the answer is "No")

Q4: Do you use individually identifiable patient health information (see HIPAA Glossary) for teaching? (At this time, the answer should be "No")

Q5: Do you use or handle individually identifiable patient health information (see glossary) for any other purpose in the normal course of your job duties? ("No")

Now you'll see:

Based on your answers, you must complete the following HIPAA training modules:

- HIPAA Basics (5 minutes)
- Security Rule Training - Basics (10 minutes)

This module is contained in a single HTML document. It will take you approximately 15 minutes to complete this training online. Complete and then get the certification. Send the certification to the HIPAA security coordinator in the department.

### ***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 you use computers to view patient images, or if you will be involved in any patient research, this must be so indicated when you do the HIPAA training OR you 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 Medical Sciences Center IRB, and everyone listed as an experimenter on a protocol must have participated in the training.

### ***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 most first year students this was mailed by the Graduate School after you were accepted into the program. (Note: It usually is not mailed to international addresses.) For continuing students, this invitation is mailed.
2. Meet with your Advisor and discuss course options. As a guide for your course registration, see pages 18-19 for a typical Medical Physics Master's program.
3. Login to My UW Madison <http://my.wisc.edu>
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.

**Please pay attention to the registration and fee deadlines throughout your graduate studies.** If you attempt to register late, not only will you have to pay a late fee, you will need to request permission from the Graduate School Dean, you will have to fill out a Course Change Form, and you must obtain Departmental permission to register. The Department Chair will not request a waiver on your behalf without a letter from you, explaining why you were late in registering, and from your advisor, providing specific support for your request for late registration. Multiple requests for such waivers will not be supported.

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.

### ***Late Registration Appeal Process***

Under extenuating circumstances, the Graduate School Dean may consider an appeal to the late fee requirement. 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 two week deadline and why the student needs to be registered
- 3) Completed Course Change Form (list as add)

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

### ***Late Payment Fees***

It is important to pay your tuition and fees, whether enrolled in one or multiple sessions, by the due-date on your Student Account Invoice. A \$100 fee is assessed for payment made after the due date shown on your 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.

Late-payment fees may be appealed to the Bursar's Student Accounts Section. Documentation must clearly demonstrate that you were not at fault for failure to meet the fee deadline. Waivers of late fees are not granted if it is deemed the student could have met the fee deadline.

### ***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***

You 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 your GPA. For information, call the Registrar's Office, (608) 262-3811. None of the courses included in your Ph.D. minor may be taken Pass-Fail.

### ***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](mailto: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 for returning, located on the Graduate School Admissions webpage, [grad.wisc.edu/education/admissions/reentry.html](http://grad.wisc.edu/education/admissions/reentry.html). There is no application fee if readmission is made within five years of the last semester of enrollment.

## Department Requirements for the Master of Science Degree

### ***Core Curriculum***

All students in the Medical Physics Program, shall take the following core courses (totaling 25 credits) prior to advancing to dissertator status: MP501, MP563, MP567, MP573, MP566, MP578, MP569, MP701. Students may petition the Medical Physics Graduate Committee to replace one or more courses from the Medical Physics Core Curriculum with an alternative course or courses. The student will 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 certificate unless the core course(s) replaced with alternative course(s) is/are ultimately taken.

Along with the "Core" courses totaling 25 credits, the additional 7 required credits include Journal Club (MP900, taken for credit twice), Anatomy for 3 credits or Physiology for 5 credits (or alternative). This is a total of 32 credits for the M.S. Degree. Students should also complete a graduate course in statistics, namely, Statistics 541, 571, or equivalent.

### ***Suggested Coursework for Health Physics***

For the M.S. Degree with a Health Physics emphasis, the same 25 credits of core courses are required: MP501, MP563, MP566, MP567, MP569, MP573, MP578, and MP701, plus an independent reading course on Health Physics Rules and Regulations for 1 credit. Nuclear Engineering 427 and 571 must also be taken. In addition, 6 elective credits are required. Anatomy for 3 credits or Physiology for 5 credits (or alternative) is required as one of the electives. This is a total of 36 credits for the M.S. Degree. Students should also complete a graduate course in statistics, namely, Statistics 541, 571, or equivalent.

### ***Biological Science: Physiology/Anatomy Requirement***

Human Physiology (Physiology 335 or equivalent) or Human Anatomy (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 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 cannot count for major or minor credit.** The physiology or anatomy requirement may be waived if an equivalent course has been taken for credit in a prior program. The procedure for waiver is for the student to present evidence of having taken an equivalent course to the current instructor of Anatomy 328 or Physiology 335. If the instructor is satisfied that the student has passed an equivalent course, he/she will write a letter to the chair of the Graduate Committee / Graduate Program Coordinator in Medical Physics summarizing this assessment.

### ***Courses for Training Grant-Supported Students***

Students selected as Training Grant trainees may be required to take additional courses in the biological sciences and in research methods. Each training grant program has specific



requirements, so present and prospective training grant trainees should consult with the coordinator of the specific program for details. The Medical Physics Department administers the 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 pre-docs who have attained dissertator status and are in their final years of Ph.D. training.

### ***Ethics and Responsible Conduct of Research***

All Master's and Ph.D. students must complete the 1-credit, Medical Physics course (MP 701 Ethics and the Responsible Conduct of Research and Practice of Medical Physics) in their second semester.

### ***Integrating Research Ethics and Scholarship (IRES)***

Integrating Research Ethics and Scholarship, or "IRES" is an initiative, sponsored by the Graduate School, that offers novice and seasoned researchers and scholars educational opportunities and resources that reflect best practices in ethics education and scholarly integrity. IRES sessions consist of seminars and "events." The program changes each semester. Check <http://www.grad.wisc.edu/ethics/index.html> for this semester's training sessions

### ***Other Requirements***

Seminar Attendance: All graduate students are expected to regularly attend the weekly Medical Physics 900 Seminar every semester. This is a required course, which must be taken for credit for two semesters before receiving the M.S. degree.

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 must complete Human Subjects Protection training before the protocol can be approved.

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, namely, Statistics 541, 571, or 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 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, see SEVIS Questions & Answers, <http://www.ohr.wisc.edu/ifss/imminfo/JScholar/SEVISQ&A2.doc>; contact International Student Services (ISS), 217 Armory and Gymnasium (Red Gym), 716 Langdon Street, 262-2044, [iss@odos.wisc.edu](mailto: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.***

The M.S. degree in Medical Physics does not require a thesis. With the approval of the Graduate Committee, a thesis may be substituted for six elective credits. However, all other M.S. degree requirements are unchanged when a thesis option is selected.

A 3.0 (B) grade-point average must be achieved for the total program of graduate courses taken, not including research credits (Medical Physics 990). 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 -- (3 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. 578 -- Diagnostic Imaging with Non-ionizing Radiation-- (3 cr.)
- †§ Med. Phys. 701 -- Ethics and the Responsible Conduct of Research -- (1 cr.)
- † Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)

### **3rd Semester -- (Fall)**

- \*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, Anatomy 328, 637)
  - 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

**Medical Physics Qualifier:** Four mandatory question sets in MP501, MP566, MP567, and MP569 (required), plus one elective question set from one of MP563, MP573, or MP578 (student choice).

### **4th Semester -- (Spring)**

- \*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.)
  - Med. Phys. 707 -- Applications of Digital Imaging: DSA, CT, MRI -- (2 cr.)
  - Biological Science (e.g., Oncology 401, Neuroscience 524, Physiology 335)
  - Med. Phys. 900 -- Journal Club and Seminar

† Required course.

§ Course required to satisfy CAMPEP core curriculum.

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

**Summary:** 25 core credits [501, 563, 566, 567, 569, 573, 578, and 701], ≥7 additional required credits [Journal Club twice, Anatomy/Physiology (or alternative), statistics, electives], for a total of at least 32 credits for the M.S. Degree.

Please note: Trainees on the Radiological Sciences Training Grant must take Oncology 401 or 703. All students must take Research Ethics MP 701, as outlined on page 16.

## **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.) (formerly MP463)
- †§ Med. Phys. 567 -- The Physics of Diagnostic Radiology -- (3 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. 578 -- Diagnostic Imaging with Non-ionizing Radiation-- (3 cr.)
- †§ Med. Phys. 701 -- Ethics and the Responsible Conduct of Research -- (1 cr.)
- † Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)

### **3rd Semester -- (Fall)**

- Nuc. 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.)
- \*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., Anatomy 328, Physiology 335, Anatomy 637)

**Medical Physics Qualifier:** Four mandatory question sets in MP501, MP566, MP567, and MP569 (required), plus one elective question set from one of NE427 or NE571 (student choice).

### **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.)
- \*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)

† Required course.

§ Course required to satisfy CAMPEP core curriculum.

\* Electives are approved by faculty advisor.

\*\* Offered every other Spring (even years)

**Summary:** 25 core credits, ≥9 additional required credits [NE427, NE571, Journal Club twice, Anatomy/Physiology (or alternative)], Statistics for a total of at least 34 credits for the M.S. Degree.

Please note: Trainees on the Radiological Sciences Training Grant must take Oncology 401 or 703. All students must take Research Ethics MP 701, as outlined on page 16.

### **Qualifying Examination**

The written qualifying examination is offered after the Spring semester of the student's first year. Three hours are allowed to complete the exam, which includes material from selected courses.

The qualifier exam consists of four mandatory question sets in MP501 (Radiological Physics and Dosimetry), MP566 (Radiotherapy Physics), MP567 (The Physics of Diagnostic Radiology), and MP569 (Health Physics & Biological Effects), plus one elective question set chosen by the student and taken from MP563 (Radioisotopes in Medicine and Biology), MP 573 (Medical Image Science: Mathematical and Conceptual Basis), or MP578 (Diagnostic Imaging with Non-ionizing Radiation).

For students in Health Physics, the qualifier exam consists of four mandatory question sets in MP501 (Radiological Physics and Dosimetry), MP566 (Radiotherapy Physics), MP567 (The Physics of Diagnostic Radiology), and MP569 (Health Physics & Biological Effects), plus one elective question set chosen by the student and taken from NE427 (Nuclear Instrumentation Lab) or NE571 (Economic and Environmental Impact of Nuclear Energy).

There are two levels at which this exam can be passed:

- (a) A **basic pass**, required for attainment of the M.S. degree, or
- (b) An **advanced pass**, which not only satisfies the M.S. degree requirements but also is a prerequisite to become a candidate for the Ph.D. degree in Medical Physics.

A student who fails the qualifying exam, or who receives a basic pass, may repeat it one year later. Only one such repeat examination is allowed. The qualifying examination must be taken at the latest in the spring of the second year of graduate work. Failure to receive a basic pass on the second try will not disqualify from the M.S. degree a student who received a basic pass on the first attempt.

### **Satisfactory Progress**

Students working towards the M.S. degree must meet departmental criteria for satisfactory progress, as detailed on page 31.

### **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 30 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. Students should plan to graduate before 2016 under the old rules, otherwise they have to satisfy the new credit requirements. For updated information please refer to the **Graduate School Academic Guidelines** (formerly the *Graduate Student Handbook*). The Guidelines are available in hard copy or online at <http://www.wisc.edu/grad/education/acadpolicy/guidelinesindex.html>.

### **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. 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 remove 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 **Petition to Graduate**. Petitions and details about filing them can be obtained from the Medical Physics Graduate Program Coordinator. Once the petition is filed, 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 and the student's name will appear 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 all 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 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. (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 first achieve an advanced pass on the qualifying examination and complete all requirements for the M.S. degree in Medical Physics at the University of Wisconsin, 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 for completion of the Ph.D. These graduate credits can include research and independent study credits, as well as the minor course requirement 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 9 credits of graduate level courses (greater than and including 300 level) constituting a minor subject area, consisting 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 course composition requires the approval of the minor department, after approval from the research advisor.

**Option B** is a mixed minor and requires a minimum of 9 credits in one or more departments. In some circumstances this will include course work in Medical Physics. However, at least 6 of the 9 credits must be taken outside the Medical Physics Department.

- A course that is cross-listed with Medical Physics will be considered outside the department if its major home is not Medical Physics.
- The course composition and the selection of Option B require the approval of the Medical Physics Graduate Committee, after approval from the research advisor.

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 with the Department of Medical Physics no later than halfway through the minor course sequence. The minor course plan, documented with the minor committee form signed by the student's advisor, the Graduate Committee Chairperson, and the Department Chairperson, must be filed with the Medical Physics Graduate Program 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, and a maximum of 3 credits are allowed from independent studies. 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 University of Wisconsin 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 graduate 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 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://www.grad.wisc.edu/catalog/degreqG.html>. 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 17 or 30).

The minor form is available from the Graduate Program Coordinator and the department web site at [http://www.medphysics.wisc.edu/graduate/current\\_students/](http://www.medphysics.wisc.edu/graduate/current_students/). Data to be included on the form are 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 signatures.

### ***Minor in Medical Physics***

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

### ***Preliminary Examination (Oral)***

A student who has received an advanced pass on the qualifying exam and who wishes to pursue the Ph.D. degree must work with a Medical Physics faculty member who is willing to serve as his/her 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 third 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.

The purposes of this preliminary exam are to:

- (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) probe the student's knowledge of the general area of Medical Physics that is basically relevant to the candidate's field (e.g., radiotherapy physics),
- (d) 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 three parts – 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. If **Part 3** (see below) is distinctly separate, the student then leaves the room while the committee decides whether he/she has passed Parts 1 and 2.

**Part 3** consists of up to one hour of questions to further probe the candidate's knowledge of Medical Physics relevant to the general area of specialization (e.g., diagnostic radiology, radiotherapy, etc.) but not necessarily on the proposal itself. For example, if the proposed thesis topic involves MRI breast studies, the candidate should be able to answer general questions related to x-ray, ultrasound, and PET imaging applied to the breast. A candidate proposing to do work on proton therapy ought to be able to discuss its advantages and disadvantages relative to tomotherapy, IMRT, etc. Once this line of questioning is completed, the student will retire while the committee deliberates, after which he/she will be told which parts of the Prelim were passed.

**Preliminary Exam Committee:** The preliminary exam will be conducted by an *ad-hoc committee* 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. (See **Composition of Thesis Committee** below.) The student's research advisor will ordinarily be a member of the Prelim Exam Committee, but will not chair it. The research advisor will alert the Graduate Committee Chairman of the need for a committee at least **four weeks** (or more) before the earliest possible date for scheduling the exam, to allow it to be scheduled to everyone's satisfaction. The Graduate Program Coordinator needs to be notified so the **Preliminary Exam Warrant** can be requested. Send the coordinator an email with the following information: Which Minor, Date Minor was completed, Prelim Date/Time/Location, Prelim Title and for each Committee Member, their FULL name, Net ID, Title, and Department. The Graduate School requires a Preliminary Exam Warrant to be requested at least three weeks prior to the exam and that all incompletes are removed before requesting the Preliminary Warrant.

A **prospectus** (research proposal) will be prepared by the student. The Prospectus must consist of 25 pages or less of double-spaced text plus figures. Please use at least a 10-point font. References do not count in the 25-page limit. The prospectus should follow an NIH grant application format, with the following parts:

- a. Statement of the Research Problem and Specific Aims (Usually 1 page)
- b. Research Strategy (24 pages double spaced)  
Significance  
Innovation  
Approach (for each Aim provide Preliminary Results and Research Plan)
- c. Expected Timeline for completion
- d. References (not part of the 25-page limit)



The prospectus must be distributed to all committee members at least 2 weeks prior to the scheduled exam date, and an electronic and a paper copy (single-sided on bond paper) of the prelim prospectus should also be given to the Graduate Program Coordinator.

Upon successful completion of all parts of the Preliminary Exam, the student's warrant will be signed by the committee. Any part(s) of the exam that were failed may be repeated, but only once. The exam must be passed completely by the end of the third year (fourth year if the exam has to be repeated).

### ***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
3. Write a research prospectus in an NIH grant application format.
4. At least four weeks before the prelim exam, present a proposed five member prelim committee to the Graduate Committee Chair. All five members must commit to participate at the scheduled exam time. Please note that prelims typically take about two and half hours. At least three members of the preliminary examination committee should have a non-zero appointment in the Medical Physics department. The committee membership must be approved by the Chair of the Graduate Committee, who also will appoint a prelim exam chair. The chair will not be the student's advisor. Four members of the committee should be tenured or tenure-track faculty. One member may be from the CHS track, or clinician track, or academic staff. One member should be from outside the student's major department.
5. Be sure there are no Incompletes (or "NR") on the academic record.
6. Four weeks before the prelim exam, email the Graduate Program Coordinator with the information required to secure a prelim **warrant**. The Prelim Warrant Request needs to be requested 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 to be completed - for the minor must be approved in writing 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 Graduate Program Coordinator. If the distributed minor is chosen (Option B), then the appropriate form to be completed is available from the Graduate Program Coordinator or on pages 45-46 of this handbook. The completed form must be approved and signed by the Medical Physics Department Chair, Graduate Committee Chair and the student's research advisor, before scheduling the Ph.D. 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 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 Graduate Program Coordinator an electronic copy of their prospectus and print out a hard copy on bond paper.
  8. The day of the preliminary exam, carry the prelim warrant to the exam; with passing

of the exam, have it signed by all examining committee members. The candidate will submit an electronic copy with all signatures to the Graduate Program Coordinator before submitting the original warrant to the Graduate School.

### ***Responsibilities of Chair Person and Faculty on the PhD 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 the prospectus.
2. The Research Advisor designates a primary Faculty from the Medical Physics department as Chair of the preliminary examination committee
3. Oral exam of research proposal. This component 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 II 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.
4. Conduct **Part 3** of the examination, consisting 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.
5. The Prelim Committee Chairperson will notify the graduate student, committee members, Graduate Program Coordinator, Graduate Committee Chair, and Department Chair via email regarding the outcome of the examination. 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.
6. The Prelim 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., has completed courses in a minor subject, and has passed the Preliminary Examination, he/she becomes a dissertator. As such, the student should only register for 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 filed in the U.W. Memorial Library. **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 filed.**

Note: A dissertator is not required to register for 8 credits of graduate level courses to qualify for an RA appointment; only 3 credits per semester are required. 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.

## ***Dissertation and Thesis Defense***

Upon completion of the research, the student is required to write a satisfactory dissertation reporting the results. An oral examination on the contents of the thesis will be done by a faculty committee representing the Medical Physics Department. This “thesis 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 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 expected to have *at least* one first-author, peer-reviewed journal publication or a publishable submission in their area of research prior to their dissertation defense.

Thesis Style: The dissertation must follow the format specified by the UW Graduate School. The requirements for margins, page numbering, and general layout of your thesis document are strict. See the Graduate School [website](#) for details of these requirements.

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.

Thesis Defense: The candidate will present his/her dissertation work to an examining committee 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 Thesis Committee**

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

For the latest detailed information on UW Graduate School requirements for thesis committee makeup, please check the Graduate School Academic Guidelines on Committees (Doctoral) on line at <http://grad.wisc.edu/acadpolicy/> (scroll to “Committees”). The following is directly from that site (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. Ph.D. Thesis committees must have at least 5 members, 4 of whom must be UW-Madison 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 appointment in the Department of Medical Physics.
3. The required 5<sup>th</sup> member of a doctoral committee, as well as any additional members, all retain 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., students must receive no more than one dissenting vote from their committee.

### ***Steps to Follow When Setting up the Thesis Defense***

Scheduling the Defense: The final oral examination can be scheduled during the fall, spring or summer semesters. Please note, however, it is Medical Physics policy that there will be no theses 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.

Ph.D. Warrant: At least three weeks prior to the final oral examination, a “Ph.D. Final Oral Committee Approval Form” must be submitted electronically to the Graduate School. Any conditions imposed during passage of the prelim must be satisfied prior to requesting the chairperson’s signature. The candidate fills this form electronically with the Graduate Program Coordinator before submitting it to the Graduate School. It includes the proposed thesis defense committee members’ full names, Net ID, title, department, thesis title, degree term, and the thesis defense date. The Graduate School will then issue a Ph.D. Warrant, listing the defense date, and the committee members. The warrant will be signed by the members of the Oral Defense Committee after a successful thesis defense.

If any changes are made in the membership of the thesis committee, a revised final oral exam committee form must be submitted before the exam. Changes in dissertation title or date do not require a revised form.

Distributing the Thesis: Copies of the dissertation must be provided to members of the thesis committee at least 14 days before the examination.

The Oral Exam: The oral examination consists of two parts. During Part I, the candidate delivers a 45-minute presentation, giving an overview of the thesis work and highlighting aspects that are important or significant. Questions during this period are usually to clarify points in the presentation or in the thesis 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

Oral Examination Committee probes more deeply into salient points of the thesis 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.

After the Oral Exam: Successful completion of the oral examination is followed by any final modifications to the dissertation. If, after a successful defense, corrections are required by a majority of the members of the dissertation committee, the dissertation advisor/mentor will hold off on signing the dissertation defense warrant until the student has completed the revisions/corrections to the dissertation. The dissertation must then be presented to the Degree Coordinator in the Graduate School (Room 217 Bascom Hall) by the Graduate School's deadline if the student wishes to avoid having to register as a dissertator for that semester. The Graduate School Degree and Dissertator Deadlines can be found at <http://www.wisc.edu/grad/education/acadpolicy/deadlines.html>.

Please submit a complete electronic copy of the thesis to the Medical Physics Department, after approval by the Graduate School Degree Coordinator. The Medical Physics Department will pay for binding copies of the thesis 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, he/she may do so at this time.

An electronic copy of the thesis abstract (use the MS-word template and e-mail to the Graduate Program Coordinator). This will be published on the department's web page.

### ***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) An advanced pass on the 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 thesis 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 publishable submission in your area of research.
- j) Completion and defense of Ph.D. thesis.
- k) Successful submission of the signed thesis to the Graduate School Degree Coordinator, Room 217 Bascom Hall.
- l) Deposition of a electronic copy and 3 paper copies of the thesis on 32 lb bond paper, meeting Graduate School guidelines, in the Medical Physics Library.
- m) Submission of an electronic copy of the thesis abstract (use the Medical Physics

- template) to the Medical Physics Graduate Program Coordinator.
- n) Two exit forms to the Medical Physics Graduate Program Coordinator.

### **Responsibilities of Faculty PhD Defense Committee**

1. The Thesis should be distributed at least 14 days before defense to allow adequate time to thoroughly read the dissertation. Thesis should be a complete, final draft and grammatically acceptable. If these criteria are not met, warrant should not be signed.
2. Check for one first author, peer reviewed journal publication or publishable submission in the students area of research. The candidate should provide copy of the publication. The warrant should not be signed if this is not present.
3. Oral exam on the contents of thesis. The oral exam consists of two parts.
  - a. Part 1 is a 45-minute presentation, giving an overview of thesis work, highlighting research that have been completed based on the Specific Aims of the Preliminary examination.
  - b. Part II is a question and answer session for 45 minute. Committee \to probe more deeply into the salient points of the thesis and the research conducted by the candidate.
4. The candidate will complete any corrections needed to dissertation draft. The dissertation advisor will not sign the warrant until the candidate satisfactorily completes the revisions / corrections to 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. 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. Students should plan to graduate before 2016 under the old rules, otherwise they have to satisfy the new credit requirements. For updated information please refer to the **Graduate School Academic Guidelines** (formerly the *Graduate Student Handbook*). The Guidelines are available in hard copy or online at <http://www.wisc.edu/grad/education/acadpolicy/guidelinesindex.html>.

### **Residence Credit Reduction**

For the PhD Degree in Medical Physics, residence credit requirements may be reduced by a maximum of 12 credits for a student with prior graduate level coursework 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 Master' 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 remove 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. 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. You can visit their website at <http://registrar.wisc.edu/> or call 608-262-3811 to request your certification letter. 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 all at 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 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) Obtain at least a 3.0 GPA in the most recent semester. Grades in all research courses and courses with grades of P, F, S or U are excluded from the average. A student who fails to make satisfactory progress will be dropped from the program. In exceptional cases, the chairperson may grant permission to continue for a specified probationary period.
- 2) 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.
- 3) Have taken the qualifier examination by the end of the 3<sup>rd</sup> semester of study. If a basic (low level) 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 5<sup>th</sup> semester.

Any student, who fails to meet the requirements of 1-3 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.*

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

- 4) Have passed the qualifier examination at the Ph.D. level by the end of the 3<sup>rd</sup> semester.

- 5) Acquire a research advisor by the beginning of the second semester.
- 6) Have a minor program approved by the Department before taking the preliminary examination.
- 7) Pass the preliminary examination by the end of the third year.
- 8) Make satisfactory progress in the dissertation research work, as judged by the research advisor.
- 9) Satisfy all Graduate School requirements including the minimum credit requirement.
- 10) Produce at least one first-author, peer-reviewed journal publication or a publishable submission in your area of research.
- 11) Present a departmental seminar on the Ph.D. dissertation topic.
- 12) Defend the Ph.D. dissertation by the end of the 7<sup>th</sup> 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.
- 13) Submit the thesis to the Graduate School Degree Coordinator, Room 217 Bascom Hall.
- 14) Deposit a electronic copy and 3 paper copies of the thesis on 32-lb bond paper, meeting Graduate School guidelines, to the Medical Physics Department. This will be bound for the Department Library.
- 15) Submit an electronic copy of the thesis abstract to the Medical Physics Graduate Program Coordinator.
- 16) Submit two exit forms to the Medical Physics Graduate Program 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***, items 1-16.

### ***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://www.wisc.edu/grad/catalog>.)





# Useful Information about Medical Physics

## **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 at <http://www.medphysics.wisc.edu>.

The Department's primary **Conference Rooms** are 1190 and 1121 WIMR where meetings and some social functions of the department are held. To reserve a conference room for meetings or to schedule it for a thesis defense, contact JoAnn Kronberg at 262-2171 or John Vetter at 262-8780.

A convenient bus service, with stops outside the Health Sciences Learning Center is available for transportation throughout campus. The "Route 80" bus is free on campus. In addition, many students and faculty use bicycles or walk to get to different campus locations. Also, Madison Metro City buses are available free of charge to students.

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 format has changed as of September 1, 2010. It now 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 is found on-line at <http://www.ehs.wisc.edu/radiationsafetytraining.htm>. 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.

When your **address changes**, you will need to notify the Medical Physics Department Office (Program Assistant and/or Graduate Program Coordinator) and also update the University's records. You can update this information in **MYUW** (option in the top red banner) 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](http://registrar.wisc.edu/enrollment_information.htm) and click on "Class Search Timetable."

Division of Informational Technology (DoIT) has a satellite store located in the University Book Store branch in the HSLC Atrium. Their hours are 7:45 a.m. – 5:00 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](mailto: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 on the World Wide Web at <http://www.library.wisc.edu>.

Most Medical Physics faculty and students use the UW Health Sciences Libraries. The address is 750 Highland Avenue and their phone number is 262-2020. You can access them on line 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***

**Graduate Program Coordinator:** Applications, information on the program, Graduate School policies and procedures, prelim exams, prelim warrant information, master degree warrant, Ph.D. degree warrant, degree requirements, graduation information, timetable and course planning information, course evaluations, syllabi, alumni information

**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 Chairman, scheduling conference room, student status letters to attend professional meetings

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

## ***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

## ***Computing***

**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>

**Electronic Mail.** Graduate students should sign up for free electronic mail accounts 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. For account activation, visit <http://www.mynetid.wisc.edu/activate> or one of several computer labs to set up an account: Division of Information Technology (DoIT), 1210 W. Dayton Street (24-hour); Memorial Library Lab, 443 Memorial Library; Steenbock Library Lab, 110C Steenbock Library, Letters & Science Learning Support Services Microcomputer Lab, 464 Van Hise; College Library Lab, 2250 Helen C. White Hall, Math Lab, 101 Van Vleck; Wendt Library Lab (no assistant available), first floor Wendt Library.

## ***My UW-Madison***

My UW-Madison ([my.wisc.edu](http://my.wisc.edu)) is the indispensable campus resource for online information and access to essential communication tools – from Web-based 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](mailto: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://www.hsl.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 and the Welcome Center at 21 N. Park Street. Visitors have a better chance of obtaining space if parking is reserved in advance. All areas have a fee. See <http://www2.fpm.wisc.edu/trans/info.asp> for the complete list of parking available.

## **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.

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>.

## **Sources of Information**

The *Graduate School Catalog* provides an overview of all the 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* (formerly the *Graduate Student Handbook*) provides the “nuts and bolts,” in-depth information about all policies and procedures of the Graduate School. The Graduate School Office of Academic Services and Fellowship Administration developed this handbook to help answer questions about Graduate School academic and administrative policies and procedures. The online version on the Graduate School Web site, <http://www.wisc.edu/grad/education/acadpolicy/guidelinesindex.html>, is the official document of record.

The Graduate School has information on “Completing Your Degree”. See <http://grad.wisc.edu/currentstudents/degree>.

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

# About The City

## *Housing*

### **Places To Live In The Area:**

The Campus Assistance and Visitor Center has merged with Student Orientation Programs and together they are now called Campus Information, Assistance & Orientation (CIAO). For information (on a variety of topics) the CIAO is very helpful. They are located at 716 Langdon Street, Madison, WI 53706 (in the red gym). You can reach them by phone at 608/263-2400. Their e-mail address is [askbucky@uwmad.wisc.edu](mailto:askbucky@uwmad.wisc.edu) and their 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 four locations: there are single and double rooms in the Rust-Schreiner House, 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 1<sup>st</sup> for the following academic year. For students beginning their studies in the spring, applications are accepted as of June 1<sup>st</sup>. For more information about campus housing, write to: Division of University Housing, Assignment Office, Slichter Hall, 625 Babcock Drive, Madison, WI 53706; or call 608/262-2522.

**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:

Visitor & Information Programs  
716 Langdon Street, Madison, WI 53706-1481 (in the red gym)  
608/263-2400, [askbucky@uwmad.wisc.edu](mailto:askbucky@uwmad.wisc.edu), <http://info.wisc.edu>

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

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

Housing:  
(on-campus) <http://www.housing.wisc.edu>



(off-campus) <http://housing.civc.wisc.edu/>

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>  
**Search for apartments:** <http://www.apartmentsource.com>  
**Campus Area Housing:** <http://www.campusareahousing.wisc.edu>  
**Apartment Living Guide:** <http://222.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://www.greatermadisonchamber.com/>, has information on recreation, shopping, restaurants, and hotels. City maps are also available for a nominal fee from the Chamber of Commerce. 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).

## **Web Sites**

Below are some web site addresses and information to get you started.  
Join in and get involved! Have fun!!

### **Wisconsin Welcome**

Various locations, events and dates vary. Although geared toward undergraduates, graduate students may be interested in participating in some events, and are welcome to attend any event. Contact Visitor and Information Programs (VIP) at (608) 263-0367; <http://info.wisc.edu/campus-tours>

**Wisconsin Welcome Events:** <http://www.newstudent.wisc.edu/>

(See other related links for new or incoming students.)

### **Helpful University Web Sites:**

**Graduate School Homepage:** <http://www.wisc.edu/grad>

**Dean of Students Home Page:** <http://www.wisc.edu/students>

**Office of Student Financial Services:** <http://www.finaid.wisc.edu>

**Registrar's Office:** <http://registrar.wisc.edu>

**University of Wisconsin Homepage:**

**<http://www.wisc.edu>** **Campus Map:** <http://www.map.wisc.edu>

## Events Calendars:

**Athletic Department:** <http://www.uwbadgers.com>

**Wisconsin Week:** <http://www.today.wisc.edu>

**Wisconsin Union:** <http://www.wisc.edu/union/TITU>

**Weather:** <http://www.meteor.wisc.edu/weather/index.html>

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

**Madison Metro Transit System:** <http://www.ci.madison.wi.us/metro>

## Attractions:

### Museums and Galleries:

**Geology Museum:** <http://www.geology.wisc.edu/~museum>

**Department of Art:** <http://www.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:

**University Theatre:** <http://www.utmadison.com>

**Wisconsin Union Theater:** <http://www.uniontheater.wisc.edu>

**School of Music**

**Concerts:** <http://www.wisc.edu/music>

## Athletic Events:

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

### The Kohl Center:

[http://www.uwbadgers.com/facilities/kohl\\_center.html](http://www.uwbadgers.com/facilities/kohl_center.html)

The Kohl Center is the new home of Badger basketball and hockey. The \$76-million state-of-the-art facility also is 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: <http://uwarboretum.org/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. (608-263-7888)

**Allen Centennial Gardens:**

<http://allencentennialgardens.org>

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

**Madison:**

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

**Greater Madison Convention & Visitors Bureau:**

<http://www.visitmadison.com>

**Madison Online: <http://www.madline.com>**

**Dane County: <http://www.co.dane.wi.us>**

**State of Wisconsin: <http://www.wisconsin.gov/state/home>**

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

# Forms And Tables

## Revised Academic Calendar for 2011-2016

FALL SEMESTER	2011-12	2012-13	2013-14	2014-15	2015-16
Faculty contract year begin	Aug. 29 (M)	Aug. 27 (M)	Aug. 26 (M)	Aug. 25 (M)	Aug. 24 (M)
Advising available	Aug. 29 (M)	Aug. 27 (M)	Aug. 26 (M)	Aug. 25 (M)	Aug. 24 (M)
Instruction begins	Sep. 2 (F)	Sep. 4 (T)	Sep. 3 (T)	Sep. 2 (T)	Sep. 2 (W)
Labor Day	Sep. 5 (M)	Sep. 3 (M)	Sep. 2 (M)	Sep. 1 (M)	Sep. 7 (M)
<i>Rosh Hashanah</i> ***	Sep. 29-30*	Sep. 17-18*	Sep. 5-6*	Sep. 25-26*	Sep. 14-15*
<i>Yom Kippur</i> ***	Oct. 8 (S)*	Sep. 26 (W)*	Sep. 14 (S)*	Oct. 4 (S)*	Sep. 23 (W)*
<i>Eid-al-Adha</i> ***	Nov. 6 (N)**	Oct. 26 (F)**	Oct. 15 (T)**	Oct. 4 (S)**	Sep. 23 (W)**
Thanksgiving recess	Nov. 24-27	Nov. 2-25	Nov. 28-Dec. 1	Nov. 27-30	Nov. 26-29
Last class day	Dec. 15 (R)	Dec. 14 (F)	Dec. 13 (F)	Dec. 12 (F)	Dec. 15 (T)
Study day	Dec. 16 (F)	Dec. 15 (S)	Dec. 14 (S)	Dec. 13 (S)	Dec. 16 (W)
Exams begin	Dec. 17 (S)	Dec. 16 (N)	Dec. 15 (N)	Dec. 14 (N)	Dec. 17 (R)
Exams end	Dec. 23 (F)	Dec. 22 (S)	Dec. 21 (S)	Dec. 20 (S)	Dec. 23 (W)
Commencement	Dec. 18 (N)	Dec. 16 (N)	Dec. 22 (N)	Dec. 21 (N)	Dec. 20 (N)
Official graduation date	Dec. 24 (S)	Dec. 23 (N)	Dec. 22 (N)	Dec. 21 (N)	Dec. 24 (R)
Last day grades in	Dec. 29 (R)	Dec. 28 (F)	Dec. 27 (F)	Dec. 26 (F)	Dec. 29 (T)
MWF days	43	43	43	43	43
TR days	29	29	29	29	29
SPRING SEMESTER	2011-12	2012-13	2013-14	2014-15	2015-16
Advising available	Jan. 17 (T)	Jan. 14 (M)	Jan. 13 (M)	Jan. 12 (M)	Jan. 11 (M)
Martin Luther King Jr. Day	Jan. 16 (M)	Jan. 21 (M)	Jan. 20 (M)	Jan. 19 (M)	Jan. 18 (M)
Instruction begins	Jan. 23 (M)	Jan. 22 (T)	Jan. 21 (T)	Jan. 20 (T)	Jan. 19 (T)
Spring recess	Mar. 31-Apr. 8	Mar. 23-31	Mar. 15-23	Mar. 28- Apr. 5	Mar. 19-27
Classes resume	Apr. 9 (M)	Apr. 1 (M)	Mar. 24 (M)	Apr. 6 (M)	Mar. 28 (M)
<i>Good Friday</i> ***	Apr. 6 (F)	Mar. 29 (F)	Apr. 18 (F)	Apr. 3 (F)	Mar. 25 (F)
<i>Passover</i> ***	Apr. 7 (S)*	Mar. 26 (T)*	Apr. 15 (T)*	Apr. 4 (S)*	Apr. 23 (S)*
Last class day	May 11 (F)	May 10 (F)	May 9 (F)	May 8 (F)	May 6 (F)
Study day	May 12 (S)	May 11 (S)	May 10 (S)	May 9 (S)	May 7 (S)
Exams begin	May 13 (N)	May 12 (N)	May 11 (N)	May 10 (N)	May 8 (N)
<i>Shavuot</i> ***	---	May 15-16*	---	---	---
Exams end	May 19 (S)	May 18 (S)	May 17 (S)	May 16 (S)	May 14 (S)
Commencement weekend	May 18-20	May 17-19	May 16-18	May 15-17	May 13-15
Official graduation date	May 20 (N)	May 19 (N)	May 18 (N)	May 17 (N)	May 15 (N)
Last day grades in	May 25 (F)	May 24 (F)	May 23 (F)	May 22 (F)	May 20 (F)
Faculty contract year end	May 27 (N)	May 26 (N)	May 25 (N)	May 24 (N)	May 22 (N)
MWF days	45	44	44	44	44
TR days	30	30	30	30	30
SUMMER SESSION	SS 2012	SS 2013	SS 2014	SS 2015	SS 2016
Memorial Day	May 28 (M)	May 27 (M)	May 26 (M)	May 25 (M)	May 30 (M)
3-week session begins	May 29 (T)	May 28 (T)	May 27 (T)	May 26 (T)	May 23 (M)
8-week session begins	Jun. 18 (M)	Jun. 17 (M)	Jun. 16 (M)	Jun. 15 (M)	Jun. 13 (M)
Independence Day (observed)	Jul. 4 (W)	Jul. 4 (R)	Jul. 4 (F)	Jul. 4 (S)	Jul. 4 (M)
8-week session ends	Aug 10. (F)	Aug. 9 (F)	Aug. 8 (F)	Aug. 7 (F)	Aug. 5 (F)
<i>Shavuot</i> ***	May 27-28*	---	Jun. 4-5*	May 24-25*	Jun. 12-13*
<i>Ramadan begins</i> ***	Jul. 20 (F)**	Jul. 9 (T)**	Jun. 28 (S)**	Jun. 18 (R)**	Jun. 6 (M)**
<i>Ramadan ends (Eid-al-Fitr)</i> ***	Aug. 19 (N)**	Aug. 8 (R)**	Jul. 28 (M)**	Jul. 17 (F)**	Jul. 6 (W)**
Official graduation date	Aug. 26 (N)	Aug. 25 (N)	Aug. 24 (N)	Aug. 23 (N)	Aug. 28 (N)

\* Observances of Jewish holidays begin at sunset on the day preceding that which is listed as the holiday.

\*\* Islamic holidays are based on the lunar cycle, and dates may vary by one day from those listed.

\*\*\*RELIGIOUS OBSERVANCES POLICY

In accordance with regent and faculty policy, faculty are asked not to schedule mandatory exercises on days when religious observances may cause substantial numbers of students to be absent from the university. Some religions mark observances over multiple days, which may begin at sunset on the day preceding the posted date(s) of the holiday. **Conflicts may occur for religious observances other than those identified in the calendar.** A listing, though not exhaustive, of religious holidays is available on-line at [www.interfaithcalendar.org](http://www.interfaithcalendar.org).



**Medical Physics Department**

***Minor Program Course Proposal***

Student's Name \_\_\_\_\_ Incoming Year \_\_\_\_\_ Date of Proposal \_\_\_\_\_

Qualifying Exam Result and Date \_\_\_\_\_

The following courses are hereby approved by the Department of Medical Physics for this student's Ph.D Minor

Dept Name	Course number	Course Name	Credits	Semester that course was/will be taken	Grade

Explain how this minor program constitutes a coherent body of work that enhances or compliments your research.

**Signatures:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Graduate Committee \_\_\_\_\_ Date \_\_\_\_\_

Chair of Med Physics \_\_\_\_\_ Date \_\_\_\_\_

Final Approval (After minor course sequence has been complete and grades are recorded)

Graduate Committee \_\_\_\_\_ Date \_\_\_\_\_

Chair of Med Physics \_\_\_\_\_ Date \_\_\_\_\_

**See Reverse Side**

All Ph.D. students must complete a minor course program as part of the 54 credit Graduate School requirement prior to obtaining a warrant for their Preliminary Exam. The minor is designed to represent a coherent body of work taken as a graduate student and should not be simply an after-the-fact ratification of the number of courses taken outside the major department. A minor program must be approved and filed in the Medical Physics Department after the student has obtained an advanced pass on the qualifying examination and prior to the start of course registration for the following semester before the student can be officially admitted to candidacy for the Ph.D degree.

The current minor options are:

**Option A** requires a minimum of 9 credits in a single department/major field of study. Selection of this option requires the approval of the minor department.

**Option B** requires a minimum of 9 credits in a one or more departments /and can include 3 credits of course work in the major department. Selection of this option requires the approval of the major department.

For more detailed information refer to “Graduate School Minimum Degree Requirements” which can be found on the Graduate School Catalog web page (<http://www.grad.wisc.edu/catalog/degreqG.html>).

**Medical Physics Department**  
***Preliminary Warrant Application Checklist***

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Semester & Year Enrolled: \_\_\_\_\_

Advanced Pass on Qualifying Examination. Date: \_\_\_\_\_

Received Master's Degree. Semester/Date: \_\_\_\_\_

Completed Minor Requirement  Option A (Department \_\_\_\_\_) OR  Option B

Date: \_\_\_\_\_ Credits: \_\_\_\_\_ Minor GPA: \_\_\_\_\_

Completed Ph.D Course Requirements

Date: \_\_\_\_\_ Credits: \_\_\_\_\_ GPA: \_\_\_\_\_

Courses with 'Incomplete' grades:  Yes  No

\_\_\_ Update IDP every Fall Term (Date: \_\_\_\_\_)

Preliminary Examination Committee (Minimum Five (5) members)

Research Advisor (s): \_\_\_\_\_

\_\_\_\_\_

Committee members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prospectus title: \_\_\_\_\_

\_\_\_\_\_

## **Additional Requirements**

### **Before Submitting the Application for the Preliminary Exam warrant**

1. You should have fulfilled all Master's Degree Requirements plus additional coursework as specified by your advisor.
2. You should have received a Ph.D. Pass on the Qualifying Examination.
3. Schedule the Preliminary Exam with your committee (Note, the Preliminary Exam warrant needs to be requested **at least** 3 weeks prior to exam)
4. File the Preliminary Exam warrant, signed by your committee before the first day of classes of a given semester (otherwise register as a non-dissertator that semester).
5. You should have completed your graduate level course credits, minor research credits (9 credits), and other elective credits. You will be allowed to only take 3 credits each semester after successful completion of your Preliminary Exam.
6. Your Preliminary exam committee must be approved by the Graduate Chair prior to requesting the Preliminary Exam warrant. Four members of the committee should be tenured or tenure-track faculty. At least three members of the preliminary examination committee should have a non-zero appointment in the Medical Physics department. One member may be CHS track or clinician track.
7. You must submit copies of your Research prospectus to your committee members at least 14 days prior to the examination.
8. You must submit an electronic copy and a paper copy of the prelim prospectus to the Medical Physics Graduate Program Coordinator.

### **After successful completion of Preliminary Examination**

1. You are eligible to be a dissertator. As a dissertator, you have to be enrolled for 3 credits (typically research, MP9909) continuously until the final oral defense of your dissertation.
2. You must continue to make satisfactory progress on dissertation research work as judged by your research advisor. Besides regular meetings with your research advisor, it often is useful to meet occasionally with other members of your research committee.
3. Some students are required to take additional courses in areas judged weak during the Preliminary Exam. Before applying for the final exam warrant, any conditions must be satisfied.
4. You are required to present a departmental seminar on your research, usually within the semester of graduation.
5. Write a satisfactory dissertation reporting the results as determined by the research advisor and dissertation Committee.



**Medical Physics Department**  
***Thesis Defense Application Checklist***

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Semester & Year Enrolled: \_\_\_\_\_

- Completed 54 graduate level credits
- Presented Departmental seminar Semester/Date: \_\_\_\_\_
- One first-author peer-reviewed journal publication
- Ph.D Degree Semester/Date: \_\_\_\_\_
- Thesis Defense Committee (Minimum Five (5) members)

Research Advisor (s): \_\_\_\_\_

\_\_\_\_\_

Committee members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dissertation title: \_\_\_\_\_

\_\_\_\_\_

Contact information after degree completion: \_\_\_\_\_

\_\_\_\_\_

Board Examination Status (Which board certification process do you plan to enter?)  
\_\_\_\_ ABR \_\_\_\_ CCPM \_\_\_\_ ABMP \_\_\_\_ ABSNM \_\_\_\_ None

Have you taken Part I of a Board exam? (If so, state which Exam and the year(s).)

## Additional Requirements

### Before Submitting the Application for the Thesis Defense warrant

1. The Dissertation Defense warrant needs to be requested **at least** 3 weeks prior to exam. Work with the Graduate Program Coordinator to apply for this warrant
2. You should have completed 54 graduate level credits, minor research credits (9 credits), and other elective credits.
3. The warrant for your defense must list the members of the thesis defense committee. Four members of the committee should be tenured or tenure-track faculty. At least three members of the preliminary examination committee should have a non-zero appointment in the Medical Physics department. One member may be CHS track or clinician track. One member should be from outside the department.
4. Have one first-author, peer-reviewed journal publication or a publishable submission in your area of research prior to your dissertation defense.
5. Submit copies of your Dissertation to committee members at least 14 days prior to the examination.

### After successful completion of the Thesis Defense Congratulations!

6. Supply three copies of your corrected dissertation to the Medical Physics Library on BOND paper.
7. Supply electronic version of abstract to Graduate Program Coordinator.
8. Supply electronic and paper versions of Program Termination Information form to Graduate Program Coordinator.
9. Return all Medical Physics keys and library books that you have checked out.
10. Turn in your Alumni Update Form to the Graduate Program Coordinator.

Provide us information on your immediate career plans

- Take an Assistant Professor position
- Enter a therapy physics residency
- Enter an imaging physics residency
- Take a junior medical physicist position
- Take a post-doctoral position
- Enter another degree program
- Take a job in industry
  
- Other:

Department of Medical Physics  
University of Wisconsin – Madison  
**Department Directory Information Form**

To: Medical Physics Students  
From: Deb Torgerson

*Please complete the form below and return it to Deb Torgerson, 1008 WIMR, by September 10<sup>th</sup>.*

Name:	
Degree in Progress (Circle One): MS    PhD	Are you a Dissertator?    ____ Yes    ____ No
Home Address:	Office Room Number:
Home Phone:	Office Phone Number:
	Lab Room Number:
	Lab Phone Number:
Advisor's Name:	
Spouse's Name:	
E-mail Address:	
Anticipated Graduation Date:    Fall    Spring    Summer    ____ Year	

Please indicate which option you will be taking:

Core Curriculum     Opt Out of Core Curriculum     Health Physics

[If Opting out, Approved by Advisor ( \_\_/\_\_/\_\_ ) and Approved by Graduate Chair ( \_\_/\_\_/\_\_ )]

Areas of Interest in Medical Physics:

- \_\_\_\_\_ Biomagnetism: Imaging and Physiology
- \_\_\_\_\_ Medical Imaging Physics
  - \_\_\_\_\_ CT and X-ray Imaging
  - \_\_\_\_\_ Medical Image Processing
  - \_\_\_\_\_ Magnetic Resonance Imaging
  - \_\_\_\_\_ Nuclear Medicine and PET
  - \_\_\_\_\_ Ultrasound Imaging and Elastography
  - \_\_\_\_\_ Optical Imaging
- \_\_\_\_\_ Radiation Therapy and Radiation Physics
  - \_\_\_\_\_ Brachytherapy
  - \_\_\_\_\_ Conformal Therapy/Tomotherapy
  - \_\_\_\_\_ Health Physics
  - \_\_\_\_\_ Image-guided Radiation Therapy
  - \_\_\_\_\_ Proton and Neutron Metrology
  - \_\_\_\_\_ Radiation Dosimetry
- \_\_\_\_\_ Other: \_\_\_\_\_

### ***Last Semester Check Out List***

- \_\_\_\_\_ Make sure all incompletes are taken care of and final grade changes reported.
- \_\_\_\_\_ Request Ph.D. Degree Warrant by appropriate deadline email the Graduate Program Coordinator with the following information: Date of Exam, Term for Degree, Your Title, Committee Members' FULL Name, Net ID, Title, and Department.)
- \_\_\_\_\_ Supply electronic version of Ph.D. abstract to the Graduate Program Coordinator.
- \_\_\_\_\_ Supply electronic and paper versions of **Program Termination Information and Alumni Update form** (see page 52 in your handbook, note an electronic version is available) to Graduate Program Coordinator.
- \_\_\_\_\_ Return all Medical Physics **keys** and library **books** that you have checked out.
- \_\_\_\_\_ Congratulations!!

***Campus Map***

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

# Program Termination Information

Send electronic copy including attachments to: [datorger@wisc.edu](mailto:datorger@wisc.edu)

Department of Medical Physics  
1005 WIMR, 1111 Highland Avenue  
Madison, WI 53705

1. Name of Graduate Student

2. Advisor(s) and semesters applicable:

3. Degree(s) Achieved / Completion Date (s)

4. Thesis Title

5. Provide a short summary of training received and research undertaken during your tenure in the UW Medical Physics Program

6. List all publications for which you are author or coauthor that resulted from your work at Wisconsin. Include papers published, papers accepted for publication, and manuscripts in preparation (with anticipated date of submission and journal).

7. List any awards that you received during UW graduate training (include award name, awarding organization, the year of the award, and whether the award was given to you individually or to the program).

8. Indicate Position, Title, Field, Name of Organization, City and State where you are planning to work or study.

9. Indicate the date (month, year) when you accepted the above position.

**Mailing Address:**

**Email:**  
**Telephone:**  
**Fax:**

10. Signature of Graduate:

11. Please include any information in this section that did not fit on the first page.