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

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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 40,000 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 Hoofer'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 the basic science departments in the UW School of Medicine and Public Health. 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 departmental office can provide specific information on employment opportunities.

The Department of Medical Physics maintains close collaborative ties with other UW departments including Human Oncology, Medicine, Neurology, Neurological Surgery, Radiology, Psychiatry, Physics, Biomedical Engineering, Nuclear Engineering and Engineering Physics, and the School of Veterinary Medicine. Most 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 Medical School's 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 and are shared with Radiology for carrying out imaging research. A PET Trace cyclotron facility, PET chemistry labs with automated synthesis modules, a CT/PET scanning unit, preclinical Optical, MRI, and CT/PET, as well as a machine shop and the Accredited Dosimetry Lab are located one floor down. Graduate students engaged
in research in any of these modalities often are trained to, and do use these facilities.

The Department’s Accredited Dosimetry Calibration Laboratory is one of three in the U.S. accredited by the American Association of Physicists in Medicine. The lab also runs an associated UW Radiation Calibration Service. 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 the Master of Science (M.S.) and the Doctor of Philosophy (Ph.D.) in Medical Physics. The program is planned so the student may emphasize General Medical Physics (GMP), Image Science (IS), or Health Physics (HP). The M.S. in Medical Physics with the General Medical Physics or Health Physics emphasis is a valuable and worthwhile terminal degree that provides access to many employment opportunities in the field. The Ph.D. 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 some clinical physics positions require the Ph.D.

The primary emphasis of the GMP program is in radiological physics. Radiological physicists may participate professionally, for example, in the radiation treatment of cancer patients, in advanced diagnostic imaging procedures such as ultrasound, biomagnetism, PET, CT, and MRI, and in related research, teaching and quality assurance. Clinical physics residency experience along with board certification through the ABR (American Board of Radiology) is needed for most hospital-based Medical Physics positions.

The "Image Science Track" offers specialization in the mathematics and physics related to all aspects of medical imaging. The course sequence in the image science track enables students to concentrate on imaging courses during their early years of training and assures a comprehensive coverage of all imaging modalities. Individuals who specialize in image science work professionally in research positions, industry, academic institutions, government laboratories, and hospitals.

Health physicists may, for example, operate radiation protection programs at universities, hospitals, and nuclear industrial facilities, and may perform research on methods of measuring ionizing radiations (i.e., dosimetry) or controlling environmental radiation hazards.

**Clinical Physics Positions: ABR Board Certification**

For those interested in careers in clinical Medical Physics, it is important to note that most clinical Medical Physics positions require certification by a testing board, the most common being the American Board of Radiology. 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. The web site is [http://www.campep.org](http://www.campep.org)).
Part 2 has a choice of 3 separate tests: a) Diagnostic Radiologic Physics; b) Medical Nuclear Physics; and c) Therapeutic Radiologic Physics. Besides didactic training, eligibility for Part 2 includes clinical training, which starting with individuals taking Part 1 in 2014 and later, must be done in a CAMPEP approved residency program. The official ABR ruling is as follows:

Candidates taking the American Board of Radiology Part 1 examination in Radiologic Physics in 2014 and later will be required to complete a CAMPEP accredited residency program before being eligible for Part 2 of the ABR exam. The ABR’s Medical Physics web site is 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 Radiological Physics, Medical Nuclear Physics and Therapeutic Radiologic Physics. The candidate is examined by five physics examiners, each of whom asks questions in five physics categories related to the specialty area(s). Currently, the five physics categories are: Radiation protection and patient safety; Patient-related measurements; Image acquisition, processing and display; Calibration, quality control and quality assurance; and Equipment.

The breadth of the UW graduate program is such that it is possible to obtain a MS or Ph.D. degree in our department without necessarily satisfying all ABR didactic prerequisites as spelled out in the American Association of Physicists in Medicine’s “TG 197 Report.” For example, UW’s image science track lists Radiobiology (Med Physics 410) as an optional course, but this is a required class for anyone wanting ABR board certification. As another example, the general track lists Ultrasound (Med Physics 575) and MRI (468) as optional, but knowledge here also is essential for any clinical medical physicist. It is up to you to plan your courses accordingly to be sure you have all requirements satisfied. Effective with the entering class of 2012, a certificate of completion of the minimum Medical Physics core curriculum defined by AAPM Report 197 will be provided to students who have taken MP410, MP463, MP501, MP566, MP567, MP569, MP572, MP573, MP568, MP575, MP701, Anatomy/Physiology, and Statistics. This is a requirement for CAMPEP-accredited Medical Physics graduate programs in which students can complete all degree requirements without the completion of core Report 197 curriculum requirements.

Note, Ph.D. students may use Medical Physics courses to fulfill part or all of their minor requirements. (See section on “Department Requirements for the Ph.D. Degree” below in this handbook.)

**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 all admissions information for the Medical Physics Department are at http://medphysics.wisc.edu/graduate/admissions/

The UW Graduate School Catalog (http://www.wisc.edu/grad/catalog) provides information on Graduate School requirements. Other links to specific information or forms are as follows: http://info.gradsch.wisc.edu/admin/admissions/requirements.html contains details of the Graduate School Admission Requirements; a checklist for the Grad Sch. Application is at http://info.gradsch.wisc.edu/admin/admissions/gschecklist.html.
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 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) 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 and the Graduate Committee, an equivalent course has been successfully completed elsewhere.

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 (R.A.) and Project Assistant (P.A.) 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 (T.A.) positions are available in the department. These usually are awarded to advanced students who have taken the courses in which TA’s 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. Nominations for training grant positions are 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. A list of training grants throughout the university can be found at http://www.grad.wisc.edu/education/diversity/recruitingmaterials/traininggrants.pdf

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. P.A.’s and T.A.’s must register for at least 2 or more credits in the fall and spring semesters; summer registration is not necessary for P.A.’s and T.A.’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 mentors they are considering working with. 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 and their web site can be found at [http://www.mcburney.wisc.edu](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. Consult the online version of Student Orientation Handbook at [http://www.newstudent.wisc.edu](http://www.newstudent.wisc.edu) (You also may go directly to [http://www.safeu.wisc.edu/](http://www.safeu.wisc.edu/)).

Sexual harassment is an important issue for many young women and men, especially when you are a student. UW-Madison offers a place to go if you believe that you are a victim of sexual harassment. Check online at [http://oed.wisc.edu](http://oed.wisc.edu) (click on Sexual Harassment Information and Resources) to find several resources on how to effectively deal with sexual harassment issues. Or call the Campus Women's Center at (608) 262-8093 for similar information.

**Campus Police**

The phone number for campus police is 1-608-264-2677. And of course, if there is an emergency, use 911.

**Getting Started in Medical Physics at Wisconsin**

The last 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, that is requested.

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, they sent you 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 WISCSARD. This is issued at the UW Union South. You will need your ID number as well as a photo-ID, such as that on your passport, your driver’s license, or
some other official government issued ID. For information, see http://wiscard.wisc.edu/service.html.

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. **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.)

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**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), the Radiation Oncology department and labs (Dr. Paliwal), the Keck Imaging Center (Drs. Alexander and Christian), and the Wisconsin Institutes for Discovery, (Dr. Mackie).

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 conveniently at this time because of the large number of trainees currently working with Medical Physics faculty. The administrative staffs of Medical Physics and Radiology do their best to accommodate all requests.

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**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 machine.

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 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 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: http://medphysics.wisc.edu/faculty/it/ Information on School of

Students should consult with their advisor on acquiring a desktop machine. In some situations it may not be possible to accommodate all students with their 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
2. Create a login and password (this is new; they used to recognize your NETID and password.)
3. Once logged in you’ll 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 answer is “No”)

Q4: Do you use individually identifiable patient health information (see HIPAA Glossary) for teaching? (At this time, 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 must complete more advanced modules in this series. For example, if you use computers that have patient images, or if you will be involved in any patient research, this must be so indicated when you do the HIPPA 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](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. Use the form for the Medical Physics option you have chosen (located on pages 48-50) as a guide for your course registration.
3. Login to My UW Madison [http://my.wisc.edu](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.

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) Letters from advisor and chairman on department letterhead stating why the student didn’t register by the two week deadline and why the student needs to be registered
2) 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; 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 "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 that can be done 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 PhD 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 reasons or other reasons. The following information is from the Graduate School Academic Policies and Procedures. Students should notify their programs as well as the Graduate School Office of Admissions and Academic Services (gsacserv@grad.wisc.edu) of their intention to take a leave of absence. If students have pre-enrolled for a future term and plan to take a leave of absence, they must be sure to drop all courses before the first day of class. Previously enrolled students who wish to return to Graduate School should follow the instructions for returning, located on the Graduate School Admissions webpage, 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

There are three options for the Master of Science (M.S.) in Medical Physics: General Medical Physics (GMP), Image Science (IS), and Health Physics (HP).

**General Medical Physics Option**

“Core” courses totaling 20 credits are required for the M.S. Degree in Medical Physics in the General Medical Physics Option. The courses are Medical Physics 410, 463, 501, 566, 567, 569 and 701. In addition, 12 more relevant graduate-level elective credits (300 or higher), approved by your advisor, are required for a total of 32 credits. These must include either anatomy or physiology course work, unless this requirement has been satisfied with previous course work, and at least three of the courses, Laboratories in Radiological Physics (“Rad Labs” or Medical Physics 661-666). Rad Labs are one credit each except for Medical Physics 661, which is a 2 credit course. Journal Club (Medical Physics 900) must be taken for credit twice. Students should complete a graduate course in statistics, namely, Statistics 541, 571, or its equivalent.

**Image Track Option**

“Core” courses totaling 25 credits are required for the M.S. Degree in Medical Physics in the Image Science Track Medical Physics Option. The courses are Medical Physics 463, 501, 573, 574, 567, 568, 569, 575 and 701. The additional 5-7 required credits include Journal Club (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 complete a graduate course in statistics, namely, Statistics 541, 571, or its equivalent.

**Health Physics Option**

For the M.S. Degree in the Health Physics Option, 20 credits of Core courses are required: Medical Physics 410, 463, 501, 569, 664, 699, 701 (Independent reading course on H.P. Rules and Regulations - 1 Cr.); and Nuclear Engineering 427 and 571. In addition 12 more elective credits are required, including at least one of Medical Physics 661, 662, 663, or 665. Anatomy for 3 credits or Physiology for 5 credits (or alternative) is also required. This is a total of 32 credits for the M.S. Degree. Students should complete a graduate course in statistics, namely, Statistics 541, 571, or its equivalent.

**Biological Science: Physiology/Anatomy Requirement**

Human Physiology (Physiology 335 or equivalent) or Human Anatomy (Anatomy 328 or equivalent) are required for all options. It is also possible to apply Neuroscience 524 or other anatomy or physiology courses to satisfy this requirement.

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 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 Radiological Sciences Training Grant. Students may be nominated by their advisors for one of the 10 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 should complete the 1-credit, Medical Physics course (MP 701) Ethics and the Responsible Conduct of Research in their 4th Semester. The Medical Physics Department allows any of these other courses to be taken in lieu of the MP 701 course for obtaining the Preliminary Examination warrant. Among the course choices are:

1. MEDICAL HISTORY AND BIOETHICS (545) “Ethical and Regulatory Issues in Clinical Investigation” (1 credit)
2. MEDICAL HISTORY AND BIOETHICS (558) “Ethical Problems Raised by Biomedical Technology” (3 credits)
3. ONCOLOGY (721) “The Conduct of Science” (1 credit)
4. MEDICAL HISTORY AND BIOETHICS (999) Research Ethics (1 credit)

**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](http://www.grad.wisc.edu/ethics/index.html) for this semester's training sessions

**Other Requirements**

**Seminar Attendance:** All graduate students are expected to attend regularly the weekly Medical Physics 900 Seminar every semester. This is a required course which must be taken for credit any 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 available through the same UW-RSP site. Note, 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 subjects research 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. This set of online training modules is available at the website http://www.grad.wisc.edu/research/wkshop/index.html#HST. Certification of training is provided upon completion of short quizzes associated with most modules.

PHI (Private Health Information) and HIPPA See HIPPA section above.

Statistics Courses: Students interested in following the path to ABR Board Certification must keep in mind that CAMPEP expects there will be a course in statistical procedures in the training program. Students should complete a graduate course in statistics, namely, Statistics 541, 571, or its equivalent.

**Dual Degree Program B.S. Nuclear Engineering – M.S. Med Physics**

The UW Medical Physics Department and the Engineering Physics Department have established a Dual Degree program in which qualified engineering students may earn a B.S. degree in Nuclear Engineering (BSNE) and a M.S. degree in Medical Physics (MSMP) in a focused, 5-year curriculum. The program requires earning a total of **150 credits**, following a carefully chosen plan of study. Both degrees are granted simultaneously when all B.S. and M.S. degree requirements are met.

**The Requirements for Consideration to the Dual Degree Program are as follows:**

1. Students must be majoring in Nuclear Engineering;
2. Their grade point average must be 3.3 or better;
3. Students should be at least in their junior year.
4. Approval by the Medical Physics Admissions Committee is required. (Admission is not automatic by meeting the above three criteria.)

**Application Procedure**

1. By mid-semester (March 15 for the Spring Semester) of the junior year students will submit a letter of intent to the Chair of the Engineering Physics Department.
   a. The letter should include an outline of the professional goals of the student and how the dual degree program will help to meet these goals
   b. The letter should be accompanied by a copy of the student’s academic transcript (campus copy is acceptable), and a schedule plan for the courses to be taken during the fourth and fifth years. This plan should be worked out with, and approved by, the student’s undergrad advisor and an advisor from the Medical Physics Department. The plan should designate which courses taken during the last two years are to be counted for undergraduate credit and which will be done for graduate credit. Up to 5 credits may be used for both undergraduate and graduate credit.
   c. If accepted as a candidate to the Dual Degree program, a notation of such will be placed on the student’s transcript. The student classification will remain “NE4” during the senior year.
2. After being accepted as a candidate and at the completion of their junior year, students must apply for admission to the Medical Physics Graduate Program. Admission is for the
semester starting the fifth year. Admission decisions for the Dual Degree Program are made early in the summer.

If admitted, the student’s classification will be changed to “G655” (Graduate Status-Medical Physics Department) starting the fifth year; students will pay graduate fees for the final year of study. In addition to their undergraduate advisor, they will be assigned an advisor from the Medical Physics Department.

3. Students who are accepted into the Dual Degree program but later drop out of the program will have their classification changed back to NE4, and the BS degree will be granted when all requirements for this degree are met.

**Dual Degree Requirements**

1. The usual requirements for both the BSNE and MSMP degrees apply. See the undergraduate and graduate advising materials for a description of the requirements.

2. The total number of credits must be at least **150 for completing the Dual Degree Program**. Up to 5 credits may be used for meeting both the undergraduate and graduate degree requirements.

3. Changes in a dual degree student’s program must be approved by both the Medical Physics and Nuclear Engineering advisors, and a revised program plan must be submitted to both departments prior to deviating from the earlier program plan. See pages 22-23 for a typical Dual Degree Plan outline.

**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.
Students' records will be 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://info.gradsch.wisc.edu/whyuwmadison/academic/sevis.html; contact International Student Services (ISS), 217 Armory and Gymnasium (Red Gym), 716 Langdon Street, 262-2044, iss@odos.wisc.edu, http://iss.wisc.edu; or visit DHS Office of Immigration and Customs Enforcement at http://www.ice.gov/sevis/index.htm.

**Other Specifics about the MS**

The M.S. degree 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).

Following on pages 19-21, are typical course programs that may be taken for the three M.S. options, beginning with the Fall Semester.
Typical Program for Master of Science Degree in Medical Physics (General Medical Physics Option)

1st Semester -- (Fall)
†§ Med. Phys. 463 -- Radioisotopes in Medicine and Biology -- (3 cr.)
§ Med. Phys. 501 -- Radiological Physics and Dosimetry -- (3 cr.)
§ Med. Phys. 567 -- The Physics of Diagnostic Radiology -- (3 cr.)
‡ Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)

2nd Semester -- (Spring)
†§ Med. Phys. 410** -- Radiobiology -- (2 cr.)
†§ Med. Phys. 566 -- Physics of Radiotherapy -- (4 cr.)
†§ Med. Phys. 569 -- Health Physics -- (4 cr.)
*Electives: Choose From:
§ Med. Phys. 568 -- Magnetic Resonance Imaging (MRI) -- (3 cr.)
§ Med. Phys. 575 -- Diagnostic Ultrasound Physics -- (2 cr.)
Med. Phys. 530 -- Medical Imaging Systems -- (3 cr.)
Med. Phys. 570*** -- Advanced Brachytherapy Physics -- (3 cr.)
Med. Phys. 707 -- Applications of Digital Imaging: DSA, CT, MRI -- (2 cr.)
‡ Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)

Medical Physics Qualifier (5 required courses: 463, 501, 566, 567, 569)

3rd Semester -- (Fall)
*Electives: Choose From:
§ Med. Phys. 572 -- Advanced Radiation Treatment Planning -- (3 cr.)
§ Med. Phys. 573 -- Medical Image Science: Mathematical & Conceptual Basis -- (3 cr.)
§ Statistics 541, 571 or equivalent -- Statistics -- (3-4 cr.)
§ Biological Science (i.e. Physiology 335, Oncology 401, Anatomy 328, 637)
Med. Phys. 471 -- Radiation Treatment Planning Systems -- (3 cr.)
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. 710 -- Advances in Medical Magnetic Resonance -- (2 cr.)
‡ Med. Phys. 900 -- Journal Club and Seminar

4th Semester -- (Spring)
†§ Med. Phys. 701 -- Ethics and the Responsible Conduct of Research -- (1 cr.)
†§ Med. Phys. 410** -- Radiobiology -- (2 cr.)
*Electives: Choose From:
§ Med. Phys. 568 -- Magnetic Resonance Imaging (MRI) -- (3 cr.)
§ Med. Phys. 575 -- Diagnostic Ultrasound Physics -- (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 (i.e. Neuroscience 524, Physiology 335)
‡ Med. Phys. 900 -- Journal Club and Seminar

† Required course.
§ Course required to meet core TG197 curriculum for Medical Physics.

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

Summary: 20 core credits [410, 463, 501, 566, 567, 569, and 701], 12 additional required credits [Journal Club twice, Anatomy/Physiology (or alternative)], Statistics for a total of 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 above on page 15.
Typical Program for Master of Science Degree in Medical Physics (Image Science Track Option)

1st Semester -- (Fall)
†§ Med. Phys. 573 -- Medical Image Science: Mathematical and Conceptual Basis -- (3 cr.)
†§ Med. Phys. 567 -- The Physics of Diagnostic Radiology -- (3 cr.)
Either (1of 2):
†§ Med. Phys. 463 -- Radioisotopes in Medicine and Biology -- (3 cr.)
†§ Med. Phys. 501 -- Radiological Physics and Dosimetry -- (3 cr.)
† Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)

2nd Semester -- (Spring)
† Med. Phys. 574 -- Medical Image Science: Applications -- (3 cr.)
†§ Med. Phys. 568 -- Magnetic Resonance Imaging (MRI) -- (3 cr.)
†§ Med. Phys. 575 -- Diagnostic Ultrasound Physics -- (3 cr.)
† Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)

Medical Physics Qualifier – 3 required courses: 573, 574 & 567
2 out of the following 5 courses: 463, 501, 568, 575 or 577
(students’s choice)

3rd Semester -- (Fall)
Either (1of 2):
†§ Med. Phys. 463 -- Radioisotopes in Medicine and Biology -- (3 cr.)
†§ Med. Phys. 501 -- Radiological Physics and Dosimetry -- (3 cr.)
*Typical Electives:
§ Med. Phys. 572 -- Advanced Radiation Treatment Planning -- (3 cr.)
§ Statistics 541, 571 or equivalent -- Statistics -- (3-4 cr.)
§ Biological Science (i.e., Anatomy 328, Physiology 335, Oncology 401, Anatomy 637)
 Med. Phys. 547 -- Biomedical Optics -- (3)
 Med. Phys. 577 -- Principles of X-ray Computed Tomography -- (3 cr.)
 Med. Phys. 679 -- Radiation Physics Metrology -- (3 cr.)
 Med. Phys. 710 -- Advances in Medical Magnetic Resonance -- (2 cr.)
 Comp. Sci. 412 -- Introduction to Numerical Methods -- (3 cr.)
 Comp. Sci. 514 -- Numerical Methods -- (3 cr.)
 Physics 623 -- Electronic Aids to Measurement -- (4 cr.)

4th Semester -- (Spring)
†§ Med. Phys. 569 -- Health Physics -- (3 cr. -- lecture only)
†§ Med. Phys. 701 -- Ethics and the Responsible Conduct of Research -- (1 cr.)
*Typical Electives:
§ Med. Phys. 410** -- Radiobiology -- (2 cr.)
§ Med. Phys. 566 -- Physics of Radiotherapy -- (4 cr.)
 Med. Phys. 401 -- Physics for Medicine and Biology -- (3 cr.)
 Med. Phys. 530 -- Medical Imaging Systems -- (3 cr.)
 Med. Phys. 619 -- Microscopy of Life -- (3 cr.)
 Med. Phys. 707 -- Applications of Digital Imaging: DSA, CT, MRI -- (2 cr.)
 Comp. Sci. 412 -- Introduction to Numerical Methods -- (3 cr.)
 Biological Science (i.e., Physiology 335, Neuroscience 524)
† Required course.
§ Course required to meet core TG197 curriculum for Medical Physics.
* Electives are to be approved by faculty advisor.
** Offered every other Spring (even years)

Summary: 25 core credits [463, 501, 567, 569, 573, 574, 575, 568, and 701], 5 - 7 additional required credits [Journal Club twice, Anatomy/Physiology (or alternative)], Statistics for a total of 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 MP701, as outlined above on page 15.
Typical Program for Master of Science Degree in Medical Physics (Health Physics Option)

1st Semester -- (Fall)
- Nuc. Eng. 305 -- Fundamentals of Nuclear Engineering -- (3 cr.)
- Med. Phys. 463 -- Radioisotopes in Medicine and Biology -- (3 cr.)
- Med. Phys. 501 -- Radiological Physics and Dosimetry -- (3 cr.)
- Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)
*Electives -- (2 cr.)

2nd Semester -- (Spring)
- Med. Phys. 410** -- Radiobiology -- (2 cr.)
- Med. Phys. 569 -- Health Physics -- (3-4 cr.)
- Med. Phys. 664 -- Lab in Radiological Physics --Health Physics -- (1 cr.)
- Med. Phys. 900 -- Journal Club and Seminar -- (1 cr.)
*Electives -- (3 cr.)

Medical Physics Qualifier – 4 required courses: 410, 463, 501, 569
1 out of the following 2 courses: NE427, NE571 (student’s choice)

3rd Semester -- (Fall)
- Nucl. Eng. 427 -- Nuclear Instrumentation Lab -- (2 cr.)
- Med. Phys. 661, 662, or 665 -- Lab in Radiological Physics -- (1 cr.) (661 is 2 cr.)
- Med. Phys. 900 -- Journal Club and Seminar -- (1 cr. or audit)
*Electives -- (3 cr.)
§ Med. Phys. 567 -- The Physics of Diagnostic Radiology -- (3 cr.)
§ Med. Phys. 572 -- Advanced Radiation Treatment Planning -- (3 cr.)
§ Med. Phys. 573 -- Medical Image Science: Mathematical & Conceptual Basis -- (3 cr.)
§ Statistics 541, 571 or equivalent -- Statistics -- (3-4 cr.)
§ Biological Science (i.e., Anatomy 328, Physiology 335, Oncology 401, Anatomy 637)

4th Semester -- (Spring)
- Med. Phys. 701 -- Ethics and the Responsible Conduct of Research -- (1 cr.)
- Med. Phys. 699 -- H.P. Rules and Regulations -- (1 cr.)
- Nucl. Eng. 571 -- Economic and Environmental Aspects of Nuclear Energy -- (3 cr.)
- Med. Phys. 663 -- Lab in Radiological Physics -- (1 cr.)
- Med. Phys. 900 -- Journal Club and Seminar -- (1 cr. or audit)
*Electives -- (4 cr.)
§ Med. Phys. 566 -- Physics of Radiotherapy -- (4 cr.)
§ Med. Phys. 568 -- Magnetic Resonance Imaging (MRI) -- (3 cr.)
§ Med. Phys. 575 -- Diagnostic Ultrasound Physics -- (2 cr.)
Med. Phys. 570*** -- Advanced Brachytherapy Physics -- (3 cr.)
Med. Phys. 574 -- Medical Image Science: Applications -- (3 cr.)
† Required course.
§ Course required to meet core TG197 curriculum for Medical Physics.
* Electives are approved by faculty advisor.
** Offered every other Spring (even years)

Summary: 20 core credits, 12 additional required credits [Journal Club twice, Anatomy/Physiology (or alternative)], Statistics for a total of 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 above on page 15.
# BS-NE/MS-MP Dual Degree Program Plan

## FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem. 109, General &amp; Anal. Chemistry I</td>
<td>5</td>
<td>EMA 201, Statics</td>
</tr>
<tr>
<td>Math 221, Calculus &amp; Analytic Geometry</td>
<td>5</td>
<td>Math 222, Calculus &amp; Analytic Geometry</td>
</tr>
<tr>
<td>Communications “A” Elective</td>
<td>2</td>
<td>Stat 224, Statistics for Engineers</td>
</tr>
<tr>
<td>EPD 160, Introduction to Engineering</td>
<td>3</td>
<td>ME 231, Graphics</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

## SOPHMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 234, Calculus – Fn. of several variables</td>
<td>3</td>
<td>Math 319, Differential Equations</td>
</tr>
<tr>
<td>Phys 202, General Physics</td>
<td>5</td>
<td>Physics 241 or Phys 205, Modern Physics</td>
</tr>
<tr>
<td>EMA 202, Dynamics</td>
<td>3</td>
<td>ME 361, Engineering Thermodynamics</td>
</tr>
<tr>
<td>NEEP 271, Engineering Problem Solving I</td>
<td>3</td>
<td>EMA 303, Mechanics of Materials</td>
</tr>
<tr>
<td>EPD 275 or CA 105, Public Speaking</td>
<td>2</td>
<td>EMA 307, Mechanics of Materials Lab</td>
</tr>
<tr>
<td>Liberal Studies Electives</td>
<td></td>
<td>Liberal Studies Electives</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
<td><strong>TOTAL</strong></td>
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## JUNIOR YEAR

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>NEEP 305, Fund. of Nuclear Engineering</td>
<td>3</td>
<td>NEEP 405, Nuclear Reactor Theory</td>
</tr>
<tr>
<td>Math 321, Applied Mathematical Analysis</td>
<td>3</td>
<td>NEEP 408, Ionizing Radiation</td>
</tr>
<tr>
<td>MS&amp;E 350, Introduction to Materials Science</td>
<td>3</td>
<td>Phys 322, Electromagnetic Fields</td>
</tr>
<tr>
<td>Technical Elective</td>
<td>3</td>
<td>Computing Elective</td>
</tr>
<tr>
<td>Liberal Studies Electives</td>
<td>4</td>
<td>ECE 376, Electrical Circuits</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

## Students began taking courses for Dual Degree Program

### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Ungrad</th>
<th>Grad</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEEP 427, Nuclear Instrumentation Lab²</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Med Phys 501, Radiological Physics &amp; Dosimetry</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Medical Physics (MP 567, MP 463)</td>
<td>6</td>
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<tr>
<td>Liberal Studies Electives</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>EPD 397, Technical Writing</td>
<td>3</td>
<td>0</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
<td><strong>2</strong></td>
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### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Ungrad</th>
<th>Grad</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEEP 412, Nuclear Engineering Design⁴</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>NEEP 428, Nuclear Reactor Lab</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>NEEP 571, Econ. &amp; Environmental Aspects of Nuclear Energy</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Medical Physics (MP 566)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Medical Physics Elective</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
<td><strong>3</strong></td>
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</table>

### SENIOR YEAR – SUMMER SESSION

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<th>Grad</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEEP 412, Nuclear Engineering Design⁴</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Liberal Studies Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL UNDERGRADUATE CREDITS: 130</strong></td>
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### FIRST YEAR GRADUATE

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Medical Physics Elective</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>RadLab Elective</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Medical Physics Elective</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>
Total senior year undergraduate credits: 37 (includes the summer)
Total undergraduate credits: 131
Total senior year graduate credits: 5 (count both as undergraduate and graduate credit)

First year graduate credits: 23
Graduate credits taken as an Undergraduate: 5
Total graduate credits: 28

NOTES:

1. Students take Anatomy 328 the fall of their graduate year (offered in Fall only) or may take Physiology 335 (offered every semester).
2. NEEP 427 is equivalent to Medical Physics RadLab – MP 664
3. Medical Physics 410 is only offered in Spring of even years – plan ahead for this course.
4. NE 412 Nuclear Engineering Design may be taken in summer to make the Senior Spring term easier.

Qualifying Examination

The written master’s degree qualifying examination is offered after the spring semester. Students are advised to take this exam at the end of the semester (usually the 2nd) in which they complete the relevant courses. Three hours are allowed to complete the exam, which includes material from selected courses.

For students in the General Medical Physics option, the qualifier material is taken from Medical Physics 463 (Radioisotopes in Medicine and Biology), 501 (Radiological Physics and Dosimetry), 566 (Radiotherapy Physics), 567 (The Physics of Diagnostic Radiology), and 569 (Health Physics).

For students in the Image Science Track option, required qualifier questions are taken from Medical Physics 573 (Medical Image Science: Mathematical and Conceptual Basis), 574 (Medical Image Science: Applications), and 567 (The Physics of Diagnostic Radiology). Then two additional question topics are chosen by the student from the following five options: 463 (Radioisotopes in Medicine and Biology), 501 (Radiological Physics and Dosimetry), 568 (Magnetic Resonance Imaging (MRI)), 575 (Diagnostic Ultrasound Physics) and 577 (Principles of X-ray Computed Tomography (CT)).

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 completion of the 5th semester 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 34.

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 the 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 on page 24.) 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 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. The Graduate Coordinator will distribute information about the commencement ceremony to students who file the Petition to Graduate by the deadline. 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 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 the 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.

Course Requirements

In addition to the course requirements for the MS degree outlined above for the GMP, IS and HP options, students working towards the Ph.D. 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.

GMP students can take the required Rad Labs after completion of the preliminary exam. At least three of the courses Laboratories in Radiological Physics (“Rad Labs” or Medical Physics 661-666) have to be taken for credit. Rad Labs are one credit each except for Medical Physics 661, which is a 2-credit course.

Students elected by the faculty to the Radiological Sciences Training Grant must have 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 three 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 in Medical Physics.
- If courses from within the Medical Physics Department are chosen for part of the minor, they must be taken from the student’s opposite track i.e. general track students must select their minor courses from the image science track and vice versa.
The course composition and the selection of Option B require the approval of the Medical Physics Graduate Committee, after approval from the research advisor.

**Option C** allows students to take 9 TG197 core curriculum course credits in the opposite track in Medical Physics. Students can take TG197 core courses that are not required under their current track to satisfy minor credit requirements.

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 or C) 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 coordinator before registering for courses in the Spring Semester following the Ph.D. qualifying exam.

Minor course requirements meeting either Option A or following the submitted plan for Option B or C 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 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, B or C). 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 done by presenting the instructor of the equivalent UW-Madison course with the syllabus and text book 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](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.

Some of the other subject areas and courses of special relevance to Medical Physics are as follows:

- Anatomy (428)
- Biochemistry (e.g., 501, 651)
- Chemistry (626)
- Civil and Environmental Engineering (e.g., 321, 423)
- Computer Sciences (e.g., 367, 412, 513, 537, 640)
- Electrical and Computer Engineering (e.g., 312, 340, 341, 431, 462, 463, 533)
- Human Oncology (e.g., 402, 801)
- Mathematics (e.g., 320, 431, 443)
- Mechanical Engineering (603)
- Meteorology (e.g., 506, 535)
• Neuroscience (524)
• Nuclear Engineering (e.g., 305, 408, 427, 571)
• Oncology (e.g., 401, 703)
• Pharmacy (612)
• Physics (e.g., 321, 448, 449, 531, 601, 623)
• Physiology (e.g., 603, 335)
• Statistics (e.g., 541, 571 or equivalent)

The minor form is available from the graduate coordinator and the department web site at 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 Chairperson 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.

The purposes of this preliminary exam are:

(a) to determine whether the student has chosen a thesis topic and an approach that are likely to yield a successful dissertation;

(b) to estimate the student’s understanding of the proposed research and competence to carry it out;

(c) to 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) to 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 Coordinator needs to be notified so she can request a Preliminary Exam Warrant. 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 size 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 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 fourth year.

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 a 1-credit Ethics course
3. Write a research prospectus in an NIH grant application format.
4. Four weeks before the prelim, 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 one-half hours. At least three members of the preliminary examination committee should have a non-zero appointment in the Medical Physics department. The make-up of this committee must be approved by the Chair of the Graduate Committee, who also will appoint a prelim chair. The Preliminary Examination 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 on the academic record.
6. Four weeks to a month before the prelim, ask the graduate coordinator for information on securing a prelim warrant. The Prelim Warrant Request Form needs to be turned in 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 Coordinator. If the distributed minor is chosen (Option B) or Option C, then the appropriate form to be completed is available from the Graduate Coordinator or on page 51-52 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, must be complete before scheduling the Ph.D. Preliminary Examination.

b) The student must have no course grades of "incomplete" on his/her record.

c) The 1-credit ethics course requirement should 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 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 Coordinator, before submitting the original warrant to the Graduate School.

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 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 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 R.A. 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 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. [http://www.grad.wisc.edu/education/completedegree/pguide.html](http://www.grad.wisc.edu/education/completedegree/pguide.html) See 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, an example shown below. It works well to use single-spaces within an entry and double spaces between entries.


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

Another useful Graduate School publication on thesis work is “The Three D's: Deadlines, Defending, Depositing your Ph.D. Dissertation.” It can be found at the website: [http://www.grad.wisc.edu/education/completedegree/ddd.html](http://www.grad.wisc.edu/education/completedegree/ddd.html).

**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 Graduate Advising. This committee must be approved 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) online at: http://www.wisc.edu/grad/education/acadpolicy/guidelines.html (scroll to “Committees”). The following is directly from that site as of September, 2011, 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. The department chair must sign the "Ph.D. Final Oral Committee Approval Form," thus representing the approval of the department executive committee, before the form is submitted to the Graduate School for final approval.

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 5th 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,” signed by the research advisor and the department chairperson, must be submitted 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 out and gives the Graduate Coordinator an electronic copy of it before submitting the original form to the Graduate School. It includes the proposed thesis title, the thesis defense committee members, and the thesis defense date. The Graduate School will then issue a Ph.D. Warrant, listing the thesis title, the defense date, and the committee members, and will send it to the Graduate Coordinator. 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. One paper copy single-sided on bond paper and one electronic copy also need to be turned into the Graduate Coordinator.

**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 on whether he/she has passed.

**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](http://www.wisc.edu/grad/education/acadpolicy/deadlines.html).

**Items to take to the review with the Degree Coordinator include:** the Ph.D. warrant; three extra copies of the title page of the dissertation; a “Committee’s Page;” UMI abstract, signed by the thesis advisor; and a completely unbound dissertation on high quality, white, 20 pound weight paper.

One copy of the dissertation printed on 20 lb. bond paper must be submitted to the Medical Physics Departmental Library. 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 (in text format and e-mailed to the Graduate Coordinator) is also required by the department. 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 in either option, 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.


k) Successful submission of the signed thesis to the Graduate School Degree Coordinator, Room 217 Bascom Hall.


m) Submission of an electronic copy of the thesis abstract (use the Medical Physics template) to the Medical Physics Graduate Coordinator.

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 the 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 Ph.D. Degree Students

Students must be registered for 3 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. The Graduate Coordinator will be happy to help students prepare and submit the final paperwork that the Graduate School requires. Information on commencement ceremonies can be obtained from the Graduate Coordinator. 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/](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 department. 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 2nd 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 4th 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 which 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 4th semester.

5) Acquire a research advisor by the beginning of the 3rd semester.

6) Have a minor program approved by the Department before taking the preliminary
7) Pass the preliminary examination by the end of the 3rd 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) One first-author, peer-reviewed journal publication or a publishable submission in your area of research.

11) Defend a Ph.D. dissertation by the end of the 7th year of graduate study. A candidate failing to pass the final oral examination within 5 years after passing the preliminary examination must retake and pass the preliminary examination to continue in dissertation status.

12) Submit thesis to the Graduate School Degree Coordinator, Room 217 Bascom Hall.

13) Provide a printed copy of the thesis, meeting Graduate School guidelines, to the Medical Physics Department. This will be bound for the Department Library.

14) Submit an electronic copy of the thesis abstract to the Medical Physics Graduate 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 1-13.

**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). Announcements for general campus information, events notices, course information, financial aid information, and job announcements are posted by the mailboxes. 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 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 "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 and faculty who have a bus pass.

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://www2.fpm.wisc.edu/safety/Radiation/radsafetytraining.htm. After completing the course you may apply for a personal radiation dosimeter. Check the Radiation Safety web site at http://www2.fpm.wisc.edu/safety/radiation/rad.htm for further information.

Periodically, your expired radiation monitor needs to be returned and exchanged for your new radiation monitor. Your monitor should 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) that may be used for all calls including the 50 states plus Mexico and Canada. The STS System is for official calls. 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.

Personal copying may be done on the department copy machine. See the Program
Assistant for an account number to use. You will receive a regular bill for copies made. (The current rate: 5¢/copy and 1¢/page scanned)

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 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](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) now has a satellite store located in the University Book Store branch in the HSLC Atrium. Their hours are 7:45 a.m. – 5:30 p.m. Monday through Friday and Saturday 10:00 a.m. to 3:00 p.m.

Tech Store is located at 1210 W. Dayton Street. Business hours are 7:45 a.m. – 5:00 p.m., Monday through Friday. You can reach the Tech Store showroom at 265-SHOW (265-7469), showroom@doit.wisc.edu or [http://www.doit.wisc.edu](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](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](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](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.
**Whom to Ask For Help**

**Graduate Secretary:** 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

**Program Assistant:** Keys, radiation badges and rings, xerox account numbers, after hours permits, the fax machine, the copy machine, checking out books from Medical Physics Library, update department telephone directory

**Financial Specialists:** Fiscal activities, ordering information, insurance information, purchase orders/requisitions, travel expenses

**Assistant to the Chair:** Schedule appointments with the Department Chairman, scheduling conference room, student status letters to attend professional meetings

**Department Administrator:** Payroll and benefits information, insurance information

**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, 262-2551 or [http://www.uwalumni.com](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 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 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. In addition, my WebSpace provides UW-Madison students, faculty and staff with 100 megabytes of free disk space for use in publishing a Web page and storing copies of important documents, such as homework, notes, papers, theses, dissertations, and graphics files. See https://mywebspace.wisc.edu.

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 website at http://writing.wisc.edu. You can contact them by e-mail at writing@wisc.edu.

Libraries

UW-Madison has more than 100 libraries across campus. Library tours are available upon request. To schedule a tour, contact the individual library. Phone and e-mail contact information for campus libraries is available at http://www.library.wisc.edu/libraries. For a list of Workshops from the University 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. UW Transportation Services currently completely covers the cost of employee bus passes for UW employees and administers distribution of employee bus passes for UW Health Employees (paid for by UW Health). 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.

**Public parking** usually is available in lot 6, Helen C. White Hall; lot 1, lower campus area next to the Memorial Union (2-hour meters); lot 47, West of University Square (3 to 4-hour meters); lot 46, Southeast Campus (2, 4 and 10 hour meters); lot 7, Grainger Hall (2-hour meters plus attendant); and lot 43, northeast of Vet. School (8-hour meters). The city has ramps on Lake and Frances Streets. For the hospital and clinics, a ramp for patients and visitors is in front of the Clinical Science Center, 600 Highland Avenue. See [http://www2.fpm.wisc.edu/trans/info.asp](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](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](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](http://www.wisc.edu/grad/education/acadpolicy/guidelinesindex.html), is the official document of record.

A very useful document is the *Graduate Student Collaborative* which can be found online at: [http://info.gradsch.wisc.edu/admin/gsc/gradguide/index.html](http://info.gradsch.wisc.edu/admin/gsc/gradguide/index.html)

The Graduate School also publishes two brochures, “*Expecting your Master’s Degree?*” and “*The Three D’s: Deadlines, Defending, and Depositing Your Ph.D. Dissertation*,” both of which contain useful information regarding specific procedures students completing degrees must follow. Both of these documents can be found on the web at the following URLs: [http://www.grad.wisc.edu/education/completedegree/mdegree.html](http://www.grad.wisc.edu/education/completedegree/mdegree.html) [http://www.grad.wisc.edu/education/completedegree/ddd.html](http://www.grad.wisc.edu/education/completedegree/ddd.html)
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/.

What Do I Do Now? Fall 2006 New Graduate Student Checklist. The web version of this checklist can be found at http://www.grad.wisc.edu/education/gradstdntlife/.

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 and their URL is http://www.vip.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 1st for the following academic year. For students beginning their studies in the spring, applications are accepted as of June 1st. 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, http://www.vip.wisc.edu

Madison Community Co-ops
1202 Williamson Street, Suite C.
Madison, WI 53703

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
 http://dir.civc.wisc.edu (click on Housing, University Housing)
(off-campus) http://housing.civc.wisc.edu/

There are also free publications available at newsstands, grocery stores, libraries, etc.:
Start renting: http://www.startrenting.com
Apartments for Rent Magazine: http://www.forrent.com
Apartment Showcase: http://www.aptshowcase.madison.com
Search for apartments: http://www.apartmentsource.com
Campus Area Housing: http://www.campusareahousing.wisc.edu

Schools and Child Care

Students who have children should take care of public school registration as soon as possible after they move to Madison. Registration information and the school your child/children should attend can be obtained from the Registrar, Madison Metropolitan School District, 545 W. Dayton Street, Madison, WI 53705; phone 608/663-1879.

For information on child care, call Community Coordinated Child Care in Dane County at 608/271-9181. (http://www.4-C.org) The Child Care Tuition Assistance Program (CCTAP) assists low income student parents (enrolled at University of Wisconsin-Madison) with children ages birth – 12 years to receive financial assistance to help purchase quality, regulated childcare while they are studying or working outside their homes. http://www.housing.wisc.edu/OCCFR/web_pages/cctap/mission.htm

Voting

In order to be eligible to vote, you must be a U.S. citizen who is 18 years or older, be a resident of Wisconsin for 10 days, and live in the election district or precinct for 10 days prior to an election. Registration may be taken care of at the City Clerk’s Office, 210 Martin Luther King Jr. Boulevard, Room 103, 608/266-4601; or at the polls on election day, provided you can present proper identification, e.g., a driver’s license with current address or a legal commercial document.

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://www.vip.wisc.edu/tours.html

**Wisconsin Welcome Events:** [http://www.newstudent.wisc.edu/](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](http://www.wisc.edu/grad)
- GS Admission Requirements: [http://info.gradsch.wisc.edu/admin/outreach/fallchecklist.html](http://info.gradsch.wisc.edu/admin/outreach/fallchecklist.html)
- Graduate School Checklist: [http://info.gradsch.wisc.edu/admin/outreach/fallchecklist.html](http://info.gradsch.wisc.edu/admin/outreach/fallchecklist.html)
- Dean of Students Home Page: [http://www.wisc.edu/students](http://www.wisc.edu/students)
- Office of Student Financial Services: [http://www.finaid.wisc.edu](http://www.finaid.wisc.edu)
- Registrar's Office and Timetable: [http://registrar.wisc.edu/timetable](http://registrar.wisc.edu/timetable)
- University of Wisconsin Homepage: [http://www.wisc.edu](http://www.wisc.edu)

**List of Campus Libraries' Workshops:**

[http://www.library.wisc.edu/libraries/Instruction/calendar.htm](http://www.library.wisc.edu/libraries/Instruction/calendar.htm)

**Campus map:** [http://uwbadgers.com/maps](http://uwbadgers.com/maps) (campus, Madison, Dane County)

**Campus Information and Visitor Center:** [http://www.civc.wisc.edu](http://www.civc.wisc.edu)

**Events Calendars:**

- Athletic Department: [http://www.uwbadgers.com](http://www.uwbadgers.com)
- Wisconsin Week: [http://www.today.wisc.edu](http://www.today.wisc.edu)
- Wisconsin Union: [http://www.wisc.edu/union/TITU](http://www.wisc.edu/union/TITU)

**Guide to Graduate Student Life:**

[http://info.gradsch.wisc.edu/admin/gsc/gradguide/index.html](http://info.gradsch.wisc.edu/admin/gsc/gradguide/index.html)

**Madison Friends of International Students:**

[http://www.intstudents.wisc.edu/mfis/index.htm](http://www.intstudents.wisc.edu/mfis/index.htm)
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

      Helen Louise Allen Textile Collection:
         http://sohe.wisc.edu/HLATC

      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.union.wisc.edu/theater/index.html
      School of Music Concerts:  http://www.wisc.edu/music

      UW Dance Program Events:
         http://www.wisc.edu/music/html/events-week.html
         http://www.soemadison.wisc.edu/dance

   Athletic Events:
      Athletic Ticket Office  http://www.uwbadgers.com

      Ticket information:  http://www.uwbadgers.com

   The Kohl Center:
      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://wiscinfo.doit.wisc.edu/arboretum](http://wiscinfo.doit.wisc.edu/arboretum)
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://www.hort.wisc.edu/garden2001/default.htm](http://www.hort.wisc.edu/garden2001/default.htm)
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](http://www.cityofmadison.com)

**Greater Madison Convention & Visitors Bureau:**
[http://www.visitmadison.com](http://www.visitmadison.com)

**Greater Madison Convention and Visitors Bureau (GMCVB):**

**Madison Online:** [http://www.madline.com](http://www.madline.com)

**Dane County:** [http://www.co.dane.wi.us](http://www.co.dane.wi.us)

**State of Wisconsin:** [http://www.wisconsin.gov/state/home](http://www.wisconsin.gov/state/home)

**Wisconsin State Journal newspaper:** [http://www.madison.com](http://www.madison.com)
# Revised Academic Calendar for 2011-2016

## FALL SEMESTER

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<tbody>
<tr>
<td>Faculty contract year begin</td>
<td>Aug. 29 (M)</td>
<td>Aug. 27 (M)</td>
<td>Aug. 26 (M)</td>
<td>Aug. 25 (M)</td>
<td>Aug. 24 (M)</td>
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<tr>
<td>Advising available</td>
<td>Aug. 29 (M)</td>
<td>Aug. 27 (M)</td>
<td>Aug. 26 (M)</td>
<td>Aug. 25 (M)</td>
<td>Aug. 24 (M)</td>
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<tr>
<td>Instruction begins</td>
<td>Sep. 2 (F)</td>
<td>Sep. 4 (T)</td>
<td>Sep. 3 (T)</td>
<td>Sep. 2 (T)</td>
<td>Sep. 2 (W)</td>
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<tr>
<td>Labor Day</td>
<td>Sep. 5 (M)</td>
<td>Sep. 3 (M)</td>
<td>Sep. 2 (M)</td>
<td>Sep. 1 (M)</td>
<td>Sep. 7 (M)</td>
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<tr>
<td><strong>Rosh Hashanah</strong>*</td>
<td>Sep. 29-30*</td>
<td>Sep. 17-18*</td>
<td>Sep. 5-6*</td>
<td>Sep. 25-26*</td>
<td>Sep. 14-15*</td>
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<tr>
<td><strong>Yom Kippur</strong>*</td>
<td>Oct. 8 (S)*</td>
<td>Sep. 26 (W)*</td>
<td>Sep. 14 (S)*</td>
<td>Oct. 4 (S)*</td>
<td>Sep. 23 (W)*</td>
</tr>
<tr>
<td><strong>Eid-al-Adha</strong>*</td>
<td>Nov. 6 (N)**</td>
<td>Oct. 26 (F)**</td>
<td>Oct. 15 (T)**</td>
<td>Oct 4 (S)**</td>
<td>Sep. 23 (W)**</td>
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<tr>
<td>Thanksgiving recess</td>
<td>Nov. 24-27</td>
<td>Nov. 2-25</td>
<td>Nov. 28-Dec. 1</td>
<td>Nov. 27-30</td>
<td>Nov. 26-29</td>
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<tr>
<td>Last class day</td>
<td>Dec. 15 (R)</td>
<td>Dec. 14 (F)</td>
<td>Dec. 13 (F)</td>
<td>Dec. 12 (F)</td>
<td>Dec. 15 (T)</td>
</tr>
<tr>
<td>Study day</td>
<td>Dec. 16 (F)</td>
<td>Dec. 15 (S)</td>
<td>Dec. 14 (S)</td>
<td>Dec. 13 (S)</td>
<td>Dec. 16 (W)</td>
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<tr>
<td>Exams end</td>
<td>Dec. 23 (F)</td>
<td>Dec. 22 (S)</td>
<td>Dec. 21 (S)</td>
<td>Dec. 20 (S)</td>
<td>Dec. 23 (W)</td>
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<tr>
<td>Last day grades in</td>
<td>Dec. 29 (R)</td>
<td>Dec. 28 (F)</td>
<td>Dec. 27 (F)</td>
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<td>Dec. 29 (T)</td>
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### MWF days
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## SPRING SEMESTER

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<td>Martin Luther King Jr. Day</td>
<td>Jan. 16 (M)</td>
<td>Jan. 21 (M)</td>
<td>Jan. 20 (M)</td>
<td>Jan. 19 (M)</td>
<td>Jan. 18 (M)</td>
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<td>Instruction begins</td>
<td>Jan. 23 (M)</td>
<td>Jan. 22 (T)</td>
<td>Jan. 21 (T)</td>
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<td>Classes resume</td>
<td>Apr. 9 (M)</td>
<td>Apr. 1 (M)</td>
<td>Mar. 24 (M)</td>
<td>Apr. 6 (M)</td>
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<td><strong>Good Friday</strong>*</td>
<td>Apr. 6 (F)</td>
<td>Mar. 29 (F)</td>
<td>Apr. 18 (F)</td>
<td>Apr. 3 (F)</td>
<td>Mar. 25 (F)</td>
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<td><strong>Passover</strong>*</td>
<td>Apr. 7 (S)*</td>
<td>Mar. 26 (T)*</td>
<td>Apr. 15 (T)*</td>
<td>Apr. 4 (S)*</td>
<td>Apr. 23 (S)*</td>
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<td>Last class day</td>
<td>May 11 (F)</td>
<td>May 10 (F)</td>
<td>May 9 (F)</td>
<td>May 8 (F)</td>
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<td>Study day</td>
<td>May 12 (S)</td>
<td>May 11 (S)</td>
<td>May 10 (S)</td>
<td>May 9 (S)</td>
<td>May 7 (S)</td>
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<td><strong>Shavuot</strong>*</td>
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<td>May 15-16*</td>
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<tr>
<td>Exams end</td>
<td>May 19 (S)</td>
<td>May 18 (S)</td>
<td>May 17 (S)</td>
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<td>Commencement weekend</td>
<td>May 18-20</td>
<td>May 17-19</td>
<td>May 16-18</td>
<td>May 15-17</td>
<td>May 13-15</td>
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<td>Last day grades in</td>
<td>May 25 (F)</td>
<td>May 24 (F)</td>
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<td>Faculty contract year end</td>
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### MWF days
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## SUMMER SESSION

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<td>Memorial Day</td>
<td>May 28 (M)</td>
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<td>May 26 (M)</td>
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<td>3-week session begins</td>
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<td>May 28 (T)</td>
<td>May 27 (T)</td>
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<td>May 23 (M)</td>
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<tr>
<td>8-week session begins</td>
<td>Jun. 18 (M)</td>
<td>Jun. 17 (M)</td>
<td>Jun. 16 (M)</td>
<td>Jun. 15 (M)</td>
<td>Jun. 13 (M)</td>
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<td>Independence Day (observed)</td>
<td>Jul. 4 (W)</td>
<td>Jul. 4 (R)</td>
<td>Jul. 4 (F)</td>
<td>Jul. 4 (S)</td>
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<td>8-week session ends</td>
<td>Aug. 10 (F)</td>
<td>Aug. 9 (F)</td>
<td>Aug. 8 (F)</td>
<td>Aug. 7 (F)</td>
<td>Aug. 5 (F)</td>
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<tr>
<td><strong>Shavuot</strong>*</td>
<td>May 27-28*</td>
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<td>Jun. 4-5*</td>
<td>May 24-25*</td>
<td>Jun. 12-13*</td>
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<tr>
<td><strong>Ramadan begins</strong>*</td>
<td>Jul. 20 (F)**</td>
<td>Jul. 9 (T)**</td>
<td>Jun. 28 (S)**</td>
<td>Jun. 18 (R)**</td>
<td>Jun. 6 (M)**</td>
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<tr>
<td><strong>Ramadan ends (Eid-al-Fitr)</strong>***</td>
<td>Aug. 19 (N)**</td>
<td>Aug. 8 (R)**</td>
<td>Jul. 28 (M)**</td>
<td>Jul. 17 (F)**</td>
<td>Jul. 6 (W)**</td>
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* 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.
Graduate Students: Fill out top half and turn in at least one week prior to start of registration!

Semester you are registering for:  (check)  □ Fall  □ Spring  □ Summer  Year: __________

Advisor’s Approval Signature: ________________________________ Date: ________________

U.W. Medical Physics Graduate Record Card - General Medical Physics Option

Student’s Name: _________________________________________________________________________

Student ID #: ____________________________________________________________________________

Faculty Advisor: ___________________________________________________________________________

Funding:  (check)  □ Research Assistantship  □ Teaching Assistantship  □ Training Grant
□ Dept. Fellowship  □ Fellowship Outside Dept.  □ Other: __________________

Date you anticipate your MS degree (___/___/___), your dissertator status (___/___/___) and PhD degree (___/___/___)

Proposed Courses for Next Semester (including Research Credits):

Dept./Number  Credits  Course Title

__________________________
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Reminders: This form is due to Deb Torgerson at least ONE WEEK prior to start of registration. Non-dissertator students with Research Assistantships are required to register for 8 credits each semester and 2 credits for the eight week summer session. Dissertators do not need to complete this form, however, you do need to e-mail your name, Student ID #, and professor’s name for Research Credits and remember that you need to be signed up for 3 credits for each semester and the eight week summer session.

COURSES TAKEN:

401  ____  ____  ____  575  ____  ____  ____
410  ____  ____  ____  577  ____  ____  ____
463  ____  ____  ____  619  ____  ____  ____
471  ____  ____  ____  661*  ____  ____  ____
501  ____  ____  ____  662*  ____  ____  ____
511  ____  ____  ____  663*  ____  ____  ____
530  ____  ____  ____  664*  ____  ____  ____
547  ____  ____  ____  665*  ____  ____  ____
559  ____  ____  ____  666*  ____  ____  ____
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574  ____  ____  ____  900  ____  ____  ____

Human Anatomy 328*  ____  ____  ____  Human Physiology 335*  ____  ____  ____

Statistics  ____  ____  ____  Research Ethics  __________

Missing Physics or Math prereqs that must be made up: __________

Items in BOLD are Required. *Rad Labs (661-666): need THREE labs. 32 Credits Total

*Either Human Anatomy or Human Physiology (or other faculty advisor approved courses) are required for M.S. Degree for all Medical Physics options. Course may be taken on a Pass/Fail basis. Student must receive a pass to fulfill this requirement. Pass/Fail is not used in computing GPA and cannot be used for credit. The physiology or anatomy requirement may be waived if an equivalent course has been taken for credit in a prior program.

Please note: Trainees on the Radiological Sciences Training Grant must take Oncology 401 or 703.
Graduate Students: Fill out and turn in at least ONE WEEK prior to start of registration!

Semester you are registering for: (check) ☐ Fall ☐ Spring ☐ Summer Year: ________

Advisor’s Approval Signature: ______________________________ Date: ________________

U.W. Medical Physics Graduate Record Card – Image Science Track Option

Student’s Name: _______________________________________________________________________

Student ID #: __________________________________________________________________________

Faculty Advisor: ________________________________________________________________________

Funding: (check) ☑ Research Assistantship ☐ Teaching Assistantship ☐ Training Grant
☐ Dept. Fellowship ☐ Fellowship Outside Dept. ☐ Other: ________________________________

Date you anticipate your MS degree (__/__/__), your dissertator status (__/__/__) and PhD degree (__/__/__)

Proposed Courses for Next Semester (including Research Credits):

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<th>Dept./Number</th>
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Missing Physics or Math prereqs that must be made up:

Items in BOLD are Required. 32 Credits Total for MS Degree

*Either Human Anatomy or Human Physiology (or other faculty advisor approved courses) are required for M.S. Degree for all Medical Physics options. Course may be taken on a Pass/Fail basis. Student must receive a pass to fulfill this requirement. Pass/Fail is not used in computing GPA and cannot be used for credit. The physiology or anatomy requirement may be waived if an equivalent course has been taken for credit in a prior program.

Please note: Trainees on the Radiological Sciences Training Grant must take Oncology 401 or 703.
Graduate Students: Fill out and turn in at least ONE WEEK prior to start of registration!

Semester you are registering for: (check)  □ Fall  □ Spring  □ Summer  Year: ______

Advisor’s Approval Signature: _________________________________ Date: _______________

U.W. Medical Physics Graduate Record Card – Health Physics Option

Student’s Name: _______________________________________________________________________

Student ID #: _________________________________________________________________________

Faculty Advisor: _______________________________________________________________________

Funding: (check)  □ Research Assistantship  □ Teaching Assistantship  □ Training Grant

              □ Dept. Fellowship  □ Fellowship Outside Dept.  □ Other: ________________________

Date you anticipate your MS degree (__/__/__), your dissertator status (__/__/__) and PhD degree (__/__/__)

Proposed Courses for Next Semester (including Research Credits):

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Missing Physics or Math prereqs that must be made up: ________________________________

Items in BOLD are Required.  *Rad Labs (661-666): need THREE labs.  32 Credits Total

*Either Human Anatomy or Human Physiology (or other faculty advisor approved course) are required for M.S. Degree for all Medical Physics options. Course may be taken on a Pass/Fail basis. Student must receive a pass to fulfill this requirement. Pass/Fail is not used in computing GPA and cannot be used for credit. The physiology or anatomy requirement may be waived if an equivalent course has been taken for credit in a prior program.

** Med. Phys. 699 – H.P. Rules and Regulations (1 cr.)

Please note: Trainees on the Radiological Sciences Training Grant must take Oncology 401 or 703.
**Minor Program Course Proposal**

Student’s Name ______________________ Incoming Year ______ Date of Proposal __________

Student’s Course Track_________________ Qualifying Exam Result and Date _______________

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

<table>
<thead>
<tr>
<th>Dept Name</th>
<th>Course number</th>
<th>Course Name</th>
<th>Credits</th>
<th>Semester that course was/will be taken</th>
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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 in the opposite track. Selection of this option requires the approval of the major department.

**Option C** allows students to take 9 TG197 core curriculum course credits in the opposite track in Medical Physics. Students can take TG197 core courses that are not required under their current track to satisfy minor credit requirements.

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  OR  ☐ Option C  

Date: _____________________ Credits: ________________ Minor GPA: ________________  

☐ Completed Ph.D Course Requirements  

Date: _____________________ Credits: ________________ GPA: ________________  

Courses with ‘Incomplete’ grades:  ☐ Yes  ☐ No  

☐ Completed Responsible Conduct of Research Program  

☐ Certification Certificate (online MYUW) (Date: ______________) *** OR ***  

☐ Class Taken: Course Number & Name: _______ _________________  

Credits: ___ Grade: ___  

☐ 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 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 research 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 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 research credits 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: ______________________

☐ 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!

7. Supply electronic version of abstract to Graduate Coordinator.
8. Supply electronic and paper versions of Program Termination Information form to Graduate 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 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:
To: Medical Physics Students  
From: Deb Torgerson  

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

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
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<tr>
<th>Degree in Progress (Circle One): MS PhD</th>
<th>Are you a Dissertator? Yes No</th>
</tr>
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<tbody>
<tr>
<td>Home Address:</td>
<td>Office Room Number:</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Office Phone Number:</td>
</tr>
<tr>
<td>Spouse's Name:</td>
<td>Lab Room Number:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>Lab Phone Number:</td>
</tr>
<tr>
<td>Anticipated Graduation Date: Fall Spring Summer Year</td>
<td></td>
</tr>
</tbody>
</table>

Please indicate which option you will be taking:  
- [ ] Dual Degree Program  
- [ ] General Medical Physics Track  
- [ ] Image Science Track  
- [ ] Health Physics Track

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 Master’s Degree Warrant by appropriate deadline (see Graduate Coordinator for form)
_____ Request Ph.D. Degree Warrant by appropriate deadline (see Graduate Coordinator for form)
_____ Supply electronic version of Ph.D. abstract to the Graduate Coordinator.
_____ Supply electronic and paper versions of Program Termination Information form (see page 59 in your handbook, note an electronic version is available) to Graduate Coordinator.
_____ Turn in your Alumni Update Form (see page 60 in your handbook) to the Graduate Coordinator.
_____ Return all Medical Physics keys and library books that you have checked out.
_____ Congratulations!!
Program Termination Information

Send electronic copy including attachments to: Deb Torgerson at datorger@wisc.edu
Deb Torgerson, 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). (Continue on more pages when necessary.)

7. Indicate where you are planning to work or study:
   Position: _________________________________________________________________
   Title: ___________________________________________________________________
   Field: ___________________________________________________________________
   Name of Organization: _______________________________________________________
   Address: ___________________________________________________________________
   City, State, ZIP: ____________________________________________________________
   Email: _____________________________________________________________________
   Telephone: ___________________________  FAX: ______________________________

8. Signature of Student: _______________________________________________________

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Name: 

<table>
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<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Degree/Year</th>
</tr>
</thead>
</table>

**Employment Info:**

**Position Title:** 
______________________________

Organization: ____________________________________________________________________

Department: ______________________________________________________________________

Street: __________________________________________________________________________

City, State, ZIP: __________________________________________________________________

Phone: ___ (_______)____________________ FAX: ___ (_______)____________________

Email: __________________________________________________________________________

**Home Info:**

Street: __________________________________________________________________________

City, State, ZIP: __________________________________________________________________

Phone: ___ (_______)____________________ FAX: ___ (_______)____________________

Email: __________________________________________________________________________

**Do you have any Board Certifications? If so, which ones.**

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Items for Newsletter: 

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Added to database (____/____/____)
Campus Map

http://www.map.wisc.edu
First-Semester Student Survival Checklist

_____ Check in with Medical Physics Departmental Office

_____ Meet Graduate Coordinator (Information, Course Permissions)

_____ Meet with the Financial Specialist (Keys, Xerox Account Number for Copying After Hours Permit)

_____ Meet and talk with your Advisor

________ Course Selection, fill out proper form on pages 48-50, turn into Graduate Coordinator

________ Desk/Office Space

_____ Find your mail box

_____ Complete any necessary paperwork (RA – Insurance forms, Direct Deposit form)

For info on benefits package, see http://www.bussvc.wisc.edu/ecbs/ecbs.html

_____ Register for Courses (You MUST be registered to get ID card, open e-mail account, get bus pass)

_____ Pick up Registration Packet (if you didn’t get one in the mail)

_____ Get your Student ID card (remember to bring identification) http://www.union.wisc.edu/photoid

_____ Open your free student e-mail account at http://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.


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 and all changes (i.e. address, phone, advisor, funding, etc.)

_____ Pick up your mail and check your e-mail regularly!

_____ Draft a resume

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) 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://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://mendota.english.wisc.edu/~ESL/ESLindex.htm 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 Coordinator, Deb Torgerson