

**UNIVERSITY OF WISCONSIN - MILWAUKEE
COLLEGE OF HEALTH SCIENCES**

**DEPARTMENT OF
HUMAN MOVEMENT SCIENCES**

UNDERGRADUATE POLICIES

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MISSION STATEMENT

Consistent with the nature of a Doctoral Institution, the mission of the Department of Human Movement Sciences is premised on the philosophy that the generation of knowledge serves as the foundation for all scholarly activity. Therefore, the mission of the Department of Human Movement Sciences is to engage in the generation, dissemination, integration, and application of knowledge specific to human movement in various contexts. These contexts comprise health promotion, maintenance, habilitation and rehabilitation in professional settings ranging from health care to education to sport to industry. Department faculty conduct research that contributes to the knowledge base in the human movement sciences and informs curricular content. The Department of Human Movement Sciences provides educational experiences that enable students to understand human movement, as it is expressed in physical activity. Students are encouraged to: (a) integrate scientific and humanistic perspectives; (b) analyze movement within a health sciences context; (c) create an understanding of the critical social, behavioral, and physical bases of movement, and; (d) apply this knowledge in diverse settings.

PROGRAM DESCRIPTION

The Department of Human Movement Sciences offers an undergraduate degree in Kinesiology. The Kinesiology program has a four-year curriculum leading to a Bachelor of Science degree. It is advisable for students in the Kinesiology program to declare their submajor (one of four) as early as possible. The program for all submajors consists of core, general education, emphasis, and elective courses leading to the completion of 128 credits in the athletic training and kinesiology submajors (including the pre-physical therapy program), and 131 credits in the exercise and fitness, as well as the health and fitness management submajors.

SECTION 1: DEFINITIONS

The following definitions are meant to provide clarification throughout the document. These terms have special meaning and may be viewed as unique to the program.

- 1.01 Pre-Professional Program – Generally considered to be the first two years of the undergraduate Kinesiology program regardless of submajor. Courses include general education requirements and foundational courses (e.g., HMS 200, HMS 201, HMS 270, Bio Sci 202 and 203, etc.) which serve as pre-requisites to many of the advanced courses in the program
- 1.02 Professional Program – Generally considered to be the courses listed in the Junior and Senior years of the submajor. Courses include the majority of movement science courses and courses focusing on professional applications.
- 1.03 Field Experience – Experiences in the general field of kinesiology associated with the course entitled, “Field Experience in Kinesiology” (HMS 201)
- 1.04 Fieldwork – Paid or volunteer experience in the field which is accumulated prior to internship and not associated with specific course requirements.
- 1.05 Internship – Supervised, structured service-learning capstone experience students engage in during the final semester of their undergraduate program. The internship is a requirement of the exercise and fitness, athletic training, and health and fitness management submajors.

- 1.06 HMS Core – A set of courses common to most of the Kinesiology submajors and which include the movement science subdiscipline courses and professional courses taught within the Department. These courses make up the essential, foundational courses which prepare all students for careers and include:
- HMS 230 Health Aspects of Exercise and Nutrition
 - HMS 270 Statistics in Health Professions: Theory and Practice
 - HMS 320 Biomechanics
 - HMS 330 Exercise Physiology
 - HMS 350 Psychological Aspects of Sport and Exercise
 - HMS 351 Sociological Aspects of Health and Human Movement
 - HMS 400 Ethics and Values in the Health and Fitness Profession
 - HMS 430 Exercise Testing for Fitness Assessment and Prescription
 - HMS 460 Introduction to Motor Development
 - HMS 461 Principles of Motor Learning
 - HMS 480 Organization and Administration in the Exercise and Fitness Industry
 - HMS 481 Program Development and Evaluation in Exercise and Fitness
 - HMS 488 Professional Preparation Seminar
 - HMS 500-Level course options
- 1.07 Correlate Courses – Courses which have been approved by the Department because they either contribute directly to the educational foundation or are complementary to the focus of the submajor. In general, these are specialized courses within a discipline that serves to augment the student’s educational development and which is clearly in line with the student’s career goals (e.g., Biochemistry; Advanced Nutrition; Neurophysiology). To be considered a correlate, the course should be at least a 200-level course, or have a minimum of 4 credits of pre-requisites that are from the same discipline area. Courses that are pre-requisites to required courses within the curriculum, or pre-requisites to the basic discipline area, cannot be counted as correlates.
- 1.08 Good Standing – Students are considered to be in *good standing* if they are academically eligible and have had no academic disciplinary actions imposed against them.
- 1.09 Academic Misconduct – Student academic misconduct procedures are specified in Chapter UWS 14 and the UWM implementation provisions (Faculty Document 1686). According to UWM’s Academic Misconduct Policy:
- Academic misconduct is an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation, uses unauthorized materials or fabricated data in any academic exercise, forges or falsifies academic documents or records, intentionally impedes or damages the academic work of others, engages in conduct aimed at making false representation of a student's academic performance, or assists other students in any of these acts.
- Prohibited conduct includes cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above,

including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed. (The complete policy and procedures can be located at http://www.uwm.edu/Dept/Acad_Aff/policy/academicmisconduct.html)

SECTION 2: ADMISSION TO UNDERGRADUATE PROGRAM: PRE-PROFESSIONAL STUDY

For admission to UWM, students must satisfy UWM admission requirements. Admission to the Kinesiology Program is processed through the College of Health Sciences Advising Office.

SECTION 3: TRANSFER OF CREDITS

Students who transfer to UWM are subject to the program requirements at the time of admission. While the Office of the Registrar will review academic transcripts and perform pre-approved department course-for-course transfers, the Department of Human Movement Sciences reserves the right to modify transfer requests. Course transfers may be disallowed if grades achieved are below acceptable levels (i.e., typically below "C-" for core pre-requisite/professional core courses) or if courses were taken beyond a reasonable time period (i.e., longer than 7 years). Students may also appeal for course substitution consideration if content of a course taken previously is significantly similar to a program requirement. Such appeals are subject to review by the Undergraduate Program Director and the primary faculty in the specific area. Course descriptions and syllabi may be necessary for documentation.

SECTION 4: ADMISSION TO PROFESSIONAL STUDY

The following requirements must be met before beginning the professional course of study (junior and senior level courses with prefix HMS):

- The student must obtain a grade of "C" or better in:
 - MATH 105 Intermediate Algebra
 - BIO SCI 202 Anatomy & Physiology I
 - BIO SCI 203 Anatomy & Physiology II
 - PSYCH 101 Introduction to Psychology
 - SOC 101 Introduction to Sociology
- The student must have completed 58 credits (post high school),
- The student must have an overall UWM GPA of 2.5,
- The student must have obtained English and mathematics proficiency in accordance with the University's General Education Requirements,
- The student must have completed the appropriate pre-requisite courses,
- The student must have successfully completed the appropriate group of pre-professional core course requirements (i.e., HMS 200; HMS 201, etc.)

SECTION 5: ADMISSION TO ATHLETIC TRAINING PROGRAM

Students are admitted into the Athletic Training Education Program at the start of each Spring Semester. Admission, however, is not automatic and eligibility for applying to the program requires each student to meet the following criteria:

- Cumulative UWM grade point average of 2.5 (12 credits minimum). Students with less than a 2.5 GPA may be considered for admission on academic probation under special circumstances.
- Enrolled in Field Experience in Kinesiology (HMS 201) and Field Work in Kinesiology (HMS 202) at the time of application (Fall Semester),

- Successful completion of Responding to Emergencies (HMS 310) and Anatomy & Physiology I (BIO SCI 202),
 - Enrolled in Anatomy and Physiology II (BIO SCI 203) and Introduction to Prevention, Care, and Treatment of Athletic Injuries (HMS 312) for the Spring Semester.
- 5.01 Field Experience Requirement: Field Experience in Athletic Training (HMS 201) is a class designed to introduce potential applicants to the Athletic Training Education Program and the responsibilities and expectations of an Athletic Training Student as well as a Certified Athletic Trainer. Each student in the Field Experience in Athletic Training class is required to participate in three, 4-week clinical observations. Each observation has a different focus as well as Clinical Instructor. The underlying objective of the course is to provide students with exposure to the Athletic Training Profession and relative insights which will enable each student to make an informed decision as to whether to apply for admission into the Athletic Training Education Program.
- 5.02 Application Process: If a student meets the minimum eligibility requirements, she/he is invited to apply for admission into the Athletic Training Education Program. Admission is competitive as the ATEP can accommodate up to 40 students. Thus, a total of 10-12 students are typically selected for admission each year.
- 5.03 Selection into the Program: Selection is based on the following criteria:
- Field Experience in Athletic Training overall performance as evaluated by the Clinical Instructors and course final grade,
 - Responsive Essay: Each student is required to write a responsive essay that reflects his or her thoughts on a specific statement. All applicants receive the same statement. All responses must be type written, double spaced, and no more than 1.5 pages in length with a font size of 10-12 and 1-inch margins. Essays should appropriately address the provided statement, reflect clear and concise organization of thought, demonstrate creativity and uniqueness, and be free of grammar and spelling errors.
 - Academic Performance: Academic performance is evaluated through the cumulative GPA and transcripts. Although a GPA of 2.5 is the minimum for application eligibility, applicants are reminded that a GPA of 2.75 must be maintained to remain in the ATEP once admitted. If the student is a **freshman or transfer student** with *fewer than 2 semesters* (24 credits) of post-high school education, they must submit their high school transcripts as well as any post-high school transcripts, if appropriate. All other applicants who have *completed 24 credit hours or more* must submit complete transcripts from all appropriate universities, colleges, and/or schools.
 - Interview: Each applicant is required to complete one, 30-minute interview with the ATEP Student Selection Committee. Interviews are conducted during the second or third full week of January. The selection committee may consist of a combination of the ATEP Director, ATEP Clinical Coordinator, Head Athletic Trainer, the Instructor for HMS 201 "Field Experience in Kinesiology", a current athletic training student, one staff member from the Athletic Department, and one non-ATC faculty member

from the Department of Human Movement Sciences. The interview provides each applicant with the opportunity to express himself/herself in person and demonstrate a comprehensive understanding of and genuine interest in the Athletic Training Profession.

SECTION 6: UNDERGRADUATE COURSE COMPLETION POLICY

- 6.01 General Education Requirements (GER): The Department of Human Movement Sciences has augmented the University GER requirements. By meeting the following, students will have satisfied both the University and Department general education requirements:
- 6 credits Humanities
 - 9 credits Social Sciences
 - 3 credits Fine Arts
 - 11 credits Natural Sciences
 - 3 credits Cultural Diversity (may be concurrently met with other GER designated course)
 - English proficiency
 - Math score of 30 or higher and 3 credits of math (Math 105 or higher), or a grade of “C” or better in Math 105 or higher (excluding Math 106)
- Note: Program dependent courses offered by the Department of Human Movement Sciences that are University GER approved, do not satisfy GER requirements for undergraduate kinesiology majors. For example, Sociological Aspects of Health and Human Movement meets the core requirement, and although it is listed as a GER Social Science, it does not satisfy that requirement for students in the Kinesiology program.
- 6.02 Core Course Repeats: Students in the kinesiology undergraduate program will be allowed to repeat no more than three HMS Core courses during their pursuit of an undergraduate degree (See 6.03 for exception). Core course repeats must be taken at UWM. The Human Movement Sciences Course and Curriculum Committee will consider appeals to repeat more than three courses in cases where the student can demonstrate extenuating circumstances. HMS core courses may not be repeated more than once.
- 6.03 Internship Repeat Policy: While students may repeat courses within the undergraduate program in accordance with University repeat policy and the Department of Human Movement Sciences Undergraduate Policy on Core Course Repeats (Section 6.02), the Kinesiology Internship and Seminar (HMS 489) may not be repeated. Students who fail this course or are terminated from their internship may appeal to the Department of Human Movement Sciences Course and Curriculum Committee (recommendation to Department for approval) for repeat approval. A student who recognizes a problem in the internship prior to the sixth week may, upon approval of internship supervisor, withdraw from the internship and be allowed to repeat the course/internship during the following semester, provided an internship site is available. If the student withdraws a second time, he/she must appeal to the Department of Human Movement Sciences Course and Curriculum Committee for consideration of possible re-enrollment for a third time in the Kinesiology Internship and Seminar (HMS 489).
- 6.04 Special Course Consideration for Enrollment: Students must be classified as Kinesiology

majors (e.g., have met criteria for Professional Study as described in Section 4) prior to enrollment in any professional core course listed in the junior and senior years of the kinesiology curriculum. These core courses include:

HMS 330 Exercise Physiology
HMS 351 Sociological Aspects of Health and Human Movement
HMS 400 Ethics and Values in the Health and Fitness Profession
HMS 410 Medical Aspects of Illness Management in Athletic Training
HMS 413 Therapeutic Modalities in Athletic Training
HMS 414 Therapeutic Exercise in Athletic Training
HMS 430 Exercise Testing for Fitness Assessment and Prescription
HMS 460 Introduction to Motor Development
HMS 461 Principles of Motor Learning
HMS 480 Organization and Administration in the Exercise and Fitness Industry
HMS 481 Program Development and Evaluation in Exercise and Fitness
HMS 488 Professional Preparation Seminar
HMS 489 Kinesiology Internship and Seminar

Students who have not been admitted to the “Professional Study” (see Section 4 for qualifications) may request a one-time special consideration for course admission if they meet the following requirements:

- Have completed* 58 credits of undergraduate course work,
- Have both math and English competency satisfied,
- Have obtained a 2.75 GPA in HMS courses taken ,
- Have a cumulative UWM GPA of 2.5, and
- Have completed all pre-requisites for courses in which they wish to enroll (Note: Concurrent enrollment is not acceptable.)

NOTE: Prior to promotion to the major, students may be granted special course consideration (one semester only) for enrollment in no more than three courses from the professional core (junior/senior level courses). During that semester, as a condition of the student’s enrollment, the student must be working toward the completion of pre-professional core requirements. An additional semester of enrollment may be granted provided the student successfully completed the professional level courses the preceding semester (2.75 GPA minimum), and the student will complete final pre-requisites during the second semester of special course consideration. No additional semesters will be considered.

SECTION 7: ADMISSION TO INTERNSHIP

- 7.01 Overview of Internship: As part of the undergraduate degree requirements for a Bachelor of Science in Kinesiology-Athletic Training, Kinesiology-Exercise and Fitness, and Kinesiology-Health and Fitness Management, an internship experience is required. In the Kinesiology-Kinesiology (including Pre-Physical Therapy) program, the internship is optional and students may choose to complete either an internship or 14 credits of correlates used to enhance educational opportunities and preparedness for graduate school. For those students planning to enroll in the Kinesiology Internship and Seminar, the requirement can only be met by the completion of a 16-week, 40-hour per week work-study experiential program upon completion of all undergraduate course work

requirements as specified by the Department of Human Movement Sciences. For students in the Kinesiology-Athletic Training and Kinesiology-Kinesiology submajors, the internship may be completed as described previously or over two consecutive semesters. In this case, the internship experience would typically be a 20-hour per week commitment over the two semesters.

7.02 Requirements for admission: The following requirements must be met before enrolling in the Kinesiology Internship and Seminar (HMS 489):

- Senior student in good standing (see Section 1.07),
- Classified in the Kinesiology major,
- Completion of all curriculum requirements including General Education Requirements, Pre-Professional and Professional Core Requirements, and electives,
- A cumulative UWM GPA of 2.5,
- A GPA of 2.75 in the HMS Core (see Section 1.06),
- Will, upon successful completion of the internship program, be immediately eligible for graduation and remain in good academic standing, and
- Can verify a minimum of 320 hours of post-high school paid and/or volunteer experience in the health, medical, rehabilitation, and/or exercise/fitness area. This requirement applies to all students pursuing an internship regardless of the specific submajor degree area. Hours counted toward the 320-hour fieldwork requirement cannot be obtained as part of a course or laboratory requirement, or in conjunction with an internship experience.

7.03 Contingency for two-semester internship: For students completing the two-semester internship in Kinesiology or Athletic Training, the following two criteria must be met:

- Must be within 32 credit hours of graduation (including internship credits),
- May be limited to 9 credits of coursework each semester while completing internship requirements.

NOTE: Kinesiology students interested in pursuing a research internship should meet with the Undergraduate Program Director during their junior year to plan for the two semester, research internship.

7.04 Appeal for Early Internship: Students may complete Kinesiology Internship and Seminar (HMS 489) prior to completion of course work under the following circumstances only:

- Senior student in good standing (see Section 1.07),
- Classified in the Kinesiology major,
- Completion of all curriculum requirements including General Education Requirements, Pre-Professional and Professional Core Requirements, and electives,
- A cumulative UWM GPA of 2.5,
- A GPA of 2.75 in the HMS Core (see Section 1.06),and
- Student has no more than 4 credits of course work to complete, has completed all core courses within the department, and/or the course(s) needed is(are) not available to the student prior to, or in conjunction with proposed dates of early internship.

7.05 Course Work in Conjunction with Internship: Students may petition to enroll in Kinesiology Internship and Seminar (HMS 489) in conjunction with no more than one

undergraduate course up to 4 credits. The Undergraduate Program Director and the Internship Site Supervisor, prior to the student's official site "declaration," must approve enrollment in course work beyond the Kinesiology Internship and Seminar (HMS 489).

SECTION 8: INTERN RESPONSIBILITIES

- 8.01 Background Checks: Students are subject to a Criminal Background Check. Failure to comply will result in ineligibility for internship placement. A criminal history may result in an inability to successfully obtain an appropriate internship placement.
- 8.02 Health and Accident Insurance: Health and accident insurance is not provided to students by the University of Wisconsin-Milwaukee or by the agency in which the student is placed as part of a clinical rotation, fieldwork, field training, or to meet internship requirements. It is advisable that the student maintains 1) appropriate personal health insurance and 2) adequate auto insurance coverage for the student's vehicle, as there may be requirements to travel between sites.
- 8.03 Liability Insurance: Any student enrolled at a UW-System campus, represents the University and the state of Wisconsin in the performance of all duties associated as part of professional training placements and, therefore, students acting in such roles are protected under the State of Wisconsin program of Self-Insurance for Liability Protection. If a liability action should arise from the performance of responsibilities as assigned as part of the student field placement, protection for that action would be provided by statute and, if need be, the student would be defended by the State of Wisconsin Attorney General's Office. This coverage is meant to include only those situations in which the student is performing duties related to the professional training placement. In cases where students are employed by the agency in which they are placed, and the employment is part of the University learning experience leading toward a degree or a certification, the University does not provide liability coverage to the student for acts or omissions which may lead to suit.

The UWM Risk Management Office encourages all students to carry personal insurance policies that provide protection in the event of a personal injury and/or damage to or theft of personal possessions. Neither UWM's College of Health Sciences nor the state of Wisconsin provides such coverage to the student. It is recommended that the student, while acting in clinical placement, not transport clients, patients, agency staff, or students in personal vehicles.

- 8.04 Drug Testing: Interns may be subject to random and reasonable drug testing in accordance with internship site policies and procedures. Non-compliance and/or positive results could result in immediate termination of the internship and expulsion from the program.
- 8.05 Labor Disputes and the Intern: Student interns are not allowed to replace staff during the course of the internship. The Department of Human Movement Sciences at UWM depends on agencies outside the University for training and enhancing the student experience. When work or appropriate supervisor stoppage occurs in an agency in which a student is placed, it is Department policy that the student's welfare and education be placed above all else. In the event of a labor action/dispute that results in a cooperating

supervisor not being available to directly supervise a student, it is the Department supervisor's responsibility to act on behalf of the student and temporarily remove the student from that placement pending the resolution of the labor action/dispute. If the labor dispute/job action should continue for an extended period of time, the University will at that point review alternatives for the student involved and likely work to identify a suitable alternative site.

SECTION 9: INTERNSHIP PLACEMENT CONTINGENCIES

The placement of students into internship assignments is a complex process often requiring a month or more lead time for negotiating Affiliation Agreements and assigning supervisory responsibility within the agency. Final grades of students are often not posted prior to the mailing of a Program Memorandum. (The Program Memorandum serves as a contract by which the agency supervisor assures the University of his/her willingness to abide by the policies and procedures established for the internship, and act in a manner to insure appropriate learning experiences for the student during the internship.)

- 9.01 Discovery of Student Ineligibility Prior to Initiation of Agency Contracts: When a student is about to be placed into an internship, and it is discovered that the student does not qualify for the internship based upon the admission requirements as outlined above (see Section 7.02), the Undergraduate Program Director will make a determination regarding the status of the internship. In all likelihood, the internship will be postponed until such time when the student meets the established criteria.
- 9.02 Discovery of Student Ineligibility After Initiation of Contracts: Once an internship contract is established and Program Memorandum approved, the University has a responsibility to facilitate the internship experience. If it is discovered that the student does not qualify for the internship based upon the admission requirements as outlined above (see Section 7.02) subsequent to the time contracts have been initiated, the student and the University Supervisor will be notified that a final grade for the internship shall not be posted until such time as the student meets the criteria for admission into the internship. The student shall be responsible for all aspects and assignments including dates and deadlines for completing the internship as originally provided for in the Program Memorandum. Upon completion of the internship, the University Supervisor shall inform the student of the grade earned and that shall serve as the final grade notice for purposes of grade appeal. (Initiation of a grade appeal must occur within 15 work days of this notice.) Once all criteria for admission to the internship have been met, the internship grade will be posted to the student's transcript. The posted grade is final and may not be appealed at that time.
- 9.03 Discovery of Academic Misconduct: A student's internship placement and start date shall be immediately suspended if the student is accused of academic misconduct, and shall remain suspended until such time as the case is resolved. If the student is exonerated, the internship will be initiated in a timely manner. If the student is found to have violated the Academic Misconduct Policy, the student's internship will be canceled and the student immediately suspended from the program in accordance with Policy (see Section 11).

SECTION 10: ACADEMIC AND PROFESSIONAL EXPECTATIONS

In addition to providing an academic foundation for future professionals in kinesiology, the faculty and staff of the Department of Human Movement Sciences want to insure that students conduct themselves in a professional and ethical manner in academic and field settings. To insure that graduates of the program

are not only prepared academically for their chosen career, but have demonstrated compliance with program expectations, faculty or academic staff may bring concerns about a student to a Remediation Committee for review at any time during the students academic career .

- 10.01 Remediation Committee: The Remediation Committee shall be appointed by the Undergraduate Program Director (who shall serve as its Chair) and shall be made up of three full time faculty/teaching academic staff within the Department of Human Movement Sciences, at least one of whom must be a tenured faculty member. The purpose of the Committee is to intervene when a faculty or academic staff member of the Department is confronted by inappropriate student behavior that is not covered by other misconduct policies. Typically, this behavior might be considered detrimental to the learning environment of others, counterproductive to the facilitation of learning goals, or may be considered unprofessional if the behavior pattern were to be continued in a professional/field placement.
- 10.02 Faculty Role: Concerns regarding a student's behavior may be brought directly to the student by any faculty member. The faculty member must document the conversation and include general points of discussion as well as expectations shared with the student. The faculty member may, at his/her own discretion, choose to report concerns to the Undergraduate Program Director for intervention. The Undergraduate Program Director may choose to meet with the student to address the concerns raised, or in consultation with the faculty member, choose to constitute a Remediation Committee to address the concerns.
- 10.03 Scope of the Committee: The Remediation Committee shall meet with the faculty/staff member initiating the concern. The Remediation Committee may choose to meet with the student, or delegate a member to meet with the student to discuss the concerns raised. The Committee may make recommendations regarding the student's status within the program, and establish a remediation program by which the student may demonstrate compliance with program expectations.
- 10.04 Dismissal from Program: In extreme cases, or when the student does not comply with an agreed upon remediation program, the Remediation Committee may recommend to the Executive Committee the student's suspension or dismissal from the program.
- 10.05 Appeal Process: The student may appeal the action of the Remediation Committee using the process as outlined in Section 15.

SECTION 11: PROGRAM SUSPENSION

- 11.01 Academic Misconduct: A student found to have engaged in academic misconduct is considered suspended from the program. The student may continue to enroll in course work (subject to disciplinary actions), but he/she will not be given priority registration in program dependent courses. Further, students under program suspension may not enroll in the Kinesiology Internship and Seminar (HMS 489) nor be approved for graduation from the program until such time as the program suspension is lifted.
- 11.02 Reinstatement/Lifting of Program Suspension: A student who has been suspended from the program as a consequence of academic misconduct or other disciplinary reasons, may petition the Department of Human Movement Sciences Reinstatement Review

Committee for consideration of reinstatement into the program. The student is expected to describe and admit to the conduct that lead to the program suspension and complete posed disciplinary actions. The student may be reinstated with stipulations or additional sanctions as deemed appropriate by the Executive Committee.

- 11.03 Reinstatement Review Committee: The Reinstatement Review Committee shall be made up of a minimum of six members including the Program Director, a member of the Department's Curriculum Committee, the CHS Investigating Officer (as a non-voting ex officio member), a member of the Department's Executive Committee, the Department Chair or designee, and a graduate teaching assistant.
- 11.04 Appeal Process: In the event the reinstatement is denied, or if the conditions of reinstatement are deemed by the student to be unreasonable, the student may appeal in accordance with established policy (see Section 15).

SECTION 12: GRADUATION REQUIREMENTS

The following requirements must be met to graduate:

- Good standing within the program (see Section 1.07),
- Completion of 131 degree credits,
- Cumulative UWM GPA of 2.5,
- A GPA of 2.75 in the HMS Core (see Section 1.09) and a GPA of 2.75 in the combined HMS Core with the Kinesiology Internship and Seminar (HMS 489) when required within the submajor.

SECTION 13: STUDENT COMPLAINTS REGARDING POLICY OR PERSONNEL

Unless otherwise noted, students should direct complaints to the Department Chair in which the incident occurred. If the incident allegedly violates a specific university policy, the complaint may be directed to the chair of the department or academic unit in which the incident occurred or to the appropriate university office responsible for enforcing the policy.

SECTION 14: GRADE APPEAL PROCEDURES

A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established steps outlined below.

STEP 1: Initial appeal must be made directly to the instructor within 15 working days of receiving the final course grade or upon the release of final grades electronically. Instructor will review with student grading process and rationale for submitted grade.

STEP 2: If the student is dissatisfied with the outcome of Step 1, the student may continue the appeal by submitting a written statement of appeal within 10 working days of the student/instructor meeting to the appropriate Program Director. If an undergraduate student appealing the grade of an undergraduate course, the letter should be addressed to the Undergraduate Program Director. (If a graduate student appealing the grade of a graduate course, the letter should be addressed to the Graduate Program Director.) The appeal should include rationale for disputing the grade and evidence of discrepancy. The Director will review the merits of the appeal and based upon the evidence provided by the student, will render a decision within 15 working days.

STEP 3: If the student is still dissatisfied, the student may continue the appeal by submitting a written statement of appeal within 10 working days of receiving the Program Director's response to the Department of Human Movement Sciences Course and Curriculum Committee. The appeal should include a copy of the original letter provided to the Director and a copy of the written response received (in accordance with Step 2) along with additional rationale for consideration. The Course and Curriculum Committee will

convene a meeting to hear the student's case and review the grade and grading process. The student will be informed of the Committee's decision within 15 working days.

STEP 4: If the student is still dissatisfied, the student may continue the appeal process by requesting that the Course and Curriculum Committee forward the student's letter and documentation to the Department Chairperson within 10 working days of receiving the Course and Curriculum Committee's decision. The Department Chairperson will convene a meeting of the Department of Human Movement Sciences Executive Committee to review the student's case. The student may submit additional material, and may be present to plead his/her case. The student will be informed of the Executive Committee's decision after deliberation.

STEP 5: If the student is still dissatisfied, the student may appeal to the CHS Faculty and Student Affairs Committee within 10 working days from the date of receiving the Executive Committee's decision. If the Committee concludes that the student's grade was based on arbitrary or capricious grounds, it shall recommend to the Dean that the grade be changed. The Dean has the authority to implement the recommendation as per Faculty Document 1243.

STEP 6: If the Faculty and Student Affairs Committee fails to recommend a grade change, the student may appeal to the Dean within 10 working days from the date of the CHS Faculty/Student Affairs Committee's decision. The Dean's decision is final.

SECTION 15: UNDERGRADUATE GRIEVANCE/APEAL PROCEDURE (other than for grades)

STEP 1: In cases concerning academic matters other than grades (e.g., admission, program suspension or remediation, course substitutions, etc.), the student must file the grievance/appeal within 30 working days from the date of the action that prompted the grievance/appeal. Where the grievance/appeal involves a course being taught, the student will appeal to the course instructor. The student who has a grievance/appeal that does not concern a specific course-related academic matter will go immediately to Step 2, within the 30-day time limit referred to above.

STEP 2: If dissatisfied with the Step 1 decision (or when Step 1 is not applicable), the student may appeal to the Undergraduate Program Director within 10 working days from the date of the Step 1 decision (or within 30 days of the occurrence when Step 1 is not applicable). If still dissatisfied, the student may proceed to Step 3.

STEP 3: The student must meet with the Department Chairperson within 10 working days of receipt of the decision from Step 2. If still dissatisfied with the decision, the student proceeds to Step 4.

STEP 4: If the student is still dissatisfied, the student may continue the appeal process by requesting that the Department Executive Committee review the grievance/appeal. The request must be made to the Department Chair within 10 working days of meeting with the Department Chairperson (Step 3). The Department Chair shall convene a meeting of the Department of Human Movement Sciences Executive Committee to review the student's case. The student may submit additional material, and may be present to plead his/her case. The student will be informed of the Executive Committee's decision within 10 working days.

STEP 5: If still dissatisfied, the student may appeal to the CHS Faculty and Student Affairs Committee within 10 working days of receipt of the Executive Committee's Decision.

STEP 6: If the student is dissatisfied with the decision of the CHS Faculty and Student Affairs Committee, the student may appeal to the Dean within 10 working days from the date of the Faculty and Student Affairs Committee's decision. The Dean's decision is final.

**DEPARTMENT OF HUMAN MOVEMENT SCIENCES
UNDERGRADUATE ACADEMIC REQUIREMENT MATRIX**

CATEGORY OF COURSES	REQUIREMENTS	GPA	CONSEQUENCES
English	Score of 3 or better on the English Placement Test, or Earn a grade of “C” or better in English 102, or Transfer to UWM with a grade of “C” or better in a course equivalent to English 102.	na	Cannot be promoted to junior standing or enroll in junior level courses without completing requirement.
Math	Achieve a placement code of at least 30 on the mathematics placement test, or Earn a grade of “C” or higher in Math 105 or higher (excluding 106) or equivalent course.	na	Cannot be promoted to junior standing or enroll in junior level courses without completing requirement.
Foreign Language Requirement	Complete with passing grades at least two years of high school level instruction in a single foreign, or Complete with passing grades at least two semesters (6 credits) of college level instruction in a single foreign language, or Demonstrate foreign language ability by passing an approved placement/proficiency examination.	na	Must complete foreign language requirement to be eligible for graduation.
General Education Requirements (GER)	Obtain passing grades for courses identified as meeting the following distribution: Fine Arts – 3 credits Social Sciences – 9 credits* Humanities – 6 credits Natural Science – 11 credits Cultural Diversity – 3 credits**	na	Must complete to be eligible for graduation.
Pre-Professional Requirement (required for promotion into major)	1. Satisfy English requirement, 2. Satisfy math requirement, 3. Obtain 58 credits at a GPA of 2.5 or higher, and 4. Obtain a grade of “C” or better in each of the following courses: <ul style="list-style-type: none"> • Psychology 101 • Sociology 101 • Biological Science 202 • Biological Science 203 • Math 105 or higher (excluding Math 106) 	2.0 min. per course	Must complete to be eligible to enroll in junior and senior level Human Movement Science courses. One-semester appeals may be granted provided student has a 2.5 Cumulative GPA, and is concurrently enrolled in course(s) necessary to satisfy requirement.
Athletic Training Core Requirement (Athletic Training Submajor only)	To be eligible for placement in an internship, and ultimately eligible for graduation, students must complete the following courses and obtain a GPA of 2.75: <ul style="list-style-type: none"> • HMS 216 • HMS 312 • HMS 314 • HMS 315 • HMS 316 • HMS 335 • HMS 336 • HMS 410 • HMS 413 • HMS 414 • HMS 416 (Students must obtain a grade of “B-“ or better in each of the five competency courses) 	2.75	Must complete all courses with minimum 2.75 GPA to be eligible for internship placement and graduation. Students who fail to obtain the minimum grade of “B-“ in any of the competency courses (HMS-416) cannot proceed in the program until the grade requirement for that particular course is met.
ATEP Requirement (Athletic Training Submajor only)	Once admitted to the ATEP, the student must obtain a minimum semester grade point average of 2.75 to remain in “good standing.”	2.75 / semester	Students who fail to maintain the required 2.75 GPA are placed on one-semester probation. A second semester

			GPA below 2.75 results in immediate dismissal from program.
Professional Core (all submajors) and tracks)	To be eligible for placement in an internship, and ultimately eligible for graduation, students must complete the following courses and obtain a GPA of 2.75: <ul style="list-style-type: none"> • HMS 230 • HMS 270 • HMS 320 • HMS 330 • HMS 350 • HMS 351 • HMS 400 (Athletic Training, Exercise/Fitness, Health/Fitness Management, Pre-PT) • HMS 430 (Exercise/Fitness only) • HMS 460 • HMS 461 • HMS 480 (Exercise/Fitness & Health/Fitness Management only) • HMS 481 (Exercise/Fitness & Health/Fitness Management only) • HMS 488 • HMS 5XX (Exercise/Fitness, Kinesiology/Pre-PT) 	2.75	Students who fail to obtain the required 2.75 GPA may not be placed in an Internship and may not enroll in Kinesiology Internship and Seminar (HMS-489). For students in the kinesiology submajor or Pre-Physical Therapy track who choose correlates in lieu of the Kinesiology Internship, the 2.75 GPA is required to graduate.
Cumulative GPA	To be eligible for graduation, students must obtain a UWM cumulative Grade Point Average of 2.5.	2.5	Students who fail to obtain the required 2.5 GPA are not eligible to graduate.

* Students in the Athletic Training Submajor are required to complete only 6 credits of Social Sciences to meet GER Requirements

** May be taken as part of another requirement (e.g., African Dance I satisfies Fine Art and Cultural Diversity Requirement)

(Approved by Department of Human Movement Sciences, 10/14/05; 12/14/07)