

UNIVERSITY OF WISCONSIN-MADISON

# Academic Policies and Procedures Handbook

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Plant Breeding and Plant Genetics MS

<http://plantbreeding.wisc.edu/current-students/program-requirements/>

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# I. PROGRAM OVERVIEW

## Intention of Handbook

This handbook is intended for graduate students who are pursuing a Master's degree in Plant Breeding and Plant Genetics. The UW-Madison Graduate School is the ultimate authority for granting graduate degrees at the University. The Program in Plant Breeding and Plant Genetics administers a graduate degree program under the authority of the Graduate School. The Graduate School's Academic Policies and Procedures provide essential information regarding general University requirements. Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the PBPG program faculty. The policies described in this handbook have been approved by the program faculty as a whole. Degrees and course requirements may change over time. However, students must meet the degree and course requirements in effect when they entered the program. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook. The information in this handbook should also be supplemented by individual consultation with your advisor and committee so that individual needs/interests and all degree requirements are met. Additional information is available via the Department's Web page. Students may also wish to consult the Graduate School's Web page.

## Learning Outcomes

### Knowledge and Skills Learning Goals

- Articulates the theories, research methods, and approaches to inquiry in the field of plant breeding and plant genetics.
- Identifies sources and assembles evidence pertaining to questions in the field of plant breeding and plant genetics.
- Demonstrates understanding of the primary field of study in a global context.
- Selects and utilizes the most appropriate methodologies and practices.
- Synthesizes information pertaining to questions in the field of plant breeding and plant genetics.
- Communicates clearly in ways appropriate to the field of plant breeding and plant genetics.

### Professional Conduct Learning Goals

- Recognizes and applies principles of ethical and professional conduct.

## II. MASTERS DEGREE REQUIREMENTS

### Degree Requirements

- A total of 30 credits of coursework and research
  - 9 credits of coursework from the Core Curriculum, including at least 2 credits in Section A, and 2 credits in Section B or C.
  - 2 credits of Plant Breeding seminar (With committee approval, 1cr may be in another graduate level seminar class)
  - Minimum of 12 credits total coursework (not research credit)
- Final Oral Exam
- Thesis

### Graduate School Requirements

- The Graduate School has three requirements for total coursework completed post-baccalaureate
  - **MINIMUM GRADUATE DEGREE CREDIT REQUIREMENT** – MS students must complete at least 30 credits: <http://grad.wisc.edu/acadpolicy/#minimumgraduatedegreecreditrequirement>
  - **MINIMUM GRADUATE COURSEWORK (50%) REQUIREMENT** – MS students must complete at least 15 graduate credits (courses numbered 700-level or above or courses noted as such numbered 300-699 in the course guide). For PBPG students, a minimum of 9 credits must be selected from the Core Curriculum with at least 2 credits in Section A and 2 credits in Section B or C. In addition, 2 credits of Plant Breeding Seminar are required: <http://grad.wisc.edu/acadpolicy/#minimumgradcourseworkrequirement>
  - **MINIMUM GRADUATE RESIDENCE CREDIT REQUIREMENT** – MS students must complete at least 16 credits for their degree at UW-Madison: <http://grad.wisc.edu/acadpolicy/#minimumgraduateresidencecreditrequirement>
- Students who wish to use prior coursework towards their MS degree must follow all of the rules outlined by the graduate school: <https://policy.wisc.edu/library/UW-1216>

### Program Course Requirements

- Rectifying Admission Deficiencies - Any deficiencies identified in the student's background course work by their Master's Committee will be detailed in writing to the student, and must be made up during the first year of graduate study.
- Program Requirements - The specific program of study towards a Master's degree is developed by the student and their Major Professor. Considerable flexibility in the selection of courses is permitted to meet the needs and interests of the candidate. Students often complete the requirements for a Master's degree in two years, and three years is usually considered the maximum time. The student must complete at least 30 credits while enrolled in Graduate School and write a Master's Thesis that is acceptable to the student's final examining committee. A maximum of 3 credits of Special Problems (699) classes may be counted towards this credit total.
- Additional Course Work - At the discretion of a student's Major Professor or their Master's Committee, additional remedial or advanced course work may be required.
- Seminar Requirement - Master's Degree students must enroll in a graduate level seminar class for at least two semesters and obtain a passing grade for that class. Formal seminar classes offered by departments

or programs other than PBPG may be used to satisfy 1cr of this requirement with approval from the student's PhD committee.

## Major Professor and Master's Committee

- **Major Professor** - Every graduate student must have a faculty advisor (Major Professor) who is a member of the PBPG faculty. The Major Professor advises the student about course work and supervises the student's research. The major professor must approve the student's coursework and research direction.
- **Masters Committee** - A Master's Committee is composed of at least 3 members, including the Major Professor. The Master's Committee is empowered by the Program to advise the student regarding coursework and thesis content, and conduct the final Master's oral examination. Prior to the end of the first year of graduate study the student, in consultation with their Major Professor, should select 2 members to join their Master's Committee. It is the student's responsibility to seek and obtain (verbal) approval from the faculty selected to serve on this committee.

### Graduate school requirements for MS committees

1. The chair or one of the co-chairs of the committee must be graduate faculty<sup>1</sup> from the student's program.<sup>3,5</sup>
2. The committee must have at least three members.
3. Two of the committee members must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement.
4. The third member and any additional members 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<sup>1</sup>, academic staff<sup>2</sup> (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the executive committee (or its equivalent).
5. All committee members have voting rights. To receive a master's degree, students cannot receive more than one dissenting vote from their committee on the final degree warrant.

## Examination and Review Procedures

- **Expecting Your Master's Degree?** Visit this website to learn about the final steps of completing your degree: <https://grad.wisc.edu/currentstudents/mastersproc/>. Degree deadlines can be found here: <https://grad.wisc.edu/currentstudents/degreedeadlines>
- **Master's Warrant** - At least three weeks prior to the anticipated Final Oral Exam date, the student must contact the Student Services Coordinator to request a warrant. A warrant is a document issued to your program by the Graduate School at your program's request after you have met all degree requirements. Warrants are valid for one semester, and are signed by your advisor and your committee. By signing the warrant, programs indicate that all program degree requirements have been met. If the Graduate School does not have your warrant with appropriate signature(s), you will not graduate. **NOTE:** If your program has signed and returned your warrant to the Graduate School, and you receive an Incomplete or Progress grade at the end of the semester, or you deposit your thesis after the degree deadline, you will receive

your degree during the following semester when your grade is cleared or your thesis is deposited.

- Final Oral Exam - All students in the Master's Program are required to pass a Final Oral Exam in order to earn a Master's Degree in PBPG. The final oral examination deals with the breadth of knowledge in the field of PBPG, as well as the content of the Master's Thesis.

The oral examination typically lasts up to 2 hrs, or until the committee is satisfied with their individual evaluations. The student is then excused from the room, and after deliberation, the members of the Master's Committee decide whether or not to endorse the degree completion.

To pass the final examination, a student must receive no more than one dissenting vote from the graduate committee. A missing signature on the Warrant is considered a dissent. At the discretion of the

student's Master's Committee, a student may repeat a failed final exam once. Failure of the final examination two times will result in the student being dropped from the Program.

- Thesis - Students are expected to carry out an independent research project during their enrollment as a student in the Master's program. This research will be the basis of their Master's Thesis. The thesis must be formatted according to the guidelines of the Graduate School, present evidence of a substantial intellectual effort by the student, and meet all standards set by the student's Master's Committee. If the work is the result of collaborative enterprises, the writing must clearly define those portions representing the student's own contribution. The thesis must also include a substantive review of literature relevant to the project. It should be written with a high level of literary skill, such as would be found in leading journals in that research area.

MS students are expected to conduct scientific research and prepare a written thesis. Students should consult their major professor and thesis committee about expectations for thesis content, length, and format. MS students are expected to deposit their thesis with the Memorial Library and follow the corresponding requirements and deadlines on the Graduate School website. In rare circumstances, a student may request approval from the thesis committee and PBPG chair to forego submission of the thesis to Memorial Library

The thesis must be completed and distributed to the members of the student's Master's Committee ***not less than two weeks*** before the date of the Final Oral Examination.

After successful completion of the Final Oral Exam, an unbound, fully corrected and complete copy of the thesis must be deposited with Memorial Library. Students are responsible for all costs associated with depositing his or her thesis. Students are also responsible for knowing and meeting all thesis filing deadlines for degree completion. The Graduate School web site provides clear instructions for preparing your thesis for deposit with Memorial Library.

Information about preparing your Master's Thesis can be found here:

<https://grad.wisc.edu/currentstudents/mastersthesis/>

### III. ENROLLMENT

#### Summer Graduate Student Enrollment Chart

**\*Summer enrollment requirements:** Students must be enrolled at UW-Madison if they are using university facilities, including faculty and staff time.

ENROLLMENT TYPES	MS
Unfunded – <i>not graduating</i>	Not required**
Unfunded – <i>graduating</i>	2 credits minimum <sup>#</sup> in any summer session unless an international student, they must enroll in the 8 week (DHH) session
International student unfunded in their first semester	4 credits
RA or 12 month fellowship	2 credits minimum in the 8 week (DHH) session
33.33% TA or PA	Not required unless receiving summer degree, 2 cr. minimum.
50% TA or PA	Not required unless receiving summer degree, 2 cr. minimum.
funded through another department/program	Check with that department
Other or uncertain	Check with the Student Services Coordinator

<sup>#</sup>this does not qualify as "full time enrollment," full time enrollment for MS when unfunded is 4 credits minimum in the 8 week (DHH) session

For all MS students, the maximum summer enrollment is 12 credits, however the credit total cannot exceed the number of weeks in the session, for example you cannot enroll for 9 credits in an 8-week session.

A valid enrollment minimum does not count the following types of courses

- courses numbered below 300
- courses taken pass/fail
- audited courses

## Fall & Spring Graduate Student Enrollment Chart

ENROLLMENT TYPES	MS
Domestic unfunded	2 credits minimum*
International students regardless of funding	8 credits minimum (unless you have an exception from ISS)
RA or fellowship	8 credits minimum
33.33% TA or PA	6 credits minimum
50% TA or PA	4 credits minimum
Funded through another department/program	Check with that department
Other or uncertain	Check with the Student Services Coordinator

\*this does not qualify as "full time enrollment," full time enrollment for MS when unfunded is 8 credits minimum

For all MS students the maximum enrollment is 15 credits

A valid enrollment minimum **does not count** the following types of courses

- courses numbered below 300
- courses taken pass/fail
- audited courses

The above information was taken from the Graduate School's Academic Policies and Procedures website which can be found online at: <https://grad.wisc.edu/acadpolicy/>.

### Additional resources:

#### Enrollment Requirements

[grad.wisc.edu/acadpolicy/#EnrollmentRequirements](https://grad.wisc.edu/acadpolicy/#EnrollmentRequirements).

#### Auditing Courses

[grad.wisc.edu/acadpolicy/#auditingcourses](https://grad.wisc.edu/acadpolicy/#auditingcourses).

#### Continuous Enrollment

[grad.wisc.edu/acadpolicy/#continuousenrollmentrequirement](https://grad.wisc.edu/acadpolicy/#continuousenrollmentrequirement).

#### Transfer of Graduate Work from Other Institutions

<https://policy.wisc.edu/library/UW-1216>

## IV. SATISFACTORY PROGRESS – ACADEMIC EXPECTATIONS

The Graduate School requires that students maintain a minimum graduate GPA of 3.00 in all graduate-level work (300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades. The Graduate School also considers Incomplete (I) grades to be unsatisfactory if they are not removed during the subsequent semester of enrollment; however, the instructor may impose an earlier deadline.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. ([grad.wisc.edu/acadpolicy/#probation](http://grad.wisc.edu/acadpolicy/#probation)) In special cases the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

The Plant Breeding and Plant Genetics Program requires satisfactory progress to continue guaranteed funding support. [grad.wisc.edu/acadpolicy/#satisfactoryprogress](http://grad.wisc.edu/acadpolicy/#satisfactoryprogress)

<b>PLANT BREEDING AND PLANT GENETICS</b> <b>Minimum Degree Requirements and Satisfactory Progress</b> To make progress toward a graduate degree, students must meet the Graduate School <b>Minimum Degree Requirements and Satisfactory Progress</b> in addition to the requirements of the program.
<b>Master's Degree:</b> M.S.
<b>Minimum Graduate Degree Credit Requirement</b> 30 credits
<b>Minimum Graduate Residence Credit Requirement</b> 16 credits
<b>Minimum Graduate Coursework (50%) Requirement</b> Half of degree coursework (15 out of 30 total credits) must be in graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university's <b>Course Guide</b> .
<b>Prior Coursework Requirements: Graduate Work from Other Institutions</b> With program approval, students are allowed to count no more than 9 credits of graduate coursework from other institutions. coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements. <b>Prior Coursework Requirements: UW–Madison Undergraduate</b> No credits from a UW–Madison undergraduate degree are allowed to count toward the degree. <b>Prior Coursework Requirements: UW–Madison University Special</b> With program approval, students are allowed to count no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.
<b>Credits per Term Allowed</b> 15 credits

<p><b>Program-Specific Courses Required</b> Contact program for list of specific courses.</p>
<p><b>Overall Graduate GPA Requirement</b> 3.00 GPA required</p>
<p><b>Other Grade Requirements</b> Students must earn a B or above in all core curriculum coursework.</p>
<p><b>Probation Policy</b> The status of a student can be one of three options:</p> <ol style="list-style-type: none"> <li>1. Good standing (progressing according to standards; any funding guarantee remains in place).</li> <li>2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).</li> <li>3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).</li> </ol>
<p><b>Advisor / Committee</b> Students are recommended to convene a yearly progress report meeting with their thesis committee.</p>
<p><b>Assessments and Examinations</b> A formal M.S. thesis is required.</p>
<p><b>Time Constraints</b> Master's degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; that coursework may not count toward Graduate School credit requirements.</p>
<p><b>Language Requirements</b> No language requirements.</p>

A student's failure to comply with the above mentioned expectations for satisfactory progress may result in disciplinary action or dismissal. Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor.

## V. SATISFACTORY PROGRESS - CONDUCT EXPECTATIONS

### Professional Conduct

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

1. **Professional Ethics:** Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.
2. **Honesty and Integrity:** Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPPA regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.
3. **Interpersonal and Workplace Relationships:** Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.
4. **Commitment to Learning:** Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both

positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

5. Professional Appearance: Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

## Academic Misconduct

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person's name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment;
10. collaboration that is contrary to the stated rules of the course; or
11. tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:

Graduate School Policy & Procedure: Misconduct, Academic: [grad.wisc.edu/acadpolicy/#misconductacademic](https://grad.wisc.edu/acadpolicy/#misconductacademic)

Office of Student Conduct and Community Standards: <https://students.wisc.edu/student-conduct/>

Dean of Students Office: Academic Misconduct Flowchart: <https://students.wisc.edu/student-conduct/documents/academic-misconduct-flow-chart/>

## Non-Academic Misconduct

The university may discipline a student in non-academic matters in the following situations:

1. for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. for stalking or harassment;
3. for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
4. for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. for unauthorized possession of university property or property of another member of the university community or guest;
6. for acts which violate the provisions of UWS 18, Conduct on University Lands;
7. for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
2. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
3. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
4. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
5. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
6. preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. obstructing a university officer or employee engaged in the lawful performance of duties;
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
10. knowingly disrupting access to university computing resources or misusing university computing resources.

### Additional information regarding Non-Academic Misconduct

Graduate School Academic Policies & Procedures: Misconduct, Non-Academic:

[grad.wisc.edu/acadpolicy/#misconductnonacademic](http://grad.wisc.edu/acadpolicy/#misconductnonacademic)

Dean of Students Office: Non-Academic Misconduct:

<https://students.wisc.edu/student-conduct/nonacademic-misconduct/>

University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:

[https://docs.legis.wisconsin.gov/code/admin\\_code/uws/17.pdf](https://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf)

University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:

[https://docs.legis.wisconsin.gov/code/admin\\_code/uws/18.pdf](https://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf)

## Research Misconduct

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

Please see section on “Grievance Procedures and Misconduct Reporting” for further information on reporting research misconduct of others. Here are links for additional information regarding Research Misconduct and

Responsible Conduct:

Graduate School Policies & Procedures: Responsible Conduct of Research

[grad.wisc.edu/acadpolicy/#responsibleconductofresearch](http://grad.wisc.edu/acadpolicy/#responsibleconductofresearch)

Office of the Vice Chancellor for Research and Graduate Education’s - Office of Research Policy: Introduction & Guide to Resources on Research Ethics:

[research.wisc.edu/respolcomp/resethics/](http://research.wisc.edu/respolcomp/resethics/)

Office of the Vice Chancellor for Research and Graduate Education’s Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct

[kb.wisc.edu/gsadminkb/page.php?id=34486](http://kb.wisc.edu/gsadminkb/page.php?id=34486)

Office of the Vice Chancellor for Research and Graduate Education’s Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources

[kb.wisc.edu/gsadminkb/search.php?cat=2907](http://kb.wisc.edu/gsadminkb/search.php?cat=2907)

## VI. DISCIPLINARY ACTION AND DISMISSAL

- Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not making satisfactory progress in regards to academic or conduct expectations, the advisor will consult with the student's committee to determine if disciplinary action or dismissal is recommended.
- Student progress will be reviewed through coursework or annual meetings. If the advisor and graduate committee find that at the annual meeting or at any other time that a student has failed to achieve satisfactory progress with academic or conduct expectations the student may be dismissed from the
- The status of a student can be one of three options:
  - 1. Good standing (progressing according to standards; any funding guarantee remains in place).
  - 2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
  - 3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).
- A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Graduate School. A cumulative GPA of 3.0 is required to graduate. See the Graduate School Academic Policies & Procedures: Probation\_ [grad.wisc.edu/acadpolicy/#probation](http://grad.wisc.edu/acadpolicy/#probation) and Grade Point Average (GPA) Requirement\_ [grad.wisc.edu/acadpolicy/#gprequirement](http://grad.wisc.edu/acadpolicy/#gprequirement) .
- Students may be disciplined or dismissed from the graduate program for any type of misconduct (academic, non-academic, professional, or research) or failure to meet program expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of the Professional Conduct may be effectively handled informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the program.

### Process / Committee / Possible Sanctions

The PBPG Executive Committee is composed of one PBPG faculty member from each academic department with a PBPG student. The Executive Committee administers the regulations established by the faculty. The student's committee determines whether the quality of a student's work and conduct are satisfactory, while the PBPG Executive Committee can determine whether the student is satisfying the academic requirements in a timely fashion and meeting program conduct expectations. Students who are falling behind academically or not meeting conduct expectations may be first warned, then put on probation, and then dropped from the program if they cannot complete the requirements or remedy their conduct. Within boundaries set by the faculty, the Executive Committee is authorized to take account of individual circumstances and problems, and to grant extensions of deadlines and waivers of requirements.

## Disciplinary Actions

- Written reprimand
- Denial of specified privilege(s)
- Imposition of reasonable terms and conditions on continued student status
- Removal of funding
- Probation
- Removal of the student from the course(s) in progress
- Withdrawal of an offer of admission
- Placement on Leave of Absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space available basis. See the Graduate School Academic Policies & Procedures: Readmission to Graduate School: [grad.wisc.edu/acadpolicy/#readmission](http://grad.wisc.edu/acadpolicy/#readmission)
- Suspension from the program. The suspensions may range from one semester to four years.
- Dismissal from the program
- Denial of a degree

Depending on the type and nature of the misconduct, the Division of Student Life may also have grounds to do one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- A zero or failing grade on an assignment on an assignment/exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

## VII. GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

In the College of Agricultural and Life Sciences any student who feels unfairly treated by a member of the College of Ag & Life Sciences (CALs) faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALs, the student should seek the advice of the dean or director of that unit to determine how to proceed.

- a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
  - b. If the grievance involves a unit in CALS that is not an academic Department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
- a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
  - b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
  - c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
  - d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee (Room 116 Agriculture Hall). A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the associate dean of academic and student affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

Matters of interpretation of academic requirements not primarily involving questions of fairness should come via the student's advisor to the college's Scholastic Policies and Actions Committee.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: [grad.wisc.edu/acadpolicy/#grievancesandappeals](http://grad.wisc.edu/acadpolicy/#grievancesandappeals)

### **Reporting Misconduct And Crime**

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or

abuse. Depending on the situation, it may be appropriate to consult with your advisor, Graduate Program Coordinator, or other campus resources (such as the [UW Office of Equity and Diversity](#), [Graduate School](#), [Mc Burney Disability Resource Center](#), [Employee Assistance Office](#), [Ombuds Office](#), and [University Health Services](#)).

### **Research Misconduct Reporting**

The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at [research.wisc.edu/respolcomp/resethics/](https://research.wisc.edu/respolcomp/resethics/)

### **Academic Misconduct Reporting**

If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.

### **Sexual Assault Reporting**

UW-Madison prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These offenses violate UW-Madison policies and are subject to disciplinary action. Sanctions can range from reprimand to expulsion from UW-Madison. In many cases, these offenses also violate Wisconsin criminal law and could lead to arrest and criminal prosecution.

Students who experience sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking have many options and services available to them on and off campus, including mental health counseling, victim advocacy and access to the criminal and campus disciplinary systems. For a list a confidential support and reporting options, please visit [uhs.wisc.edu/assault/sa-resources.shtml](https://uhs.wisc.edu/assault/sa-resources.shtml).

Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials for statistical purposes. In addition, disclosures made to certain university employees, such as academic advisors or university administrators, may be forwarded to the campus Title IX coordinator for a response. For more information, please visit [students.wisc.edu/doso/reporting-allegations-of-sexual-assault-datingdomestic-violence-and-stalking/](https://students.wisc.edu/doso/reporting-allegations-of-sexual-assault-datingdomestic-violence-and-stalking/).

### **Child Abuse Reporting**

As a UW-Madison employee (under [Wisconsin Executive Order #54](#)), you are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at [oed.wisc.edu/child-abuse-and-neglect.htm](https://oed.wisc.edu/child-abuse-and-neglect.htm)

### **Reporting and Response to Incidents of Bias/Hate**

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details at <https://students.wisc.edu/doso/services/bias-reporting-process/>.

## VIII. ACADEMIC EXCEPTION PETITION

Academic exceptions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for course exceptions/substitutions or exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to the Director of Graduate Studies or relevant committee chair (example Curriculum Chair). The following procedures apply to all petitions:

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. The student's academic advisor must provide written support for the petition.
3. All course work substitutions and equivalencies will be decided by appropriate area-group faculty or curriculum chair.

More generally, the Director of Graduate Studies, in consultation with the student's advisor, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations, this includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted *only in the event of highly extraordinary circumstances*. Extensions will be granted formally with a note of explanation to be placed in the student's file.

### Course Petition

The student may petition the PBPG Executive Committee for a waiver of any required course. The basis for such a waiver shall be evidence of previous work of the same level and content to be determined by the committee in consultation with the faculty member currently responsible for the course concerned. A requirement which is completed by waiver carries no credit toward the Graduate School's credit requirements nor toward the program's credit requirement for the degree.

PBPG Executive Committee procedures are designed to encourage a student to work closely with an advisor and other faculty, who will be aware of the student's work and personal circumstances. A student petitioning for a deadline extension or waiver of any type must obtain an endorsement from his or her advisor, and/or members of the graduate committee. Advisors may petition the Exceptions Committee on behalf of their advisees. The Exceptions Committee may ask the advisor for further information beyond that written on the petition.

Students may ask the Director of Graduate Studies or other faculty members to advise them, to speak to the Exceptions Committee on their behalf, or to endorse their petitions. Students may consult with the chair of the Exceptions Committee or with the graduate advisor about Exceptions Committee procedures and standards, but the Exceptions Committee cannot substitute for an advising relationship.

### Final Exam Petition

A student who fails the Final MS Examination may be offered a second opportunity to pass the examination or may be dismissed from the program. Petitions of a decision by the Thesis/Dissertation Committee must be made to the PBPG Executive Committee within two weeks or they will be final. The PBPG Executive Committee will make the final decision regarding a petition.

## Extension Requests

Students who have not completed the degree on schedule may request extensions. Requests for a one-semester/year extension can be made to the PBPG Executive Committee. The PBPG Executive Committee is authorized to approve these requests upon written justification from the student and their advisor. The student must describe the reasons for the request and provide a proposed timetable for completing all program requirements. The major professor must sign the request form and write comments endorsing the request. The request should be made as soon as the need for an extension becomes apparent. The PBPG Executive Committee may request additional documentation as needed. Appeals or requests for additional extensions must be approved by the full program faculty.

## IX. PROFESSIONAL DEVELOPMENT AND CAREER PLANNING

### Travel to Meetings and Conferences

An important part of the professional development of graduate student is the participation in professional meetings and conferences. Consult your advisor about the appropriate venues for you to attend. Some advisors may have access to funds to help support travel costs. Students should also explore volunteer opportunities at conferences to offset registration costs. Students who have reached dissertator status are eligible to apply for Vilas Conference Presentation Funds from the Graduate School ([grad.wisc.edu/pd/vilas/conference/](http://grad.wisc.edu/pd/vilas/conference/)).

### Campus-wide Resources for Professional Development

In addition to opportunities at the local level, the **Graduate School Office of Professional Development** provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus. The best way to stay informed is to watch for the weekly newsletter from OPD, **GradConnections Weekly**, and to visit the webpage [grad.wisc.edu/pd/events](http://grad.wisc.edu/pd/events) for an up-to-date list of events. For example, typical topics covered throughout the year are:

- Individual Development Plans (IDPs)
- Planning for academic success
- Dissertation writing support
- Communication skills
- Grant writing
- Teaching
- Mentoring
- Research ethics
- Community engagement
- Entrepreneurship
- Career exploration: academic, non-profit, industry, government, etc.
- Job search support
- Pursuing postdoctoral training

Be sure to keep a pulse on programs offered by the following campus services as well.

- Writing Center [writing.wisc.edu/](http://writing.wisc.edu/)
- Grants Information Collection [grants.library.wisc.edu/](http://grants.library.wisc.edu/)
- Student Technology Training (STS) [sts.doit.wisc.edu/](http://sts.doit.wisc.edu/)
- Delta Program [delta.wisc.edu](http://delta.wisc.edu)
- UW Teaching Academy [tle.wisc.edu/teaching-academy](http://tle.wisc.edu/teaching-academy)
- Wisconsin Entrepreneurial Bootcamp [bus.wisc.edu/degrees-programs/non-business-majors/wisconsin-](http://bus.wisc.edu/degrees-programs/non-business-majors/wisconsin-)

## X. STUDENT HEALTH AND WELLNESS

UW-Madison has a holistic resource for all things wellness called “UWell”. The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community. Go to [uwell.wisc.edu/](http://uwell.wisc.edu/)

Students who pay segregated fees are eligible for University Health Services ([uhs.wisc.edu/services/counseling/](http://uhs.wisc.edu/services/counseling/)).

There is no charge to students for many basic services including counseling sessions, because services are paid through tuition and fees. Personal health and wellness services are also available in addition to medical services.

### Securing Health Insurance Coverage

Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond University Health Services. Contact the staff benefits and payroll coordinator in the unit where you have been hired to select one of several health care plans within 30 days of your hire date.

Graduate students without an assistantship or fellowship who are currently enrolled can use the services of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5000. For more info, visit the UHS web site at [uhs.wisc.edu](http://uhs.wisc.edu).

Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

### Disability Information

Students with disabilities have access to disability resources through UW-Madison’s McBurney Disability Resource Center. As an admitted student, you should first go through the steps to “Become a McBurney Client” at [mcburney.wisc.edu/students/howto.php](http://mcburney.wisc.edu/students/howto.php)

Additional [non-academic] disability campus resources (not found through the McBurney Center) can be found at [mcburney.wisc.edu/services/nonmcburney/index.php](http://mcburney.wisc.edu/services/nonmcburney/index.php)

The UW-Madison Index for Campus Accessibility Resources can be found at [wisc.edu/accessibility/index.php](http://wisc.edu/accessibility/index.php)

### Mental Health Resources On and Off Campus

University Health Services (UHS) is the primary mental health provider for students on campus. UHS Counseling and Consultation Services offers a wide range of services to the diverse student population of UW-Madison. They offer immediate crisis counseling, same day appointments and ongoing treatment. Go to [uhs.wisc.edu/services/counseling/](http://uhs.wisc.edu/services/counseling/) or call 608-265-5600.

UHS service costs are covered for students through tuition and fees.

There are many mental health resources throughout the Madison community, but UHS Counseling and Consultation Services is the best resource for referrals to off-campus providers. Call 608-265-5600 for assistance in finding an off-campus provider.

## **ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS**

### **International Student Services (ISS)**

International Student Services (ISS) is your main resource on campus and has advisors who can assist you with visa, social and employment issues. Visit their website for more information at [iss.wisc.edu](http://iss.wisc.edu) or to schedule an appointment.

### **Student Visas**

Graduate Admissions issues the federal I-20 form for initial F-1 Visa procurement. Initial J-1 Visa document (DS-2019) is handled by [International Student Services](http://iss.wisc.edu) (ISS). The Graduate Admissions office sometimes must collect financial information for the DS-2019, which is then forwarded to ISS. After the student is enrolled, all Visa matters are handled by ISS.

### **Funding for International Students**

International students are eligible for Teaching, Project, and Research Assistantships on campus as well as university fellowships through the Graduate School. They may not be employed more than 20 hours per week on campus while enrolled full-time.









