

PLANT PATHOLOGY MS HANDBOOK

VERSION: FALL 2017

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MS PROGRAM LEARNING GOALS

The Plant Pathology department has set the following goals for the MS program:

1. Demonstrate an understanding of the basic biology of microorganisms that are symbiotic with plants including fungi, bacteria, viruses, oomycetes, and nematodes
2. Demonstrate a basic understanding of:
 - a. the basic processes of pathogenesis, plant defense, and defense circumvention at the molecular, genetic and physiological level for each of the major groups of plant pathogens and other plant associated microorganisms
 - b. the etiology, ecology, and epidemiology of economically significant diseases caused by the major groups of plant pathogensand be able to apply the understanding from a. and/or b. above in research
3. Conduct project related to the discipline of Plant Pathology that requires specifying a problem, designing and conducting experiments, analyzing the resulting data, and reporting results/solutions
4. Convey scientific knowledge to fellow scientists in a variety of formats

These goals are to be reviewed periodically to make certain that the program does indeed meet these goals.

ENROLLMENT

FALL AND SPRING SEMESTER ENROLLMENT REQUIREMENTS

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 through Plant Pathology	8 credits minimum
33.33% TA or PA through Plant Pathology	6 credits minimum
50% TA or PA through Plant Pathology	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 a MS student when unfunded is 8 credits minimum.*

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 – not graduating	Not required [#]
Unfunded – graduating	2 credits minimum [#] in the 8 week (DHH) session
International student unfunded and in their first semester	4 credits
RA or 12 month fellowship through Plant Pathology	2 credits minimum in the 8 week (DHH) session
33.33% TA or PA through Plant Pathology	Not required [#]

50% TA or PA through Plant Pathology	Not required [#]
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 a MS student when unfunded is 4 credits minimum. For Dissertators full time enrollment is always 3 credits.

For all MS students the maximum enrollment is 15 credits, however in the summer session 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

If a student must take over 15 credits, including the types of courses above that do not count towards the enrollment minimum, they must submit a credit overload form: <https://grad.wisc.edu/acadpolicy/?policy=forms>.

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

MS ADVISOR AND COMMITTEE REQUIREMENTS

All MS students are admitted directly into a specific faculty member's lab. This faculty member will serve as the student's major advisor.

The Curriculum Committee is responsible for approving the composition of all graduate committees.

Minimum graduate school requirements for the graduate committee are as follows:

- The chair or co-chair of the committee must be Graduate Faculty from the student's major program
- Master's thesis committee must have at least three members, two of whom must be Graduate Faculty or former graduate Faculty up to one year after resignation or retirement.

The required third member, as well as any additional members, all retain voting rights on the master's thesis committee. They may be from any of the following categories, as approved by the program Executive Committee or its equivalent: Graduate Faculty; Faculty from other institutions.

GRADUATE SCHOOL COMMITTEE REQUIREMENTS

To see the Graduate School's rules on research/advisory committees go to <http://grad.wisc.edu/acadpolicy/#committees>.

SATISFACTORY PROGRESS

The department of Plant Pathology follows the Graduate School's guidelines regarding satisfactory progress in terms of grades and GPA. Graduate students are expected to maintain a GPA of 3.0 or higher every term for courses in the 300-level and above. If a student does not meet the minimum GPA the Graduate School will put

them on probation and the student may ultimately be suspended if they are not able to raise their GPA to the minimum level. The same holds true if a graduate student carries two or more incomplete grades over multiple semesters.

Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor. 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. Examples of disciplinary actions could include, but are not limited to written reprimand, imposition of reasonable terms and conditions on continued student status, removal of funding, probation, restitution, removal of student from an in progress course, failure to promote, suspension, or dismissal.

- Graduate School's information on satisfactory progress: <http://grad.wisc.edu/acadpolicy/#satisfactoryprogress>
- Graduate School's information on GPA: <http://grad.wisc.edu/acadpolicy/#gparequirement>
- Graduate School's information on probation: <http://grad.wisc.edu/acadpolicy/#probation>
- Graduate School's information on incomplete grades: <http://grad.wisc.edu/acadpolicy/#incompletes>

MS COURSE REQUIREMENTS AND CERTIFICATION

DEPARTMENTAL COURSE REQUIREMENTS

The Plant Pathology MS requires students to take 30 credits total - 9 credits must be Plant Pathology credits. Additionally, 15 of the 30 credits must be graduate-level credits. The 9 credits:

- cannot include PL PATH 990 Research
- can only include one credit of **PL PATH 923 SEMINAR**
- must include **PL PATH 300 INTRODUCTION TO PLANT PATHOLOGY** (or equivalent, if using an equivalent course taken during undergrad and additional 4 credits of Plant Pathology course work must be taken), and
- must include one credit of **PL PATH 875 SPECIAL TOPICS**

The remaining 21 credits may include any other course work taken as a graduate student at UW-Madison numbered 300-level or above and taken for credit. Additionally, up to 15 credits of PL PATH 990 Research may count for these remaining credits.

Advisors may require their students to take additional courses. Students are expected to check with their advisor and committee early in their career to see if they will need to take additional coursework.

All Plant Pathology MS students must meet with their research committee during their first year to complete their certification paperwork (available at http://www.plantpath.wisc.edu/sites/default/files/ms_certification.doc). Once the committee has approved the certification paperwork the student must turn in the sign copy to the Student Services Coordinator so that it may be reviewed and approved by the Curriculum Committee. The certification paperwork must be approved before a student can request their MS warrant.

Any changes to the certification paperwork must be done through a course substitution form (http://www.plantpath.wisc.edu/sites/default/files/course_sub.doc).

SEMINAR AND PUBLIC PRESENTATION REQUIREMENTS

All Plant Pathology graduate students are expected to attend the Plant Pathology departmental seminar (PL PATH 923 Seminar). Students must register during the fall or spring for PL PATH 923 Seminar during the semester in which they present their seminar. Students graduating in summer should enroll in PL PATH 923 during spring semester. Additionally some form of public speaking at least once per year is required. This can include the final research seminar which is also required of all Plant Pathology graduate students.

All Plant Pathology MS students are required to take at least one 1-credit Special Topics seminar classes, to be offered at least once per year under PL PATH 875 Special Topics. Similar special topics or journal club classes offered by other departments could be substituted.

GRADUATE SCHOOL CREDIT 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): <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: <http://grad.wisc.edu/acadpolicy/#priorcoursework>

THESIS REQUIREMENTS

Plant Pathology students must complete a thesis and meet the following requirements:

- the thesis must be presented in an oral defense to the student's committee, the committee must sign the MS warrant to indicate that the student passed their thesis defense
- the student must give a public seminar presenting their thesis and
- the thesis must be deposited at both the Memorial Library and the Plant Pathology Library

The student is required to request their MS warrant at least three weeks before their oral defense:

https://uwmadison.qualtrics.com/SE/?SID=SV_6QoG5VSskvM2bIN.

HELPFUL LINKS FOR WRITING AN MS THESIS

- UW Writing Center's Writers Handbook: <http://writing.wisc.edu/Handbook/index.html>
- Writing Center's Rules on writing ethics and plagiarism: http://writing.wisc.edu/Handbook/QPA_plagiarism.html
- Graduate School's Completing Your Degree information: <http://grad.wisc.edu/currentstudents/degree/>

- Plant Pathology MS Thesis Advisor Approval Page template:
http://www.plantpath.wisc.edu/sites/default/files/ms_advisor_approval_page.doc

POLICY ON EXCEPTIONS TO REQUIREMENTS

Requests for exceptions to those requirements set by the Plant Pathology department will be considered by the appropriate departmental committee. Requests should be submitted in writing to the Student Services Coordinator by the faculty advisor. The request should include a justification statement and a detailed explanation of the substitution proposed to meet the requirement. If the request is to substitute a course for one already approved on the certification form, the only action necessary is to fill out the “Course Substitution Form.”

The following requirements for the MS degree are under the purview of the UW Graduate School and cannot be modified:

- composition of the MS Graduate Committee
- standards defining Academic Satisfactory Progress
- minimum credit requirements

MISCONDUCT AND GRIEVANCE PROCEDURES

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students’ concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the Department Chair (Dr. Patty McManus, psm@plantpath.wisc.edu), the Student Services Coordinator (Sara Rodock, rodock@wisc.edu) or the Academic Department Manager (Lance Potter, lpotter@wisc.edu). For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals: <https://grad.wisc.edu/acadpolicy/#grievancesandappeals>.

PROCEDURES FOR PROPER ACCOUNTING OF STUDENT GRIEVANCES:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact any of the Russell Labs Department Chairs,
 - Entomology: Dr. Susan Paskewitz, paskewit@entomology.wisc.edu
 - Forest & Wildlife Ecology: Dr. Mark Rickenbach, mark.rickenbach@wisc.edu
 - Plant Pathology: Dr. Patty McManus, psm@plantpath.wisc.edu
 the Student Services Coordinator (Sara Rodock, rodock@wisc.edu) or the Academic Department Manager (Lance Potter, lpotter@wisc.edu) to discuss the grievance. Any of the above people will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: <https://oed.wisc.edu/>.
3. Other campus resources include
 - The Graduate School - <http://grad.wisc.edu/>
 - McBurney Disability Resource Center - <http://mcburney.wisc.edu/>
 - Employee Assistance Office - <http://eao.wisc.edu/>

- Ombuds Office - <http://ombuds.wisc.edu/>
 - University Health Services – <http://uhs.wisc.edu/>
 - UW Office of Equity and Diversity - <https://oed.wisc.edu/>
4. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Student Services Coordinator in writing, within 60 calendar days of the alleged unfair treatment.
 5. On receipt of a written complaint, a faculty committee will be convened by the Student Services Coordinator to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
 6. The faculty committee will determine a decision regarding the grievance. The Student Services Coordinator will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
 7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Agricultural and Life Sciences Academic Affairs Office.
 8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

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: <https://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 a student has a grievance regarding unfair treatment towards him or herself, they should reference the procedures and resources identified above. If a student learns about, observes, or witnesses misconduct or other wrongdoing they may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with their advisor, Student Services 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

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.

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 <https://kb.wisc.edu/gsaminkb/page.php?id=34486>.

RESPONSIBLE CONDUCT

- Graduate School Policies & Procedures: Responsible Conduct of Research: <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: <https://research.wisc.edu/respolcomp/resethics/>
- Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct: <http://kb.wisc.edu/gsaminkb/page.php?id=34486>
- Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources: <https://kb.wisc.edu/gsaminkb/search.php?cat=2907>

ACADEMIC/NON-ACADEMIC MISCONDUCT REPORTING

If a student knows a classmate is cheating on an exam or other academic exercise, they should notify the professor, teaching assistant or proctor of the exam. As a part of the university community, students are expected to uphold the standards of the university.

ACADEMIC MISCONDUCT

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

- 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.

Examples of academic misconduct include but are not limited to:

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

- tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:

- Graduate School Policy & Procedure: Misconduct, Academic: <http://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/>
- University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures: https://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf

NON-ACADEMIC MISCONDUCT

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

- for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
- for stalking or harassment;
- 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;
- 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;
- for unauthorized possession of university property or property of another member of the university community or guest;
- for acts which violate the provisions of UWS 18, Conduct on University Lands;
- 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;
- 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:

- engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
- attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
- attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
- selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
- 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;
- preventing or blocking physical entry to or exit from a university building, corridor, or room;

- engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
- obstructing a university officer or employee engaged in the lawful performance of duties;
- obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
- 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: <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
- University of Wisconsin System: Chapter UWS 18: Conduct on University Lands: https://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf

SEXUAL ASSAULT REPORTING

Faculty, staff, teaching assistants, and others who work direct with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials, specifically the Office for Equity & Diversity or the Division of Student Life. This effort is not the same as filing a criminal report. Disclosing the victim's name is not required as part of this report. Please find full details at <http://www.oed.wisc.edu/sexualharassment/assault.html> and <https://students.wisc.edu/doso/services/sexual-assault-dating-and-domestic-violence/>.

CHILD ABUSE REPORTING

As a UW-Madison employee (under Wisconsin Executive Order #54), students 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 <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/>.

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/

Students who pay segregated fees are eligible for University Health Services (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.

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

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

The UW-Madison Index for Campus Accessibility Resources can be found at 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/ 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.