

# PLANT PATHOLOGY PHD HANDBOOK

VERSION: FALL 2017 (VERSION 2)

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## PHD PROGRAM LEARNING GOALS

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

1. Demonstrate an understanding of 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
2. Demonstrate an understanding of the basic biology of microorganisms that are symbiotic with plants including fungi, bacteria, viruses, oomycetes, and nematodes
3. Demonstrate an understanding of the etiology, ecology, and epidemiology of economically significant diseases caused by the major groups of plant pathogens
4. Construct disease management strategies for the different groups of important plant pathogens
5. Demonstrate excellent problem solving skills and a deep conceptual understanding of the science of Plant Pathology
6. Convey knowledge in a variety of formats to diverse audiences including the public, students, and fellow scientists

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	PhD Pre-dissertator	PhD Dissertator
Domestic unfunded	2 credits minimum*	3 credits
International students regardless of funding	8 credits minimum (unless you have an exception from ISS)	3 credits
RA or fellowship through Plant Pathology	8 credits minimum	3 credits
33.33% TA or PA through Plant Pathology	6 credits minimum	3 credits
50% TA or PA through Plant Pathology	4 credits minimum	3 credits
funded through another department/program	Check with that department	3 credits
Other or uncertain	Check with the Student Services Coordinator	3 credits

*\*This does not qualify as "full time enrollment." Full time enrollment for a PhD Pre-dissertator 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	PhD Pre-dissertator	PhD Dissertator
Unfunded – not graduating	Not required <sup>#</sup>	Not required <sup>#</sup>

Unfunded – graduating	2 credits minimum <sup>#</sup> in the 8 week (DHH) session	3 credits in the 8 week (DHH) session
International student unfunded and in their first semester	4 credits	na
RA or 12 month fellowship through Plant Pathology	2 credits minimum in the 8 week (DHH) session	3 credits in the 8 week (DHH) session
33.33% TA or PA through Plant Pathology	Not required <sup>#</sup>	Not required <sup>#</sup>
50% TA or PA through Plant Pathology	Not required <sup>#</sup>	Not required <sup>#</sup>
funded through another department/program	Check with that department	3 credits in the 8 week (DHH) session
Other or uncertain	Check with the Student Services Coordinator	Check with the Student Services Coordinator

*<sup>#</sup>This does not qualify as "full time enrollment." Full time enrollment for a PhD Pre-dissertator when unfunded is 4 credits minimum. For a Dissertator full time enrollment is always 3 credits.*

For all PhD Pre-dissertators 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/>.

## ADVISOR AND COMMITTEE REQUIREMENTS

### PHD ADVISOR AND ROTATIONS

Most PhD students enter as rotation students in Plant Pathology. Plant Pathology PhD rotation students typically rotate through three laboratories for their first semester in graduate school. The rotation schedule will be set prior to student's arrival and will be based upon research interests expressed in their application and during their interviews. As rotation students learn more about Plant Pathology, they may wish to change which labs they rotate through or rotate through additional laboratories. These changes are often possible and should be made by consulting the professor the student wishes to rotate with and the chair of the graduate affairs committee. Since rotation students are not yet placed into a laboratory during their first semester, the chair of the graduate affairs committee is their academic advisor.

Laboratory rotations are a trial period for both the student and the professor to determine whether the projects available fit the student's interests and if the training environment in the laboratory fits the student. Professors will offer positions in their laboratory groups based upon these rotations and students will have the option of choosing whether to join one of the laboratories that they have rotated through. If after three rotations a student has not yet found a laboratory to join, and if another professor is willing to host the student, a fourth rotation may occur. Students must find an advisor in order to continue as a Plant Pathology PhD student.

Some students enter the Plant Pathology program directly admitted into a specific faculty member's program and will start working with that faculty member immediately upon arrival at UW-Madison. To be directly admitted to a research program, the student and faculty member must arrange funding and the date that the student will enter the laboratory prior to arrival of the student at UW-Madison.

### PLANT PATHOLOGY'S PHD COMMITTEE REQUIREMENTS

Each graduate student, after discussion with his or her major professor, must establish a Research Committee to provide guidance and oversight over the course of the student's graduate studies. The department of Plant Pathology has set the following requirements for a PhD committee

- All PhD committees must have at least 5 members
- At least 3 members must be Plant Pathology faculty member or affiliates
- At least 4 members must be UW-Madison tenured or tenure-tracked faculty members
  - One committee member can be external, defined as not a tenured or tenure-tracked faculty member at UW-Madison, the external committee member must meet the following criteria
    - Supply expertise not available on the UW-Madison faculty
    - Hold an equivalent degree to the degree being sought by the student
    - Not be related to the student
  - Non-tenured/tenure-tracked committee members must be approved by the Plant Pathology Curriculum Committee via the external committee member form.
- All committee members are dissertation readers

The Executive Committee or its equivalent of a program/department is responsible for approving the composition of all graduate committees.

### 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>

## PHD COURSE REQUIREMENTS

### FOUNDATION COURSES

Foundation courses are basic science courses, usually completed prior to entering graduate school. If foundation course requirements have not been fulfilled beforehand, they must be completed as early as possible in the graduate student's course of study. Students may not double-count their foundation courses towards their PhD required courses or towards their minor courses.

The foundation courses include:

**BIOLOGICAL SCIENCES:** students are required to take one course in three of the following four areas

- Genetics
- Plant Anatomy/Morphology
- Plant Physiology
- General Ecology

### CHEMISTRY

- General chemistry – two semesters including lab
- Organic chemistry – including lab
- Biochemistry – must be undergraduate upper-level course

### PHYSICS

- General Physics – two semesters including lab

### MATHEMATICS

- Introductory calculus
- Statistics – including analysis of variance and regression analysis

Students should speak with their advisor as soon as possible regarding any foundation course deficiencies. Students will need to list their foundation courses on the certification paperwork (see below). A course waiver form ([http://www.plantpath.wisc.edu/sites/default/files/course\\_waiver.doc](http://www.plantpath.wisc.edu/sites/default/files/course_waiver.doc)) must be submitted in order to request a waiver for a foundation course. The course waiver form should be submitted to the Student Services Coordinator for consideration by the Curriculum Committee.

At the written request of the student's Certification Committee after careful consideration of the intent of the foundation course requirements, a PhD student who has transferred into our department with a transferring faculty member may be exempted by the Curriculum Committee from some PhD student foundation course requirements.

## DEPARTMENTAL COURSE REQUIREMENTS AND CERTIFICATION

All Plant Pathology PhD students are required to complete the following major requirement courses:

- **PL PATH 300 INTRODUCTION TO PLANT PATHOLOGY**, 4 credits (fall)
- **PL PATH 505 PLANT-MICROBE INTERACTIONS: MOLECULAR AND ECOLOGICAL ASPECTS**, 3 credits (spring)
- **PL PATH 559 DISEASES OF ECONOMIC PLANTS**, 3 credits (summer, odd years)
- **PL PATH 602 ECOLOGY, EPIDEMIOLOGY AND CONTROL OF PLANT DISEASES**, 3 credits (fall, even years)
- **PL PATH 799 PRACTICUM IN PLANT PATHOLOGY TEACHING**, 2 or more credits (fall, spring) – the teaching assignment is given by the Curriculum Committee, students who need special consideration for their teaching assignment should contact the Student Services Coordinator
- **PL PATH 875 SPECIAL TOPICS**, 1 credit (fall, spring) – students are required to take at least two one-credit Special Topics seminar classes, similar special topics or journal club classes offered by other department can be used as a substitute
- **PL PATH 923 SEMINAR**, 2 credits (fall, spring) – students must take this twice, once for their proposal seminar and once for their defense seminar

If a major requirement has been met at another institution, the Curriculum Committee must approve a completed course waiver form (available at [http://www.plantpath.wisc.edu/sites/default/files/course\\_waiver.doc](http://www.plantpath.wisc.edu/sites/default/files/course_waiver.doc)).

The remainder of the course requirements for the PhD degree in Plant Pathology will be selected to meet the student's specific needs and to ensure breadth and depth as determined through consultation with his/her major professor and other members of the research committee.

Students should meet with their research committee to complete the certification paperwork by the end of the first year. The certification paperwork is available online at [http://www.plantpath.wisc.edu/sites/default/files/phd\\_certification.doc](http://www.plantpath.wisc.edu/sites/default/files/phd_certification.doc). Once the certification paperwork has been approved a signed copy must be submitted to the Student Services Coordinator for final approval by the Curriculum Committee. If changes need to be made after the certification has been approved by the Curriculum Committee a student must submit a course substitution form ([http://www.plantpath.wisc.edu/sites/default/files/course\\_sub.doc](http://www.plantpath.wisc.edu/sites/default/files/course_sub.doc)).

## GRADUATE SCHOOL CREDIT REQUIREMENTS

The Graduate School has three requirements for total coursework completed post-baccalaureate

- **MINIMUM GRADUATE DEGREE CREDIT REQUIREMENT** – PhD students must complete at least 51 credits: <http://grad.wisc.edu/acadpolicy/#minimumgraduatedegreecreditrequirement>
- **MINIMUM GRADUATE COURSEWORK (50%) REQUIREMENT** – PhD students must complete at least 26 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** – PhD students must complete at least 32 credits for their degree at UW-Madison: <http://grad.wisc.edu/acadpolicy/#minimumgraduateresidencecreditrequirement>

Students who wish to use prior coursework towards their PhD degree must follow all of the rules outlined by the graduate school: <http://grad.wisc.edu/acadpolicy/#priorcoursework>

## PHD MINOR REQUIREMENTS

### GRADUATE SCHOOL'S MINOR REQUIREMENTS

The Graduate School requires PhD students to complete a minor before they can be granted dissertator status.

There are two minor options:

- **OPTION A EXTERNAL MINOR:** Requires a minimum of nine credits in a single department/program. Selection of this option requires the approval of the minor department/program. Students interested in an Option A minor should contact the minor department for more information on the minor requirements ([https://www.gradsch.wisc.edu/education/academic\\_programs/index.html](https://www.gradsch.wisc.edu/education/academic_programs/index.html)).
- **OPTION B DISTRIBUTED MINOR:** Requires a minimum of nine credits in one or more departments/programs and can include course work in the major department/program. Selection of this option requires the approval of the major department/program.

Option A minors appear on the transcript with the name of the minor (i.e. Statistics) while an Option B minor always appears on the transcript as Distributed. For more information on the Graduate School's minor requirements go to <http://grad.wisc.edu/acadpolicy/#minors>. Some students are exempted from the minor requirement, please contact the Student Services Coordinator ([rodock@wisc.edu](mailto:rodock@wisc.edu)) for more information.

### PLANT PATHOLOGY'S MINOR REQUIREMENTS

Generally the Plant Pathology department follows the Graduate School's guidelines regarding the minor; however, there are some additional requirements that the department has in regards to the Option B Distributed minor. These requirements are

- Students must earn a minimum of nine graduate level credits from at least two departments other than Plant Pathology
- At least three credits of the minor requirement must be earned at UW-Madison
- One course cross-listed between Plant Pathology and another department can be used for the minor as long as it is not a required course for the Plant Pathology degree

Students are required to list their minor courses on the certification paperwork. All minor courses must be completed before a student can become a dissertator.



Students in programs other than Plant Pathology who wish to complete an Option A Minor in Plant Pathology should review the Plant Pathology PhD Minor handbook which is available at <http://plantpath.wisc.edu/graduate-handbook>.

## YEARLY RESEARCH PRESENTATIONS

Students are required to make at least one public oral presentation per year. Some of the options for this include:

- Proposal and defense seminars in PL PATH 923
- Presentations in PL PATH 875 courses
- Friday@4 presentations
- Presentations at annual scientific meetings and/or
- Presentation to an extension audience

## WRITTEN QUALIFYING EXAM

The Qualifying Exam is designed to test student understanding of broad concepts and core principles of Plant Pathology. Students will normally take the Qualifying Exam after taking PL PATH 300, 505, 559 and 602, or their equivalents, as well as completing all foundation requirements. Typically this will be a student's third year in the program, but could be sooner for students entering with a Master's degree.

Exam questions are written each year by the faculty and will cover the following topics:

- I. **ECOLOGY AND EPIDEMIOLOGY**
- II. **GENETICS AND MOLECULAR BIOLOGY**
- III. **ETIOLOGY AND DISEASE PHYSIOLOGY** and
- IV. **DISEASE CONTROL**

The exam will be given every January and will be administered in two sets of four questions with four hours for each set of questions. The exam questions may be open, limited-open, or closed book, according to the wishes of the question's author. Students will write exams on an internet-disabled computer. The exams will be typed and the grader will not know the student's identity.

The questions will be graded on a pass/fail basis and students must pass seven of the eight questions. A 70% complete answer is considered a pass. The Qualifying Exam committee will assign two members to grade each question. If the two committee members do not agree on pass or fail, a third member of the committee will grade the response to break the tie. If a student does not pass seven questions, he or she may retake the failed questions. If the second exam is failed, the student will not be allowed to continue as a PhD student in Plant Pathology.

Students will be given feedback from the Qualifying Exam committee on their answers, both those passed and failed.

Copies of previous exam questions and other resources will be stored in Learn@UW (<https://learnuw.wisc.edu/>), please contact Sara Rodock ([rodock@wisc.edu](mailto:rodock@wisc.edu)) for access. Students are also encouraged to contact the Qualifying Exam committee members.

Students requiring special assistance to read questions or write the exam must make arrangements with the qualifying committee at least four weeks prior to the exam. Students whose native language is not English may use a bilingual dictionary during the Qualifying Exam.

## ORAL PRELIMINARY EXAM

Each PhD candidate must pass an Oral Prelim Exam. The goals of this exam include a demonstration that a student knows the general background of the topic under study, understands the hypotheses that are being tested by his or her own research, knows the possible impacts of the research, and has developed back up plans should critical aspects of the project fail. In addition to being a demonstration of knowledge, this exam also provides for valuable feedback from the thesis committee on the proposed work and allows the student to better develop a thesis project.

The Oral Prelim exam should be taken within two weeks after a student's proposal seminar. The exam is given by the student's thesis committee and led by the Oral Prelim chair, to be selected from among the Plant Pathology faculty of the student's research committee. The major professor may not chair the exam. The Oral Prelim exam must be completed by the end of the third year. The Oral Prelim is generally undertaken after all other requirements for PhD candidacy have been met, other than the annual research presentations, thesis completion, and thesis defense, but may be taken prior to completion of coursework or the written qualifying exam if the student has a well-developed research project and the student and advisor think that the student is likely to succeed in the Oral prelim.

Students will prepare a written prelim proposal and distribute it to members of their committee in advance of the oral prelim exam. The proposal should include a 250 word abstract, background information, clearly stated hypotheses, the approaches that will be used to test the hypotheses, a description of the expected findings, limitations of the proposed work, and backup plans.

The proposal shall be:

- no more than 15 pages, including all text, figures, and tables; the abstract and references cited are not included in this page limit
- no more than 6 lines per inch and no less than one inch page margins
- pages should be numbered

After prior consultation with, and agreement by the advisor and thesis committee, a student may alter these guidelines, including increasing the length of the research proposal if needed to best describe the proposed research.

Students must give a copy of the 250-word abstract to the Student Services Coordinator for their file.

Exam questions usually focus on the student's research and the developing area of expertise. The Oral Prelim is an opportunity to pinpoint areas that may be beneficial to study in more detail.

The decision to pass the student for the Oral Prelim, made by the student's research committee, is based on the soundness of the proposal as well as on the student's ability to reason, think critically, and communicate clearly. If the student's performance is not satisfactory the first time the student takes the exam, the student may take one additional Oral Prelim, ordinarily to be completed no later than four months after the first, but extendable up to one year by petition to the student's research committee. The chair of the student's Oral Prelim must

communicate the committee's findings to the failing student in writing within one week of either exam, outlining the areas in which the student was judged to be lacking in proficiency. Students who fail the Oral Prelim exam on the second attempt will be required to terminate their studies in the Plant Pathology Department.

The student is required to request their preliminary exam warrant at least three weeks before their exam:

[https://uwmadison.qualtrics.com/SE/?SID=SV\\_6QoG5V5skvM2bIN](https://uwmadison.qualtrics.com/SE/?SID=SV_6QoG5V5skvM2bIN).

Dissertator status is granted after successful completion of all coursework requirements, the qualifying exam, and the preliminary exam.

## HELPFUL LINKS FOR WRITING YOUR RESEARCH PROPOSAL AND DISSERTATION

- 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](http://writing.wisc.edu/Handbook/QPA_plagiarism.html)

## DISSERTATOR STATUS REQUIREMENTS

Students will receive an email from the Graduate School when they are granted dissertator status. This email contains important information about the rules of being a dissertator. Information on the requirements for dissertators is available at <http://grad.wisc.edu/acadpolicy/#dissertationstatus>. **IT IS VERY IMPORTANT THAT STUDENTS FOLLOW ALL OF THE RULES OF BEING A DISSERTATOR OTHERWISE THEY MAY LOSE THEIR DISSERTATOR STATUS.**

The three most important rules of being a dissertator are:

- Students must maintain continuous registration by enrolling for three credits every fall and spring (and summer if funded) until they graduate, otherwise they will be assessed a degree completion fee.
- Students should not enroll in any courses except research credits or a required departmental seminar unless they have an extenuating circumstance.
- Students have five years from the date that they pass their prelim to defend and deposit their dissertation. If a student does not meet this requirement they may be required to pass their prelim exam again before they will be allowed to receive their PhD degree.

Questions regarding dissertator status rules and requirements should be directed to the Student Services Coordinator ([rodock@wisc.edu](mailto:rodock@wisc.edu)).

## FINAL RESEARCH SEMINAR

The research seminar should be presented on the day of the final exam or in the preceding six months. Members of the research committee should attend this seminar.

The seminar should:

- provide the audience with an appreciation of the context of the research
- provide a clear statement of the goals and objectives that were addressed
- provide a brief but clear explanation of the methods and experimental approach
- present the data obtained and the method of analysis
- present interpretations and conclusions based on the data

Students must register for PL PATH 923 Seminar in their final semester for their final research seminar requirement. Students graduating in the summer should enroll in PL PATH 923 and present during the spring semester.

## FINISHING THE PHD

### FINAL ORAL EXAMINATION

When a student has completed the thesis research and has written the dissertation to the satisfaction of the major professor and the research committee, the student schedules the Final Oral exam. The oral examination covers the thesis and the general field of the major and minor studies. When the candidate passes the examination, the committee signs the final oral defense warrant. If significant thesis revisions are requested, the committee may wait for these revisions to be completed prior to signing the warrant.

The candidate may not take the final oral examination until all other requirements for the degree have been satisfied.

The student is required to request their Final Oral Defense Warrant at least five weeks before their oral defense: [https://uwmadison.qualtrics.com/SE/?SID=SV\\_6QoG5VSskvM2blN](https://uwmadison.qualtrics.com/SE/?SID=SV_6QoG5VSskvM2blN).

### DISSERTATION FORMATTING REQUIREMENTS

The Plant Pathology department does not have distinct formatting requirements. Students should follow the Graduate School's requirements, which can be found online at <http://grad.wisc.edu/currentstudents/degree/>.

### FINAL DEPARTMENTAL REQUIREMENTS FOR GRADUATION

After a student passes the Final Oral Exam, a few more departmental requirements need to be completed before graduation.

- **DEPARTMENTAL DISSERTATION COPIES** – a hard copy of the dissertation must be placed in the Plant Pathology Library/Reading room (584 Russell Labs)
- **ELECTRONIC DISSERTATION COPY** – a single PDF of the dissertation should be emailed to the Student Services Coordinator
- **FINAL WARRANT COPY** – students must make a copy of their final warrant for the Student Services Coordinator before depositing the warrant with the Graduate School

### DEPOSITING YOUR DISSERTATION

Students must deposit the dissertation with the Graduate School by the degree deadline date. For information on how to schedule the deposit appointment along with all of the depositing requirements go to <http://grad.wisc.edu/currentstudents/degree/>.

It may take up to three months after the graduation term for a degree to be posted to a student's record.

### 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 PhD degree are under the purview of the UW Graduate School and cannot be modified:

- composition of the PhD Graduate Committee
- standards defining Academic Satisfactory Progress
- minimum credit requirement
- standards defining dissertator status

## 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](mailto:psm@plantpath.wisc.edu)), the Student Services Coordinator (Sara Rodock, [rodock@wisc.edu](mailto:rodock@wisc.edu)) or the Academic Department Manager (Lance Potter, [lpotter@wisc.edu](mailto: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](mailto:paskewit@entomology.wisc.edu)
  - Forest & Wildlife Ecology: Dr. Mark Rickenbach, [mark.rickenbach@wisc.edu](mailto:mark.rickenbach@wisc.edu)
  - Plant Pathology: Dr. Patty McManus, [psm@plantpath.wisc.edu](mailto:psm@plantpath.wisc.edu)the Student Services Coordinator (Sara Rodock, [rodock@wisc.edu](mailto:rodock@wisc.edu)) or the Academic Department Manager (Lance Potter, [lpotter@wisc.edu](mailto: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/gsadminkb/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/gsadminkb/page.php?id=34486>
- Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources: <https://kb.wisc.edu/gsadminkb/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](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](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)

## 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/](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.