

# ANIMAL SCIENCES, M.S.

## POLICIES

### GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

### MAJOR-SPECIFIC POLICIES

#### PRIOR COURSEWORK

##### Graduate Work from Other Institutions

This program follows the Graduate School's policy for Satisfying Requirements with Prior Graduate Coursework from Other Institutions. (<https://policy.wisc.edu/library/UW-1216/>)

##### UW–Madison Undergraduate

This program follows the Graduate School's policy for Satisfying Requirements with Coursework from Undergraduate Career at UW–Madison (<https://policy.wisc.edu/library/UW-1216/>).

##### UW–Madison University Special

This program follows the Graduate School's policy for Transfer from UW–Madison University Special Student Career at UW–Madison (<https://policy.wisc.edu/library/UW-1216/>).

#### PROBATION

This program follows the Graduate School's Probation policy (<https://policy.wisc.edu/library/UW-1217/>).

#### ADVISOR / COMMITTEE

Students are admitted to this degree program by their major professor. Following enrollment, the student and major professor determine members for their Mentor and Examination Committee. The committee consists of a minimum of three faculty members. At least two of the committee members must be tenure-track faculty in the Department of Animal and Dairy Sciences. The other committee member can be another faculty member from within or outside of the department or other scientist, as approved by the Research and Graduate Education Committee.

The graduate student formally requests the participation of the faculty on the committee. The student, major professor, and the Director of Graduate Studies must approve of all members on this committee. Once the committee signs the Mentor and Examination Committee form, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. Changes to a Mentor and Examination Committee must be submitted in writing to the Graduate Program Manager for approval by the Director of Graduate Studies. Students should meet with their committee at least once per year.

Students must meet with their Mentor and Examination Committee to plan their graduate curriculum and research program. During the first semester the student submits their Plan of Study ([\[andysci.wisc.edu/wp-content/uploads/sites/263/2020/10/Fillable-PDF-MS-Requirements-for-degree-in-research-ADS.pdf\]\(https://andysci.wisc.edu/wp-content/uploads/sites/263/2020/10/Fillable-PDF-MS-Requirements-for-degree-in-research-ADS.pdf\)\) form to the Graduate Program Manager to obtain departmental approval from the Director of Graduate Studies.](https://</a></p>
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The final thesis exam involves an oral defense of the research topic and general knowledge of animal nutrition, endocrinology & reproductive physiology, genetics and animal breeding, or meat science and muscle biology. All degree candidates must complete a satisfactory thesis. Instructions on preparing a master's thesis can be found on the UW Graduate School website, <https://grad.wisc.edu/current-students/masters-guide/>.

At the completion of the degree program, the candidate will take a final examination administered by the Mentor and Examination Committee. The examination will be oral and includes questions relating to the candidate's graduate course program. The candidate will also be expected to defend the thesis.

### CREDITS PER TERM ALLOWED

15 credits

### TIME LIMITS

Completing the M.S. degree in the Animal Sciences in the Department of Animal and Dairy Sciences at the University of Wisconsin–Madison requires successful completion of the following items. These must be completed in a timely fashion, or the student will not be allowed to continue registration. Working closely with your advisor and committee is essential for the successful completion of an M.S. Please note that minimum requirements are provided, however successful completion of the M.S. degree also requires making a research contribution to the scientific literature.

- Select the Graduate Program and form a M.S. mentor Committee (by the end of 1st semester).
- Meet with your M.S. Committee and approve the Plan of Study (<https://andysci.wisc.edu/wp-content/uploads/sites/263/2020/10/Fillable-PDF-MS-Requirements-for-degree-in-research-ADS.pdf>) (by the end of 2nd Semester)
- Complete Coursework and M.S. research (documentation of completion is required before M.S. defense)
- Final Defense and Examination.

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.

### GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (<https://doso.students.wisc.edu/bias-or-hate-reporting/>)
- Graduate Assistantship Policies and Procedures (<https://hr.wisc.edu/policies/gapp/#grievance-procedure>)
- Hostile and Intimidating Behavior Policies and Procedures (<https://hr.wisc.edu/hib/>)
  - Office of the Provost for Faculty and Staff Affairs (<https://facstaff.provost.wisc.edu/>)
- Dean of Students Office (<https://doso.students.wisc.edu/>) (for all students to seek grievance assistance and support)

- Employee Assistance (<http://www.eao.wisc.edu/>) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (<https://employee disabilities.wisc.edu/>) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (<https://grad.wisc.edu/>) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (<https://compliance.wisc.edu/>) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office of Student Conduct and Community Standards (<https://conduct.students.wisc.edu/>) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (<http://www.ombuds.wisc.edu/>) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (<https://compliance.wisc.edu/titleix/>) (for concerns about discrimination)

### College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALs), any student who feels unfairly treated by a member of the 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. 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 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.

### OTHER

The Animal Sciences program has a rolling admission policy. Campus visits are recommended along with direct program faculty contact. Funding may be available for a research assistant position from a faculty member if an applicant meets the faculty member's research requirements. No applicant will be seriously considered until they have submitted a complete application to the UW-Madison Graduate School with the supporting documentation.