absence. Individual programs may count the coursework students
approve thesis composition, and conduct the final Ph.D. examination.
administer the preliminary examination, oversee annual progress reports,
empowered by the program to advise the student about certification,
faculty members, including the thesis advisor. The thesis committee is
A Ph.D. thesis committee is composed of at least four graduate university
approve any subsequent changes to it.
student's graduate career. The thesis advisor must approve the student's
student's research, and acts as a mentor to the student through the
thesis advisor advises the student about coursework, supervises the
credits of prior graduate coursework from other institutions towards the
minimum graduate degree credit and minimum graduate coursework
(50%) requirement. The minimum graduate residence credit requirement
can be satisfied only with courses taken as a graduate student at UW–
Madison.
UW–Madison Undergraduate
No credits from a UW–Madison undergraduate degree are allowed to
count toward the graduate degree.
UW–Madison University Special
No credits taken as a University Special student are allowed to count
toward the graduate degree.
PROBATION
The Graduate School regularly reviews the record of any student who
earned grades of BC, C, D, F, or Incomplete in a graduate course (300
or above), or grade of U in research credits. This review could result in
academic probation with a hold on future enrollment or in being
suspended from the Graduate School.
ADVISOR / COMMITTEE
Every graduate student must have an IPiB faculty thesis advisor. The
thesis advisor advises the student about coursework, supervises the
student's research, and acts as a mentor to the student through the
student's graduate career. The thesis advisor must approve the student's
coursework before registration for a given semester and must also
approve any subsequent changes to it.
A Ph.D. thesis committee is composed of at least four graduate university
faculty members, including the thesis advisor. The thesis committee is
empowered by the program to advise the student about certification,
administer the preliminary examination, oversee annual progress reports,
approve thesis composition, and conduct the final Ph.D. examination.
CREDITS PER TERM ALLOWED
12 credits
TIME CONSTRAINTS
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://
employeedisabilities.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
Students may matriculate only in the fall semester, and a master’s degree is not offered as a terminal degree.