GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadapolicy/) 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

For well-prepared advanced students, the Program may accept up to 6 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.