

**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**

For well-prepared advanced students, the program may accept up to 12 credits of prior graduate coursework from an uncompleted degree 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**

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

**ADVISOR / COMMITTEE**

Every graduate student must have a faculty thesis advisor in the program. 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**

A maximum of 12 credits in Fall and Spring semesters and 2 credits in Summer semesters is permitted for non-dissertators; 3 credits in Fall, Spring, and Summer semesters for dissertators.

**TIME LIMITS**

This program follows the Graduate School’s Time Limits policy. (https://policy.wisc.edu/library/UW-1221/)

**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**

All students, both US and international, receive an annual stipend and
tuition remission for the duration of their studies, provided satisfactory
progress is made toward their degree. Comprehensive medical coverage
is also offered. In addition, some students are supported on fellowships
or training grants. Students are chosen based on criteria specified by the
different training grants.

Students may matriculate only in the fall semester.