and one minor advisor, if needed. One member must also be from a
trainers, including two members of the Laboratory of Genetics faculty,
members (ultimately it must be five) three of whom must be Genetics
will form a Ph.D. Advisory Committee consisting of three to five faculty
professor will assume the duties of their advisor. At that time students
When students have identified a major professor and joined their lab, that
ADVISOR / COMMITTEE
suspended from the Graduate School.
The Graduate School regularly reviews the record of any student who
requirements.
The program may decide to accept prior
graduate coursework from other institutions toward 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.
Coursework earned ten or more years prior to admission to a doctoral
degree is not allowed to satisfy requirements.
UW–Madison Undergraduate
For well-prepared advanced students, the program may decide to accept up
to 7 credits numbered 300 or above completed at UW–Madison
toward fulfillment of minimum degree and minor credit requirements.
This work would not be allowed to count toward the 50% graduate
coursework minimum unless taken at the 700 level or above. Coursework
earned ten or more years prior to admission to a doctoral degree is not
allowed to satisfy requirements.
UW–Madison University Special
The program may decide to accept up to 15 University Special student
credits as fulfillment of the minimum graduate residence, graduate
degree, or minor credit requirements on occasion as an exception (on a
case-by-case basis).
UW–Madison coursework taken as a University Special student would
not be allowed to count toward the 50% graduate coursework minimum
unseen at the 700 level or above. Coursework earned ten or more
years prior to admission to a doctoral degree is not allowed to satisfy
requirements.
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
When students have identified a major professor and joined their lab, that
professor will assume the duties of their advisor. At that time students
will form a Ph.D. Advisory Committee consisting of three to five faculty
members (ultimately it must be five) three of whom must be Genetics
trainers, including two members of the Laboratory of Genetics faculty,
and one minor advisor, if needed. One member must also be from a
different department (all 5 cannot be Genetics faculty members). The
Ph.D. Advisory Committee should be established no later than the end
of the second semester. Under normal circumstances, the committee
membership will remain in effect for the entire tenure of the student’s
graduate career.
The Ph.D. Advisory Committee will advise the student with regard
to major and minor requirements. It will also act as their Prelim B
Examination Committee and as the Final Oral Ph.D. Examination
Committee. After the advisor, this committee is the primary monitoring
instrument to assure satisfactory progress toward degree. The Ph.D.
Advisory Committee will meet with the student at least once per year.
During these annual meetings anticipated timelines for progress of the
thesis project will be discussed and concrete guidance will be given
about completing the thesis. The student will complete an annual
committee meeting form each year during the meeting. The annual
meeting will address the assessment of the student’s progress and
outline any suggestions or recommendations, in addition to verifying the
discussion of the student’s Individualized Development Plan (https://
grad.wisc.edu/pd/idp/).
CREDITS PER TERM ALLOWED
15 credits
TIME CONSTRAINTS
Doctoral degree students who have been absent for ten 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.
A candidate for a doctoral degree who fails to take the final oral
examination and deposit the dissertation within five years after passing
the preliminary examination may by require to take another preliminary
examination and to be admitted to candidacy a second time.
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 judgment 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
n/a