

# AGROECOLOGY, MS

## 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 Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

##### Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

##### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

##### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

### PROBATION

The status of a student can be one of three options:

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

### ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (<https://policy.wisc.edu/library/UW-1232/>) and Graduate School: Committees (Doctoral/Master's/MFA) (<https://policy.wisc.edu/library/UW-1201/>) policies.

### CREDITS PER TERM ALLOWED

15 credits

### TIME LIMITS

Refer to the Graduate School: Time Limits (<https://policy.wisc.edu/library/UW-1221/>) policy.

### 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/>)
- 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 Student Assistance and Support (OSAS) (<https://osas.wisc.edu/>) (for all students to seek grievance assistance and support)
- 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)

We hope and believe that most issues can be resolved through careful communication – see program handbook section about student-advisor relations. If issues arise, several additional paths are possible:

- if the issue involves another student, staff, or faculty member other than advisor, the starting point should be clear presentation of the facts and discussion with your advisor;
- elected student representatives and our student services coordinator may be able to facilitate discussions and/or serve as allies, particularly in presenting issues to faculty;
- the program chair can be an informal resource to resolve student-faculty issues, including finding a new advisor if differences appear to be irreconcilable;
- if the issue involves the program chair, it may be helpful to discuss the issue with a department chair, either the chair of the advisor's department or the chair of the program chair's department;
- the program has an annual listening session and other forums for students to talk with program leaders to identify broad issues affecting multiple students.

On occasion, issues may arise that require a more formal process. The purpose of our Grievance Policy is to make this option clear. For the purposes of this policy, a grievance is a written complaint identifying an alleged violation of a specific university or program policy. An appeal is a request to higher authority that a grievance

decision be reversed. The Graduate School is the ultimate arbiter of such grievances and appeals, unless these involve other issues such as hostile and intimidating behavior (<https://hr.wisc.edu/hib/>), sexual harassment (<https://compliance.wisc.edu/wp-content/uploads/sites/102/2018/01/UW-Madison-Policy-on-Sexual-Harassment-And-Sexual-Violence-January-2018.pdf>), or illegal activities (<https://uwpd.wisc.edu/about-uwpd/contact-uwpd/>). Additional information about reporting the latter problems can be found at central policies and resources (<https://kb.wisc.edu/images/group359/97188/Grievance-RelatedResourcesforStudents-draft.docx>).

If a student believes it is necessary to file a grievance, the following steps will be used:

1. Write a report describing the basis for the grievance. To the extent feasible, document the circumstances that have given rise to it, what the current situation is, and any options you are aware of that have been or could be pursued.
2. Submit the report to an appropriate responsible party (report recipient). This will be the program chair unless the grievance involves the program chair, in which case it can be submitted to the department chair of the student's advisor, the CALS Associate Dean for Academic Affairs (<https://cals.wisc.edu/academics/>) or the Dean of Students (<https://doso.students.wisc.edu/>).
3. Within 15 working days, the report recipient will meet with the student and the person or people named in the grievance to ascertain facts to the extent feasible (this may take place separately or together).
4. Within another 15 working days, the report recipient will propose a resolution to the issue.
5. If recommendations are accepted by all parties, the report recipient will follow up after 30 days to determine if appropriate actions have occurred.
6. If recommendations are not satisfactory to the student, the case may be appealed to the Graduate School as specified by the Graduate School Appeals Process. (<https://grad.wisc.edu/documents/grievances-and-appeals/>)

## **OTHER**

All students must have full funding. Please contact the program administrator.