HORTICULTURE, PHD

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

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

ADVISOR / COMMITTEE

Every graduate student must have a faculty advisor (major professor) who is on the Horticulture graduate program faculty. The major professor advises the student about course work and supervises the student’s research. The major professor must approve the student’s coursework and research direction. A student may have more than one major professor, in which case at least one of the professors must be a member of the Horticulture graduate program faculty.

Students are responsible for forming their Graduate Committee before the end of the second semester, in accordance with current policy of the Graduate School (https://policy.wisc.edu/library/UW-1201/) and in consultation with their advisor. The role of this committee is to provide advice, approve the plan of study (certification), evaluate satisfactory progress, administer the preliminary examination and the dissertation defense (final examination). In addition to the student’s advisor, at least three committee members are needed, and the chair (or one of the co-chairs) must be Horticulture graduate faculty. The committee must represent more than one graduate program, including the PhD minor program when option A is selected. Many Horticulture graduate faculty are also graduate faculty in other programs (e.g., agronomy, agroecology, plant breeding & plant genetics) and therefore satisfy this requirement. Continuity in membership of the graduate committee through the student’s certification, preliminary exam, and final thesis defense is strongly encouraged.

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://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 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)

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
n/a