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**OVERVIEW OF HANDBOOK**

This handbook is intended for graduate students who are pursuing a Master’s of Horticulture. The UW-Madison Graduate School is the ultimate authority for granting graduate degrees at the University. The Department of Horticulture administers the Master’s program under the authority of the Graduate School. The Graduate School’s Academic Policies and Procedures provide essential information regarding general University requirements. Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the Horticulture program faculty. The policies described in this handbook have been approved by the program faculty as a whole. Degrees and course requirements may change over time. However, students must meet the degree and course requirements in effect when they entered the program. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook. The information in this handbook should also be supplemented by individual consultation with your advisor and committee so that individual needs/interests and all degree requirements are met. Additional information is available via the Department’s Web page. Students may also wish to consult the Graduate School’s Web page.

**MS PROGRAM LEARNING GOALS**

The Horticulture Department has set the following goals for the MS program:

- Articulates the theories, research methods, and approaches to inquiry used in the field of Horticulture.
- Identifies sources and assembles evidence pertaining to questions in the field of Horticulture.
- Understands the primary field of Horticulture in a global context.
- Selects and utilizes the most appropriate methodologies and practices.
- Synthesizes information pertaining to questions or challenges in the field of Horticulture.
- Communicates clearly in ways appropriate to the field of Horticulture.
- Recognizes and applies principles of ethical conduct.
**ENROLLMENT**

**Summer Graduate Student Enrollment Chart**

* Students must be enrolled at UW-Madison if they are using university facilities, including faculty and staff time.

<table>
<thead>
<tr>
<th>ENROLLMENT TYPES</th>
<th>MS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unfunded – <em>not graduating</em></td>
<td>Not required*#</td>
</tr>
<tr>
<td>Unfunded – <em>graduating</em></td>
<td>2 credits minimum* in any summer session unless an international student, they must enroll in the 8 week (DHH) session</td>
</tr>
<tr>
<td>International student unfunded in their first semester</td>
<td>4 credits</td>
</tr>
<tr>
<td>RA or 12 month fellowship</td>
<td>2 credits minimum in the 8 week (DHH) session</td>
</tr>
<tr>
<td>33.33% TA or PA</td>
<td>Not required unless receiving summer degree, 2 cr. minimum.</td>
</tr>
<tr>
<td>50% TA or PA</td>
<td>Not required unless receiving summer degree, 2 cr. minimum.</td>
</tr>
<tr>
<td>funded through another department/program</td>
<td>Check with that department</td>
</tr>
<tr>
<td>Other or uncertain</td>
<td>Check with the Student Services Coordinator</td>
</tr>
</tbody>
</table>

*this does not qualify as "full time enrollment," full time enrollment for a MS student when unfunded is 4 credits minimum in the 8 week (DHH) session

**Fall & Spring Graduate Student Enrollment Chart**

<table>
<thead>
<tr>
<th>ENROLLMENT TYPES</th>
<th>MS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic unfunded</td>
<td>2 credits minimum*</td>
</tr>
<tr>
<td>International students regardless of funding</td>
<td>8 credits minimum (unless you have an exception from ISS)</td>
</tr>
<tr>
<td>RA or fellowship</td>
<td>8 credits minimum</td>
</tr>
<tr>
<td>33.33% TA or PA</td>
<td>6 credits minimum</td>
</tr>
<tr>
<td>50% TA or PA</td>
<td>4 credits minimum</td>
</tr>
<tr>
<td>Funded through another department/program</td>
<td>Check with that department</td>
</tr>
<tr>
<td>Other or uncertain</td>
<td>Check with the Student Services Coordinator</td>
</tr>
</tbody>
</table>

* this does not qualify as "full time enrollment," full time enrollment for a MS student when unfunded is 8 credits minimum

For all MS students, the maximum enrollment is 15 credits

A valid enrollment minimum does not count the following types of courses

- courses numbered below 300
- courses taken pass/fail
- audited courses
REQUIREMENTS FOR A MASTERS IN HORTICULTURE

Graduate School Requirements

The Graduate School has three minimum requirements for total coursework.

- **MINIMUM GRADUATE DEGREE CREDIT REQUIREMENT** — MS students must complete at least 30 credits:
  
  [https://grad.wisc.edu/academic-policies/#minimumgraduatedegreecreditrequirement](https://grad.wisc.edu/academic-policies/#minimumgraduatedegreecreditrequirement)

- **MINIMUM GRADUATE COURSEWORK (50%) REQUIREMENT** — MS students must complete at least 15 graduate credits. Graduate credits are defined as courses numbered 700 or above or courses numbered 300-699 that are noted to be graduate level in the course guide. The Horticulture MS program allows students to count up to 3 credits of 990 to satisfy this 15 credit requirement, but Hort 699 may not be used to satisfy this requirement. This requirement for 15 graduate-level credits can only be satisfied by classes taken while the student is enrolled in the Horticulture Masters Program.
  
  [https://grad.wisc.edu/academic-policies/#minimumgradcourseworkrequirement](https://grad.wisc.edu/academic-policies/#minimumgradcourseworkrequirement)

- **MINIMUM GRADUATE RESIDENCE CREDIT REQUIREMENT** — MS students must complete at least 16 credits for their degree at UW-Madison:
  
  [https://grad.wisc.edu/documents/minimum-graduate-residence-credit-requirement/](https://grad.wisc.edu/documents/minimum-graduate-residence-credit-requirement/)

Program Requirements

Rectifying Admission Deficiencies

Any deficiencies identified in the student’s background course work by their Master’s Committee will be detailed in writing to the student, and must be made up during the first year of graduate study. Students who enter the program without undergraduate coursework in botany and horticulture may be required to completed additional credits.

Departmental requirements

The specific program of study towards a Master’s degree is developed by the student and their Major Professor. Considerable flexibility in the selection of courses is permitted to meet the needs and interests of the candidate. Students often complete the requirements for a Master’s degree in one-and-a-half years, and three years is usually considered the maximum time necessary.

- All students must have successfully completed 14 credits of Horticulture courses and 11 credits of Botany courses during their enrollment in the undergraduate and/or graduate program(s). No more than 3 credits of Special Problems (699) may be counted towards this requirement.
- Students must complete a minimum of 30 credits and 15 of these credits must be graduate level (up to 3 credits of 990 may be used to satisfy this 15 credit requirement, but Hort 699 may not be used to satisfy this requirement). This requirement for 15 graduate-level credits can only be satisfied by classes taken while the student is enrolled in the Masters Program.
- Students must satisfy the requirements listed in one of the three options listed below:
  - **Option 1.** The student must complete at least 30 credits while enrolled in Graduate School and write a Master’s Thesis that is acceptable to the student’s final examining committee.
  - **Option 2.** The student must complete at least 30 credits while enrolled in Graduate School.
  - **Option 3.** Master’s Degree in Horticulture with Emphasis in Organic Sustainable Production. Students must satisfy the specific course requirements outlined in the appendix for this option.
The student must also complete at least 30 credits while enrolled in Graduate School and write a Master's Thesis that is acceptable to the student's final examining committee.

**Additional Coursework**
At the discretion of the student's Major Professor or their Master's Committee, additional remedial or advanced coursework may be required.

**Seminar Requirement**
Master's degree students must enroll in a graduate level seminar class (1 credit) for at least one semester and obtain a passing grade for that class. Seminars offered by departments other than Horticulture may be used to satisfy this requirement.

**Major Professor & Master's Committee**

**Major Professor**
Every graduate student must have a faculty advisor (Major Professor) who is on the Horticulture faculty. The Major Professor advises the student about course work and supervises the student's research if they are writing a Master's Thesis. 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 faculty.

**Master's Committee**
A Master's Committee is composed of at least 3 current UW-Madison faculty members, including the Major Professor. The Master's Committee is empowered by the Program to advise the student regarding coursework and thesis content, and conduct the final Master's oral examination.

Prior to the end of the first year of graduate study the student, in consultation with their Major Professor, should select 2 members of the UW-Madison faculty to serve on their Master's Committee. It is the student's responsibility to seek and obtain (verbal) approval from the faculty selected to serve on this committee.

**Examination and Review Procedures**

**Master's Warrant**
The student is required to request a Master's Warrant *at least three weeks prior* to their Final Oral Exam date. Students can request a warrant here: [https://uwmadison.qualtrics.com/SE/?SID=SV_7VXFWvhLwZnXL01](https://uwmadison.qualtrics.com/SE/?SID=SV_7VXFWvhLwZnXL01). A student will not be issued a warrant if there are any insufficient grades (i.e. I, NR, P grade in anything other than 990).

**Final Oral Exam**
All students in the Master's Program are required to pass a Final Oral Exam in order to earn a Master's Degree in Horticulture. The final oral examination deals with the breadth of knowledge in the field of Horticulture, as well as the content of the Master's Thesis for those students who have elected to write a thesis. Within Horticulture, students traditionally begin their oral exam with a public seminar summarizing their research accomplishments. The seminar should consist of a 40 minute lecture and a 10 minute public question/answer period. The oral examination typically lasts up to 2 hrs, or until the committee is satisfied with their individual evaluations. The student is then excused from the room, and after deliberation, the members of the Master's Committee decide whether or not to endorse the degree completion. To pass the final examination, a student must receive no more than one dissenting vote from the graduate committee. A missing signature on the Warrant is considered a
dissent. At the discretion of the student's Master's Committee, a student may repeat a failed final exam once. Failure of the final examination two times will result in the student being dropped from the Program.

**Thesis**

Students who choose to write a Master's Thesis are expected to carry out an independent research project during their enrollment as a student in the Master's program. This research will be the basis of their Master's Thesis. The thesis must be formatted according to the guidelines of the Graduate School, present evidence of a substantial intellectual effort by the student, and meet all standards set by the student's Master's Committee. If the work is the result of collaborative enterprises, the writing must clearly define those portions representing the student's own contribution. The thesis must also include a substantive review of literature relevant to the project. It should be written with a high level of literary skill, such as would be found in leading journals in that research area.

The thesis must be completed and distributed to the members of the student's Master's Committee **not less than two weeks before** the date of the Final Oral Examination.

The thesis must be deposited at Memorial Library. Students are responsible for all costs associated with depositing their thesis. Students are also responsible for knowing and meeting all thesis filing deadlines for degree completion. The Graduate School web site provides clear instructions for preparing your thesis for deposit with Memorial Library.

**Resources:**

Graduate School’s Completing Your Degree - [https://grad.wisc.edu/current-students/masters-guide/](https://grad.wisc.edu/current-students/masters-guide/)

Degree Deadlines - [https://grad.wisc.edu/deadlines/](https://grad.wisc.edu/deadlines/)

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**SATISFACTORY PROGRESS – ACADEMIC EXPECTATIONS**

1.1. All graduate students are expected to make satisfactory progress towards their degree each semester. Graduate students are expected to maintain a minimum graduate GPA of 3.00 in all graduate-level work (300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades.

1.2. If a student does not make satisfactory progress, then they may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. ([https://grad.wisc.edu/documents/probation/](https://grad.wisc.edu/documents/probation/)). In special cases the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

**SATISFACTORY PROGRESS - CONDUCT EXPECTATIONS**

**Professional Conduct**

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. Concerns about infractions of
Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

1. Professional Ethics: Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.

2. Honesty and Integrity: Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPPA regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.

3. Interpersonal and Workplace Relationships: Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing colaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.

4. Commitment to Learning: Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

5. Professional Appearance: Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person’s dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).
This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

**Academic Misconduct**

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person's name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment;
10. collaboration that is contrary to the stated rules of the course; or
11. tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:

Graduate School Policy & Procedure: Misconduct, Academic: [https://grad.wisc.edu/documents/misconduct-academic/](https://grad.wisc.edu/documents/misconduct-academic/)

Dean of Students Office: Information for Students: Why should I know about academic misconduct? How do I avoid academic misconduct? What happens if I engage in academic misconduct? What should I do if I know a classmate is cheating? [https://conduct.students.wisc.edu/academic-integrity/](https://conduct.students.wisc.edu/academic-integrity/) (near bottom)

Dean of Students Office: Academic Misconduct Flowchart: [https://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart/](https://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart/)

University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures: [https://docs.legis.wisconsin.gov/code/admin_code/uws/14](https://docs.legis.wisconsin.gov/code/admin_code/uws/14)
Non-Academic Misconduct

The university may discipline a student in non-academic matters in the following situations:

1. for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. for stalking or harassment;
3. for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
4. for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. for unauthorized possession of university property or property of another member of the university community or guest;
6. for acts which violate the provisions of UWS 18, Conduct on University Lands;
7. for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
2. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
3. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
4. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
5. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
6. preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. obstructing a university officer or employee engaged in the lawful performance of duties;
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
10. knowingly disrupting access to university computing resources or misusing university computing resources.

Additional information regarding Non-Academic Misconduct

Graduate School Academic Policies & Procedures: Misconduct, Non-Academic: https://grad.wisc.edu/documents/misconduct-nonacademic/

Dean of Students Office: Non-Academic Misconduct Standards Statement: https://conduct.students.wisc.edu/nonacademic-misconduct/

Dean of Students Office: Non-Academic Misconduct Process
Research Misconduct

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

Please see section on “Grievance Procedures and Misconduct Reporting” for further information on reporting research misconduct of others. Here are links for additional information regarding Research Misconduct and Responsible Conduct:

Graduate School Policies & Procedures: Responsible Conduct of Research
https://grad.wisc.edu/documents/responsible-conduct-of-research/

Office of the Vice Chancellor for Research and Graduate Education’s - Office of Research Policy: Introduction & Guide to Resources on Research Ethics:
research.wisc.edu/respolcomp/resethics/

kb.wisc.edu/gsadminkb/page.php?id=34486

kb.wisc.edu/gsadminkb/search.php?cat=2907
DISCIPLINARY ACTION AND DISMISSAL

- Failure to meet the program’s academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not making satisfactory progress in regards to academic or conduct expectations, the advisor will consult with the student’s committee to determine if disciplinary action or dismissal is recommended.

- A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Graduate School. A cumulative GPA of 3.0 is required to graduate. See the Graduate School Academic Policies & Procedures: Probation https://grad.wisc.edu/documents/probation/ and Grade Point Average (GPA) Requirement https://grad.wisc.edu/documents/gpa-requirement/.

- In the case of a required course in which the student earns a grade below a B, the course must be repeated. Required courses may only be repeated once. Failure to receive a B or higher in the repeated course may result in dismissal from the program. Students must do all the work in the repeated course, including laboratory; attend regularly; participate in class discussions; take examinations; and write papers. Students will earn a final grade in the course. Both grades will be used in calculating the student’s graduate grade-point average; however, the course will count only once toward meeting degree credit requirements for the program. See the Graduate School Academic Policies & Procedures: https://grad.wisc.edu/documents/repeating-courses/.

- Students may be disciplined or dismissed from the graduate program for any type of misconduct (academic, non-academic, professional, or research) or failure to meet program expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of the Professional Conduct may be effectively handled informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the program.

- Any graduate student who fails to meet the program’s expectations during two consecutive semesters (not including summer) will be dismissed from the program at the end of the subsequent semester. Any student who fails to meet the program’s expectations because of failure to pass any required exams and procedures within designated time limits will be dismissed from the program at the end of the subsequent semester.

Process / Committee / Possible Sanction

The Horticulture Graduate Programs Committee (HGPC) administers the regulations established by the faculty for the Horticulture Graduate programs. It makes sure students are meeting the program expectations and imposes sanctions when appropriate. Students who are falling behind academically or not meeting conduct expectations are first warned, then put on probation, and then dropped from the program if they cannot complete the requirements or remedy their conduct. Within boundaries set by the faculty, the HGPC is authorized to take account of individual circumstances and problems, and to grant extensions of deadlines and waivers of requirements.
Disciplinary Actions

- Written reprimand
- Denial of specified privilege(s)
- Imposition of reasonable terms and conditions on continued student status
- Removal of funding
- Probation
- Restitution
- Removal of the student from the course(s) in progress
- Failure to promote
- Withdrawal of an offer of admission
- Placement on Leave of Absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space available basis. See the Graduate School Academic Policies & Procedures: Readmission to Graduate School: [https://grad.wisc.edu/documents/readmission/](https://grad.wisc.edu/documents/readmission/)
- Suspension from the program. The suspensions may range from one semester to four years.
- Dismissal from the program
- Denial of a degree

Depending on the type and nature of the misconduct, the Division of Student Life may also have grounds to do one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment or exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

Grievance Procedures

In the College of Agricultural and Life Sciences any student who feels unfairly treated by a member of the College of Ag & Life Sciences (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
Procedures for proper accounting of student grievances:

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level.
2. If informal mediation fails, the student can submit the grievance in writing to Dr. Patrick Krysan, 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.
3. The grievance advisor will refer the complaint to the Horticulture Curriculum 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. 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.
4. 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 (Room 116 Agriculture Hall). 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.
5. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.
6. Other campus resources include:
   - The Graduate School - grad.wisc.edu
   - McBurney Disability Resource Center - mcburney.wisc.edu
   - Employee Assistance Office - eao.wisc.edu
   - Ombuds Office - ombuds.wisc.edu
   - University Health Services – uhs.wisc.edu

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

Reporting Misconduct And Crime
The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, Graduate Program Coordinator, or other campus resources.
Research Misconduct Reporting
The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at research.wisc.edu/respolcomp/resethics/

Academic Misconduct Reporting
If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.

Sexual Assault Reporting
UW-Madison prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These offenses violate UW-Madison policies and are subject to disciplinary action. Sanctions can range from reprimand to expulsion from UW-Madison. In many cases, these offenses also violate Wisconsin criminal law and could lead to arrest and criminal prosecution.

Students who experience sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking have many options and services available to them on and off campus, including mental health counseling, victim advocacy and access to the criminal and campus disciplinary systems. For a list a confidential support and reporting options, please visit https://www.uhs.wisc.edu/prevention/violence-prevention/resources/.

Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials for statistical purposes. In addition, disclosures made to certain university employees, such as academic advisors or university administrators, may be forwarded to the campus Title IX coordinator for a response. For more information, please visit https://doso.students.wisc.edu/sexual-assault-dating-and-domestic-violence/

Child Abuse Reporting
As a UW-Madison employee (under Wisconsin Executive Order #54), you are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at https://oed.wisc.edu/ (midway down, right hand side)

Reporting and Response to Incidents of Bias/Hate
The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details at https://doso.students.wisc.edu/services/bias-reporting-process/.
PROFESSIONAL DEVELOPMENT AND CAREER PLANNING

UW-Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. Starting your very first year on campus, it is expected that you will take full advantage of the career and professional development resources that best fit your needs and support your goals. Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to be in-tune, holistic, and innovative our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW-Madison and to thrive professionally in your chosen career.

Travel to Meetings and Conferences
An important part of the professional development of graduate student is the participation in professional meetings and conferences. Consult your advisor about the appropriate venues for you to attend. Some advisors may have access to funds to help support travel costs. Students should also explore volunteer opportunities at conferences to offset registration costs. Students who have reached dissertator status are eligible to apply for Research Travel Awards from the Graduate School (https://grad.wisc.edu/funding/grants-competition/).

Campus-wide Resources for Professional Development
In addition to opportunities at the local level, the Graduate School Office of Professional Development provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus. The best way to stay informed is to watch for the weekly newsletter from OPD, GradConnections Weekly, and to visit the webpage https://grad.wisc.edu/uw-events/ for an up-to-date list of events.

Be sure to keep a pulse on programs offered by the following campus services as well.

- Writing Center writing.wisc.edu/
- Grants Information Collection grants.library.wisc.edu/
- Student Technology Training (STS) sts.doit.wisc.edu/
- Delta Program delta.wisc.edu
- UW Teaching Academy tle.wisc.edu/teaching-academy
- UW Teaching Academy https://teachingacademy.wisc.edu/
- UW Center for the Humanities humanities.wisc.edu
- Morgridge Entrepreneurial Bootcamp https://bus.wisc.edu/degrees-programs/non-business-majors/morgridge-entrepreneurial-bootcamp
STUDENT HEALTH AND WELLNESS

UW-Madison has a holistic resource for all things wellness called “UWell”. The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community. Go to uwell.wisc.edu/

Students who pay segregated fees are eligible for University Health Services (https://www.uhs.wisc.edu/). There is no charge to students for many basic services including counseling sessions, because services are paid through tuition and fees. Personal health and wellness services are also available in addition to medical services.

Securing Health Insurance Coverage
Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond University Health Services. Contact Tricia Check, tlcheck@wisc.edu if you have any questions about your coverage.

Graduate students without an assistantship or fellowship who are currently enrolled can use the serves of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5000. For more info, visit the UHS web site at uhs.wisc.edu.

Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

Disability Information
Students with disabilities have access to disability resources through UW-Madison’s McBurney Disability Resource Center. As an admitted student, you should first go through the steps to “Become a McBurney Client” at mcburney.wisc.edu/students/howto.php

Additional [non-academic] disability campus resources (not found through the McBurney Center) can be found at mcburney.wisc.edu/services/nonmcburney/index.php

The UW-Madison Index for Campus Accessibility Resources can be found at wisc.edu/accessibility/index.php

Mental Health Resources On and Off Campus
University Health Services (UHS) is the primary mental health provider for students on campus. UHS Counseling and Consultation Services offers a wide range of services to the diverse student population of UW-Madison. They offer immediate crisis counseling, same day appointments and ongoing treatment. Go to https://www.uhs.wisc.edu/mental-health/ or call 608-265-5600.

UHS service costs are covered for students through tuition and fees.

There are many mental health resources throughout the Madison community, but UHS Counseling and Consultation Services is the best resource for referrals to off-campus providers. Call 608-265-5600 for assistance in finding an off-campus provider.
ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

International Student Services (ISS)
International Student Services (ISS) is your main resource on campus and has advisors who can assist you with visa, social and employment issues. Visit their website for more information at iss.wisc.edu or to schedule an appointment.

Student Visas
Graduate Admissions issues the federal I-20 form for initial F-1 Visa procurement. Initial J-1 Visa document (DS-2019) is handled by International Student Services (ISS). The Graduate Admissions office sometimes must collect financial information for the DS-2019, which is then forwarded to ISS. After the student is enrolled, all Visa matters are handled by ISS.

Funding for International Students
International students are eligible for Teaching, Project, and Research Assistantships on campus as well as university fellowships through the Graduate School. They may not be employed more than 20 hours per week on campus while enrolled full-time.
APPENDIX

Master's Degree in Horticulture with Emphasis in Organic Sustainable Production

In order to earn a Master's Degree in Horticulture with Emphasis in Organic Sustainable Production, a student must satisfy the following specific course requirements. Deviations from the required curriculum are allowed if they are approved by the student’s Master’s Committee.

Ecology (one course required)
- Forest and Wildlife Ecology/Botany 460. General Ecology (4 cr.) - Fall, Spring
- Agroecology 701. The Farm as Socio-Environmental Endeavor (3 cr.) – Fall
- Agroecology 702. The Multifunctionality of Agriculture (3 cr.) - Spring

Horticulture (one course required)
- Hort 345. Fruit Crop Production (3 cr.) – Spring even years
- Hort 370. World Vegetable Crops (3 cr.) - Fall

Plant Pathology (one course required)
- Plant Path 300. Introduction to Plant Pathology (4 cr.) – Fall
- Plant Path 517. Plant Disease Resistance (2-3 cr.) – Fall even years
- Plant Path 559. Diseases of Economic Plants (3 cr.) – Summer odd years

Agronomy/Entomology (one required course)
- Entom 450. Basic and Applied Insect Ecology (3 cr.) – Fall odd years
- Agron 328. Integrated Weed Management (4 cr.) – Fall

Soil Science (one course required)
- Soil Sci 323. Soil Biology (3 cr.) - Fall
- Soil Sci 326. Plant Nutrition Management (3 cr.) – Spring

Statistics
- Statistics 571. Statistical Methods for Bioscience I (4 cr.) – Fall

Seminar (one course required)
- Agroecology 710. Agroecology Seminar (1 cr.) – Fall
- Horticulture 372. Colloquium in Organic Agriculture (1 cr.) – Spring
- Horticulture 374. Tropical Horticulture (2 cr.) - Fall

Research (Total of 6 credits required)
- Horticulture 990. Research (1-12 cr.)