

UNIVERSITY OF WISCONSIN-MADISON

Academic Policies and Procedures Handbook

Horticulture PhD

<https://horticulture.wisc.edu/academics/graduate-program/phd-degree/>

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OVERVIEW OF HANDBOOK

This handbook is intended for graduate students who are pursuing a PhD of Horticulture. The UW-Madison Graduate School is the ultimate authority for granting graduate degrees at the University. The Department of Horticulture administers the Doctoral 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.

PHD PROGRAM LEARNING GOALS

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

- Articulates challenges, frontiers and limits with respect to knowledge within the field of Horticulture.
- Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of Horticulture.
- Creates research that makes a substantive contribution to the field of Horticulture.
- Demonstrates breadth within their learning experiences.
- Communicates complex or ambiguous ideas in a clear and understandable manner.
- Fosters ethical conduct and professional guidelines.

KEY CONTACTS

Department Chair	Dr. Patrick Krysan	pjkrysan@wisc.edu
Graduate Program Chair	Dr. Irwin Goldman	ilgoldma@wisc.edu
Graduate Program Coordinator	Kathryn Jones	Kjones26@wisc.edu
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DOCTORAL DEGREE REQUIREMENTS

Minimum Graduate School Requirements

Review the Graduate School minimum [academic progress and degree requirements](#), in addition to the program requirements listed below.

Overall Degree Requirements

- A total of 51 credits of coursework and research
 - Of the 51 credits, students must take a minimum of 26 graduate level credits (Hort 699 and 990 may not be used to satisfy this requirement)
 - Completion of departmental requirements (see Program Course Requirements)
- 3 credits of graduate level seminar – must present at least three times
- One semester of Hort 799 – Practicum in Horticulture Teaching
- Certification Form
- Research Proposal
- Preliminary Exam
- Final Oral Exam
- Dissertation

PhD Timeline

First Year	Coursework/Research, Form PhD Committee, Certification Meeting
Second Year	Coursework/Research, Research Proposal Presentation, Preliminary Exam
Third Year	Research
Fourth Year	Complete research & dissertation; Exit seminar and final defense
Fifth Year	

Program Course Requirements

The specific program of study towards a Doctoral 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. Please refer to the [Graduate Guide](#) for information on curricular requirements and required courses.

Rectifying Admission Deficiencies

Any deficiencies identified in the student’s background course work by their PhD Committee will be detailed in writing to the student, and must be made up during the first two years of graduate study.

Required Teaching/Outreach

All students in the Horticulture PhD program are required to enroll in Hort 799 (Practicum in Horticulture Teaching) for one semester and obtain a passing grade. Students may enroll in Hort 799 for 1 to 3 credits. Each student is expected to work with their PhD advisor to identify an opportunity within the department for the student to engage in teaching or outreach work. This requirement is broadly defined, and could include assisting a Horticulture faculty member with their classroom teaching or working with a Horticulture Faculty member on an extension or outreach project.

Graduate School Minor Requirements

The Graduate School specifies that a PhD Program must be rationally unified, with courses that contribute to an organized plan of study and research. Most courses are selected from a single group embracing a principal subject of concentration, called the "major" (in this case, Horticulture) and additional courses are selected from one or more related fields, called the "minor", to provide educational breadth. The Graduate School minor course requirements may be satisfied by Minor Option A or Minor Option B. An average GPA of 3.00 for all minor coursework is required.

- Minor Option A (focused): requires a minimum of 9 credits in a single department or field of study. With the advice of a "minor professor", the student chooses courses from the offerings of a particular UW department or program of study (e.g., Agronomy, Plant Pathology, Genetics, etc.). The specific requirements, course work and grades to be met are prescribed by the chosen department or program.
- Minor Option B (distributed): requires a minimum of 9 credits forming a coherent topic of study in one or more departments or programs. This can include course work in the major department. As a matter of course, most Horticulture students select Minor Option B to fulfill the Graduate School minor requirements because the Program allows (nearly) all course work credits taken for the major to count towards the Option B minor in addition to counting towards the major requirements.
- Graduate School policy on minors: <https://grad.wisc.edu/documents/minors/>

Major Professor & PhD 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.

PhD Committee

A PhD Committee is composed of at least 4 members, the major professor and four more whom must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement. The Graduate School requires that at least three committee members are designated as readers. Readers are committee members who commit themselves to closely reading and reviewing the entire dissertation. The committee is empowered by the Program to advise and evaluate the student with regards to certification, administer the preliminary examination, oversee progress meetings, approve thesis composition, and conduct the final PhD examination.

The student, in consultation with their Major Professor(s), should select the members of their PhD Committee prior to the end of the second semester of graduate study in order to convene a meeting to discuss the student's coursework and plan for Certification. Certification is the process by which the PhD Committee certifies that the student has completed the formal coursework requirements of the PhD. Certification is particularly important in the Horticulture Department because each student has a custom-designed program of coursework. This

coursework plan must be approved by the student's PhD Committee, and for this reason it is important for the student to convene a meeting of their PhD committee prior to the end of their second semester so that additional courses suggested by the committee may be taken during the student's second year of graduate study

The Graduate School requires at least one member of the PhD Committee to be from outside the Horticulture Department. The Horticulture Department requires that at least half of the committee members have an appointment in the Horticulture Department. Students choosing Minor Option A typically include their minor professor as a member of their PhD Committee. It is the student's responsibility to seek and obtain (verbal) approval from the faculty members selected to serve on this committee.

Certification

The student's PhD Committee must be convened prior to the end of the student's second semester of study in order to establish the student's program of required coursework and discuss their research project. The major professor and at least 2 other committee members must be present. In the event that a faculty member should miss this meeting, the student must contact that faculty member within one week for an individual reprise of the meeting's content and to obtain the requisite signatures.

This meeting should result in the Certification Form, a written document that details the student's progress towards completing the coursework requirements for their degree. This document should list the classes that have already been completed by the student as well as those that still need to be completed. If the committee is satisfied that the student's planned program of coursework meets all university and departmental requirements for the PhD degree, then the committee will sign the student's Certification Form. A student cannot take their preliminary examination until they have a completed Certification Form that has been signed by all the members of their PhD committee and filed with Program staff.

Research Proposal

The student must prepare a written document describing the research that they propose to perform for their PhD thesis and present it to their PhD Committee for approval. The student should complete their Research Proposal prior to the end of their second year of graduate study.

Recommended Format

The suggested length of the proposal is 20 pages of double-spaced text (12 pt. font), excluding title page, figures, and references; however this can vary according to the discretion of the PI.

The research proposal should include the following sections:

Title: Should be short and informative.

Summary: In one page, define the problem and state the objectives of the proposed research. Include a brief description of the experimental approaches to be used and indicate why the expected results should represent a significant advance in the field.

Background: Review current knowledge in the field that is relevant to the proposed research plan. The student should convey how the research proposal represents a logical and important extension of current knowledge. This section should demonstrate familiarity with, and critical analysis of, the literature in the area. Confine this section to 2-4 pages. The "Proposed Research" section should flow naturally from the final paragraph of this section.

Proposed Research: One might begin this section by stating the specific aims of the project and how they relate to the broader questions that the proposal addresses. Subsequently, describe how you propose to approach each

specific aim. Explain the objectives and rationale of the designed experiments, the results you expect from the experiments, and how the results will be interpreted. Include here (or in a separate section before the Proposed Research) any preliminary data. Be as specific as possible about how you will do an experiment, but realize that details can be elaborated upon orally during the committee meeting. Discuss the problems inherent to the experimental approach, and alternate approaches you might try if one approach fails. From the results you anticipate, what new experiments will follow? Indicate what specific aims are dependent upon successful resolution of earlier objectives, and which are independent. Indicate the priority you think should be devoted to each objective. This should be the major section of the proposal, perhaps 6-8 pages.

Possible Extensions and Importance (Optional): In one or two paragraphs, you may wish to indicate new approaches or important extensions that might stem from the proposed research. You might, for example, discuss the more speculative ramifications of the research or suggest experiments that may be too broad in scope for one person to accomplish.

Priorities / Timeline: You should define the order in which you plan to pursue the proposed experiments and how long you expect each stage of the research to take

Preliminary Examination

Preliminary Warrant. As part of the preliminary exam procedure, the student must contact Program staff at least three (3) weeks before the preliminary exam to ask the Graduate School to issue a "preliminary warrant." After a successful Preliminary Examination, a student's PhD Committee will sign this warrant, and the student or a member of the committee must return the warrant to the Program office where it is kept until the student has completed all required course work, including the Graduate School minimum credit requirement. In lieu of a minor professor, the Department Chair of the student's Major Professor signs the warrant for a distributed minor. Only after the warrant is completed and filed with the Graduate School, is a student "certified for the PhD" and eligible for registration as a dissertator.

In Horticulture, the Advanced Seminar Requirement and the Teaching/Outreach Requirement do not need to be completed before filing the preliminary warrant with the Graduate School.

Dissertator eligibility deadlines can be found here: <https://grad.wisc.edu/deadlines/>

Exam Content. Preliminary Examinations are a standard feature of PhD Programs. The exam serves to evaluate whether a student meets the expected professional standards for educational acumen, scientific background, aptitude for research, and literary competency. In addition to subject areas related to the student's proposed thesis research, the exam will also cover topics from the breadth of Horticultural science.

Exam Timing. Horticulture students are expected to complete the Preliminary Exam prior to the beginning of their 3rd year in residence.

Exam Format. The student will schedule a meeting of their PhD Committee for the purpose of administering the Preliminary Examination. At the beginning of the Preliminary Examination, the student's major professor will nominate one member of the PhD Committee to serve as the chair of the Preliminary Examination. The committee Chair for the Preliminary Examination cannot be the student's major professor. The Preliminary Examination begins with the candidate giving a ten minute oral presentation summarizing their proposed research. The purpose of this brief presentation is to provide the committee members with a broad overview of the student's research project in order to stimulate the initial round of questioning. ***This oral presentation must not last longer than ten minutes.***

The remainder of the Preliminary Examination involves the student responding to oral questions posed by the members of the PhD Committee. These questions may be drawn from the breadth of knowledge in the field of Horticulture.

After the exam is completed, the candidate is excused from the room. Under the guidance of the Chair of the Preliminary Examination, the committee discusses the candidate's performance during the exam and recommends one of the following: 1) Pass 2) Conditional Pass 3) Fail

Candidates who receive a 'Conditional Pass' will be given specific goals that must be met and a timeline by which those goals must be met. Failure to meet those goals in the specified time will result in the student failing the prelim. At any time, failure to achieve satisfactory progress may lead to dismissal from the program.

If the committee recommends failure or a conditional pass, the committee must summarize the reasons for this recommendation in writing and present it to the student.

Candidates who fail their exam have nine months to repeat the exam. If a candidate fails the Preliminary Examination twice, they cannot continue in the Horticulture PhD Program

Dissertator Status. Dissertator is a unique fee status for students who have completed all requirements for a doctoral degree except for the dissertation. To be eligible for dissertator fee status, a student must:

- Pass the preliminary examination(s);
- Satisfy the doctoral minimum graduate residence credit requirement;
- Complete all minor requirements, if the major program requires a minor;
- Complete all program requirements except the dissertation;
- Clear all Incomplete grades or Progress grades in non-research courses (progress grades in 990 research may remain);
- Earn at least a 3.0 cumulative graduate GPA;
- Return the signed and dated preliminary exam warrant to the Graduate School.

Dissertator status is effective at the start of the semester following completion of all dissertator requirements for the doctoral degree except for the dissertation. In order to initiate the change to dissertator status, the prelim warrant must be sent to the Graduate School in a timely fashion. Students can check on dissertator status by contacting the graduate program coordinator. <https://grad.wisc.edu/documents/dissertator-status/>

Annual Review

Students must convene a meeting of their PhD Committee at least once each academic year that they are enrolled in the PhD program. Committee meetings that are convened to address Certification, the Research Proposal, and the Preliminary Exam satisfy this requirement for the academic year during which they are held. Students must document each annual meeting by having their PhD Committee complete and sign a copy of the Annual Review Form. The student must provide a copy of each year's Annual Review Form to the Program office.

Final Examination and Review Procedures

- Guide to Preparing Your Doctoral Dissertation - Visit this website to learn about the final steps of completing your degree: <https://grad.wisc.edu/current-students/doctoral-guide/> . Degree deadlines can be found here: <https://grad.wisc.edu/deadlines/>

- PhD Warrant - At least one month prior to the anticipated Final Oral Exam date, the student must contact the Student Services Coordinator to request a warrant. A warrant is a document issued to your program by the Graduate School at your program's request after you have met all degree requirements. Warrants are valid for one semester, and are signed by the program chair, advisor, or your committee. By signing the warrant, programs indicate that all program degree requirements have been met. If the Graduate School does not have your warrant with appropriate signature(s), you will not graduate. **NOTE:** If your program has signed and returned your warrant to the Graduate School, and you receive an Incomplete or Progress grade at the end of the semester, or you deposit your thesis after the degree deadline, you will receive your degree during the following semester when your grade is cleared or your thesis is deposited.
- Dissertation - Students are expected to carry out significant, original research project during the entire period of their PhD training and to write a dissertation based on research. The dissertation must be formatted according to the guidelines of the Graduate School, present evidence of a substantial experimental effort by the student, and reflect a strong intellectual contribution that meets all standards set by the student's PhD Committee. If the work is the result of collaborative enterprises, the writing must clearly define those portions representing the student's own contribution. The dissertation 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 dissertation must be completed and distributed to the members of the student's PhD Committee **not less than two weeks** before the date of the Final Oral Examination.

After successful completion of the Final Oral Exam, a fully corrected and complete copy of your dissertation must be deposited with the Graduate School. Students are responsible for all costs associated with depositing their dissertation. Students are also responsible for knowing and meeting all dissertation filing deadlines for degree completion. The Graduate School web site provides clear instructions for preparing your dissertation for deposit.

Information about preparing your Doctoral Dissertation can be found here: <https://grad.wisc.edu/current-students/doctoral-guide/>

- Final Oral Exam - The final oral examination deals primarily with the dissertation content. A student takes the final exam only after all other degree requirements have been satisfied.

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 seminar is not graded. Afterwards, the student meets with their PhD Committee and responds to oral questions. The Major Professor can take part in the questioning, but should not actively steer the discussion or defend the research. The oral examination usually lasts at least 2 hours, or until the committee is satisfied with their individual evaluations. The student is then excused, and after deliberation, the committee members decide whether or not to endorse the degree completion by signing the PhD Warrant.

To pass the final examination, a student must receive no more than one dissenting vote from their PhD Committee. A missing signature on the Warrant is considered a dissent. At the discretion of the student's PhD 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

INTELLECTUAL PROPERTY

Graduate students should seek to understand their rights and obligations related to intellectual property, including how patents and copyrights protect their work and when invention disclosure policies apply. This is especially important if there are special considerations related to external funding sources.

Faculty should discuss these topics with graduate students, making IP education part of their research culture. Graduate programs should keep abreast of educational opportunities on the topic of intellectual property and inform their graduate students and faculty about these.

The primary campus resource for intellectual property policy and information is the Office of the Vice Chancellor for Research and Graduate Education's website, research.wisc.edu/intellectual-property. Additionally, the Graduate School Office of Professional Development maintains a collection of online resources aimed at highlighting intellectual property topics of interest to graduate students.

ENROLLMENT

Summer Graduate Student Minimum Enrollment for Full-Time Status

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

ENROLLMENT TYPES	PHD PRE-DISSERTATOR	PHD DISSERTATOR
Unfunded – <i>not graduating</i>	Not required**	Not required**
Unfunded – <i>graduating</i>	2 credits minimum [#] in the 8 week (DHH) session	3 credits in the 8 week (DHH) session
International student unfunded in their first semester	4 credits	NA
RA or 12 month fellowship	2 credits minimum in the 8 week (DHH) session	3 credits in the 8 week (DHH) session
33.33% TA or PA	Not required unless receiving summer degree, 2 cr. minimum.	Not required unless receiving summer degree or if graduate assistant, trainee, or fellow, 3 cr. required.
50% TA or PA	Not required unless receiving summer degree, 2 cr. minimum.	Not required unless receiving summer degree or if graduate assistant, trainee, or fellow, 3 cr. required.
funded through another department/program	Check with that department	3 credits in the 8 week (DHH) session

Other or uncertain	Check with the Student Services Coordinator	Check with the Student Services Coordinator
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#this does not qualify as "full time enrollment," full time enrollment for a PhD Pre-dissertator student when unfunded is 4 credits minimum in the 8 week (DHH) session, for dissertators full time enrollment is always 3 credits

Fall & Spring Graduate Student Enrollment Chart

ENROLLMENT TYPES	PHD PRE-DISSERTATOR	PHD DISSERTATOR
Domestic unfunded	2 credits minimum*	3 credits
International students regardless of funding	8 credits minimum (unless you have an exception from ISS)	3 credits
RA or fellowship	8 credits minimum	3 credits
33.33% TA or PA	6 credits minimum	3 credits
50% TA or PA	4 credits minimum	3 credits
Funded through another department/program	Check with that department	3 credits
Other or uncertain	Check with the Student Services Coordinator	3 credits

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

For all PhD Pre-dissertators 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

The above information was taken from the Graduate School's Academic Policies and Procedures website which can be found online at: <https://grad.wisc.edu/academic-policies/>.

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/>). 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 collaboratively 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/>

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/> (near bottom)

Dean of Students Office: Academic Misconduct Flowchart:

<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

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
<https://conduct.students.wisc.edu/nonacademic-misconduct/nonac-procedures/>

University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:
https://docs.legis.wisconsin.gov/code/admin_code/uws/17

University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:
https://docs.legis.wisconsin.gov/code/admin_code/uws/18

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/

Office of the Vice Chancellor for Research and Graduate Education's Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct
kb.wisc.edu/gsadminkb/page.php?id=34486

Office of the Vice Chancellor for Research and Graduate Education's Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources
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/>
- 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 on an assignment/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

and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

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. Irwin Goldman, 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 should keep the Graduate School's Student Research Grants Competition (<https://grad.wisc.edu/funding/grants-competition/>) in mind as a resource if funding is an obstacle to conducting or presenting their research.

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) <https://at.doit.wisc.edu/training/software-training-for-students/>
- Delta Program delta.wisc.edu
- 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 services 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.

Graduate students of color who want to be part of a support group specifically for that population are also encouraged to connect with the Multicultural Graduate Network to be part of their group in partnership with campus Mental Health Services (see event calendar at <https://grad.wisc.edu/diversity/multicultural-graduate-network/> and contact mgn@grad.wisc.edu for additional information)

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.

Mandatory Orientation

The U.S. Department of Homeland Security requires you to register with UW-Madison prior to starting your program of study in the United States. By completing the Immigration Check and attending International Student Orientation (a mandatory orientation program for new students), you will fulfill this obligation. Visit <https://iss.wisc.edu/orientation/#iso-steps> for more information, including orientation dates and registration steps.

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.

Documents required of new international students

Many students are admitted with a condition that they submit their final academic documents after arrival on campus. Please submit your documents to the admissions office at 232 Bascom Hall. Or departments may collect the documents and send them to the admissions office via campus mail. The admissions requirements page <https://grad.wisc.edu/apply/requirements/> lists the documents required for each country.

Students with ESL requirements

Any student who was admitted with a TOEFL score below 92, or an IELTS score below 6.5 will be required to take the English as a Second Language Assessment Test (ESLAT) <https://esl.wisc.edu/international-students/placement/> and any required English course during their first semester. Please consider this extra burden when considering admitting applicants with low English Proficiency scores.

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.

New international students with assistantships should work with International Students Services to obtain a social security number (iss.wisc.edu/employment/social-security). New students with fellowships and no other appointment types are not considered employees and are not eligible for social security numbers. These students should work with ISS to obtain an International Taxpayer Identification Number (ITIN, <https://iss.wisc.edu/employment/individual-taxpayer-identification-number-itin/>).