



# MS Statistics: Applied Statistics

## **Program Handbook**

2022-2023

Statistics

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the Statistics Department.

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## TABLE OF CONTENTS

<b>Navigating Policy and Resources at UW-Madison</b> .....	<b>3</b>
<b>How to Use This Handbook</b> .....	<b>4</b>
<b>Department &amp; Program Overview</b> .....	<b>4</b>
<b>Diversity, Equity, and Inclusion</b> .....	<b>4</b>
<b>Who to Contact for Questions</b> .....	<b>5</b>
<b>MSAS Degree Requirements</b> .....	<b>5</b>
<b>Required Prerequisite Coursework</b> .....	<b>5</b>
<b>Requirements</b> .....	<b>2</b>
<b>Selecting Program Coursework</b> .....	<b>2</b>
<b>Research or Project</b> .....	<b>3</b>
<b>Master’s Degree Checklist: Timeline &amp; Deadlines</b> .....	<b>3</b>
<b>Enrollment Requirements</b> .....	<b>3</b>
<b>Satisfactory Academic Progress</b> .....	<b>4</b>
<i>Definition</i> .....	<b>4</b>
<i>Criteria for satisfactory progress for graduate students in the Department of Statistics</i> .....	<b>4</b>
1. Grade point average.....	<b>5</b>
2. Approved credits .....	<b>5</b>
3. Time limits for core courses .....	<b>5</b>
4. Ethics .....	<b>5</b>
5. Incompletes .....	<b>5</b>
6. Consequences of failure to meet criteria .....	<b>6</b>
7. Part-time students.....	<b>6</b>
8. Appeals and the student’s responsibilities.....	<b>7</b>
Examples of academic misconduct .....	<b>7</b>
<b>Academic Exception Petition</b> .....	<b>7</b>
<b>Satisfactory progress – conduct</b> .....	<b>8</b>
<i>Professional Conduct</i> .....	<b>10</b>
<i>Academic Misconduct</i> .....	<b>10</b>
<i>Non-Academic Misconduct</i> .....	<b>10</b>
<i>Research Misconduct</i> .....	<b>11</b>

<i>Hostile and Intimidating Behavior (Bullying)</i> .....	11
<b>Intellectual Property</b> .....	<b>11</b>
<b>Disciplinary Action and Dismissal</b> .....	<b>12</b>
<b>Grievances and Appeals</b> .....	<b>13</b>
<b>Student Health and Wellness</b> .....	<b>13</b>
<i>Securing health insurance coverage</i> .....	13
<i>Disability information</i> .....	14
<i>Mental health resources on and off campus</i> .....	14
<b>Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)</b> .....	<b>14</b>
<b>Funding, Employment, and Finances</b> .....	<b>15</b>
<i>Finding Funding Without a Guaranteed Appointment</i> .....	15
Campus-Wide and External Sources.....	15
<i>Additional Policies &amp; Resources</i> .....	15
<b>Professional Development</b> .....	<b>16</b>
<i>On Campus</i> .....	16

# Navigating Policy and Resources at UW-Madison

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison:



## How to Use This Handbook

The Department of Statistics is committed to the training and education of its graduate students. To facilitate this practice, we have created this document to help guide students through their education in the MS Statistics: Applied Statistics (MSAS) program. The MSAS program is a named option in the [MS Statistics program](#). The Statistics department recognizes that many students wish to have significant training within statistics, but apply their knowledge paired with a domain field in which they will utilize their statistical knowledge. This option within the MS Statistics provides the opportunity to do this. It is expected that many students will wish to pursue this program as a [double, dual, or joint MS degree](#) or also pursue a PhD in their domain field.

The Graduate School at UW-Madison oversees all graduate programs and provides policies that apply to all graduate students (<https://grad.wisc.edu/academic-policies/>). Additionally, departments must create and oversee the specific curriculum and provide additional policies for students in their program. This document is designed to provide information and links to relevant Graduate School policies and outline departmental and program specific rules and policies. 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 is supplemental to the MS Statistics: Applied Statistics Guide (<https://guide.wisc.edu/graduate/statistics/statistics-ms/statistics-applied-statistics-ms/>) which serves as the official repository of program rules, requirements, and policies. Students who have questions or concerns should contact the MSAS Program Chair, Brian Yandell ([brian.yandell@wisc.edu](mailto:brian.yandell@wisc.edu)) and the MSDS Program Coordinator John Schuppel.

## Department & Program Overview

Please view the Graduate Guide for an overview of the MSAS department and program learning outcomes: <https://guide.wisc.edu/graduate/statistics/statistics-ms/statistics-applied-statistics-ms/>

## Diversity, Equity, and Inclusion

The Department of Statistics strives to create a sense of belonging among all students, faculty, and staff. We foster an inclusive environment by treating other members of the department with esteem and respect. We honor diversity in our department and promote this sense of belonging by working together considerately towards our common goals of teaching, community engagement, and scientific innovation. We are dedicated to serving the UW 6 Madison statement on diversity and are committed to creating an environment where all feel respected and included. Students who need to report an incident, please view the Graduate Guide Grievances and Appeals policies, or contact John.

## Who to Contact for Questions

### Graduate Program Coordinator

John Schuppel, Graduate Program Coordinator

### Director of Graduate Studies

Bret Larget, Director of Graduate Studies

### Faculty Advisors

Cecile Ane, Professor

Brian Yandell, Professor

Jun Zhu, Professor

The name and contact information of your faculty advisor can be found on your Student Center on MyUW ([my.wisc.edu](http://my.wisc.edu)) under “Academic Progress” and then “Advisors.”

## MSAS Degree Requirements

GUIDE INFORMATION: The Guide, which serves as the official catalog for all academic programs at UW-Madison is the official repository of program requirements. All students must follow the requirements published in the Guide for the catalog year in which they entered the program. Here is a link to the current catalog for the MS Statistics: Applied Statistics Guide ([Statistics: Applied Statistics, M.S. < University of Wisconsin-Madison](#))

### Required Prerequisite Coursework

Applicants to the MS Statistics, Applied Statistics Program should have completed the following courses equivalent to the UW-Madison courses listed below.

Undergraduate Calculus (completed all three courses listed below)

- MATH 221: Calculus & Analytic Geometry 1
- MATH 222: Calculus & Analytic Geometry 2
- MATH 234: Calculus-Functions of Several Variables

Statistics (completed one of four options below)

- Option 1: STAT/F&W ECOL/HORT 571 and STAT/F&W ECOL/HORT 572 Statistical Methods for Bioscience 1 & 2
- Option 2: STAT 301/324/371 Introduction to Statistical Methods/Introductory Applied Statistics for Engineers/Introductory Applied Statistics for the Life Sciences, STAT 303 R for Statistics 1, and STAT 333 Applied Regression Analysis
- Option 3: POLI SCI 812 and POLI SCI 813 Introduction to Statistical Methods in Political Science and Multivariable Statistical Inference for Political Research

- Option 4: Another similar introductory statistics sequence

## Requirements

MS Statistics: Applied Statistics Guide ([Statistics: Applied Statistics, M.S. < University of Wisconsin-Madison](#))

Note that when you look at the *Guide* to learn about program requirements, you will be viewing the current year's version. To find past versions of program requirements, see the [Guide Archive](#) and search for your program and the year you would like to reference.

## Selecting Program Coursework

All students in the MS Statistics: Applied Statistics option will work directly with their Statistics advisor prior to initial enrollment and will need to work with their Statistics advisor, domain committee member/co-advisor, and 3rd committee member to select appropriate coursework during their first year of enrollment. This will be done by completing the MSAS course plan form (which is found in the program handbook). Students are strongly encouraged to have all coursework pre-approved and multiple options of courses, in the case of the domain electives, to ensure that they are able to complete appropriate courses approved by their committee.

Domain coursework that covers statistical methodology is limited to a maximum of 3 credits. Independent study or internship credits cannot be included in domain coursework. Students will need to have a central theme to their domain coursework that can be selected from multiple, related departments. Here are some examples of themes and courses:

**Ecology:** [F&W ECOL/ZOOLOGY 660](#) Climate Change Ecology, [F&W ECOL/BOTANY/ENVIR ST/ZOOLOGY 651](#) Conservation Biology, [ZOOLOGY/BOTANY 725](#) Ecosystem Concepts

**Entomology:** [ENTOM 450](#) Basic and Applied Insect Ecology, [ENTOM/GENETICS/ZOOLOGY 624](#) Molecular Ecology, [ENTOM 701](#) Advanced Taxonomy

**Information:** [L I S 615](#) Systems Analysis and Project Management for Information Professionals [L I S 711](#) Data Management for Information Professionals, [L I S 751](#) Database Design for Information Professionals

**Plant Breeding and Plant Genetics:** [HORT/AGRONOMY 501](#) Principles of Plant Breeding, [HORT/AGRONOMY 811](#) Biometrical Procedures in Plant Breeding, [HORT/GENETICS 550](#) Molecular Approaches for Potential Crop Improvement

**Plant Pathology:** [PL PATH 300](#) Introduction to Plant Pathology, [PL PATH/BOTANY/ENTOM 505](#) Plant-Microbe Interactions: Molecular and Ecological Aspects, [PL PATH 602](#) Ecology, Epidemiology and Control of Plant Diseases

**Political Science:** [POLI SCI 817](#) Empirical Methods of Political Inquiry, [POLI SCI 818](#) Maximum Likelihood Estimation, [POLI SCI 919](#) Seminar-Advanced Methodology

**POPULATION HEALTH:** [POP HLTH 795](#) Principles of Population Health Sciences, [POP HLTH 796](#) Introduction to Health Services Research, [POP HLTH/SOC 797](#) Introduction to Epidemiology, [POP HLTH 798](#) Epidemiologic Methods

The course plan will be reviewed by the student services coordinator prior to the requesting of the MS warrant to ensure that the correct and approved courses have been completed.

## **Research or Project**

Each student must complete a project that represents an original contribution to applied statistics as the goal of this named option is to train statisticians who will work in a collaborative research environment. Examples of such contributions may include the creation and evaluation of a useful experimental design, the development and/or comparison of statistical methods, or a novel analysis of some interesting data related to their domain area. All students in the MS Statistics: Applied Statistics option will work directly with their Statistics advisor and domain committee member/co-advisor to identify an appropriate project.

The project results are to be presented in a manuscript with emphasis on the integration of statistics and science that is approved by the student's 3-member committee. This requirement will be formalized by enrolling in at least three credits of "Research" or "Directed Study" (for example, independent study or research courses numbered 699, 799, or 999 in Statistics or in another department).

## **Master's Degree Checklist: Timeline & Deadlines**

The Graduate School maintains a list of steps to complete your master's degree, including deadlines and important things to know as you progress toward graduation: [grad.wisc.edu/current-students/masters-guide](http://grad.wisc.edu/current-students/masters-guide).

## **Enrollment Requirements**

You are responsible for following Graduate School policies related to course enrollment requirements and limitations:

### **Adding / Dropping Courses**

[grad.wisc.edu/documents/add-drop](http://grad.wisc.edu/documents/add-drop)

### **Auditing Courses**

[policy.wisc.edu/library/UW-1224](http://policy.wisc.edu/library/UW-1224)

### **Canceling Enrollment**

[grad.wisc.edu/documents/canceling-enrollment](http://grad.wisc.edu/documents/canceling-enrollment)

### **Continuous Enrollment Requirement for Dissertators**

[policy.wisc.edu/library/UW-1204](http://policy.wisc.edu/library/UW-1204)

### **Enrollment Accountability**



## Minimum Enrollment Requirements

[policy.wisc.edu/library/UW-1208](http://policy.wisc.edu/library/UW-1208)

## Satisfactory Academic Progress

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your faculty advisor. Any student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress, and this can impact your academic standing (detailed below), financial aid (see this policy page:

[policy.wisc.edu/library/UW-1040](http://policy.wisc.edu/library/UW-1040)), or funding (consult your sources of funding, as applicable). Our program has its own definition of satisfactory academic progress and related procedures that supplement Graduate School policy, as described in this section.

### Definition

Information about how the Graduate School determines satisfactory academic progress can be found at this policy page: [policy.wisc.edu/library/UW-1218](http://policy.wisc.edu/library/UW-1218). In addition to the Graduate School's monitoring of satisfactory academic progress, this program regularly reviews the satisfactory academic progress of its students, defined as the following:

### Criteria for satisfactory progress for graduate students in the Department of Statistics

REVISED MAY 2012.

The progress of every graduate student in the Department of Statistics will be reviewed semiannually. The reviews will take place before the start of the Spring Semester and during the Summer. The review will be conducted by a committee or person to be designated by the Department Chair. In addition to the Departmental Criteria, the student must satisfy of the Graduate School regulations. It is the student's responsibility to understand the Graduate School rules. Students should take particular cognizance of the residence requirements as described in the Graduate School Bulletin. As a result of each review the student will be deemed either to be making Satisfactory Progress or not. The student will be notified of the results of the review only if the Criteria are not satisfied. The consequences of failing to satisfy the Criteria are given below; the immediate consequence is to make the student ineligible for Departmental support as a TA, RA or PA.

In order to be deemed to be making Satisfactory Progress, graduate students must satisfy minimum requirements in each of the following areas:

- Grade point average
- Approved credits
- Time limits for core courses

- Time limit for first mentoring committee meeting [PhD]
- Ethics
- Handling of incompletes

There are exceptions to the Criteria for part-time students; see below. Throughout this document, semester means Fall or Spring; Summer session is excluded (although Summer grades are used to compute grade point averages). To 'Pass' a course means to receive a grade of C or better.

### 1. Grade point average

At the end of each semester the Department will compute the cumulative grade point average (GPA) of each student in the program, with two exceptions. The GPA will not be computed at the end of the first semester of study, nor will it be computed in semesters during or after the passing of the preliminary exam. 'Cumulative' means the GPA in all courses numbered 301 or above in any department since entering the program. The cumulative GPA must equal or exceed 3.00 in order to satisfy this Criteria. If the cumulative GPA is below 3.00, then the student has failed to satisfy the Criteria.

### 2. Approved credits

Each semester the student must pass at least six credits approved by the academic advisor and in every two consecutive semesters pass at least fifteen credits approved by the academic advisor. Courses used to fulfil the minimum number of credits should be taken from the Course Requirements listed in the MS Degree Regulations section below.

The credit limit may be relaxed, at the discretion of the Department, if it is believed a lower requirement is more appropriate for a student's academic goals.

### 3. Time limits for core courses

The M.S. program should be a two-year program for most students. Students who earn an M.S. from the Department and then decide to pursue the Ph.D. degree follow the time limits for that program. Graduate School rules on time limits for programs: <https://grad.wisc.edu/documents/time-limits/>

### 4. Ethics

The department of Statistics expects graduate students to demonstrate intellectual honesty, a responsible attitude towards colleagues and clients, and a strong sense of personal integrity. Ethical statistical practice is essential to our profession and failure to act ethically undermines our profession. Training in research ethics is required for students on some federally funded grants. Unethical behaviors include, but are not limited to, academic misconduct in a class or assignment, academic misconduct in an examination, and violation of data confidentiality. Unethical behavior constitutes failure to meet Criteria and will result in sanctions at the university level and at the departmental level.

### 5. Incompletes

Any student who received an Incomplete in a course must provide the Department with a brief written explanation of the circumstances that led to the Incomplete, including a description of the work that must be completed. For an Incomplete received during Summer or Fall, the explanation must be received before Monday of the week before the next Spring semester classes start. For an Incomplete during Spring, the explanation must be received before June 15 of the same year. If the explanation either arrives late or is deemed unacceptable by the Department, then the student will be deemed not to be making Satisfactory Progress.

If the explanation is accepted, the student will have one semester to remove the Incomplete; otherwise in the next review the student will fail to satisfy the Criteria. For example, if a student receives an Incomplete in Fall, he/she has until the end of the Spring Semester to complete the work, receive a grade, and report the grade to the Statistics Department. Thus, the student should complete the work in time for the instructor in the course to finish grading by the end of the appropriate semester.

In some cases, several students in a class will be given an Incomplete because the instructor is not able to complete course grading on time. In such cases, the instructor may provide the Department with one letter to cover all students affected. In these cases, the student need not write a letter to the Department.

## 6. Consequences of failure to meet criteria

A student who fails to satisfy the Criteria is ineligible for departmental support as a TA, PA, or RA beginning with the following semester (Fall for the summer review, Spring for the pre-Spring review). Three consecutive reviews in which a student fails to meet the Criteria for Satisfactory Progress will result in the Department immediately notifying the student and the Graduate School that the student is no longer eligible to be student in the Department. The student may petition to remain in the Department after three consecutive failures to meet the Criteria. For example, a student who is simultaneously pursuing two Master's degrees may reasonably be allowed four years to complete the degrees.

A student who has failed to satisfy the Criteria for fewer than three consecutive reviews is eligible to take courses, finish degree requirements and receive a degree. Failure to satisfy the Criteria will not appear on the student's transcript.

## 7. Part-time students

A student who enters the Department as a part-time student will meet with an advisor to create individualized Criteria to be approved by the Department. It is anticipated that the individualized Criteria will follow the above guidelines on Grade Point Average and Incompletes, but the requirements on the number of approved credits and time limits will be relaxed.

A student with full-time status who wants to switch to part-time status must petition the Department for permission; permission will not be granted if it appears that a primary reason for the request is to avoid the consequences of failing to satisfy the Criteria.

## 8. Appeals and the student's responsibilities

The student may appeal in writing to the Department Chair any decision on Satisfactory Progress. The results of the review will stand, pending the outcome of the appeal. Thus, it is recommended that a student anticipate potential problems and makes an appeal early.

It is the student's responsibility to make sure he/she receives the results of the Department's review. In particular, the student must check his/her departmental mailbox in a timely manner or leave a forwarding address with the staff member in charge of mail. Ignorance of the result of the review is not grounds for an appeal. (We expect students will know they have failed to meet the Criteria before the Department does.) Also, note the student's responsibility regarding Incompletes as explained earlier.

### Examples of academic misconduct

The list below is not exhaustive and focuses on examples most relevant to students taking courses. Individual instructors may have different expectations. Students are responsible for seeking out information when unsure of what is expected.

Copying or attempting to copy someone else's work, communicating answers during an exam, or using concealed information. For a take-home exam, communicating about the exam with anyone else other than the instructor, without the instructor's consent. Using any resource not allowed by the instructor (internet, books other than those allowed, other students or friends) is cheating. Example of collaboration on homework: 3 students meet to work on their 609 assignments. The right way: They talk about the homework, write down some ideas on the board. Then they separate and individually write up their solutions. The wrong way: There are 3 problems on the assignment. Student A is in charge of problem 1; Student B is in charge of problem 2; and Student C is in charge of problem 3. Student A presents her solution to problem 1 and students B, C copy down this solution. Repeat with Student B on problem 2, etc. This is cheating. Students are encouraged to cite who they worked with on what problems, just like authors acknowledge colleagues in research publications. If someone else's code was used to do your homework, or the proof to a key step from a book or a paper, these references should be cited. Altering university documents is academic misconduct, such as altering a previously graded exam for the purpose of obtaining a grade change or altering a student's progress form after it was signed by the student's advisor.

## Academic Exception Petition

Academic exceptions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for course exceptions/substitutions or exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to the Director of Graduate Studies or relevant committee chair (example Curriculum Chair). The following procedures apply to all petitions:

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. The student's academic advisor must provide written support for the petition.

3. All course work substitutions and equivalencies will be decided by appropriate area-group faculty or curriculum chair.

More generally, the Director of Graduate Studies, in consultation with the student's advisor, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations, this includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted only in the event of highly extraordinary circumstances. Extensions will be granted formally with a note of explanation to be placed in the student's file.

## Satisfactory progress – conduct

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 HIPAA 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.

## Professional Conduct

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and fosters integrity and accountability. You are responsible for keeping aware of their policies and procedures, found at the following page: [conduct.students.wisc.edu](http://conduct.students.wisc.edu)

## Academic Misconduct

Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

### **The Graduate School**

**Academic Policies & Procedures: Misconduct, Academic**  
[grad.wisc.edu/documents/misconduct-academic](http://grad.wisc.edu/documents/misconduct-academic)

### **Office of Student Conduct and Community Standards**

**Academic Misconduct Website**  
[conduct.students.wisc.edu/academic-misconduct](http://conduct.students.wisc.edu/academic-misconduct)

**Academic Misconduct Flowchart**  
[conduct.students.wisc.edu/documents/academic-misconduct-flow-chart](http://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart)

## Non-Academic Misconduct

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

### **The Graduate School**

**Academic Policies & Procedures: Misconduct, Non-Academic**  
[grad.wisc.edu/documents/misconduct-nonacademic](http://grad.wisc.edu/documents/misconduct-nonacademic)

### **Office for Student Conduct and Community Standards**

### **Non-Academic Misconduct Website**

[conduct.students.wisc.edu/nonacademic-misconduct](https://conduct.students.wisc.edu/nonacademic-misconduct)

## University of Wisconsin System (UWS)

### Chapter 17: Student Non-Academic Disciplinary Procedures

[docs.legis.wisconsin.gov/code/admin\\_code/uws/17](https://docs.legis.wisconsin.gov/code/admin_code/uws/17)

### Chapter 18: Conduct on University Lands

[docs.legis.wisconsin.gov/code/admin\\_code/uws/18](https://docs.legis.wisconsin.gov/code/admin_code/uws/18)

## Research Misconduct

Graduate students are held to the same standards of responsible conduct of research as faculty and staff. Further information about these standards and related policies and procedures can be found at:

### The Graduate School

#### Academic Policies & Procedures: Responsible Conduct of Research

[grad.wisc.edu/documents/responsible-conduct-of-research](https://grad.wisc.edu/documents/responsible-conduct-of-research)

#### Office of the Vice Chancellor for Research and Graduate Education

#### Research Policies

[research.wisc.edu/compliance-policy](https://research.wisc.edu/compliance-policy)

## Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as “bullying,” is prohibited by university policy applicable to faculty, academic staff, and university staff. For further definition, policy, and procedures related to HIB see: [hr.wisc.edu/hib](https://hr.wisc.edu/hib). Students who feel they have been subject to HIB are encouraged to review the informal and formal options on the “Addressing HIB” tab of this website.

## 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 and instructors 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, <https://research.wisc.edu/intellectual-property/>. Additionally, the Graduate School Office of Professional Development plans to maintain a collection of online resources (not available at the time of handbook publication) aimed at highlighting intellectual property topics of interest to graduate students.

## 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 regard to academic or conduct expectations, the advisor will consult with the program committee to determine if disciplinary action or dismissal is recommended.

### Possible Departmental 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 or 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

## Grievances and Appeals

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals: <https://grad.wisc.edu/documents/grievances-and-appeals/> and the Guide "Grievance and Appeals" section: <https://guide.wisc.edu/graduate/statistics/statistics-ms/statistics-statistics-ms/#policiestext>.

## 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 <https://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 the staff benefits and payroll coordinator in the unit where you have been hired to select one of several health care plans within 30 days of your hire date. Please note that MSDS students are not allowed to hold a tuition remitting position.

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 <https://www.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 apply for accommodations at <https://mcburney.wisc.edu/apply-for-accommodations/>.

Additional [non-academic] disability campus resources (not found through the McBurney Center) can be found at <https://mcburney.wisc.edu/> (under other resources).

The UW-Madison Index for Campus Accessibility Resources can be found at <https://www.wisc.edu/accessibility/>.

## 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.

## Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)

The Dean of Students Office maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison:

**Dean of Students Incident Reporting**  
[dosu.students.wisc.edu/report-an-issue](https://dosu.students.wisc.edu/report-an-issue)

As noted above in "Personal Conduct Expectations," students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at:

**Human Resources Hostile and Intimidating Behavior Website**

[hr.wisc.edu/hib](http://hr.wisc.edu/hib)

## Funding, Employment, and Finances

“Funding” is a term used to describe university employment or support to cover some or all of your costs of graduate education. It varies in kind, amount, and level of guarantee.

The Graduate School maintains policies related to graduate student funding/employment:

### **Maximum Levels of Appointments**

[grad.wisc.edu/documents/maximum-levels-of-appointments](http://grad.wisc.edu/documents/maximum-levels-of-appointments)

### **Concurrent Appointments for Fellows/Trainees**

[grad.wisc.edu/documents/concurrent-appointments](http://grad.wisc.edu/documents/concurrent-appointments)

### **Enrollment Requirements for Graduate Assistants**

[policy.wisc.edu/library/UW-1208](http://policy.wisc.edu/library/UW-1208)

### **Eligibility for Summer RA, TA, PA, and LSA Appointments**

[policy.wisc.edu/library/UW-5089](http://policy.wisc.edu/library/UW-5089)

## Finding Funding Without a Guaranteed Appointment

### Campus-Wide and External Sources

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits, and links to applicable human resources policies (e.g. GAPP) at:

### **Graduate School: Funding and Financial Aid**

[grad.wisc.edu/funding](http://grad.wisc.edu/funding)

### **External Fellowship Database**

[grad.wisc.edu/funding/external-fellowship-database](http://grad.wisc.edu/funding/external-fellowship-database)

### **UW-Madison Libraries Grants Information Collection**

[library.wisc.edu/memorial/collections/grants-information-collection](http://library.wisc.edu/memorial/collections/grants-information-collection)

## Additional Policies & Resources

## **Graduate School Policy: Residence for Tuition Purposes**

[grad.wisc.edu/documents/residence-for-tuition-purposes](http://grad.wisc.edu/documents/residence-for-tuition-purposes)

## **Employee Disability Resources**

[employeedisabilities.wisc.edu](http://employeedisabilities.wisc.edu)

## **Graduate Assistantship Policies and Procedures (GAPP)**

[hr.wisc.edu/policies/gapp](http://hr.wisc.edu/policies/gapp)

# **Professional Development**

When you participate in professional development, you build skills needed to succeed academically and thrive in your career. The following are professional development activities that we recommend for your consideration. Required professional development will be detailed in “Degree Requirements” above.

## **On Campus**

The Graduate School develops and curates a wide variety of resources for professional development, including a tool to assess your skills, set goals, and create a plan with recommended activities on campus (e.g., the popular “Individual Development Plan” or IDP) as well as programming to help you explore careers, prepare for a job search, build your network and learn from alumni, manage projects, communicate about your research, and much more.

DiscoverPD helps master’s and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. All of this can be found at:

## **Professional Development from the Graduate School**

[grad.wisc.edu/professional-development](http://grad.wisc.edu/professional-development)

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter every other week during the academic year and monthly during the summer.