



PhD Statistics: PhD

## **Program Handbook**

2025-2026

Statistics

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

**Last updated: [7/17/2025]**

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## 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:



[Graduate Guide](#)

[Graduate School AP&P](#)

[UW-Madison Policy Library](#)

[Graduate Student Life](#)

[Graduate School at UW-Madison](#)

## Preface

The Department of Statistics at the University of Wisconsin-Madison strives to maintain both instructional and research programs of the highest quality. The Ph.D. program provides excellent training in the modern theory, methods and applications of statistics. The Department believes that its graduates should blend a strong theoretical statistics foundation with practical experience working with challenging statistical problems in diverse areas of application. For this reason, the Department's graduate programs, stressing this relationship of theory and practice, are designed to prepare the graduate equally well for an academic, industrial, or governmental position. The Department would like each graduate student's learning experience in the program to be as productive and rewarding as possible. To help build a successful experience, this handbook has been prepared to provide a variety of information that a graduate student might find useful during their time in the Statistics program. It describes the Ph.D. degree programs and requirements, provides a range of academic information such as course descriptions and criteria for satisfactory progress in the programs, and information on aspects of financial support through teaching, research, and project assistantships. The information in this handbook, while extremely useful, should also be supplemented by individual consultation with faculty and staff, and appropriate departmental committees with regard to advising on academic programs and requirements, financial assistantships, and other matters

## **Missions and Goals**

### **STATISTICS PHD PROGRAM MISSION**

The PhD program provides excellent training in the modern theory, methods, and applications of statistics and develops graduates into independent statistical researchers who are prepared for positions in academia, industry, or the government.

### **LEARNING OUTCOMES**

1. Articulates research problems, potentials, and limits with respect to the theories, methodologies, and/or applications of statistics.
2. Formulates ideas, concepts, designs, and methods beyond the current boundaries of knowledge within statistics.
3. Creates research that makes a substantive contribution to theoretical and/or applied statistics.
4. Demonstrates breadth in the theories, methodologies, and applications of statistics.
5. Advances contributions of statistics to society.

6. Communicates complex ideas in a clear and understandable manner.
7. Fosters ethical and professional conduct.

## Department & Program Overview

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

## 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.

## How to Get Involved

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides an opportunity for professional networking.

## Faculty Research Interests

Please see the Faculty Research interest page here: <https://stat.wisc.edu/research-interests/>

## Statistics Departmental Staff

A listing of the Statistics Departmental Staff: <https://kb.wisc.edu/stat/104849>

## Statistics Graduate Student Directory

A listing of both alumni and current graduate students can be found on the departmental website at: <https://stat.wisc.edu/students-and-alumni/>.

## On Campus & In the Community

The University has many Professional Development Opportunities and Student Organizations. Please see some links below including the Statistics Graduate Student Association:

- **Graduate School Professional Development:** <https://grad.wisc.edu/professional-development/>
- **SuccessWorks (aka L&S Career Services):** <https://successworks.wisc.edu/>
- **Wisconsin Involvement Network (student orgs):** <https://win.wisc.edu/>
- **Teaching Assistants Association:** <https://taa-madison.org/>
- **Morgridge Center:** <https://morgridge.wisc.edu/>
- **Statistics Graduate Student Association:** <https://sgsa.stat.wisc.edu/#/>

## The Graduate School's Current Students Page

[grad.wisc.edu/current-students](https://grad.wisc.edu/current-students)

If you are a student actively involved in leadership and service activities, consider nominating yourself for membership in the following honor society:

## Edward Alexander Bouchet Graduate Honor Society

[grad.wisc.edu/diversity/bouchet](https://grad.wisc.edu/diversity/bouchet)

## Computing and IT Resources

Link to the UW IT

- UW Division of Information Technology: <https://it.wisc.edu/>

## Course Descriptions

The Guide (<https://guide.wisc.edu/courses/stat/>), which is the catalog of all UW-Madison programs and courses is a great resource for finding information like course descriptions.

## Getting Started as a Graduate Student

This section guides you through important steps to take as you begin your journey as a graduate student at UW-Madison.

## New Graduate Student Checklist

Be sure to review all the steps listed on this webpage for new graduate students:

### The Graduate School's New Students Page

[grad.wisc.edu/new-students](http://grad.wisc.edu/new-students)

In addition to a checklist for all new graduate students, that webpage includes sections with additional steps to take if you are a new international student, student with a disability, student veteran, student with children, or student with funding.

## Advising & Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike.

The Graduate School's definition of an advisor can be found here:

[policy.wisc.edu/library/UW-1232](http://policy.wisc.edu/library/UW-1232). Your advisor has two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to chair the committee that will determine whether you have performed at an acceptable level in each of your degree milestones (see "Degree Requirements" section below for further information on building your committee). Other roles of your advisor may include tracking your progress in completing your degree (note: this may include use of the Graduate Student Tracking System at [gsts.grad.wisc.edu](http://gsts.grad.wisc.edu)), assisting with course selection and planning your academic path, and helping you identify possible research mentors, committee members, and research opportunities.

Both the student and advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advisor.

## Finding & Selecting an Advisor

During your first year of graduate studies, academic advising is provided by designated advisors during Welcome Week. After your initial appointment during Welcome Week, please feel free to seek advice from any of the faculty members throughout the year.

After your first year of study, you may continue to meet with your advisor listed above or with any faculty member who agrees to be your academic advisor. Students typically work with a research advisor for at least several months and potentially much longer prior to taking the PhD preliminary examination. Students are strongly encouraged to seek a research advisor shortly after passing the PhD qualifying examination, typically during the second year of the program.

Your advisor should be a faculty member in the program whose expertise and project/research interests match closely with those that you intend to acquire. To learn more about the faculty in your program, consider consulting the following sources:

- Courses and seminars you attend
- Our program website (<https://stat.wisc.edu/people-main-faculty/>)
- Faculty publications
- Students currently in a prospective advisor's group/lab

Additionally, you may wish to have a discussion with a prospective advisor. Below are some questions to consider asking in this discussion, though it is not a complete list. You should spend some time identifying what is most important to you in your graduate training and ask questions accordingly.

### **Questions to Ask Prospective Advisors**

*Adapted from IPIB handbook*

When considering a prospective advisor, the following might be helpful to think about. Many of these questions are not simple and may not elicit a quick answer. However, any advisor should be willing to discuss these important issues with you. You may also want to discuss these issues with any students that are currently in the prospective advisor's group/lab. This list is by no means complete; you should spend some time thinking about what is most important to you in your graduate training.

- What thesis projects would be available to me if I were to join your group?
- Would these projects expose me to a variety of different approaches?
- In general, how available will you be to answer questions I might have?
- What is your philosophy regarding the amount of guidance the advisor should provide to a student during preparation of the thesis proposal, literature seminars, thesis writing, etc.?

- What are your expectations for the amount of time I should spend each day/week in your group/lab?
- What regularly scheduled activities (e.g., group meetings, joint group meetings, research clubs) does your group participate in that provide an opportunity to get outside input on my research project and to hear about the work of other students and postdocs?
- Do you encourage your students to attend seminars and journal clubs, including those that may be outside of their narrow field of interest/research?
- Do students in your group/lab have the opportunity to attend professional meetings where they can interact with colleagues/researchers from other institutions?
- Do you include your graduate students in professional activities that will familiarize them with their field of interest/research, such as reviewing manuscripts and meeting with visiting speakers?
- How long do you think it should take me to get my degree?
- What are your former graduate students (if any) doing now?
- What is your general philosophy of graduate training and what goals do you have for your graduate students?

No faculty member is obligated to accept a student's request to serve as advisor, though invitations are often accepted unless the faculty member judges that a different advisor would serve your needs better.

## Changing Your Advisor

As the advisor-student relationship is one of mutual agreement, it may be terminated by either party. If you decide that you would prefer working with a different advisor, discuss this with your prospective advisor to seek the change.

If you change your advisor, you must notify your Graduate Program Coordinator and follow any related procedures. If you wish to change your assigned advisor, please fill out this online form:

[https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_b8VR8i7kx2cuoQt](https://uwmadison.co1.qualtrics.com/jfe/form/SV_b8VR8i7kx2cuoQt)

Every graduate student must have an advisor or else they may be suspended from graduate study at UW-Madison by the Graduate School. Be sure to follow procedures to re-select a new advisor (described above) prior to finalizing the termination of your current advising relationship. You can confirm that the name of your advisor has been updated in the official record by looking in your Student Center on MyUW ([my.wisc.edu](http://my.wisc.edu)) under "Academic Progress" and then "Advisors."

## A Graduate Student Guide to Working with Faculty Advisors

Through [this interactive, self-paced micro-course](#), graduate students learn about the characteristics of functional and dysfunctional relationships with advisors, strategies for communicating effectively and aligning expectations, as well as program grievance processes and Hostile and Intimidating Behavior resources. Completion of the micro-course takes about 20 minutes and is optional but encouraged for all graduate students.

## Mentoring Networks

In addition to a formal advisor, you are encouraged to develop a broad network of individuals who can provide academic and professional mentorship during and beyond your time as a graduate student.

## PhD 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 Statistics PhD:

<https://guide.wisc.edu/graduate/statistics/statistics-phd/#text>.

Previous catalog years can be accessed at <https://guide.wisc.edu/archive/> in a PDF format.

## Requirements

For all current requirements to complete your degree (e.g., credits, courses, milestones, and learning outcomes/goals) see your program's page in the *Graduate Guide*.

Navigate to [guide.wisc.edu/graduate](https://guide.wisc.edu/graduate), then select "Degrees/Majors," your program's name, the "Named Option" of your program (if applicable; found near the bottom of the Requirements tab), and then "Requirements" from the navigation bar on the right side. You will be taken to a subsection of your program's *Guide* page that contains all official requirements for your degree. Similarly, see "Policies" from the navigation bar of your program's page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.). 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.

## Qualifying Exam

The student must pass the PhD Qualifying Examination within six semesters from the first fall semester of registration as a graduate student in the Department. The examination may be attempted a maximum of two times.

Master's degree students who successfully complete the Department's MS Degree Requirements within four semesters and are then admitted to the PhD program must pass the PhD Qualifying Examination within four semesters after entering the PhD program.

- A **single exam** consisting of **4** questions of which the best **3 scores** contribute to the final score.
- There will be one question based on 709, one based on 710, one based on 771 and one based on 849
- The questions for both 771 and 849 may include a computing component
- Exam will be taken in a computer lab with computers provided
- Internet access during the exam will be either blocked or monitored
- Internet access is strictly prohibited during the exam and if found (either during or after the exam) will be considered academic misconduct
- Cell phones are not allowed in the exam
- The passing/failing policy will be the same in that students are allowed one failure but not two

**Important note:** The Qualifying Exam Committee may choose to write an exam that does not involve the use of a computer but covers exactly the same content/syllabus in the event that a suitable computing lab/environment is not available.

The Qualifying exam changed as of 2025-26 and for the first year (2026 Summer), there may be the option to take a Qualifying Exam under the previous system for students who have already taken the Qualifying Exam under the previous system and not passed. To refer to the Qualifying Exam in the previous system, please refer to the 2024-25 handbook.

Passing or failing this examination will not affect the student's candidacy for the Master's degree.

The Qualifying Examination is generally given during the last week of August.

Syllabus: <https://stat.wisc.edu/documents/qualifying-exam-syllabus-2/>

After a student signs up for the exam please contact the Graduate Coordinator for access to previous test examples if desired.

## Preliminary Exam

The student must pass an oral preliminary examination on a topic selected with the approval of the student's advisor. The examination is given by a committee of at least four faculty members appointed by the advisor. Prior to the actual examination, the student must prepare a 15 to 20-page paper outlining the area to be covered. The paper must be written in a clear style with consistent notation. The paper should indicate the scope and depth of the student's dissertation research and should be submitted to the committee at least one week prior to the examination.

The examination typically consists of a 20 to 30-minute talk by the student and questions by the committee. The committee may ask questions during and after the talk. The student may consult notes but is expected to display a mastery of the subject matter as defined by the list of references. The scope of the questions will normally be directed to the subject matter of the paper but may, by natural extension, include any relevant topic. The student's advisor may not serve as chair of the committee but does appoint the chair.

At least three weeks before the scheduled Preliminary Examination, students should contact the graduate coordinator, who will request a preliminary warrant from the Graduate School. Upon review, the Graduate School will return the warrant to the Graduate Coordinator for committee members to sign after the examination. Please request your warrant with this online form.

[https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_09tfEfbjV1z0Ee1](https://uwmadison.co1.qualtrics.com/jfe/form/SV_09tfEfbjV1z0Ee1)

## Dissertation & Final Oral Exam/Defense

The primary requirement for the PhD degree is the completion of a significant body of original research and the presentation of this research in a dissertation. The research is carried out under the guidance of a member or members of the Department. The candidate must defend the dissertation in a final oral examination.

At least three weeks prior to the final oral examination, the student should contact the graduate coordinator, who will submit a request for a "PhD Final Oral Committee

Approval Form” to the Graduate School. Upon review, the Graduate School will return the warrant to the Graduate Coordinator, which will then need to be signed by the Committee and Department Chair following a successful defense. The Statistics Department requires five (5) members to be on the Doctoral Committee.

Please request your warrant with this online form  
([https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_09tfEfbjV1z0Ee1](https://uwmadison.co1.qualtrics.com/jfe/form/SV_09tfEfbjV1z0Ee1))

Students are responsible for ensuring that they meet Graduate School requirements and deadlines: <http://grad.wisc.edu/currentstudents/degree/>.

### *Topic*

Your advisor can provide guidance on selecting your dissertation topic. If you find that your topic and/or mentoring needs no longer align with your advisor, see “Advising & Mentoring” section on how to change advisors. Note that your committee composition may or may not need to change as well in this scenario, depending upon your new advisor’s guidance.

### Typical Progression

*Year 1:* In your first year, you will complete four or five of the core classes. Success in the program, and especially in Year 1, depends critically on your comfort and fluency with certain mathematical concepts. In particular, your first-year courses all assume proficiency with mathematical proofs, single and multivariable differential and integral calculus, linear algebra, and elements of real analysis. For that reason, we *strongly recommend* that you take MATH 521 (which counts as a 3-unit elective) in Fall of Year 1, especially if you have not previously taken a course in mathematical analysis as preparation for 710.

A typical first year schedule would be:

Fall: STAT/MATH 709 + STAT 849 + 1 elective (MATH 521 highly recommended but not strictly required)

Spring: STAT/MATH 710 + STAT 771 + 1 elective

*Year 2:* In your second year, you would ideally complete STAT 998 and five other courses. These may be a combination of electives within the Statistics department and courses outside the department needed to satisfy the breadth requirement.

*Year 3:* If you do not complete STAT 998 in your second year, you will take it in your third year. Otherwise, you can continue to take courses or enroll in research credit.

## Breadth Requirements in Doctoral Education

There are three options that fulfill the breadth requirement. For all options, students must add it.

<https://policy.wisc.edu/library/UW-1200>

<https://grad.wisc.edu/documents/change-program/>

Then scroll down to find a link at the bottom for more detailed instructions

<https://kb.wisc.edu/images/group359/120525/GraduateStudentandProgramCoordinatorAddChangeDiscontinueProgramTraining-GoogleDocs.pdf>

If you click on the top link, you will find FAQ about the minors here:

<https://kb.wisc.edu/grad/120525>

If you need information about the Distributed minor, it is included in the KB.

## Dissertator Status

The Graduate School sets the policies as it relates to the dissertator status, please see their policy information online at: <https://grad.wisc.edu/documents/dissertator-status/>

## Doctoral 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/doctoral-guide](https://grad.wisc.edu/current-students/doctoral-guide).

## Completing your PhD degree

Information regarding deadlines (<https://grad.wisc.edu/documents/deadlines/>) and resources for preparing your doctoral dissertation (<https://grad.wisc.edu/current-students/doctoral-guide/>) can be found online at the provided links.

PhD students in their final semester will need to contact the Graduate Coordinator to request their graduation warrant (<https://grad.wisc.edu/documents/warrants/>). Online Warrant request form here:

[https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_09tfEfbjV1z0Ee1](https://uwmadison.co1.qualtrics.com/jfe/form/SV_09tfEfbjV1z0Ee1)

All graduating students or those leaving the department before completing their degree are asked to fill out the departmental exit forms:

<https://stat.wisc.edu/documents/statistics-ms-phd-exit-form/> and

<https://stat.wisc.edu/documents/statistics-department-graduate-survey/>

# PhD Degree Requirements – Biostatistics Option

The Biostatistics Degree Option (BDO) is a collaborative program with both the Department of Statistics and Biostatistics and Medical Informatics. Students pursue course work in theory, methodology, and application of statistics.

PhD students are required to satisfy the general requirements for their degree in Statistics with additional coursework noted below.

## COURSES

Seven Required Statistic Courses (23 credits) – cover core topics in probability, mathematical statistics, and statistical methodology, including distribution theory, asymptotic analysis, theory of estimation and testing, general regression techniques, and also specialized statistical methods for clinical studies.

- [Statistics: Biostatistics, Ph.D.](#)

## COLLABORATIVE RESEARCH EXPERIENCE:

This unique aspect of the BDO program provides the student with experience in interdisciplinary collaborative research under the supervision of a faculty trainer. Students can accomplish this requirement by rotating through directed study/research credits with various faculty trainers. • Lab rotations should be completed during the first three years of the program • Lab rotations need to be established at the beginning of the semester, plan accordingly! • Students must give a presentation of their research at the end of the same semester

## QUALIFYING EXAM:

Students take their qualifying exam in August after completing their 1st year in the Statistics program.

## PRELIMINARY EXAM:

After the selection of a thesis advisor, the student will prepare a short paper and present their thesis plans to a faculty committee.

## SEMINARS:

Students are expected to attend seminars from the Statistics Department (Thursday, 1:00pm), the BMI Department (Friday, 12:00pm)

#### FINAL EXAM:

A final oral thesis presentation on novel developments in biostatistics will be presented to the thesis committee.

#### BREADTH:

For the BDO student, the breadth requirement is satisfied by:

- (1) the biological sciences course and
- (2) the collaborative research experience.

**OTHER:** Rules governing courses and timing, operation, and requirements of the qualifying, preliminary, and final exams are as in the parent program, as are the criteria for satisfactory progress. Issues specific to the BDO are governed by the BDO trainers within the two sponsoring departments.

## MS Exam

PhD students interested in taking the MS exam should follow the guidelines found on page 6 in the MS Student Handbook here: <https://stat.wisc.edu/wp-content/uploads/sites/870/2025/10/2025-2026-Statistics-MS-Handbook.pdf>

## Satisfactory Academic Progress

## 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**

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

## **Enrollment Requirements**

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

## **Minimum Enrollment Requirements**

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

Information regarding how to enroll can be found in your onboarding materials:

<https://stat.wisc.edu/wp-content/uploads/sites/870/2022/07/onboarding-MS-PhD-2022.pdf>

# **Academic Exception Petitions**

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 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](https://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](https://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 2025.

<https://stat.wisc.edu/wp-content/uploads/sites/870/2025/10/Criteria-for-satisfactory-progress-for-graduate-students-in-the-Department-of-Statistics-PhD-edit.pdf>

## 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.

## Personal Conduct Expectations

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)

**Student Resources for Academic Integrity**

<https://conduct.students.wisc.edu/academic-misconduct/student-resources-for-academic-integrity/>

## University of Wisconsin System (UWS)

### Chapter 14: Student Academic Disciplinary Procedures

[https://docs.legis.wisconsin.gov/code/admin\\_code/uws/14](https://docs.legis.wisconsin.gov/code/admin_code/uws/14)

## Non-Academic Misconduct

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](http://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

Trust in the accuracy and veracity of the scholarly record are fundamental to science. When that record is tainted, whole fields of study can be set back or questioned. Moreover, when scientists have been found to engage in misconduct, partners and the public lose faith in the ability of all scientists to address society's grand challenges.

Per [UW-Madison policy](#), “research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research

*results.*” The policy applies to all those involved in the research process including graduate students.

For more information, please visit the [Office of the Vice Chancellor for Research research misconduct page](#).

If you have questions or concerns about research misconduct or integrity, this can be discussed confidentially with the Research Integrity Officer ([rio@research.wisc.edu](mailto:rio@research.wisc.edu)).

## 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 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

## 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>.

Within the department of Statistics MS and PhD students can reach out to the following people:

- Cécile Ané ([cecile.ane@wisc.edu](mailto:cecile.ane@wisc.edu)), Director of Graduate Studies
- John Schuppel ([john.schuppel@wisc.edu](mailto:john.schuppel@wisc.edu)), Graduate Program Coordinator

## 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.

## 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](http://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.

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

The Office of Student Assistance and Support 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:

### **Office of Student Assistance and Support Incident Reporting**

[osas.wisc.edu/report-an-issue/](https://osas.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](https://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](https://grad.wisc.edu/documents/maximum-levels-of-appointments)

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

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

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

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

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

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

### **TA/PA/RA Funding in Statistics Department**

Many students in Statistics are funded through the departments. Information specific to your funding can be found in the Statistics department KnowledgeBase at

<https://kb.wisc.edu/stat/internal/104851>. Students funded outside of Statistics should contact that department for funding information.

## 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)

**Fellowships Resource (see “External Funding Opportunities” for external fellowships)**

<https://grad.wisc.edu/funding/fellowships/>

#### **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.