

WILDLIFE ECOLOGY PHD HANDBOOK

VERSION: SUMMER 2020

Program Overview	2
PhD Program Learning Goals	2
Direct to PhD	2
Enrollment	2
Advisor and Committee Requirements	4
Graduate School Committee Requirements	4
Satisfactory Progress	4
PhD Course Requirements	5
Prerequisite courses	5
PhD Degree Requirements and Certification	6
Graduate School Credit Requirements	6
PhD Minor Requirements	7
Qualifying Exam	7
Preliminary Exam	8
Dissertator Status Requirements	9
Finishing the PhD	9
Final Oral Examination	9
Dissertation Formatting Requirements	10
Final Departmental Requirements for Graduation	10
Depositing Your Dissertation	10
Misconduct and Grievance Procedures	10
Reporting Misconduct and Crime	11
Research Misconduct Reporting	11
Academic/Non-Academic Misconduct Reporting	12
Sexual Assault Reporting	14
Child Abuse Reporting	14
Reporting and Response to Incidents of Bias/Hate	15
Student Health and Wellness	15
Securing Health Insurance Coverage	15
Disability Information	15
Mental Health Resources On and Off Campus	15

PROGRAM OVERVIEW

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

PHD PROGRAM LEARNING GOALS

The Forest & Wildlife Ecology department has set the following goals for students who complete the Wildlife Ecology PhD program:

1. Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of wildlife ecology and natural resource management.
2. Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of wildlife ecology and natural resource management.
3. Creates research and scholarship that makes a substantive contribution.
4. Demonstrates breadth within their learning experiences.
5. Advances contributions of the field of wildlife ecology and natural resource management to society.
6. Communicates complex ideas in a clear and understandable manner.

These goals are to be reviewed periodically to make certain that the program does indeed meet these goals.

DIRECT TO PHD

Wildlife Ecology PhD students are required to obtain a MS degree (or equivalent) prior to enrolling in the PhD program. Exceptions will be made for applicants that have received fellowships from fellowship programs that cover multiple years of tuition and stipend (e.g. NSF's Graduate Research Fellowship Program, EPA's Science to Achieve Results Graduate Fellowship Program, NASA's Earth and Space Science Fellowship Program) or for exceptionally well-qualified candidates based on prior research experience and academic excellence. Current MS students that receive any such fellowships will be eligible to enroll in the PhD program. Advisor approval and Graduate Student Affairs committee approval are required in all cases.

ENROLLMENT

FALL AND SPRING SEMESTER ENROLLMENT REQUIREMENTS

Enrollment Types	PhD Pre-dissertator	PhD Dissertator
Domestic unfunded	2 credits minimum*	3 credits
International students regardless of	8 credits minimum (unless you have an	3 credits

funding	exception from ISS)	
RA or fellowship through Forest & Wildlife Ecology	8 credits minimum	3 credits
33.33% TA or PA through Forest & Wildlife Ecology	6 credits minimum	3 credits
50% TA or PA through Forest & Wildlife Ecology	4 credits minimum	3 credits
funded through another department/program	Check with that department	3 credits
Other or uncertain	Check with the Student Services Coordinator	3 credits

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

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

Enrollment Types	PhD Pre-dissertator	PhD Dissertator
Unfunded – not graduating	Not required [#]	Not required ^{%#}
Unfunded – graduating	2 credits minimum [#] in the 8 week (DHH) session	3 credits in the 8 week (DHH) session
International student unfunded and in their first semester	4 credits	Not Applicable
RA or 12 month fellowship through Forest & Wildlife Ecology	2 credits minimum in the 8 week (DHH) session	3 credits in the 8 week (DHH) session
33.33% TA or PA through Forest & Wildlife Ecology	Not required [#]	Not required ^{%#}
50% TA or PA through Forest & Wildlife Ecology	Not required [#]	Not required ^{%#}
funded through another department/program	Check with that department	3 credits in the 8 week (DHH) session
Other or uncertain	Check with the Student Services Coordinator	Check with the Student Services Coordinator

[#]this does not qualify as "full time enrollment," full time enrollment for a PhD Pre-dissertator when unfunded is 4 credits minimum, for a Dissertator full time enrollment is always 3 credits

For all PhD Pre-dissertators the maximum enrollment is 15 credits, however in the summer session the credit total cannot exceed the number of weeks in the session, for example you cannot enroll for 9 credits in an 8-week session.

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

- courses numbered below 300
- courses taken pass/fail

- audited courses

If a student must take over 15 credits, including the types of courses above that do not count towards the enrollment minimum, they must submit a credit overload form: <https://grad.wisc.edu/documents/forms/>.

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

ADVISOR AND COMMITTEE REQUIREMENTS

Students pursuing a PhD degree in Wildlife Ecology are required to have several formal meetings with their PhD Committee: a Qualifying Examination, a Preliminary Examination, and a Final Oral Examination (commonly called the "thesis defense").

ADVISOR/MAJOR PROFESSOR: They must be a tenured or tenure-tracked faculty in the Department or an affiliate. If the advisor is either an adjunct or emeritus, they must co-advise a student with a tenured, tenure-tracked or affiliate faculty in the department.

ADVISORY COMMITTEE: As a minimum, each PhD student is required to have a 5 member advisory committee consisting of the advisor (major professor) and four other committee members. All 5 members of the committee will be dissertation readers. At least 3 of the members of the committee must be from Forest & Wildlife Ecology where at least 2 members must be departmental faculty members and 1 member can be an affiliate professor, adjunct professor, or designated departmental staff person. At least one member must have a major appointment outside of the discipline of Wildlife Ecology. This committee must be selected by the student and advisor in order to complete the PhD Qualifying Examination and Certification Form. Up to 2 of the committee members may be external committee members (see below).

The student and the major professor should form the committee as soon as possible, preferably early in the first semester in residence (but must be completed by the end of the student's first year upon enrollment in the PhD program). Early selection of the committee is important because the Qualifying Examination must take place as early as possible in the student's program, preferably during the first semester in residence.

If a student wishes to have a non-faculty member or non-UW Madison person serve as a committee member the advisor will need to submit an "external member" request form to the Graduate Programs Committee along with a current CV for the person who wishes to be on the committee for approval. This includes faculty more than one year past retirement. The form is available online:

https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/wildlife-ecology-handbook/

GRADUATE SCHOOL COMMITTEE REQUIREMENTS

To see the Graduate School's rules on research/advisory committees go to <https://grad.wisc.edu/documents/committees>.

SATISFACTORY PROGRESS

The Department of Forest and Wildlife Ecology follows the Graduate School's guidelines regarding satisfactory progress in terms of grades and GPA. Graduate students are expected to maintain a GPA of 3.0 or higher every

term for courses in the 300-level and above. If a student does not meet the minimum GPA the Graduate School will put them on probation and the student may ultimately be suspended if they are not able to raise their GPA to the minimum level. The same holds true if a graduate student carries two or more incomplete grades over multiple semesters.

Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor. Students may be disciplined or dismissed from the graduate program for any type of misconduct (academic, non-academic, professional, or research) or failure to meet program expectations regardless of their academic standing in the program. Students should meet regularly with their faculty advisor to ensure that they are meeting program expectations. If a student is not meeting program expectations, this will be communicated in writing to the student by the faculty advisor. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of the professional conduct may be effectively handled informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the program. Examples of disciplinary actions could include, but are not limited to written reprimand, imposition of reasonable terms and conditions on continued student status, removal of funding, probation, restitution, removal of student from an in progress course, failure to promote, suspension, or dismissal.

- Graduate School's information on satisfactory progress: <https://grad.wisc.edu/documents/satisfactory-progress/>
- Graduate School's information on GPA: <https://grad.wisc.edu/documents/gpa-requirement/>
- Graduate School's information on probation: <https://grad.wisc.edu/documents/probation/>
- Graduate School's information on incomplete grades: <https://grad.wisc.edu/documents/incompletes/>

PHD COURSE REQUIREMENTS

PREREQUISITE COURSES

Please note that these courses represent minimal requirements for both MS and PhD students. Students are expected to enter the program with a majority of these courses completed, but deficient courses may be taken while in the MS or PhD program. A student's Graduate Committee may require additional courses as deemed necessary for competence in a particular field of study.

- one course in **ECOLOGY**, with population ecology/dynamics strongly recommended
- one course in **CONSERVATION BIOLOGY**, **WILDLIFE MANAGEMENT**, **NATURAL RESOURCES POLICY**, or **HUMAN DIMENSIONS OF NATURAL RESOURCES**
- one course in **ANIMAL ORGANISMAL BIOLOGY** (e.g., physiology, terrestrial vertebrates, ornithology)
- one course in **GENETICS** or **EVOLUTION**

Coursework used to fulfill the prerequisite courses listed above do not need to adhere to the prior course work rules (<https://grad.wisc.edu/documents/prior-coursework/>).

PHD COURSE REQUIREMENTS

DEPARTMENTAL DEGREE REQUIREMENTS AND CERTIFICATION

All PhD students are required to meet the following requirements:

- **QUALIFYING EXAM:** see below for more information regarding the qualifying exam. PhD students are expected to pass their exam by the end of their first year. Form for the committee to sign: https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/wildlife-ecology-handbook/
PhD students may be required by their advisor to hold an Entrance Seminar that outlines their proposed research program; often this seminar is followed by a meeting with their graduate Committee to discuss their PhD program. Regardless of whether or not an entrance seminar takes place, students must prepare a written description of their research plan (more on this below) and the Wildlife Ecology PhD Certification form (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/wildlife-ecology-handbook/). The signed copy of the certification form must be turned into the Student Services Coordinator. It is in the student's best interest to have their Entrance Seminar and subsequent meeting as soon as possible to help inform course selection and receive direction on their research project.
- **PREREQUISITE COURSES:** students must take, for credit, all of the department's prerequisite courses that have not been completed prior to entering the program; the major professor will review these requirements with the student soon after they are accepted into the program.
- **GRADUATE SEMINARS:** students must enroll in at least two graduate seminars. These should be selected in consultation with the major professor and the graduate committee.
- **STATISTICS:** students must take at least one graduate-level course in statistics.
- **TECHNICAL SKILLS:** one technical skills course, must be taken at UW-Madison (2 credits minimum). This course should be in the area of the student's research and be selected in consultation with the major professor and the graduate committee. Examples of a technical skills course includes GIS/remote sensing, advanced statistics, demographic methods, etc.
- **OTHER COURSE REQUIREMENTS:** the exact courses the student takes to meet the deficient prerequisites and necessary coursework will be determined in consultation with the major professor and the graduate committee.
- **MINOR:** see below for more information on the minor requirements.
- **TEACHING REQUIREMENT:** ways to complete the teaching requirement include serving as a teaching assistant for a course, developing and offering a seminar course or an extension/outreach based education program. Students should consult with their major professor and graduate committee on how to meet the teaching requirement. Students who wish to receive credit for their teaching experience can enroll in F&W ECOL 799 with their advisor.
- **PRELIMINARY EXAMINATION:** see below for more information regarding the preliminary exam.
- **EXIT SEMINAR:** students must present an exit seminar; typically this seminar is given just prior to the Final Oral Examination.
- **DISSERTATION:** students must submit and defend a dissertation that is based on original research undertaken as part of the degree program.

GRADUATE SCHOOL CREDIT REQUIREMENTS

The Graduate School has three requirements for total coursework completed post-baccalaureate

- **MINIMUM GRADUATE DEGREE CREDIT REQUIREMENT** – PhD students must complete at least 51 credits: <https://grad.wisc.edu/documents/minimum-graduate-degree-credit-requirement/>
- **MINIMUM GRADUATE COURSEWORK (50%) REQUIREMENT** – PhD students must complete at least 26 graduate credits (courses numbered 700-level or above or courses noted as such numbered 300-699 in the course guide): <https://grad.wisc.edu/documents/minimum-grad-coursework-requirement/>
- **MINIMUM GRADUATE RESIDENCE CREDIT REQUIREMENT** – PhD students must complete at least 32 credits for their degree at UW-Madison: <https://grad.wisc.edu/documents/minimum-graduate-residence-credit-requirement/>

Students who wish to use prior coursework towards their PhD degree must follow all of the rules outlined by the graduate school: <https://grad.wisc.edu/documents/prior-coursework/>

PHD MINOR REQUIREMENTS

The Graduate School requires PhD students to complete a minor before they can be granted dissertator status.

There are two minor options:

- **OPTION A EXTERNAL MINOR:** Requires a minimum of nine credits in a single department/program. Selection of this option requires the approval of the minor department/program. Students interested in an Option A minor should contact the minor department for more information on the minor requirements (<https://grad.wisc.edu/academic-programs/>).
- **OPTION B DISTRIBUTED MINOR:** Requires a minimum of nine credits in one or more departments/programs, and can include courses cross-listed in the major department/program. Selection of this option requires the approval of the major department/program.

Option A minors appear on the transcript with the name of the minor (e.g. Statistics) whereas an Option B minor always appears on the transcript as Distributed. For more information on the Graduate School's minor requirements go to <https://grad.wisc.edu/documents/minors/>. There are some students who are exempted from the minor requirement, please contact the Student Services Coordinator for more information.

QUALIFYING EXAM

The Qualifying Examination, recommended to be completed by the end of the first year, is administered by the full committee and typically requires about 2 hours. It should occur in conjunction with the approval of the certification form, which outlines the student's curricular requirements. There are 2 purposes for this Qualifying Examination meeting and certification form:

- to uncover the rare instances in which a student proves to be unqualified to continue in the PhD program and
- to expose through oral questioning any weaknesses in the student's background that must be remedied with formal coursework, individual instruction, or independent reading before the student takes the Preliminary Examination.

Weeks prior to the exam it is usually wise to seek counsel from each committee member about what to expect in terms of coverage. The committee, in consultation with the student, will decide on the structure and content of

the Qualifying Examination. The student and the committee may also wish to discuss the student's research plans at the meeting during which the Qualifying Exam occurs. If this is the case, the student should circulate the written description of the research plan to the committee ahead of time, giving adequate time for the committee members to read it. PhD students should consult with the major professor and graduate committee about whether the research description is a short synopsis or a full proposal (see section on Preliminary Exam for description of a full proposal). Historically, the qualifying examination was preceded by a public entrance seminar, but that is no longer required. As an option, however, a Graduate Committee can require a public entrance seminar.

If a student's performance on the qualifying exam is deemed unsatisfactory by their advisory committee they may, at the discretion of the committee, be allowed to retake the exam. The nature and timing of any retake should take place with the full committee within 6 months of the original exam. Students are required to pass their qualifying exam to progress in the program.

Once a consensus is reached, the student and the Committee members sign the Wildlife Ecology PhD Qualifying Exam form (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/wildlife-ecology-handbook/) that becomes part of the student's official records maintained by the department. The signed PhD Qualify Exam form should be turned into the Student Services Coordinator (284 Russell Labs).

PRELIMINARY EXAM

A student can schedule the Preliminary Examination either during their final semester of coursework prescribed by the committee or once all of the prescribed courses have been completed. Students must satisfy the Graduate School's minimum credit requirement (32 credits) before they can become a dissertator.

This is a 2 to 3 hour oral examination administered by the full committee. It includes discussion of the research proposal, and the student may be questioned extensively about their knowledge in topics related to the proposal and their field generally. It is expected that the student will have prepared well for this meeting, and it is usually wise to seek council from each committee member about what to expect.

The research proposal for the preliminary exam should describe all planned chapters of the dissertation. The proposal should provide strong justification for the research plan, including its theoretical background and the significance of the work. Methods should be described in sufficient detail to allow the committee to assess the validity and feasibility of what is planned. The format of the proposal can follow different models (e.g. NSF/NASA research proposal).

Early in the semester in which a student intends to take their preliminary exam they need to submit the online warrant request form (https://uwmadison.co1.qualtrics.com/jfe/form/SV_6VUxFSca1uL0nt3). By filling out this form students will be giving the Student Services Coordinator the information necessary for their warrant to be requested from the Graduate School. By requesting the warrant the student will trigger a check of their record by both the department and the Graduate School. The online warrant request form should be filled out at least four weeks in advance of the exam.

Once a student has passed their preliminary exam and all of their committee members have signed the preliminary warrant they should return the warrant to the Student Services Coordinator for final processing so that they can become a dissertator.

If a student's performance on the preliminary exam is deemed unsatisfactory by their advisory committee they may, at the discretion of the committee, be allowed to retake the exam. The nature and timing of any retake

should take place with the full committee within 12 months of the original exam. Students are required to pass their preliminary exam to remain in the program.

HELPFUL LINKS FOR WRITING YOUR RESEARCH PROPOSAL AND DISSERTATION

- UW Writing Center's Writers Handbook: <http://writing.wisc.edu/Handbook/index.html>
- Writing Center's Rules on writing ethics and plagiarism: http://writing.wisc.edu/Handbook/QPA_plagiarism.html
- Graduate School's Dissertation Help: <https://grad.wisc.edu/current-students/dissertation/>

DISSERTATOR STATUS REQUIREMENTS

Students will receive an email from the Graduate School when they are granted dissertator status. This email contains important information about the rules of being a dissertator. Information on the requirements for dissertators is available at <https://grad.wisc.edu/documents/dissertator-status/>. **IT IS VERY IMPORTANT THAT STUDENTS FOLLOW ALL OF THE RULES OF BEING A DISSERTATOR OTHERWISE THEY MAY LOSE THEIR DISSERTATOR STATUS.**

The three most important rules of being a dissertator are:

- Students must maintain continuous registration by enrolling for three credits every fall and spring (and summer if funded) until they graduate, otherwise they will be assessed a degree completion fee.
- Students should not enroll in any courses except research credits or a required departmental seminar unless they have an extenuating circumstance.
- Students have five years from the date that they passed prelims to defend and deposit their dissertation. If a student does not meet this requirement they may be required to pass their prelim exam again before they will be allowed to receive their PhD degree.

Questions regarding dissertator status rules and requirements should be directed to the Student Services Coordinator.

FINISHING THE PHD

Early in the semester in which a student intends to graduate they need to submit the online warrant request form (https://forestandwildlifeecology.wisc.edu/academics/21417982244_4e0823cb05_k/wildlife-ecology-handbook/). By filling out this form students will be giving the Student Services Coordinator the information necessary for their warrant to be requested from the Graduate School. By requesting the warrant the student will trigger a check of their record by both the department and the Graduate School. The online warrant request form should be filled out at least four weeks in advance of the defense.

FINAL ORAL EXAMINATION

The Final Oral Examination is a 2 to 3 hour process. A public defense of the student's dissertation occurs first, immediately followed by an examination administered by the full Graduate Committee after the student has submitted a draft of the PhD Dissertation to each committee member and the major professor has agreed that the

student is ready to defend. The purpose of the examination is to question the student intensely about the work presented in their dissertation and ascertain that it meets all of the committee's expectations.

DISSERTATION FORMATTING REQUIREMENTS

The Department of Forest & Wildlife Ecology does not have distinct formatting requirements; instead students should follow the Graduate School's requirements which can be found online at <https://grad.wisc.edu/current-students/doctoral-guide/>.

FINAL DEPARTMENTAL REQUIREMENTS FOR GRADUATION

After a student passes their Final Oral Exam there are a few more departmental requirements that need to be completed before graduation.

- **DEPARTMENTAL DISSERTATION COPIES** – a hard copy of the dissertation must be submitted to the Forest & Wildlife Ecology reading room
- **ELECTRONIC DISSERTATION COPY** – a single PDF of the dissertation should be emailed to the Student Services Coordinator
- **FINAL WARRANT COPY** – students must make a copy of their final warrant for the Student Services Coordinator before depositing the warrant with the Graduate School

DEPOSITING YOUR DISSERTATION

Students must deposit the dissertation with the Graduate School by the degree deadline date. For information on how to schedule the deposit appointment along with all of the depositing requirements go to <https://grad.wisc.edu/current-students/doctoral-guide/>.

MISCONDUCT AND GRIEVANCE PROCEDURES

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 Department Chair, the Student Services Coordinator or the Academic Department Manager). For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals: <https://grad.wisc.edu/documents/grievances-and-appeals/>.

PROCEDURES FOR PROPER ACCOUNTING OF STUDENT GRIEVANCES:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact any of the Russell Labs Department Chairs, the Student Services Coordinator, or the Academic Department Manager to discuss the grievance. Any of the above people will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: <https://oed.wisc.edu/>.

3. Other campus resources include
 - The Graduate School - <http://grad.wisc.edu/>
 - McBurney Disability Resource Center - <http://mcburney.wisc.edu/>
 - Employee Assistance Office - <http://eao.wisc.edu/>
 - Ombuds Office - <http://ombuds.wisc.edu/>
 - University Health Services – <http://uhs.wisc.edu/>
 - UW Office of Equity and Diversity - <https://oed.wisc.edu/>
4. If the issue is not resolved to the student’s satisfaction the student can submit the grievance to the Student Services Coordinator in writing, within 60 calendar days of the alleged unfair treatment.
5. On receipt of a written complaint, a faculty committee will be convened by the Student Services Coordinator to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
6. The faculty committee will determine a decision regarding the grievance. The Student Services Coordinator will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Agricultural and Life Sciences Academic Affairs Office.
8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

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

REPORTING MISCONDUCT AND CRIME

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If a student has a grievance regarding unfair treatment towards him or herself, they should reference the procedures and resources identified above. If a student learns about, observes, or witnesses misconduct or other wrongdoing they may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with their advisor, Student Services Coordinator, or other campus resources (such as the UW Office of Equity and Diversity, Graduate School, Mc Burney Disability Resource Center, Employee Assistance Office, Ombuds Office, and University Health Services).

RESEARCH MISCONDUCT REPORTING

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible

conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at <https://kb.wisc.edu/gsadminkb/page.php?id=34486>.

RESPONSIBLE CONDUCT

- Graduate School Policies & Procedures: Responsible Conduct of Research: <https://grad.wisc.edu/documents/responsible-conduct-of-research/>
- Office of the Vice Chancellor for Research and Graduate Education's - Office of Research Policy: Introduction & Guide to Resources on Research Ethics: <https://research.wisc.edu/compliance-policy/research-ethics/>
- Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct: <http://kb.wisc.edu/gsadminkb/page.php?id=34486>
- Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources: <https://kb.wisc.edu/gsadminkb/search.php?cat=2907>

ACADEMIC/NON-ACADEMIC MISCONDUCT REPORTING

If a student knows a classmate is cheating on an exam or other academic exercise, they should notify the professor, teaching assistant or proctor of the exam. As a part of the university community, students are expected to uphold the standards of the university.

ACADEMIC MISCONDUCT

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

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

Examples of academic misconduct include but are not limited to:

- cutting and pasting text from the Web without quotation marks or proper citation;
- paraphrasing from the Web without crediting the source;
- using notes or a programmable calculator in an exam when such use is not allowed;
- using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
- stealing examinations or course materials;
- changing or creating data in a lab experiment;

- altering a transcript;
- signing another person's name to an attendance sheet;
- hiding a book knowing that another student needs it to prepare for an assignment;
- collaboration that is contrary to the stated rules of the course; or
- tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:

- Graduate School Policy & Procedure: Misconduct, Academic:
<https://grad.wisc.edu/documents/misconduct-academic/>
- Office of Student Conduct and Community Standards: <https://conduct.students.wisc.edu/>
- Dean of Students Office: Academic Misconduct Flowchart:
<https://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart/>
- University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures:
https://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf

NON-ACADEMIC MISCONDUCT

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

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

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

- engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
- attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
- attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
- selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
- removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms,

fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;

- preventing or blocking physical entry to or exit from a university building, corridor, or room;
- engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
- obstructing a university officer or employee engaged in the lawful performance of duties;
- obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
- knowingly disrupting access to university computing resources or misusing university computing resources.

Additional information regarding Non-Academic Misconduct

- Graduate School Academic Policies & Procedures: Misconduct, Non-Academic: <https://grad.wisc.edu/documents/misconduct-nonacademic/>
- Dean of Students Office: Non-Academic Misconduct: <https://conduct.students.wisc.edu/nonacademic-misconduct/>
- University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures: https://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf
- University of Wisconsin System: Chapter UWS 18: Conduct on University Lands: https://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf

SEXUAL ASSAULT REPORTING

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

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

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

CHILD ABUSE REPORTING

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

REPORTING AND RESPONSE TO INCIDENTS OF BIAS/HATE

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

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.

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 “Become a McBurney Client” at mcburney.wisc.edu/students/howto.php

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

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

MENTAL HEALTH RESOURCES ON AND OFF CAMPUS

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

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

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