

ANIMAL AND DAIRY SCIENCES, PHD

POLICIES

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (<https://policy.wisc.edu/>). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Credits Earned at Other Institutions

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

Undergraduate Credits Earned at Other Institutions or UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

PROBATION

Refer to the Graduate School: Probation (<https://policy.wisc.edu/library/UW-1217/>) policy.

ADVISOR/COMMITTEE

All Animal and Dairy Sciences PhD students are admitted to this degree program by their major professor (advisor). Following matriculation, the student and major professor determine membership for their PhD Mentor and Preliminary Examination Committee. A minimum of four faculty members are required for the PhD Mentor and Preliminary Examination Committee. At least three of the committee members must be faculty in the Department of Animal and Dairy Sciences. One faculty member on the Committee must be from outside of the Department of Animal and Dairy Sciences.

The graduate student formally requests the participation of the faculty on the committee. The student, major professor, and the Director of Graduate Studies must approve all members on this committee. Once the committee signs the PhD. Mentor and Preliminary Examination Committee

form, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. Changes to a PhD Committee must be submitted in writing to the Graduate Program Manager for approval by the Director of Graduate Studies. Students should meet with their committee at least once per year.

Students must meet with their PhD Mentor and Preliminary Examination Committee during their first year to complete their Plan of Study Form (<https://andysci.wisc.edu/wp-content/uploads/sites/263/2020/10/Fillable-PhD-requirements-for-Dept-of-Animal-and-Dairy-Sciences.pdf>). Courses taken prior to entering the Animal and Dairy Sciences program may meet program requirements if approved by the student's PhD Mentor and Preliminary Examination Committee. Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy. Once the committee has approved the Plan of Study paperwork, the student must turn in the signed copy to the Graduate Program Manager for review. The Graduate Program Manager will submit the form for review and approval by the Director of Graduate Studies. The Plan of Study paperwork must be approved before a student can request their preliminary warrant. Any changes to the certification paperwork must be communicated to the Graduate Program Manager and approved by the Director of Graduate Studies.

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

To complete the PhD degree in Animal and Dairy Sciences, successful completion of the following items is required. These must be completed in a timely fashion or the student will not be allowed to register. Please note that minimum requirements are provided, however successful completion of the PhD degree requires achievement of the standing of demonstrated scientist, through your PhD program and by making a significant research contribution to the scientific literature.

- By end of 2nd semester: 1) form a PhD Mentor and Examination Committee, 2) meet with your Mentor and Examination PhD Committee 3) obtain approval for coursework and immediate research plans.
- By end of 4th semester: schedule preliminary examination and file request for preliminary examination.
- By end or 5th semester: 1) complete written preliminary examination 2) complete oral preliminary examination 3) if written and oral preliminary examinations are passed, warrant should be signed and returned to Graduate School. You will be a dissertator.

Expectations for dissertators:

- Complete research and thesis.
- Meet with Committee regularly.
- Submit request for final examination (includes documentation that exam requirements have been met).
- Successfully complete Final Defense and Examination.

Refer to the Graduate School: Time Limits (<https://policy.wisc.edu/library/UW-1221/>) policy.

GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (<https://doso.students.wisc.edu/bias-or-hate-reporting/>)
- Graduate Assistantship Policies and Procedures (<https://hr.wisc.edu/policies/gapp/#grievance-procedure>)
- Hostile and Intimidating Behavior Policies and Procedures (<https://hr.wisc.edu/hib/>)
 - Office of the Provost for Faculty and Staff Affairs (<https://facstaff.provost.wisc.edu/>)
- Employee Assistance (<http://www.eao.wisc.edu/>) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (<https://employee disabilities.wisc.edu/>) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (<https://grad.wisc.edu/>) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (<https://compliance.wisc.edu/>) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (<https://osas.wisc.edu/>) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (<https://conduct.students.wisc.edu/>) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (<http://www.ombuds.wisc.edu/>) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (<https://compliance.wisc.edu/titleix/>) (for concerns about discrimination)

College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALs), any student who feels unfairly treated by a member of the CALs faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALs, the student should seek the advice of the dean or director of that unit to determine how to proceed.
 - a. If the complaint involves an academic department in CALs the student should proceed in accordance with item 3 below.
 - b. If the grievance involves a unit in CALs that is not an academic department, the student should proceed in accordance with item 4 below.
3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person's name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
 - a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
 - b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
 - c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
 - d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALs Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.
4. If the alleged unfair treatment occurs in a CALs unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALs Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

Students should contact the department chair or program director with questions about grievances.

OTHER Enrollment Requirement

The program requires all funded students to be enrolled full time. For PhD students this means at least 8 credits in the fall and spring term and at least 2 credits in the summer term. For students funded by another program should check with the payroll and benefits coordinator of that department to learn their requirements for enrollment. Unfunded students should follow the Graduate School enrollment requirements policy (<https://grad.wisc.edu/documents/enrollment-requirements/>).