

Department of Entomology, University of Wisconsin
Guidelines for MS Program in Entomology
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Satisfactory Progress

The Department of Entomology has followed the guidelines for MS candidates set by the Graduate School (<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#155>) relative to the minimal course requirements and grade-point average. In other words, any student's continuation in the Graduate School is at the discretion of the Graduate School, the student's major department, and the student's major professor. The student must maintain an average record of B (3.0) or better in all work (excluding research credits) taken as a graduate student. (A grade of P is considered satisfactory for this purpose while I, incomplete, is considered unsatisfactory.) The Department of Entomology also requires that the student is making satisfactory academic progress towards the intended degree. Evaluation of the student's progress is the responsibility of the major professor and the student's certification committee.

In special cases, the Graduate School permits a student who does not meet the required GPA to continue on probation for one semester upon recommendation of the major professor. If the student does not successfully overcome the probation restrictions during that semester, the student's major professor must petition both the Graduate School and the Academic Affairs Committee of the Department of Entomology to keep the student enrolled in graduate school. During the second semester, the student must bring the overall grade point average to 3.0 or better (based on non-research course work) to maintain student status. Failure to do so will result in dismissal. To re-enter, the student must reapply as a new student.

Time deadlines for completion of the MS or PhD degree or the scheduling of preliminary examinations are flexible and at the discretion of the major professor and Certification Committee; however, deadlines set by the Graduate School will be strictly adhered to. In the event of an unresolved problem, the student may request counsel and arbitration from the Departmental Chair or a committee of tenured professors appointed by the Chair.

Enrollment Requirements

The department requires all funded students to be enrolled full time. For MS students this means at least 8 credits in the fall and spring term and at least 2 credits in the summer term. Students funded by another department should check with the payroll and benefits coordinator of that department to learn their requirements for enrollment. Unfunded students should follow the Graduate School's rules on enrollment (<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#EnrollmentRequirements>).

Advisory Committee

Each graduate student, after discussion with his or her major professor, must establish a committee to provide guidance and oversight over the course of the student's graduate studies. The Graduate School establishes criteria for committee composition (<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#31>). An MS student must have three graduate faculty members on their committee (major professor and two others). If a student wishes to request to have a non-UW-Madison faculty member or a non-faculty member serve as a committee member the advisor will need to send a request along with a current CV for the person who wishes to be on the committee to the Academic Affairs Committee Chair (Claudio Gratton, cgratton@wisc.edu) for initial consideration. If the case is not clear to the chair they may ask the rest of the Academic Affairs Committee for input.

Degree Requirements and Certification

The Entomology MS requires students to take 16 credits which include:

- Entomology 302 Introduction to Entomology or equivalent, 4 credits (every semester)
- Entomology 601 Seminar in Methods of Scientific Oral Presentations, 1 credit (please notes that 601 is offered only once every other spring, so it should be taken it as soon as possible)
- Two additional courses in Entomology totaling 6 credits from two of the three following categories
 - Suborganismal
 - Organismal
 - Applied Entomology
- One of the following seminars
 - Entomology 901 Seminar: Organismal Entomology, 1 credit (irregular),
 - Entomology 903 Seminar: Evolutionary Entomology, 1 credit (irregular) or
 - Entomology 905 Seminar: Applied Entomology, 1 credit (irregular)
- 1-4 credits of Entomology 990 Research

The advisor and advisory committee may require a student to take additional courses. Students should submit their MS course certification form

(http://www.entomology.wisc.edu/sites/default/files/ms_certification.doc) to the Student Services Coordinator (276 Russell Labs) along with a copy of their thesis proposal after it has been approved and signed by their committee.

Finishing the MS

Early in the semester in which a student intends to graduate they will receive an email asking them to notify the Student Services Coordinator (Sara Rodock) of their intention to graduate (for summer graduates this will happen along with the spring graduates). This email will ask the student to request their warrant. The warrant request is a form filled out by the Student Services Coordinator that is submitted to the Graduate School. By requesting the warrant the student will trigger a check of their record by both the department and the Graduate School. For a listing of the Graduate School's requirements for completing the MS degree go to Expecting Your Master's Degree? Procedures to Help (<http://www.grad.wisc.edu/education/completedegree/mdegree.html>).

The Entomology department follows the Graduate School's guidelines for thesis formatting. For information on the Graduate School's thesis formatting requirement please visit the Guide to Preparing Your Master's Thesis website (<http://www.grad.wisc.edu/education/completedegree/mguide.html>). Please note that all theses deposited at Memorial Library are required to have an advisor approval page that is signed by the advisor. Students can either follow the directions on the Guide to Preparing Your Master's Thesis website or use the department's template (http://www.entomology.wisc.edu/sites/default/files/ms_advisor_approval_page.doc).

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 (Dr. David Hogg, dhogg@cals.wisc.edu), the Student Services Coordinator (Sara Rodock, rodock@wisc.edu) or the Academic Department Manager (Lance Potter, lpotter@wisc.edu). For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals: <https://grad.wisc.edu/acadpolicy/#grievancesandappeals>.

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 the Department Chair (Dr. David Hogg, dhogg@cals.wisc.edu), the Student Services Coordinator (Sara Rodock, rodock@wisc.edu) or the Academic Department Manager (Lance Potter, lpotter@wisc.edu) 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: <http://www.oed.wisc.edu/index.html>.

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 - <http://www.oed.wisc.edu/index.html>
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/acadpolicy/#grievancesandappeals>.

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

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 <http://www.grad.wisc.edu/research/policyrp/ReportingMisconduct.html>.

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.

Sexual Assault Reporting

Faculty, staff, teaching assistants, and others who work direct with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials, specifically the Office for Equity & Diversity or the Division of Student Life. This effort is not the same as filing a criminal report. Disclosing the victim's name is not required as part of this report. Please find full details at <http://www.oed.wisc.edu/sexualharassment/assault.html> and <http://www.students.wisc.edu/doso/studassist.html#sexassault>.

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 <http://www.oed.wisc.edu/childabuse/>.

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 <http://students.wisc.edu/doso/biasreporting.html> and <http://www.students.wisc.edu/rights/what-if-i-witness-or-experience-a-bias-related-incident/>