

**Department of Entomology, University of Wisconsin**  
**Guidelines for PhD Program in Entomology**  
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## Goals of the Graduate Program

The goals of the graduate program in the Department of Entomology are to develop:

- core knowledge in the basic areas of entomology including suborganismal, organismal, and applied entomology;
- advanced knowledge about one or more areas within entomology and one or more related fields;
- critical thinking to enable a student to define problems, assemble facts, and apply logic;
- written and oral communication skills;
- state-of-the-art research skills and
- enlightened perspectives on current issues in entomology, agriculture, biology, and society

The department recognizes that a PhD research program provides unique challenges and opportunities for a student to learn to become an innovative and independent researcher. To achieve this goal, it is sometimes necessary for the student to gain experience conducting a structured research project. For this reason, if a student does not hold a Master's degree or its equivalent (e.g., professional experience), the student is admitted into the department as a candidate for a Master's degree.

However, if in consultation with the major professor, it is decided that the student may benefit from going directly into a PhD program, the student can petition the Academic Affairs Committee for waiver of the Master's degree requirement. This petition can be submitted prior to entry into the Department. The petition must include evidence in support of the waiver. The option for waiver should not be considered routine and should be reserved for students demonstrating exceptional aptitude for independent and innovative research.

## The Graduate School

All Entomology graduate students must adhere to the Graduate School's academic policies and procedures. More information regarding the Graduate School's academic policies and procedures please visit the following websites:

- Graduate School's home page: <http://www.grad.wisc.edu/>
- Graduate School's forms page: <http://www.grad.wisc.edu/education/forms/index.html>
- Graduate School Academic Guidelines: <http://www.grad.wisc.edu/education/acadpolicy/guidelinesindex.html>

All relevant links are also included below within each topic area. If there are questions regarding the Graduate School's policies please contact the Student Services Coordinator, Sara Rodock ([rodock@wisc.edu](mailto:rodock@wisc.edu) or 608-262-9926).

## General PhD Information

Semester(s)	Actions
1	<ul style="list-style-type: none"> <li>begin course work, under advisement of the major professor</li> <li>begin communicating with potential <u>advisory committee</u> (AC) members</li> </ul>
2	<ul style="list-style-type: none"> <li>complete AC selection</li> <li>hold <u>certification meeting</u></li> </ul>
3-6 (max)	<ul style="list-style-type: none"> <li>complete prerequisites, major and minor courses and any other remedial actions as identified at the certification meeting</li> <li><u>preliminary examination</u> (thesis proposal defense)</li> </ul>
Dissertator status through graduation	<ul style="list-style-type: none"> <li>complete research and dissertation</li> <li><u>exit seminar</u> and <u>final defense</u> (students must deposit their dissertation within five years of passing their preliminary examination, as per Graduate School rules)</li> </ul>

### Enrollment Requirements

The Graduate School at UW-Madison requires all graduate students to enroll for a minimum number of credits every semester to be considered an active graduate student. Additionally, the Graduate School requires PhD students to complete 32 credits at UW-Madison as a graduate student before a student can become a dissertator. Other entities, such as the funding department or International Students Services (ISS) may have additional enrollment requirements.

### Fall and Spring Enrollment Requirements

Enrollment Type	PhD Pre-dissertator	PhD Dissertator
Domestic unfunded	2 credits minimum*	3 credits
International students regardless of funding	8 credits minimum (unless there is an exception from ISS)	3 credits
RA or fellowship through a Russell Labs department	8 credits minimum	3 credits
33.33% TA or PA through a Russell Labs department	6 credits minimum	3 credits
50% TA or PA through a Russell Labs department	4 credits minimum	3 credits
Funded through another department/program	Check with funding 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 MS and 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 – <i>not graduating</i>	Not required**	Not required**
Unfunded – <i>graduating</i>	2 credits minimum# in the 8 week (DHH) session	3 credits in the 8 week (DHH) session
International student unfunded in their first semester	4 credits	na
RA or 12 month fellowship through a Russell Labs department	2 credits minimum in the 8 week (DHH) session	3 credits in the 8 week (DHH) session
33.33% TA or PA through a Russell Labs department	Not required**	Not required**
50% TA or PA through a Russell Labs department	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 MS and PhD Pre-dissertator when unfunded is 4 credits minimum, for Dissertators full time enrollment is always 3 credits

## General Enrollment Information

For all MS and PhD pre-dissertators the maximum enrollment is 12 credits, however the credit total cannot exceed the number of weeks in the session, for example a student cannot enroll for 9 credits in an 8-week summer 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 12 credits, including the types of courses above that do not count towards the enrollment minimum, they must submit a credit overload request:

<http://www.grad.wisc.edu/education/forms/overload.html>.

The above information was taken from the Graduate School's Academic Policies and Procedures website which can be found online at:

<http://www.grad.wisc.edu/education/acadpolicy/guidelinesindex.html>.

## Course Drop Policy

For various reasons it is sometimes necessary for a student to drop a course. This should occur in consultation with the major professor. If the major professor agrees to the

course change, the student must drop the course through the Student Center found through MyUW.

If dropping a course that is part of the certification paperwork the student will need to get approval of the entire advisory committee (see below for more information on certification and course substitution requests).

Information regarding deadlines and requirements for dropping a course is available on the Registrar's website (<http://www.registrar.wisc.edu/>).

## PhD – First Year

### Advisory Committee (AC)

#### Graduate School Committee Requirements

Graduate School's rules on advisory committees:

<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#31>.

#### Entomology's Committee Requirements

**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 (AC) consisting of the advisor (major professor) and four other committee members. The majority of the committee must be faculty from Entomology (including affiliates, adjunct or emeritus faculty) and at least one member must have a major appointment outside of the discipline of Entomology. This committee must be selected by the student and advisor in order to complete the PhD certification examination.

If a student wishes to have a non-faculty member or non-UW Madison faculty member serve as a committee member the advisor will need to submit an "external member" request form to the Academic Affairs Chair 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:

[http://www.entomology.wisc.edu/sites/default/files/external\\_committee\\_member.doc](http://www.entomology.wisc.edu/sites/default/files/external_committee_member.doc).

#### Functions of the Advisory Committee

The Advisory Committee (AC) has several key functions and responsibilities:

- in consultation with the student and the advisor, certify the student's major and minor coursework and general area of specialization;

- administer the certification, preliminary examination and exit seminar/final defense examination;
- meet with the student at least once each year to discuss research progress and the content and form of the proposed dissertation.

### **Satisfactory Progress**

The Department of Entomology follows the guidelines for PhD candidates set by the Graduate School relative to the minimal course requirements and grade-point average (<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#155>).

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 advisory committee.

### **PhD Course Requirements**

#### **Basic Course Requirements**

The courses below may have been taken at any time in the student's academic career (including undergraduate). Courses in the "basic requirements" may count also toward major or minor course requirements. Courses in this section can be taken Pass/Fail.

**Biology** (4 courses): a minimum of one course is required in any four of the following subjects: (introductory biology courses do not count in this section)

- Structure or phylogeny of organisms
- Physiology or cytology
- Ecology or population dynamics
- Genetics
- Biochemistry

#### **Chemistry:**

- General chemistry – two semesters with laboratory
- Organic chemistry – one semester with laboratory

#### **Physics** (1 course):

- Introductory physics course, or applications of physics to biological, chemical or atmospheric sciences (e.g., Soils 622 Soil Physics; physical chemistry; Physics 472 Scientific Background to Global Environmental Problems; Soils 532 Environmental Biophysics; Zoology 611 Comparative and Evolutionary Physiology)

**Mathematics** (2 courses): two college-level mathematics courses in the following subjects including:

- Statistics, and
- Advanced or applied math (calculus, linear algebra, modeling, additional statistics)

### PhD Required Entomology Courses

The acceptability of equivalent courses taken at other institutions may be determined by the student's AC. Waivers of course requirements may be granted by the departmental Academic Affairs Committee, but only under exceptional circumstances. Core requirements should be taken earlier (rather than later) in the student's program.

Students are required to take all of the following courses:

- **Entomology 302** Introduction to Entomology, offered fall and spring semesters
- **Entomology 601** Seminar in Methods of Scientific Oral Presentations, offered even spring semesters
- **Entomology 901** Seminar in "Synthesis in Entomology" (currently Seminar in Organismal Entomology), taken twice, offered fall and spring semesters
- **Entomology 875** Seminar in Special topics, offered occasionally

Four additional courses in Entomology from the following three categories (must take at least one course in each category):

- At least one course in **suborganismal entomology**, which may be satisfied by any of the following courses:
  - Entomology 321 Physiology of Insects, offered even fall semesters
  - Entomology 505 Plant-Microbe Interactions: Molecular and Ecological Aspects, offered spring semesters
  - Entomology 472 Molecular Evolution, offered occasionally
- At least one course in **organismal entomology**, which may be any of the following courses:
  - Entomology 331 Taxonomy of Mature Insects, offered odd fall semesters
  - Entomology 342 Insect Ecology, offered even fall semesters
  - Entomology 432 Taxonomy and Bionomics of Immature Insects, offered odd spring semesters
  - Entomology 473 Plant-Insect Interactions, offered even spring semesters
  - Entomology 530 Insect Behavior, offered occasionally
  - Entomology 701 Advanced Taxonomy, offered even spring semesters
- At least one course in **applied entomology**, which may be any of the following courses:
  - Entomology 371 Medical Entomology, offered odd spring semesters
  - Entomology 500 Insects and Diseases in Forest Resource Management, offered odd fall semesters
  - Entomology 541 Biological Control of Insects, offered odd fall semesters
  - Entomology 570 Principles of Insect Pest Suppression, offered occasionally



- At least one elective course in entomology as determined by the AC, such courses may be any of the 300 to 700 Entomology courses not already used to meet the above requirements.

### PhD Minor

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 9 credits in a single department/program. Selection of this option requires the approval of the minor department/program. In an Option A minor please contact the department for more information on the minor requirements (<http://www.grad.wisc.edu/education/mas/toc.html>).
- **Option B Distributed Minor:** Requires a minimum of 9 credits in one or more departments/programs and can include course work 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). An Option B minor always appears on the transcript as *Distributed*. For more information on the Graduate School's minor requirements go to <http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#126>. Some students are exempted from the minor requirement; see below under *Other Academic Opportunities for PhD Students* for more information.

Students are required to list the courses being used towards the minor requirement on their certification paperwork. If a student is pursuing an Option A minor, and the minor department requires paperwork for their needs, the student should also submit a copy of this additional minor paperwork as part of the certification.

### Certification

All Entomology PhD students are required to meet with their AC by the **end of their second semester** in order to certify their plan of study. If a student is not able to complete the certification by the end of the second semester, they must notify the Student Services Coordinator. Certifications not submitted for review by the end of the third semester will be considered signs of inadequate progress toward the degree and require a petition to the AAC for approval.

At the certification, the student will provide the AC with (1) a completed certification form ([http://www.entomology.wisc.edu/sites/default/files/phd\\_certification.doc](http://www.entomology.wisc.edu/sites/default/files/phd_certification.doc)) with all prior relevant and planned coursework needed to fulfill the Entomology PhD requirements and (2) a brief research prospectus (2-4 pages).

The purpose of the certification is for the AC to assess and determine any impediments to success in the graduate student's progress toward a PhD. A student will be expected to have fluency in the proposed area of study. During this meeting committee members will ask questions of the student to probe the level of knowledge in basic entomology as well as other general areas deemed relevant to the student's proposed field of study. If deficiencies are identified by the AC, remedial actions will be recommended and included as requirements of the certification.

After the certification meeting, the student will need submit one paper and one electronic copy of the certification form and the research prospectus (and minor agreement form if pursuing an Option A minor) to the Student Services Coordinator ([rodock@wisc.edu](mailto:rodock@wisc.edu)) for approval by the Academic Affairs Committee (ACC).

The student is required to complete all of the courses listed as "required" on the certification form and any other remedial actions requested by the AC. If any changes need to be made to the certification, the student should do so through the course substitution form ([http://www.entomology.wisc.edu/sites/default/files/course\\_sub.doc](http://www.entomology.wisc.edu/sites/default/files/course_sub.doc)). All substitutions must be approved by the AC and the AAC before the student can become a dissertator (see below) and progress in the program.

### **Other Academic Opportunities for PhD Students**

There are additional opportunities available to graduate students. Students may pursue a joint or double degree or earn a graduate-level certificate while pursuing an Entomology PhD. Often PhD students who pursue a joint degree or a graduate-level certificate are exempt from having to pursue a minor. Students interested in these options should contact the Student Services Coordinator ([rodock@wisc.edu](mailto:rodock@wisc.edu) or 608-262-9926) or check out the Graduate School's information online at <http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#112> for more information.

## **PhD – Years Two and Three**

### **Preliminary Examination**

Sometime after the certification meeting and **no later than the 6th semester**, students will have a preliminary examination (PE). The preliminary examination is a defense of a student's proposed PhD dissertation research, and is designed to determine whether a student may proceed towards for the PhD. The purpose of this exam is to demonstrate to the AC that the student has mastery of the literature and the field in which their work

lies, and a command of the specific system, methods and protocols required to perform and interpret the work.

The preliminary examination includes a written research proposal in the format of an NSF/ USDA/ NIH-style grant proposal (to be determined by the AC) with a maximum of 15 pages and to be presented to the committee a minimum of 2 weeks in advance of the exam. The ability to communicate in writing will be evaluated by the AC. At the preliminary examination, the student must orally defend the research proposal and satisfy the AC that (s)he has sufficient mastery of the field to see the work to completion. Although a successful research proposal will normally include preliminary data/results to show that the proposed work is feasible, the preliminary examination should be completed before the bulk of research is performed. The preliminary examination gives the AC the opportunity to make extensive suggestions on the proposed research and set out expectations for a successful PhD research project. A concurrence among the members of the AC will determine the outcome of the exam.

Outcomes of the preliminary examination are (1) pass, (2) fail with the option of retaking the PE within 2 semesters, and (3) fail without the option of retaking the PE.

Passing the preliminary examination (outcome 1) is one of the requirements needed to achieve dissertator status as per Graduate School requirements. Some competitive extramural fellowships (e.g., USDA, NSF) often specify at what stage in the career a student must be in order to receive the award (e.g., within first two years/Dissertator, etc). If a student has a question regarding their status in regards to the fellowship stipulations, the student should consult the Academic Affairs Chair and the Student Services Coordinator for clarification and coordination with the Graduate School.

If a student has failed the exam for the first time (outcome 2) they can retake the exam within two semesters. If a student has failed the exam for the second time (outcome 3) they will be dropped from the graduate program.

### **Preparing for the Preliminary Examination**

Students must complete the following steps before the preliminary examination:

- Contact the committee to find a date that allows everyone to participate and administer the preliminary examination.
- Request a preliminary examination warrant from the Student Services Coordinator ([rodock@wisc.edu](mailto:rodock@wisc.edu)). The Graduate School requires three weeks for processing preliminary exam warrant requests, so the student should contact the Student Services Coordinator no less than five weeks before the preliminary exam.

In order for the warrant to be sent to the Graduate School the Student Services Coordinator will review the following:

- **Certification:** are all required and remedial courses listed on the certification complete or in progress\*, if not the student will need to submit a course substitution form for approval by the AAC (available at [http://www.entomology.wisc.edu/sites/default/files/course\\_sub.doc](http://www.entomology.wisc.edu/sites/default/files/course_sub.doc))  
\*While it is possible to take the preliminary exam before all of the certification coursework is completed, the dissertator status is not awarded by the Graduate School until all Graduate School requirements are fulfilled
- **Minor:** students pursuing an Option A minor must complete all courses and file the appropriate paperwork; for an Option B minor all coursework must be completed
- **GPA:** the student has a minimum 3.0 GPA
- **Grades:** students cannot have any grades of NR, I, U or P (for a graded course, P in 990 is fine) on their record
- **Credits:** the student has completed the minimum 32 graduate-level credits (including the currently enrolled semester)
- **Enrollment:** the student is enrolled in the current semester correctly (i.e., sufficient credits) according to the funding status (see *Enrollment Requirements* above)
- **Advisor:** if the advisor's home department is not Entomology, their affiliation with Entomology up-to-date
- **Advisory Committee:** all AC members satisfy the guidelines established by the department and the Graduate School (see *Advisory Committee* above)

Once all of the above conditions are met, the preliminary exam warrant request will be sent to the Graduate School for final review. The Graduate School's rules on the preliminary examination are available online at <http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#140>. When the Graduate School approves the warrant it will be sent to the Student Services Coordinator who will contact the student.

### After the Preliminary Examination

Once the student has passed the preliminary examination it is the student's responsibility to get all of the appropriate signatures on the warrant.

- *Committee signatures* – make certain that all five members of the committee have signed the warrant. If a committee member is unable to physically sign the warrant they can email a proxy signature to the major advisor, (or department chair) copying the Student Services Coordinator
- *Option A minor* – contact the minor department to see who signs the warrant.  
*Option B minor* – the Entomology department chair signs the prelim warrant if
- *Department chair signature* – in all cases the department chair will also need to sign the warrant

The preliminary examination warrant with all appropriate signatures is returned to the Student Services Coordinator who will submit the paperwork to the Graduate School.

### Dissertator Status Deadlines

In order to be a dissertator for a specific term a student will need to pass the preliminary examination by the last weekday before the start of the term in which they wish to become a dissertator. This year's current deadlines are available online at <http://www.grad.wisc.edu/education/acadpolicy/deadlines.html>.

Even though dissertator status will not begin until the beginning of the next term the five-year clock for graduation starts the day a student passes their preliminary examination.

## PhD – Dissertator Status through Graduation

### Dissertator Status

Once the Graduate School has reviewed the preliminary examination warrant and everything is sufficient the student will receive an email outlining the requirements of being a dissertator. A copy of this email can be found online at

<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#56>. **It is very important to follow all of the rules of being a dissertator otherwise the student may lose dissertator status.** The three most important rules of being a dissertator are:

- Maintaining continuous enrollment by enrolling for 3 credits every fall and spring (and summer if funded) until graduation, otherwise the student will be assessed a degree completion fee.
- Not enrolling in any courses except research credits or a required departmental seminar unless there is an extenuating circumstance.
- Depositing the dissertation within five years of the passing of the preliminary examination. Failing to meet this requirement may require retaking the preliminary examination again before obtaining a PhD.

If at any point a student has questions about what is acceptable as a dissertator they should contact the Student Services Coordinator ([rodock@wisc.edu](mailto:rodock@wisc.edu)) ASAP.

### The Last Semester

#### Deadlines

Before the start of every semester the Graduate School produces a schedule of deadlines for the upcoming year. In order to graduate during a specific semester the student must meet the deadline. For PhD graduates this means depositing the dissertation with the Graduate School by 4:00 pm on the deadline date.

The deadlines usually follow the formula below:

- fall and spring degree deadlines: the last Friday of finals
- summer degree deadlines: two Fridays before the start of the fall term
- window period\* deadlines: the last weekday before the start of the new term (typically a Friday, but not always)

\*The window period is the time between the end of one degree period and the beginning of the next. If a student was registered in previous semester and met all degree requirements by the end of the window period, the degree will be granted in the next semester but the student will not have to register or pay fees for the next semester.

The deadline for the current school year are available at the Graduate School's *The Three D's: Deadlines, Defending, & Depositing Your PhD Dissertation* website at <http://www.grad.wisc.edu/education/completedegree/ddd.html> or contact the Student Services Coordinator ([rodock@wisc.edu](mailto:rodock@wisc.edu)) for more information.

### Getting Ready to Graduate

Early in the semester in which the student intends to graduate they will receive an email asking them to notify the Student Services Coordinator of their intention to graduate (for summer graduates this will happen along with the spring graduates). This notification will ask the student to complete the final oral committee approval form. It is the student's responsibility to fill out the final oral committee approval form and get the necessary signatures and return it to the Student Services Coordinator. Completing the form will trigger a check of student record by both the department and the Graduate School:

- **GPA:** minimum 3.0 GPA for graduation
- **Grades:** no grades of NR, I, U or P (for a graded course, P in 990 is fine) on record
- **Enrollment:** enrolled for three credits of research or departmental seminar
- **Advisor:** if the advisor's home department is not Entomology, the affiliation with Entomology up-to-date
- **Advisory Committee:** all AC members satisfy the guidelines established by the department and the Graduate School (see *Advisory Committee* above)
- **Time limit:** dissertation will be able to be deposited with the Graduate School within five years of the preliminary examination

Once everything is satisfactory with the Graduate School they will send the final defense packet to the Student Services Coordinator who will contact the student.

A listing of the Graduate School's requirements for completing the PhD degree are available at *The Three D's: Deadlines, Defending, & Depositing Your PhD Dissertation* website (<http://www.grad.wisc.edu/education/completedegree/ddd.html>).

## **Finishing the PhD**

### **Final Oral Examination**

All PhD students are required to pass their final oral exam before they can be allowed to graduate. The final oral examination will consist of a public, oral thesis defense in seminar form with an approximately 45 minute presentation on significant parts of the research, followed by questions from the audience. This will normally be scheduled as part of the department colloquium series (but can also be separate of the colloquium series) and posted at least 24 hours in advance. There will then be a separate closed meeting of the student and the AC during which the student defends their thesis research. Logistical considerations may require that the public presentation and private meeting with the AC occur on different days, though ideally they would within the same semester. In order to pass the oral defense, the AC will sign the official paperwork as evidence of successful defense of the thesis with at most one member dissenting (as per Graduate school regulations).

The final oral examination meeting must include the entire Advisory committee (either in person if at all possible or via teleconference if necessary). The student is responsible for preparations for the final dissertation defense:

- setting a meeting time with the committee (at least one month before the defense);
- reserving a room;
- scheduling the exit seminar - each student must present an exit seminar summarizing research results as part of the regular Departmental colloquium series (these seminars need not be coupled with the final oral defense meeting with the committee) it is the responsibility of the student to communicate with the colloquium organizers to identify an appropriate date for the exit seminar usually within six months before completion of the degree;
- making accommodations for committee members participating via phone, Internet, etc.;
- sending a copy of the dissertation to the AC (at least two weeks prior to the defense) and
- picking up the final oral defense packet from the Student Services Coordinator to have it signed at the exam (provided the AC passes the student)

### **Dissertation Formatting Requirements**

The Entomology department does not have distinct formatting requirements; instead students should follow the Graduate School's requirements which can be found in the final oral defense packet or online at "A Guide to Preparing Your Doctoral Dissertation" website at <http://www.grad.wisc.edu/education/completedegree/pguide.html>.

### Final Departmental Requirements for Graduation

After successfully passing the final oral defense, students must complete the final requirements before their degree will be posted:

- *Departmental dissertation copies* – the student will need to submit both a hard copy and an electronic copy (in PDF format) of the dissertation with the department. Three hard copies of the printed thesis need to be delivered to the Entomology Receptionist who will have them bound. One copy is for the department, one is for the advisor and one copy is for the student. The e-copy (PDF) should be emailed to the Student Services Coordinator ([rodock@wisc.edu](mailto:rodock@wisc.edu)). Graduation is contingent on providing hard and e-copies of the thesis to the department.
- *Exit interview* – students must schedule a time with the Student Services Coordinator to do the exit interview.
- *Final warrant* – students will need to make a copy of their final warrant and give it to the Student Services Coordinator before they deposit it with the Graduate School. This will help the Student Services Coordinator to make a final check of grades and take care of any issues so that there is no delay in the posting of the degree (students cannot graduate with any NR, I, U or P grades on their record - 990 Research credits must be an “S”).

### Depositing the Dissertation

Students will need to deposit their dissertation and graduation forms (found in the final oral defense packet) with the Graduate School by the degree deadline date. Information regarding how to schedule a deposit meeting along with all of the depositing requirements are available online at “The Three D's: Deadlines, Defending, & Depositing Your PhD Dissertation” at <http://www.grad.wisc.edu/education/completedegree/ddd.html>.

It may take up to three months after the end of the graduation term for a degree to be posted to a student’s record.

### Graduation

Graduation at UW-Madison is handled by the Office of the Secretary of the Faculty. Information regarding dates, attire, tickets, etc. is available at <http://www.secfac.wisc.edu/commence/>. Students will need to inform the Student Services Coordinator of their intention to participate in the commencement ceremony early in their final term. Summer graduates have the option of participating in either the spring or winter commencement ceremony.

### Diploma

Information regarding the diploma and the mailing of the diploma is available online at <http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#51>.



# PhD Minor in Entomology

## Graduate School Minor Requirements

The PhD Minor in Entomology is designed for students who wish to receive an Option A External Minor in Entomology to augment their PhD curriculum. This minor option is not available to students pursuing a PhD in Entomology. More information on the Graduate's School requirements for a minor is available at <http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#126>.

## Entomology Minor Course Requirements

Students who elect entomology as a minor in their training for the doctorate will take at least 9 credits of Entomology courses, including one semester of graduate seminar (Entomology 901 or 875). The courses will be determined by the student's interest after consultation with the minor professor and the AC.

## 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](mailto:dhogg@cals.wisc.edu)), the Student Services Coordinator (Sara Rodock, [rodock@wisc.edu](mailto:rodock@wisc.edu)) or the Academic Department Manager (Lance Potter, [lpotter@wisc.edu](mailto: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](mailto:dhogg@cals.wisc.edu)), the Student Services Coordinator (Sara Rodock, [rodock@wisc.edu](mailto:rodock@wisc.edu)) or the Academic Department Manager (Lance Potter, [lpotter@wisc.edu](mailto: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/policy/rp/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/>