

DEPARTMENT OF ENTOMOLOGY

UNIVERSITY OF WISCONSIN-MADISON

GUIDELINES FOR MS PROGRAM IN ENTOMOLOGY

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MS PROGRAM LEARNING GOALS

The Entomology department has set the following goals for the MS program:

1. Develop a broad knowledge base of entomology, inclusive of suborganismal, organismal, and applied entomology.
2. Knowledge of laboratory and/or field methodology
3. Explain and apply scientific methods including designing and conducting experiments and testing hypotheses
4. Recognize relationships between structure and function at appropriate levels- molecular, cellular, organismal or ecological

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

ENROLLMENT

FALL AND SPRING SEMESTER ENROLLMENT REQUIREMENTS

Enrollment Types	MS
Domestic unfunded	2 credits minimum*
International students regardless of funding	8 credits minimum (unless you have an exception from ISS)
RA or fellowship through Entomology	8 credits minimum
33.33% TA or PA through Entomology	6 credits minimum
50% TA or PA through Entomology	4 credits minimum
funded through another department/program	Check with that department
Other or uncertain	Check with the Student Services Coordinator

**this does not qualify as "full time enrollment," full time enrollment for a MS student 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	MS
Unfunded – not graduating	Not required [#]
Unfunded – graduating	2 credits minimum [#] in the 8 week (DHH) session
International student unfunded and in their first semester	4 credits
RA or 12 month fellowship through Entomology	2 credits minimum in the 8 week (DHH) session
33.33% TA or PA through Entomology	Not required [#]
50% TA or PA through Entomology	Not required [#]
funded through another department/program	Check with that department
Other or uncertain	Check with the Student Services Coordinator

#this does not qualify as "full time enrollment," full time enrollment for a MS student when unfunded is 4 credits minimum, for Dissertators full time enrollment is always 3 credits

For all MS students 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/acadpolicy/?policy=forms>.

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

SATISFACTORY PROGRESS

The Department of Entomology has followed the guidelines for MS candidates set by the Graduate School (<http://grad.wisc.edu/acadpolicy/#satisfactoryprogress>) 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.

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. 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.

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.

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. 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 (http://www.entomology.wisc.edu/sites/default/files/external_committee_member.doc) along with a current CV for the person who wishes to be on the committee to the Academic Affairs Committee Chair (Walt Goodman, goodman@entomology.wisc.edu or Dan Young young@entomology.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.

GRADUATE SCHOOL COMMITTEE REQUIREMENTS

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

DEGREE REQUIREMENTS AND CERTIFICATION

DEPARTMENTAL COURSE REQUIREMENTS

The Entomology MS requires students to take 30 credits (<http://grad.wisc.edu/acadpolicy/#minimumgraduatedegreecreditrequirement>) which include:

- ENTOM 302 INTRODUCTION TO ENTOMOLOGY or equivalent, 4 credits (every semester)
- ENTOM 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)
- ENTOM 801 COLLOQUIUM, 1 credit
- Two additional courses in Entomology totaling 6 credits from two of the three following categories
 - SUBORGANISMAL
 - ENTOM 321 Physiology of Insects, offered even fall semesters
 - ENTOM 505 Plant-Microbe Interactions: Molecular and Ecological Aspects, offered spring semesters
 - ENTOM 624 Molecular Ecology, offered odd spring semesters
 - ORGANISMAL
 - ENTOM 331 Taxonomy of Mature Insects, offered odd fall semesters
 - ENTOM 432 Taxonomy and Bionomics of Immature Insects, offered odd spring semesters

- ENTOM 450/1 Basic and Applied Insect Ecology, offered odd fall semesters (lab is optional, course may count for either organismal or applied categories)
- ENTOM 473 Plant-Insect Interactions, offered even spring semesters
- ENTOM 701 Advanced Taxonomy, offered even spring semesters
- **APPLIED ENTOMOLOGY**
 - ENTOM 350 Parasitology, offered spring semesters
 - ENTOM 351 Principles of Economic Entomology, offered fall semesters
 - ENTOM 371 Medical Entomology, offered odd spring semesters
 - ENTOM 450/1 Basic and Applied Insect Ecology, offered odd fall semesters (lab is optional, course may count for either organismal or applied categories)
- One of the following seminars
 - **ENTOM 901 SEMINAR: ORGANISMAL ENTOMOLOGY**, 1 credit (2 out of every 3 semesters),
 - **ENTOM 875 SPECIAL TOPICS**, 1 credit (1 out of every 3 semesters)
- At least 17 electives to reach a total of 30 credits (can include ENTOM 990 Research)

In addition to needing to complete a total of 30 credits at least 15 of the credits taken must be graduate-level credits, meaning the credits are either 700-level or above or are courses numbered 300-699 that have the graduate level attribute. Courses in the Entomology curriculum that meet this requirement include ENTOM 321, 331, 351, 371, 432, 450/1, 473, 505, 601, 624 and all courses numbered 700 or above (including 990). Courses that specifically do not meet the 15 credit rule include ENTOM 300, 350, 354, 375 and 468.

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 (284 Russell Labs) along with a copy of their thesis proposal after it has been approved and signed by their committee.

GRADUATE SCHOOL CREDIT REQUIREMENTS

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

- **MINIMUM GRADUATE DEGREE CREDIT REQUIREMENT** – MS students must complete at least 30 credits: <http://grad.wisc.edu/acadpolicy/#minimumgraduatedegreecreditrequirement>
- **MINIMUM GRADUATE COURSEWORK (50%) REQUIREMENT** – MS students must complete at least 15 graduate credits (courses numbered 700-level or above or courses noted as such numbered 300-699 in the course guide): <http://grad.wisc.edu/acadpolicy/#minimumgradcourseworkrequirement>
- **MINIMUM GRADUATE RESIDENCE CREDIT REQUIREMENT** – MS students must complete at least 16 credits for their degree at UW-Madison: <http://grad.wisc.edu/acadpolicy/#minimumgraduateresidencecreditrequirement>

Students who wish to use prior coursework towards their MS degree must follow all of the rules outlined by the graduate school: <http://grad.wisc.edu/acadpolicy/#priorcoursework>

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) or students at any point may submit their warrant request form (https://uwmadison.qualtrics.com/SE/?SID=SV_6QoG5VSskvM2bIN). By requesting the warrant the student will trigger a check of their record by both the department and the Graduate School. Information on completing the MS degree, deadlines, formatting requirements, and commencement can be found online at <http://grad.wisc.edu/currentstudents/degree/>.

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).

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 (Dr. Susan Paskewitz, paskewit@entomology.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 any of the Russell Labs Department Chairs,
 - Entomology: Dr. Susan Paskewitz, paskewit@entomology.wisc.edu
 - Forest & Wildlife Ecology: Dr. Mark Rickenbach, mark.rickenbach@wisc.edu
 - Plant Pathology: Dr. Patty McManus, psm@plantpath.wisc.eduthe 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: <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/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

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: <http://grad.wisc.edu/acadpolicy/#responsibleconductofresearch>
- 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/respolcomp/resethics/>
- 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: <http://grad.wisc.edu/acadpolicy/#misconductacademic>
- Office of Student Conduct and Community Standards: <https://students.wisc.edu/student-conduct/>
- Dean of Students Office: Academic Misconduct Flowchart: <https://students.wisc.edu/student-conduct/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: <http://grad.wisc.edu/acadpolicy/#misconductnonacademic>
- Dean of Students Office: Non-Academic Misconduct: <https://students.wisc.edu/student-conduct/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

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 <https://students.wisc.edu/doso/services/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.htm>.

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://students.wisc.edu/doso/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 uwell.wisc.edu/

Students who pay segregated fees are eligible for University Health Services (uhs.wisc.edu/services/counseling/). 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 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 uhs.wisc.edu/services/counseling/ 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.