

Plant Pathology MS Handbook

Fall 2012

Enrollment	2
Plant Pathology's MS Advisor and Committee Requirements.....	3
Graduate School Committee Requirements.....	3
Satisfactory Progress.....	3
MS Course Requirements and Certification.....	4
Seminar and Public Presentation Requirements	4
Thesis Requirements.....	5
Helpful Links for Writing an MS Thesis	5
Policy on Exceptions to Requirements.....	5

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 Plant Pathology	8 credits minimum
33.33% TA or PA through Plant Pathology	6 credits minimum
50% TA or PA through Plant Pathology funded through another department/program	4 credits minimum 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^o.

Enrollment Types	MS
Unfunded – not graduating	Not required ^o #
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 Plant Pathology	2 credits minimum in the 8 week (DHH) session
33.33% TA or PA through Plant Pathology	Not required ^o #
50% TA or PA through Plant Pathology funded through another department/program	Not required ^o # 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 12 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 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>.

Plant Pathology's MS Advisor and Committee Requirements

All MS students are admitted directly into a specific faculty member's lab. This faculty member will serve as the student's major advisor.

The Executive Committee or its equivalent of a program/department is responsible for approving the composition of all graduate committees.

Minimum graduate school requirements for the graduate committee are as follows:

1. The chair or co-chair of the committee must be Graduate Faculty from the student's major program.
2. Master's thesis committee must have at least three members, two of whom must be Graduate Faculty or former graduate Faculty up to one year after resignation or retirement.

The required third member of a master's thesis committee, as well as any additional members, all retain voting rights. They may be from any of the following categories, as approved by the program Executive Committee or its equivalent: Graduate Faculty; Faculty from other institutions.

Graduate School Committee Requirements

To see the Graduate School's rules on research/advisory committees go to <http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#31>.

Satisfactory Progress

The department of Plant Pathology follows the Graduate School's guidelines regarding satisfactory progress in terms of grades and GPA. Graduate students are expected to maintain a GPA of 3.0 or higher every term for courses in the 300-level and above. If a student does not meet the minimum GPA the Graduate School will put them on probation and the student may ultimately be suspended if they are not able to raise their GPA to the minimum level. The same holds true if a graduate student carries two or more incomplete grades over multiple semesters.

- Graduate School's information on satisfactory progress:
<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#155>
- Graduate School's information on GPA:
<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#85>
- Graduate School's information on probation:
<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#141>
- Graduate School's information on incomplete grades:
<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#104>

MS Course Requirements and Certification

The course requirements include a minimum of 21 credits total:

- at least 9 credits in Plant Pathology courses
 - only counting 1 credit of Plant Pathology 923 Seminar
 - at least 1 credit of Plant Pathology 875 Special Topics Seminar
 - cannot include Plant Pathology 990 research credits
- the remaining 12 credits can
 - be from outside of plant pathology
 - only include up to 6 credits of Plant Pathology 990 Research

All Plant Pathology MS students must meet with their research committee during their first year to complete their certification paperwork (available at http://www.plantpath.wisc.edu/gradforms/ms_certification.doc). Once the committee has approved the certification paperwork the student must turn in the sign copy to the Student Services Coordinator so that it may be reviewed and approved by the Curriculum Committee. The certification paperwork must be approved before a student can request their MS warrant.

Any changes to the certification paperwork must be done through a course substitution form (http://www.plantpath.wisc.edu/gradforms/course_sub.doc).

Seminar and Public Presentation Requirements

All Plant Pathology graduate students are expected to attend the Plant Pathology departmental seminar (Plant Pathology 923 Seminar). Students must register during the fall or spring for Plant Pathology 923 Seminar during the semester in which they present their seminar. Students graduating in summer should enroll in Plant Pathology 923 during spring semester. Additionally some form of public speaking at least once per year is required. This can include the final research seminar which is also required of all Plant Pathology graduate students.

All Plant Pathology MS students are required to take at least one 1-credit Special Topics seminar classes, to be offered at least once per year under Plant Pathology 875 Special Topics. Similar special topics or journal club classes offered by other departments could be substituted.

Thesis Requirements

Plant Pathology students must complete a thesis and meet the following requirements:

- the thesis must be presented in an oral defense to the student's committee, the committee must sign the MS warrant to indicate that the student passed their thesis defense,
- the student must give a public seminar presenting their thesis and
- the thesis must be deposited at both the Memorial Library and the Plant Pathology Library.

The student is required to request their MS warrant through the Student Services Coordinator (rodock@wisc.edu) at least three weeks before their oral defense.

Helpful Links for Writing an MS Thesis

- The UW Writing Center's Writing Handbook:
<http://writing.wisc.edu/Handbook/index.html>
- Rules on writing ethics and plagiarism:
http://writing.wisc.edu/Handbook/QPA_plagiarism.html
- Expecting Your Master's Degree? Procedures to Help:
<http://www.grad.wisc.edu/education/completedegree/mdegree.html>
- Preparing Your Master's Thesis:
<http://www.grad.wisc.edu/education/completedegree/mguide.html>
- Plant Pathology MS Thesis Advisor Approval Page:
http://www.plantpath.wisc.edu/gradforms/ms_advisor_approval_page.doc

Policy on Exceptions to Requirements

Requests for exceptions to those requirements set by the Plant Pathology department will be considered by the appropriate departmental committee. Requests should be submitted in writing to the Student Services Coordinator by the faculty advisor. The request should include a justification statement and a detailed explanation of the substitution proposed to meet the requirement. If the request is to substitute a course for one already approved on the certification form, the only action necessary is to fill out the "Course Substitution Form."

The following requirements for the M.S. degree are under the purview of the UW Graduate School and cannot be modified:

- composition of the MS Graduate Committee
- standards defining Academic Satisfactory Progress
- minimum credit requirement

Last updated: July 27, 2012