Plant Pathology MS Handbook

Version: Fall 2019

Preface

Training graduate students is arguably our department's single most important activity. Students activate our community with their energy and promise. Working with the next generation of plant pathologists motivates faculty to be the best possible scientists and mentors. Students help faculty and staff focus on our shared goal of sustainable food security and environmental stewardship. On a practical level, graduate students contribute significantly to our research, outreach, and teaching missions. Finally, as they move into the workplace our graduates ensure the continuation of our discipline into the future.

The department's commitment to its graduate students is reflected in substantial resource investments. In addition to direct academic mentoring, faculty and staff spend considerable thought, time, and energy guiding students. More tangibly, department flexible funds support student assistantships, student organization activities, student travel grants, and more.

We recognize that the graduate school years are often challenging. Becoming an independent scientist requires many hours of practice and hard work. Research inevitably involves failure and frustration. Each graduate student must transition from working for external rewards like grades to constructive self-evaluation and internal motivation. At the same time, external evaluation doesn't go away; throughout our careers scientists are subject to the scrutiny and assessment of hiring committees, supervisors, grant panels, journal editors, and promotion boards. We must learn to balance the often (but not always!) useful perspectives of these outside evaluators with our own scientific judgment.

To help students rise to these challenges and succeed, it is important for our department to be a supportive and welcoming work environment. Harassment and discrimination are not tolerated. Students experiencing difficulties should not hesitate to ask for help. Within the department, the chair of the Graduate Affairs Committee, the Graduate Program Manager, and the department Chair are all available to meet with graduate students in need. At the campus level, UW-Madison offers many support resources for graduate students; they are described in detail elsewhere in this handbook.

Graduate training at UW-Madison is overseen by the Graduate School, but within their broad guidelines each department sets its own expectations for completing Masters and Ph.D. degrees. The purpose of this graduate student handbook is to assemble in one place current Plant Pathology departmental expectations, procedures, and forms together with a set of resources to support students through their graduate years. The policies described in this handbook have been approved by the program faculty as a whole. Degrees and course requirements may change over time. However, students must meet the degree and course requirements in effect when they entered the program. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook. The information in this handbook should also be supplemented by individual consultation with your advisor and committee so that individual

needs/interests and all degree requirements are met.

In conclusion, we welcome you to our community and hope that you have a rewarding graduate school experience. We thank you in advance for your contributions and look forward to celebrating your successes.

- December 2017

MS Program Learning Goals

The Plant Pathology department has set the following goals for the MS program:

1. Demonstrate an understanding of the basic biology of microorganisms that are symbiotic with plants including fungi, bacteria, viruses, oomycetes, and nematodes
2. Demonstrate a basic understanding of:
    a. the basic processes of pathogenesis, plant defense, and defense circumvention at the molecular, genetic and physiological level for each of the major groups of plant pathogens and other plant associated microorganisms
    b. the etiology, ecology, and epidemiology of economically significant diseases caused by the major groups of plant pathogens

    and be able to apply the understanding from a. and/or b. above in research
3. Conduct project related to the discipline of Plant Pathology that requires specifying a problem, designing and conducting experiments, analyzing the resulting data, and reporting results/solutions
4. Convey scientific knowledge to fellow scientists in a variety of formats

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

Enrollment

Fall and Spring Enrollment Requirements

Enrollment Types	MS
Domestic unfunded	2 credits minimum[1]
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	4 credits minimum
Funded through another department/program	Check with that department

Enrollment Types	MS
Other or uncertain	Check with the Graduate Program Manager or Faculty Advisor

[1] 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[1]
Unfunded – graduating	2 credits minimum[2] 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[1]
50% TA or PA through Plant Pathology	Not required[1]
Funded through another department/program	Check with that department
Other or uncertain	Check with the Graduate Program Manager or Faculty Advisor

[1] 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/documents/forms/ .

The above information was taken from the Graduate School's Academic Policies and Procedures website which can be found online at: https://grad.wisc.edu/academic-policies/.

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 Curriculum Committee is responsible for approving the composition of all graduate committees.

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

- The chair or co-chair of the committee must be Graduate Faculty from the student's major program
- 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, as well as any additional members, all retain voting rights on the master's thesis committee. 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: https://grad.wisc.edu/documents/committees/.

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.

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.

Satisfactory Progress Resources

- Graduate School's information on satisfactory progress: https://grad.wisc.edu/documents/satisfactory- progress/
- Graduate School's information on GPA: https://grad.wisc.edu/documents/gpa-requirement/
- Graduate School's information on probation: https://grad.wisc.edu/documents/probation/
- Graduate School's information on incomplete grades: https://grad.wisc.edu/documents/incompletes/

MS Course Requirements and Certification

Departmental Course Requirements

The Plant Pathology MS requires students to take 30 credits total - 9 credits must be Plant Pathology credits. Additionally, 15 of the 30 credits must be graduate-level credits. The 9 credits:

- cannot include PL PATH 990 Research
- can only include one credit of **PL PATH 923 Seminar**
- must include **PL PATH 300 Introduction to Plant Pathology** (or equivalent, if using an equivalent course taken during undergrad and additional 4 credits of Plant Pathology course work must be taken), and
- must include one credit of **PL PATH 875 Special Topics**

The remaining 21 credits may include any other course work taken as a graduate student at UW-Madison numbered 300-level or above and taken for credit. Additionally, up to 15 credits of PL PATH 990 Research may count for these remaining credits.

Additional Courses

Advisors may require their students to take additional courses. Students are expected to check with their advisor and committee early in their career to see if they will need to take additional coursework.

Certification Paperwork

All Plant Pathology MS students must meet with their research committee during their first year to complete their certification paperwork (available at https://plantpath.wisc.edu/graduate-study-overview/handbooks-forms/). Once the committee has approved the certification paperwork the student must turn in the sign copy to the Graduate Program Manager 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: https://plantpath.wisc.edu/graduate-study-overview/handbooks-forms/.

Seminar and Public Presentation Requirements

All Plant Pathology graduate students are expected to attend the Plant Pathology departmental seminar (PL PATH 923 Seminar). Students must register during the fall or spring for PL PATH 923 Seminar during the semester in which they present their seminar. Students graduating in summer should enroll in PL PATH 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 PL PATH 875 Special Topics. Similar special topics or journal club classes offered by other departments could be substituted.

Graduate School Credit Requirement

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: https://grad.wisc.edu/documents/minimum-graduate-degree-credit-requirement/
- **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): https://grad.wisc.edu/documents/minimum-grad-coursework-requirement/
- **Minimum Graduate Residence Credit Requirement** – MS students must complete at least 16 credits for their degree at UW-Madison: https://grad.wisc.edu/documents/minimum-graduate-residence-credit-requirement/

Students who wish to use prior coursework towards their MS degree must follow all of the rules outlined by the graduate school: https://grad.wisc.edu/documents/prior-coursework/.

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 at least three weeks before their oral defense: https://plantpath.wisc.edu/graduate-study-overview/handbooks-forms/.

Helpful Links For Writing An MS Thesis

- UW Writing Center's Writers Handbook: http://writing.wisc.edu/Handbook/index.html
- Writing Center's Rules on writing ethics and plagiarism: http://writing.wisc.edu/Handbook/QPA_plagiarism.html
- Graduate School's Completing Your Degree information: https://grad.wisc.edu/current-students/masters-guide/
- Plant Pathology MS Thesis Advisor Approval Page template: https://plantpath.wisc.edu/graduate-study-overview/handbooks-forms/

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 Graduate Program Manager 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 MS 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 requirements

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 one of these people:

- Department Chair (https://plantpath.wisc.edu/faculty/)
- Graduate Program Manager (https://hub.russell.wisc.edu/hub-staff-alphabetical-list/)
- Department Administrator (https://hub.russell.wisc.edu/hub-staff-alphabetical-list/)

For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals: https://grad.wisc.edu/documents/grievances-and-appeals/.

Procedures For Proper Accounting of Student Grievances

1. Try to Resolve it Yourself

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. Ask For Help Resolving It

Should a satisfactory resolution not be achieved, the student will connect to the departmental website: https://crsl4.github.io/pp-jedi-committee/ where they could select one of two paths:

Use the Campus-Wide Reporting System

Use the campus-wide reporting system for anonymous report or access to trained professionals in Bias Response and Advocacy:
https://doso.students.wisc.edu/report-an-issue/bias-or-hate-reporting/

Contact Other Campus Resources

Students may also contact other campus resources for assistance:

- 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/

Use the Department-Level Reporting System

Use the internal reporting system for formal complaint or conversation with trusted faculty:
https://docs.google.com/forms/d/e/1FAIpQLSfMwW7f1BR2L0ip8n8JlidqnmHRqEd6YiVxHbu2Q
AAcjX9rlg/viewform

When the internal reporting system is filled out, the responses are automatically sent to the department chair, the chair of the JEDI committee and the Graduate Program Manager. The student has the option to remove any of these names from the list (in case the complaint is against one of these people) and to add other names of trusted faculty members.

3. If You Are Unhappy with the Decision

File a Department-Level Grievance

If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Graduate Program Manager in writing.

Deadline: student must file written grievance within **120 calendar days** of the alleged unfair treatment.

On receipt of a written complaint, a faculty committee will be convened by the Graduate Program Manager 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.

The faculty committee will determine a decision regarding the grievance. The Graduate Program Manager 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.

File a Written Appeal with CALS

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.

Deadline: Either party has **15 working days** to file a written appeal to the College of Agricultural and Life Sciences Academic Affairs Office.

Document Retention

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/documents/grievances-and-appeals/.

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, Graduate Program Manager, 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 Resources

- Graduate School Policies & Procedures: Responsible Conduct of Research: https://grad.wisc.edu/documents/responsible-conduct-of-research/
- 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/compliance- policy/research-ethics/

- 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

Definition

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

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: https://grad.wisc.edu/documents/misconduct-academic/
- Office of Student Conduct and Community Standards: https://conduct.students.wisc.edu/
- Dean of Students Office: Academic Misconduct Flowchart: https://conduct.students.wisc.edu/academic-misconduct/
- 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

Definition

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

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: https://grad.wisc.edu/documents/misconduct-nonacademic/
- Dean of Students Office: Non-Academic Misconduct: https://conduct.students.wisc.edu/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

UW-Madison prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These offenses violate UW-Madison policies and are subject to disciplinary action.

Sanctions can range from reprimand to expulsion from UW-Madison.

In many cases, these offenses also violate Wisconsin criminal law and could lead to arrest and criminal prosecution.

Violence Prevention Resources

Students who experience sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking have many options and services available to them on and off campus, including mental health counseling, victim advocacy and access to the criminal and campus disciplinary systems. For a list a confidential support and reporting options, please visit https://www.uhs.wisc.edu/prevention/violence-prevention/.

Sexual Assault Reporting Requirements

Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials for statistical purposes. In addition, disclosures made to certain university employees, such as academic advisors or university administrators, may be forwarded to the campus Title IX coordinator for a response. For more information, please visit https://doso.students.wisc.edu/sexual-assault-dating-and-domestic-violence/.

Child Abuse and Neglect Reporting Requirements

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-reporting/.

Bias/Hate Incident Reporting Requirements and Process

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://doso.students.wisc.edu/services/bias-reporting-process/.

Student Health and Wellness

Students who pay segregated fees are eligible for University Health Services (https://www.uhs.wisc.edu/). There is no charge to students for many basic services including

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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 serves 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 https://www.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 under the Other Resources in the menu bar.

The UW-Madison Index for Campus Accessibility Resources can be found at:
https://accessible.wisc.edu/

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 https://www.uhs.wisc.edu/mental-health/ 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.