

Graduate Student Handbook

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I. INTRODUCTION

These guidelines are intended to maintain the high standards of excellence of UW-Madison Food Science graduates and to prevent misunderstandings which could otherwise impede graduate student progress.

A graduate degree in Food Science implies the recipient is capable of understanding and solving problems encountered in the food industry, government, academia or private enterprise. Thus, the degree is awarded after the student has: 1) successfully completed prescribed coursework, 2) demonstrated a general knowledge of Food Science, and 3) demonstrated the ability and knowledge required to perform research in a specialized area, **as evidenced by a thesis or dissertation.**

Each student is required to have a Graduate Program Advisory Committee (GPAC). The GPAC has responsibilities of evaluating and recording student progress, defining a suitable coursework program for the student, and conducting examinations (prelims and defenses) to assess competency of the student relevant to the individual course of study. A standard set of minimum coursework requirements applies to all graduate students in Food Science.

II. WHO IS INVOLVED?

A. Major Professor: The Graduate School requires that all graduate students have an **Advisor** (Major Professor) responsible for providing advice regarding graduate studies and for supervising a student's degree program. Typically, Food Science graduate students enter the program with an advisor assigned. Under circumstances where an advisor is not assigned upon admission, or during a

period of transition in faculty advisor, the Department Chair usually serves as an interim advisor. In the latter case, the student should meet with faculty in the Food Science Department and secure an advisor within the first semester on campus. If a student fails to secure an advisor, the Graduate School may suspend them from further graduate study at UW-Madison. Your coursework program and thesis topic are determined in consultation with your advisor. The advisor/student relationship is one of mutual agreement, which almost always persists for the student's complete program. In the event of student/advisor conflict, the student and advisor should first seek to resolve the conflict and establish a good working relationship. Unmanageable conflict between advisor and student should be brought to the attention of the Food Science Department Chair, who will meet separately with both parties to facilitate a remedy. In the event that the conflict cannot be resolved, the student will be counseled regarding options for remaining on campus. The Food Science Department is not obligated to support students where the student/advisor relationship is terminated. Other grievances should be handled in a similar fashion within the Department (involving the Advisor and Chair). A student who is not satisfied with the outcome resulting from deliberations within the Department may further pursue their grievance through CALS (<http://www.cals.wisc.edu/academics/undergraduate-programs/curriculum-information/student-grievance-procedure/>). If the issue is still not resolved, the student has the right to contact the Academic Student Services office (225 Bascom Hall) in the Graduate School.

B. Graduate Program Advisory Committee (GPAC): The coursework program developed in consultation with your major professor needs to be approved and amended by this committee. A Course Certification Form is available at: http://www.foodsci.wisc.edu/grad_current.php#. The completed form (signed by the Advisor), entry audit (conducted by the Food Science Graduate Program Committee), and transcripts of prior coursework (from student's application) should be furnished at the first meeting of the student with the GPAC (the timing of this meeting is explained in section IX). It is the responsibility of the GPAC to help prepare the student to be successful in their program and monitor student progress. Thus, course selections may be recommended or required beyond the minimum requirements to ensure the student attains a satisfactory degree of breadth and depth of competency in Food Science to be successful within their graduate program. If deficiencies in the suggested coursework program are identified, the GPAC will suggest options available to the student to overcome these deficiencies. If revisions are required in a certified coursework program, the changes need to be approved by the GPAC. The approved original and modified plans of coursework must be submitted to the Graduate Coordinator for placement in the student's file. The GPAC is also charged with monitoring progress of the graduate student, including an annual evaluation, preliminary examination (for PhD candidates) and defense.

The M.S. student's GPAC will consist of at least 3 members. At least 2 of those members must be graduate faculty or joint/affiliate graduate faculty in Food Science, with at least one member holding a tenure home in Food Science. The 3rd member of the M.S. advisory committee is either a graduate faculty* member, a voting member drawn from a list reviewed annually by the Food Science Department Executive Committee, or a voting member recommended by a Faculty member and approved by the Department Executive committee to serve on a specific student's graduate committee. **(The Graduate School defines a graduate faculty member as an individual with faculty or "instructor" rank (common only to professional degree programs, e.g., clinical medicine) in a program granting graduate degrees.)*

The PhD student's GPAC will consist of at least 5 members, of which at least 4 must be graduate faculty. At least 3 of those members must be faculty or joint/affiliate faculty in Food Science, with at least one member holding a tenure home in Food Science. One graduate faculty member (representing the Minor) must have a tenure home outside of Food Science. The 5th or final member

of the PhD advisory committee is either a graduate faculty member or a voting member drawn from a list reviewed annually by the Food Science Department Executive Committee, or a voting member recommended by a Faculty member and approved by the Department Executive committee to serve on a specific student's graduate committee.

Typically, the GPAC membership does not change during a student's graduate program, although limited changes may be made, especially when they improve the committee composition for a particular purpose or function. In addition, faculty retirements, transfers and change in scope of project may necessitate a change in GPAC membership.

C. **Student:** You have the responsibility of ensuring that you meet all requirements for graduation. If changes in coursework are deemed necessary after initial approval, it is your responsibility to request approval from both your major professor and the GPAC. The student is also responsible for ensuring that a GPAC meeting occurs each year they are in the program. All graduate students are invited to meet briefly with the Department Chair after completing all degree requirements. The chair welcomes your candid observations on our graduate program and suggestions for improvement.

D. Food Science Cabinet, Graduate Program Committee, and Executive Committee. On some occasions, involvement of these bodies may be required during a graduate student's program. Typical reasons are the appointment of assistantships and fellowships, teaching and practicum assignments (See section X.D), and to take responsibility for any actions necessary to support the student's program that are not within the purview of the GPAC.

III. GENERAL INFORMATION REGARDING GRADUATE DEGREES IN FOOD SCIENCE

A. The Graduate School has general requirements which all graduate students must satisfy: see the Graduate School Bulletin: <http://www.wisc.edu/academics/catalog-archives.php> and: http://www.grad.wisc.edu/catalog/degreq_criteria.htm <http://www.grad.wisc.edu/education/acadpolicy/index.html>

All students are responsible for meeting these requirements. Questions on Graduate School requirements can be answered in 217 Bascom Hall (608-262-2433).

The Food Science Department has standards which are described here. You must meet these requirements in addition to those of the Graduate School. Criteria for satisfactory progress as a graduate student are outlined in section X.

B. Food Science Minimum Standards: For Graduate studies in Food Science, there is a set of minimum requirements; forms may be obtained from 105 Babcock Hall or on-line at: http://www.foodsci.wisc.edu/grad_current.php#. This includes a prior degree and specific undergraduate coursework requirements "To Enter" graduate studies in Food Science. *Only under unusual circumstances will any of these minimum requirements be waived or substituted.*

- These minimum requirements are NOT intended to be the ONLY courses taken in a graduate program, but rather are intended to serve as the basis for ensuring that students have a minimum degree of breadth of competency in Food Science and depth within the selected area of research focus.
- The Graduate School also has a **Residency Credit Requirement** regarding coursework taken at the 300 level or above, including research credits (990): 16 credits for an MS program and 32 credits for a PhD program, including those taken during the summer. A graduate-level course(s) taken through distance education will count toward the minimum requirement only if the course is considered a UW-Madison course. Students must have at least a 3.0 GPA in their graduate

degree coursework to graduate. For students entering (or readmitted to) the Graduate Program Fall 2014 or later, two additional Graduate School credit requirements will be enforced: **1) Graduate Degree Credit Requirements** will be 30 credits and 51 credits for MS and PhD programs, respectively, and **2) at least 50% of the Graduate Degree credits required must be comprised of Graduate Course Credits.** Students enrolled in the Graduate program before Fall 2014 will be “grandfathered” under the former guidelines (for MS students ONLY if they finish prior to Fall 2016. See: http://grad.wisc.edu/catalog/degrees_foodsci_criteria.htm for details.

- Graduate students must enroll in Graduate Seminar (900) each academic year semester they are enrolled as a full-time student. Students satisfy their minimum Course Requirements for Graduate Seminar each semester they present a seminar (“graded seminar”).
- Graduate students cannot earn degree credits for short courses or workshops.
- Full-time students should register for 12 credits during the academic year semesters. Students on a research assistantship (RA) must register for two credits during the summer session. Dissertators must register for 3 credits per semester, including summer session. Other graduate students may or may not have to register for summer sessions as detailed by Graduate School guidelines (see enrollment requirements, see also section XI): <http://www.grad.wisc.edu/education/acadpolicy/guidelines.html>
- A grade-point average of 3.0 must be maintained in all graduate-level coursework taken while enrolled in the UW Graduate School (Graduate School requirement). Graduate School policy requires “at least 50% of credits applied toward the program’s graduate degree credit requirement must be courses designed for graduate work (this includes but is not limited to online, thesis/research, independent study, and practicum/internship credits). Graduate coursework can include UW-Madison courses:
 1. numbered 700 and above;
 2. numbered 600-679 offered by the Food Science Department; or
 3. any courses outside of Food Science that have been identified as graduate-level by the Departments that offer them. (*In the future, graduate level courses will be designated in the timetable as “G50%”*).

In addition:

4. No more than 6 credits of C, D, or F grades are allowed during a given graduate program. (Graduate School monitors these features of academic performance and takes appropriate action)
5. Satisfactory progress as a graduate student must be demonstrated each semester (complete guidelines are presented in section X). Annual evaluations are recorded at the student’s GPAC meetings.

C. Language: The Food Science Department does not have a foreign language requirement. All graduates must be fluent in spoken and written English.

D. Research stipends: Many graduate students receive financial support in the form of a Research Assistantship (RA) from their Advisor during pursuit of a degree. RAs are appointed and are renewable on an annual basis within the fiscal year of July 1 - June 30. This support usually does not exceed a one-half time (50%) research assistantship (RA). The RA stipend rate is established by the UW Graduate School. The level and duration of support is specified by your Advisor. All students on RA support must register for FS 990 until the thesis is completed. Teaching Assistant (TA) appointments may be made on a semester or academic year basis (see specific guidelines in Section X.D). The terms of both RA and TA appointments are defined in the letter of offer to the student at the discretion of the Advisor or appropriate Departmental Committee. Normally, MS students are offered financial support for 2 years and PhD students are offered financial support for 4-5 years as long as satisfactory progress is being made (at discretion of the Advisor).

E. Scholarships and Awards: All students are encouraged to apply for national and local scholarships and awards. Information on awards sponsored by the Food Science Department or campus is available through e-mail announcements by the Department. You should check with your Advisor as to what impact the award may have on your graduate stipend.

F. Appeals: Students who are not satisfied with a decision which affects their progress as a graduate student should first consult with their Advisor. If the issue is not resolved in this manner, the student should consult with the Department Chair. If the issue is still not resolved, the student has the right to contact the Academic Student Services office (217 Bascom Hall) in the Graduate School. (See also grievance procedures in the Graduate Student Handbook.)

IV. GENERAL REQUIREMENTS FOR A MASTER OF SCIENCE DEGREE

The MS in Food Science is awarded by the Graduate School after the student satisfies all of the following requirements:

A. A certified program of coursework, in consultation with your Advisor and GPAC (composition described in section II.B.), which satisfies the requirements for graduate studies and prepares the student for their research program. Obtain a form entitled “Certification of Food Science Graduate Course Program” on line at: http://www.foodsci.wisc.edu/grad_current.php#. The completed form should be approved as an outcome of the first GPAC meeting, and a signed copy and supporting materials should be submitted to the Department for filing. Copies of the approved coursework form should also be retained by the student, Advisor and any GPAC member who wishes to retain one.

B. Complete all required courses included in your certified course program with satisfactory grades.

C. Enroll in FS 990 (Research) as directed by your Advisor.

D. Satisfy The Graduate School residency, degree credit and graduate credit requirements (see sections III-B. and VIII).

E. Author and defend a thesis which may include an article describing the research. Members of the MS examination committee (GPAC) **must receive a hardcopy of the thesis at least 7 days before the exam** (an electronic version may be distributed to GPAC members who consent to such in advance).

F. Provide at the MS examination: (i) an official transcript of graduate work at UW, (ii) a signed Course Certification Form, and (iii) a warrant from the Graduate School. The warrant should be requested by the student, through the Department, about 4 weeks in advance of the defense.

G. Pass the exam. No more than 25% of the exam may be devoted to issues outside the realm of the MS thesis. The major professor may abstain from signing the warrant or alternatively may leave FS 990 grades as “P” until all requirements are met. There is no time limit for completing an MS degree. However, after 5 years of non-registration all UW-Graduate School residence credit will be voided.

I. Provide the Graduate School with an unbound copy of your thesis (for depositing in Memorial Library) and submit the signed warrant to the Graduate School (guidelines: <http://www.grad.wisc.edu/education/completedegree/mguide.html>). The Advisor must also be provided with a copy of the thesis. Additional copies (bound/unbound) of the thesis may be prepared in response to requests from the Advisor, GPAC members and student. Sending out copies for binding is facilitated by the Department.

V. GENERAL REQUIREMENTS FOR A DOCTOR OF PHILOSOPHY DEGREE

The PhD in Food Science is awarded by the Graduate School after the student satisfies all of the following requirements:

A. To enter the PhD program a student must have an MS degree, or must have a BS with scientific experience (research work and publications) which is found to be equivalent to a MS degree by an ad-hoc “Examining Committee” or more frequently, the GPAC of an MS candidate (see details and guidance in Appendix A). At the discretion of the Advisor or the MS defense examination committee (GPAC, if the MS in Food Science is completed at UW-Madison) an entrance exam for admission to the PhD program may be required. **This will be indicated on the report of the MS defense for Department files.**

B. Develop a plan of coursework, in consultation with your Advisor and GPAC (composition described in section II.B.), which satisfies the coursework requirements of the Food Science Graduate Program, and prepares the student for their research program. Obtain a Course Certification Form on-line at: http://www.foodsci.wisc.edu/grad_current.php#, prepare five copies of this form to be reviewed at the first GPAC meeting, and submit the approved, original form and any supporting materials (including original incoming audit) to the departmental office for filing. Details regarding PhD minor programs of coursework requirements appear in section VI.

C. Complete all required courses included in your certified course program with satisfactory grades.

D. Enroll in FS 990 (Research) as directed by your major advisor.

E. Satisfy The Graduate School residency, graduate degree credit, and graduate course requirements (see sections III.B).

F. Teaching: All doctoral students in Food Science are required to satisfactorily complete a teaching practicum. The intent of this requirement is to initiate the development of basic skills and experiences that will foster the ability to teach effectively at the university level and/or mentor developing scientists. The teaching requirement may be fulfilled by completion of either: (1) Appointment as a TA, or (2) Enrollment in Food Science 799 (Practicum in Food Science Teaching, 2 cr.). See Section X.D for more details regarding the Food Science Practicum and TA assignments.

Students seeking additional opportunities to develop their teaching further may request being hired as a teaching assistantship (TA) with consent of their Advisor, or become involved in the UW campus “Delta” program (<http://www.delta.wisc.edu/>). An exemption from the teaching requirement may be requested based on the student having had a previous teaching experience that meets the objectives of the teaching requirement. The petition must consist of a signed letter from the supervisor of the PhD candidate for the prior teaching experience, on letter-head stationery, describing the length and exact nature of the teaching experience.

Compliance with the teaching requirement (including petition for an exemption) is documented on the form titled “Certification of Food Science Graduate Course Program” which contains a section for implementation and validation of the requirement.

G. The preliminary exam (also referred to as the “prelim” or comprehensive exam) must be passed to obtain PhD candidacy. As per Graduate School requirements, the date of the prelim is scheduled after completion of all required coursework, except 1 credit of “graded” seminar (prelim can be scheduled DURING the semester when coursework is being completed). This last seminar credit should be satisfied near the end of the student’s research program (as an “Exit Seminar”). Having 1 credit

outstanding will not prevent the candidate from obtaining dissertator status (see Section VIII).

The prelim is an oral exam administered by the GPAC, the composition of which is described in section IIB. The Graduate School is informed of the committee composition and date of the exam upon request of a warrant for the exam (processed through the Food Science Department office staff about 4 weeks prior to exam date).

Candidates must provide the following at the PhD prelim examination: (i) an unofficial transcript of graduate work at UW, (ii) a signed “Certification of Food Science Graduate Course Program” form, (iii) minor agreement forms, (iv) a form entitled “Approval for Preliminary PhD Examination”, and (v) the warrant. The preliminary exam has three possible outcomes: 1) unconditional pass; 2) conditional pass, necessitating additional coursework or reexamination orally or in writing in a specific area; or 3) failure. If failure is the outcome, there is only one opportunity to retake the exam. A second failure terminates the opportunity to obtain a PhD in Food Science at UW-Madison.

If the period between passing the preliminary exam and completing the PhD exceeds five years, the student must re-take the prelim exam.

The preliminary exam is based on a research proposal written by the student with minimal (primarily editorial) input from the Advisor and **distributed to the GPAC as a hardcopy at least 7 days in advance of the examination date** (an electronic version may be distributed to GPAC members who consent to such in advance). The proposal must not be a reproduction of an existing research proposal written by the Advisor (or any other faculty member). It should focus on the area of research that the student is, or expects to be, working on, and builds on prior research conducted by the student. The research proposal shall be formatted (with suggested page allocations) to include:

- a) Statement (“abstract”) of the research program (~1 pg)
- b) A concise literature review (target 2-3 pp)
- c) Well-defined objectives and rationale (1 pg)
- d) For each objective, describe the experimental design and approach, expected results, and contingency plans. Include preliminary results, the degree (%) to which the specific objective has been met, and the nature of the remaining work to be done (~14 pp)
- e) Anticipated outcomes and potential impact of the research (1 pg)

Preliminary results are highly desirable and should be presented as a part of the proposal. The research proposal must not exceed 20 pages (double spaced, 1” margins, at least 12-point font), including Tables and Figures, but excluding references. Defense of the research proposal should be the primary responsibility of the student. Involvement of the Advisor is expected to be minimal in preparing for and during the exercise. The student gives a presentation of highlights and main findings to the committee and defends the proposal by responding to comments/questions from the examination committee (GPAC). Members of the Examining Committee have considerable latitude in pursuing a line of questioning and/or discussion regarding topics even tangentially related to the focus of the proposal.

The primary goal of this exercise is to evaluate whether or not the student has a sufficient understanding of the research problem and has gone through the thought processes required to develop appropriate experimental designs and approaches to solve the problem, commensurate with expectations of a PhD candidate.

H. Defense of Thesis or Final Examination. The research work should be defended before the student departs from the university. Normally, the Thesis Defense Committee has the same membership as the GPAC, but members may be substituted by mutual agreement of the student and the Advisor.

The defense cannot take place until all other requirements are fulfilled and the thesis has been written. The format of the exam is up to the Advisor. This exam covers primarily the merits of the thesis. The dissertation must be distributed to the final examination committee (**GPAC**) **as a hardcopy at least 10 days before the exam** (an electronic version may be distributed to GPAC members who consent to such in advance).

The student must provide at the PhD final examination: (i) an unofficial transcript of the graduate

work at UW, (ii) a signed “Certification of Food Science Graduate Course Program” form, (iii) minor agreement forms (as dictated by the Minor Department), (iv) a form entitled “Approval for and Report of the PhD Final Oral Examinations for Majors”, and (v) the warrant. The warrant should be requested by the student, through the Food Science Department office staff, about 4 weeks in advance of the defense. This examination **cannot be taken sooner than six months** after successful completion of the preliminary examination.

I. The signed warrant must be delivered to the Graduate School after passing the examination. An electronic copy of the final dissertation must be submitted for approval by the Graduate School (217 Bascom Hall) (hard-copy submission remains an option, but costs more and results in poorer quality color graphics). The Advisor must also be provided with a copy and additional copies (bound/unbound) may be prepared in response to requests from the Advisor, GPAC members and student. Sending out copies for binding is facilitated by the Department. The PhD degree will not be awarded until the final copy of the thesis is filed with The Graduate School.

VI. PhD MINOR PROGRAMS

The Graduate School no longer requires a coursework-only minor for PhD candidates, provided the major program provides for an alternative mechanism to ensure multi-disciplinary training. The Food Science Department still requires a traditional Minor of PhD candidates in Food Science. The Graduate School requires a minimum GPA of 3.0 to be maintained in the Minor.

A. Minor Option B (distributed minor) with PhD major in Food Science is the most commonly selected minor. To satisfy the requirements of this option the student must satisfactorily complete 10 credits of **graduate-level courses normally selected from only two departments. Courses may be selected from three departments provided the coursework conforms to a common theme. ***[The Food Science Department considers courses at the 500 level or above as suitable for Minor Option B. Courses below the 500 level may be used to fulfill the Minor Option B requirement, provided the course is designated as a graduate level course by the host department. Final approval of the Minor Option B program rests with the GPAC]*. No courses taken as an undergraduate can be applied toward fulfillment of the minor requirement. No more than six credits taken during any MS program can be applied (if appropriate) to fulfilling the PhD minor requirement. No courses in Food Science or cross-listed with Food Science are acceptable toward meeting the distributed minor requirement. Plans for the Minor Option B must be approved by the GPAC at the time the preliminary exam warrant is requested. The theme of the Distributed Minor must be clearly articulated on the course certification form.

B. Minor Option A in another department for PhD Majors in Food Science. Consult with the Minor Professor in the department selected to ascertain requirements. A signed and completed Minor Option A form must be submitted to the Food Science Department for filing.

C. PhD Minor Option A in Food Science (for non-Food Science PhD students). To qualify for a PhD minor in Food Science, a student must satisfactorily complete in the Department of Food Science: 1 credit of FS 900 (graded) and 10 additional credits as specified by the Minor Professor (who must have tenure-home in Food Science). Of these 10 credits, no more than 4 credits at the 300-499 level are acceptable and the remaining credits must be at the 500+ level. The specified coursework requirements must be prepared using the “PhD Minor Agreement Form”, and the original signed copy must be transmitted to the Graduate School office at the time you request the preliminary exam warrant (see Food Science Department office staff about 4 weeks prior to exam date).

VII. PhD JOINT MAJOR PROGRAMS

Students selecting a joint major program must satisfy requirements of both the Department of Food Science and the other department comprising the “Joint-Major”. Course requirements in the Department of Food Science for joint major programs are the same as those required for the PhD Food Science program in general, except Joint majors in Food Science do not need to satisfy a minor requirement. Details of the research program must be agreed to by the Advisors in the two departments involved.

VIII. DISSERTATOR STATUS

Dissertator is a unique fee status for students who have completed all requirements for a Ph.D. degree except for the dissertation (and one remaining “graded” seminar credit for FS 900). To be eligible for dissertator fee status, a student must:

- Pass the preliminary examination;
- Complete: 1) the graduate residency requirement (32 graduate degree credits), and 2) at least 39 credits of the 51 graduate degree credit requirement [only for PhD students entering Fall 2014 and after];
- Complete all minor requirements;
- Complete all program requirements except the dissertation, FS 990 credits and 1 credit “graded” FS 900);
- Clear all Incomplete grades or Progress grades in non-research courses (FS 990 exempted);
- Earn at least a 3.0 cumulative GPA;
- Return the signed preliminary exam warrant to the Graduate School.

Dissertator status is effective at the start of the semester following completion of all dissertator requirements for the PhD degree except for the dissertation and 1 credit of FS 900. Dissertators enroll in exactly 3 credits (usually FS 990) during the Fall/Spring semesters and 3 credits in the summer session, unless exempted for reasons outlined in section XI.

IX. EVALUATION OF STUDENT PROGRESS

There is a formal process for overall advising and evaluating progress of students, and this primarily rests with the Major Professor and GPAC. The main features of progress evaluations are:

- All graduate students must have a **“course certification” meeting within 6 months** after they start their graduate program. This meeting (for both MS and PhD students) involves coursework certification as approved by the GPAC, including any additional courses beyond the minimum that are required for the student. Also, the student typically provides a brief description or overview (<10 minutes) of the research providing the basis of the thesis/dissertation, so the GPAC can identify any essential/relevant coursework.
- **In addition** to the **“course certification” meeting**, all graduate students must have at least one GPAC meeting each year during their graduate program, the purpose of which is to review and discuss research progress.
- After these research progress review meetings, specific records of comments are retained (see Appendix C “Evaluation of Student Progress” form).
- Additional meetings may be held at the discretion of the student and/or Advisor to address features of the student’s program as appropriate; these meetings may include some/all members of the GPAC.

Functions of the committee meetings:

- To query the student to assess competency.
- Discussion of the research topic and progress made.
- Review comments from previous GPAC meeting(s).
- Review curriculum/course sheets, and as necessary, (re-)certify.
- Identify and describe elements needed to successfully complete the MS/PhD program.

The expectation for the timings of these meetings is as follows:

A. PhD Program: (assuming 4 years to fulfill graduate requirements).

1. Initial Meeting (held by the end of Year 1) is to review research progress and address any deficiencies in the student preparedness or capability (additional coursework may be recommended to address this). This is the time when any serious concerns should be raised as to the student's capability to complete a PhD, in which case a final decision should be made within 6 months (requires a follow-up meeting of the committee).

2. The preliminary exam is based primarily on a presentation and defense of a research proposal. This exam can **ONLY** be scheduled after all certified coursework is completed (except 1 "graded" credit of FS 990), and ideally by the end of Year 2.

3. Between the Preliminary exam and defense, the student provides a formal update(s) on research progress to the GPAC. The student should also consider scheduling the final "graded" Graduate Seminar credit requirement (FS 990) as an "Exit Seminar", in the semester of or prior to graduation.

4. Final Defense (typically within 4 or 5 years of matriculation).

5. Students who require a 5th year to complete the PhD should have an additional GPAC meeting.

B. MS Program: (assuming 2 years to fulfill graduate requirements)

1. Initial Meeting (held by the end of Year 1) is to review research progress and address any deficiencies in the student preparedness or capability (additional coursework may be recommended to address this). Any serious concerns about the student's capability to do a MS should be raised at this meeting and the appropriate action should be taken by the GPAC.

2. Final Defense (typically within 2 to 2½ years after matriculation). A Departmental seminar could also be used here as a springboard for the Defense (Examining Committee meeting).

X. CRITERIA FOR SATISFACTORY PROGRESS AS A GRADUATE STUDENT

A. General Requirements: All graduate students must maintain a 3.0 grade point average (4.0 scale) in all required (certified by the GPAC) graduate coursework taken during the MS or PhD degree program. The Graduate School also requires a 3.0 minimum in all coursework contributing to graduate degree credits (330+ level), excluding research (990). A status of probation results when 1) a graduate student's grade point average falls below 3.0, 2) a grade lower than a "B" is obtained in three or more credits of required (GPAC-certified) graduate coursework taken during the graduate degree program, or when 3) a grade of "incomplete" is not removed during the following semester. Depending on the reason for a student being placed on probation, a GPAC meeting may be called upon to deal with where the remedy for removing probation (described below) is no longer available or not obvious.

For the respective reasons for incurring probationary status, this status is removed when 1) the student's grade point average is raised to 3.00 or above and 2) the student earns four credits of "B" or higher in required (as per the GPAC) graduate coursework during the following 1-2 academic semesters (Spr/Sum/Fall). Probationary status can also be removed if 3) a grade of incomplete is removed from the student's record (provided it does not result in probationary status on some other

basis). Students on probation may not be eligible for a research or teaching assistantship depending on the discretion of the graduate advisor, and in consultation with the Food Science Cabinet or Executive Committee. After two consecutive academic semesters of probation, the student may be dismissed from the graduate program. Where policies listed above concern grade point average, performance in courses numbered FS 699, 900 and 990 is not considered.

B. Expected times for completing degrees: The Graduate School maintains updated records on “time to degree” for all Graduate programs at UW-Madison:

(https://www.gradsch.wisc.edu/education/academic_programs/detail.html?pID=G436).

For the MS program, full-time students should expect to graduate in 2 to 2½ years of matriculation. Currently, the median time to completion of degree requirements is (2 years plus 1 semester).

For the PhD program, full-time students should expect to graduate within 4-5 years of matriculation. Currently, the median time to completion of degree requirements is 5 years plus 1 semester. Passing the preliminary examination is expected within the first 2-3 years of full time enrollment in the PhD program.

C. Monitoring satisfactory progress in research: Research objectives and expectations will be defined by the Advisor in consultation with the GPAC and student. At least once a year, the student will schedule a meeting with the GPAC where progress will be evaluated. The Advisor will generally meet more frequently with the student to discuss progress. It is the student's responsibility to seek feedback to ensure satisfactory progression towards a degree. The Advisor is required to assign a grade for research (FS990) each semester. When an Advisor assigns an 'I' or 'U' (incomplete or unsatisfactory), the student should schedule a meeting with the Advisor to discuss the reason for the deficit in productivity or performance. Unless specifically informed otherwise, the student may assume that his/her research progress is satisfactory. If student progress is not satisfactory, the Advisor **MUST** inform that student of such in writing and place a copy of the letter in the student's file in the departmental office. If satisfactory progress is not made in the semester subsequent to this action, the Advisor may discontinue funding the student and/or dismiss that student from the Advisor's research group.

At the annual meeting of the GPAC, the committee will sign a brief report of student progress (Appendix B). The GPAC may prefer to delay signing the report until notes from the meeting are summarized. It is the student's responsibility to secure all GPAC signatures on the annual report. The student and advisor should receive a copy of the completed/signed form; the original of the form is to be placed in the student's file in the Department office.

Part-time Students or Program interruptions: Normally, graduate students progress through their degree program in an uninterrupted manner, with no breaks for significant time off-campus. Graduate program enrolment discontinuities can compromise the student's ability to successfully complete their degree. Students facing challenges to remain enrolled in the program should inform their Advisor (or Department Chair or Vice-Chair of Graduate Programming) so that efforts can be made to remedy the situation. A student may pursue an internship or other professional development opportunity on/off campus for an entire academic semester (including summer) **ONLY** with prior consent their Advisor. A student considering time away from campus should be aware that some funding does not allow a student to leave campus and seek other employment, even for professional development reasons.

There are times when students are already working in the industry and cannot be on campus as a full-time student. These students are expected to work with their Advisor and GPAC to determine standards for satisfactory progress towards a degree. Some requirements, such as attendance and presentation at seminar (at least one full semester for M.S. candidates and two full semesters for PhD students) are still expected, even for students working full time. Part-time and off-campus students should communicate with the instructor of FS 900 before the start of classes each semester to request

an exemption (if appropriate) from attending seminar. Students who are part-time and/or not in residence should consult with their Advisor (and Graduate Program Committee members, as necessary) to ensure that they are meeting residency and other credit requirements required for graduation, as well as scheduling course certification and annual GPAC meetings.

If at any time a student must halt a degree program, perhaps due to a family emergency, it is the student's responsibility to discuss their absence with their advisor. It is the advisor's discretion to consider the student's best interests when assigning a research grade for the term in which the absence occurs, if necessary, and deciding on what other accommodations are reasonable within the context of evaluating satisfactory progress. Students should understand that it may not be possible to guarantee funding/continued funding for students who leave campus and/or halts progress towards a degree.

D. Satisfactory performance as a Teaching Assistant or Practicum Student:

Appointment of Teaching Assistants (TA) and Teaching Practicum (FS 799) students:

Appointments are made as described in section II.D. (Assume TA and practicum students are treated identically for the balance of this section, unless otherwise noted).

International student pre-training: This requirement is for international students in Food Science ONLY appointed as a TA. The ESL Program conducts a modular training course for prospective and current international TAs. This course focuses on both language improvement and teaching skills.

TA Training: As stipulated by the most recent TAA contract (Article 6), a minimum of 8 hours of training are required of new and continuing TAs, and this must include diversity training. At least 2 hours of training must take place during the semester, and this portion is conducted by the instructor(s) of record (or designee) for the course. The content, design and emphasis of this in-semester training are at the discretion of the instructor/designee. The Food Science Department requires TAs to attend a workshop held by College of Engineering during Welcome week (usually Wednesday-Thursday) in August or immediately prior to the Spring semester. TIP (teaching improvement program) is the relevant course for continuing TAs, and NEO (New Educator Orientation) is the relevant course for first-time TAs.

Evaluation & Performance Review: An evaluation of the TA must be made during the course of the semester. The TA must be apprised of the evaluation criteria, which MAY include: individual student evaluations (cannot be the SOLE mode of evaluation), faculty and/or staff evaluation (or committee), self-review or peer-review. Review of performance of the TA must be conducted at least once during the term of the appointment. A written report must be provided to the TA, the TA has a right to prepare a response, and both documents will be placed in the TA's file. The TA is also expected to complete a survey of their TA experience. Practicum students also receive a grade (A-F) for FS 799. Evaluation and survey documents are available in Appendix B.

XI. SUMMER COURSE REQUIREMENTS

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

As stipulated by the UW-Madison Graduate School, students must be enrolled at UW-Madison if they are using university facilities, including faculty and staff time.

A minimum registration of one (1) credit is allowed during any summer session regardless of the

length of the summer session. Specific requirements for students in various situations are identified below:

- Dissertators defending and/or depositing dissertation (completing their degree) in summer must enroll for 3 credits in the general 8-week (DHH) session.
- Non-dissertators completing a summer Ph.D. degree must enroll for at least 2 credits in the general 8-week (DHH) session.
- Master's candidates who expect to graduate in summer must enroll for at least 2 credits in any session (short session or 8-week general).
- International students who are completing a summer degree are required to enroll for at least 2 credits.
- Dissertator RAs must enroll for 3 credits in the general 8-week (DHH) session.
- Dissertator fellows with 12-month appointments are required to enroll for at least 3 credits in the general 8-week (DHH) session.
- Dissertator trainees are required to enroll for at least 3 credits in the general 8-week (DHH) session.
- Non-dissertator RAs must enroll for 2 credits in the general 8-week (DHH) session.
- Non-dissertator TAs and PAs not receiving a summer degree have no enrollment requirement. However, those who held such an appointment during the previous semester may qualify for summer tuition remission and are advised to consult with their department if they wish to enroll. [in Food Science, contact administrative and/or business personnel]
- Non-dissertator fellows with 12-month appointments are required to enroll for at least 2 credits in the general 8-week (DHH) session.
- Non-dissertator trainees are required to enroll for at least 2 credits in the general 8-week (DHH) session.
- International students who are RAs are required to enroll for at least 2 credits in the general 8-week (DHH) session.
- International students who are not completing a summer degree and who are not RAs have no summer enrollment requirement mandated by the U.S. federal government regulations for F-1/J-1 visa holders.

Appendix A

REQUIREMENTS TO ENTER THE PhD PROGRAM WITHOUT AN MS DEGREE

1. Interested students must submit evidence of their credentials (see items 2 and 3), along with a By-Pass request form that includes **signed consent** from the Advisor, to the GPAC (or other examining committee, as appropriate) to determine if the student is eligible to enter the Doctoral Program without a Master's Degree. The student must also provide a statement to the effect that if approved, the student would continue within the same project area and with the same Advisor. Exceptions to the latter requirement will be considered on a case-by-case basis, to determine if there is a clear advantage to all parties concerned. The student is allowed only one chance to be evaluated for each By-Pass opportunity (identified in 4A and 4B). If the by-pass is NOT approved, the student remains in the MS program and is strongly encouraged to finish it. Based on the MS thesis defense, the examining committee will again evaluate the student's suitability for the PhD program.
2. The student must be the primary author of a manuscript, either published or submitted to a reputed scientific, peer-review journal. (The criteria for primary authorship include contribution to concept development, design and execution of experiments, and primary responsibility in the preparation of the manuscript). For case 4A (below), the manuscript must be based on work done while in an MS program at UW-Madison; for case 4B, the manuscript must be based on work done before admission into the MS in Food Science program at UW-Madison.

A copy of the manuscript (submitted or already published) to be considered for the by-pass examination must be submitted to the GPAC (or to an ad-hoc qualifying examination committee - see item 4B) for evaluation of its scientific merit.

3. In the case of students with substantial industry or research experience elsewhere, materials such as copies of a patent and/or a technical report may be admissible *in lieu* of a manuscript. The student must be the primary author (as defined in item 2) of the patent or technical report, and the scientific content of the submitted material(s) must reflect research experience equivalent to that of an MS.
4. A. The "By-pass" option. Students CURRENTLY enrolled in the MS program at UW-Madison wishing to enter the PhD program without an MS must take a qualifying examination. The composition and conduct of the examination committee shall follow the guidelines for an MS thesis defense, except that at least 3 members of the Examining Committee must be graduate faculty. It is preferred that the examination committee include 5 members composed as required for PhD committees. The candidate shall present a seminar based on the manuscript (item 2) to the GPAC in closed session. The GPAC shall conduct the examination (similar in scope to the MS defense) and rule on entry into the PhD program without an MS degree.

B. APPLICANTS to the Food Science Graduate program without an MS degree wishing to enter the PhD program upon matriculation must take a qualifying examination as described in section 4A above. The student will be admitted into the MS program initially and the Qualifying exam must take place after the first semester in residence and before the second semester of studies. At least 2 credits of A-F graded graduate level coursework must be taken the semester before the qualifying exam can occur. In addition to the defense of the manuscript, the student must report to the GPAC on research progress during the first semester at UW-Madison.

Appendix B1

Teaching Assistant (and Practicum) Evaluation

Student: _____

Course: _____

Academic Term: _____

of students: _____

Briefly describe the student's responsibility in the course

Briefly describe the nature of the in-semester training (2+ hr)

**At the end of the semester, complete the evaluation below and return to Grad. Coordinator
(TA evaluations by students can contribute to, but cannot be the only method of evaluation)**

Attribute	Unsatisfactory	Meets Expectations	Exceeds Expectations	Not applicable
Preparation & organization for class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge in teaching material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery of teaching material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responses to student questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[other]: [_____]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[other]: [_____]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[other]: [_____]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment?

Instructor's Signature: _____

Date: _____

Appendix B2

Teaching Assistant (and Practicum) Survey

Student: _____

Course: _____

Academic Term: _____

of students: _____

Estimate the % of your time allocated to the following functions (indicate "N/A" if less than 2%)
[enter course-specific functions as identified on the TA appointment docs]

- _____ 1
- _____ 2
- _____ 3
- _____ 4
- _____ 5
- _____ 6
- _____ 7
- _____ 8

Did you have adequate contact with the course instructor, and did you receive adequate guidance regarding your responsibilities? If not, how could this be improved?

How many hours per week did you spend as a TA, averaged over the ENTIRE semester.

What was the most valuable experience you had in serving as a TA?

How could your TA experience be improved?

What advice would you give to the next TA for this course?

Return this Survey to the Chairman of the Graduate program Committee

Appendix C

STUDENT PROGRESS EVALUATION FORM

Student Name:

Major Advisor:

Date of Meeting:

Type of meeting (circle one):

<i>PhD</i> Initial Meeting	Additional Meeting	<i>MS</i> Initial Meeting	Additional Meeting
Proposal		Final Defense	
Exit Seminar			
Final Defense			

Consensus comments from meeting (e.g., additional courses suggested, was coursework certified, statement of current progress, suggestions on research topic). Attach additional page if necessary:

[committee report provided here]

Committee Members:

Printed Name

Signature

One signed copy for departmental student record, one to student, and one for each committee member.