# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Contact Information</td>
<td>3</td>
</tr>
<tr>
<td>Orientation &amp; Basic Information</td>
<td>4</td>
</tr>
<tr>
<td>Getting Started: Rotations, Lab Selection, FAQs, Direct Admissions Policy</td>
<td>9</td>
</tr>
<tr>
<td>Student Guidance and Assessment</td>
<td>15</td>
</tr>
<tr>
<td>Timeline to Ph.D.</td>
<td>18</td>
</tr>
<tr>
<td>Course Work and Program Requirements</td>
<td>20</td>
</tr>
<tr>
<td>Preliminary Exam</td>
<td>22</td>
</tr>
<tr>
<td>Dissertator Status</td>
<td>25</td>
</tr>
<tr>
<td>The Final Steps</td>
<td>26</td>
</tr>
<tr>
<td>Final Thesis and Thesis Abstract</td>
<td>27</td>
</tr>
<tr>
<td>Appeals and Special Requests: Program Level</td>
<td>29</td>
</tr>
<tr>
<td>Appeals and Grievances: University Level</td>
<td>30</td>
</tr>
<tr>
<td>Moving On</td>
<td>33</td>
</tr>
</tbody>
</table>
Welcome to the Microbiology Training Program!

Fall 2016

We look forward to helping you obtain your Ph.D. degree in Microbiology. This handbook will hopefully answer some of the questions you may have about the program. Please feel free to contact anyone listed below if you have additional questions or need any type of assistance.

PEOPLE TO CONTACT FOR MORE INFORMATION

Academic Issues or Questions
Cathy Davis Gray
1326 Microbial Sciences/265-0689
cdg@bact.wisc.edu

Maurice Johnson, Medical Microbiology and Immunology
1336 Microbial Sciences/262-8531
mljohnson24@wisc.edu

Course Advising/Rotations
Jade Wang, Bacteriology
6478 Microbial Sciences/263-0307
wang@bact.wisc.edu

Program Director
Nancy Keller, Med Micro and Immunology
3476 Microbial Sciences/262-9795
npkeller@wisc.edu

Andy Mehle, Medical Microbiology and Immunology
3305 Microbial Sciences/263-1978
amehle@wisc.edu

Vice Director
Garret Suen, Bacteriology
5159 Microbial Sciences/890-3972
gsuen@wisc.edu

Payroll
Kim Besta, Bacteriology
1312 Microbial Sciences/265-0496
besta@wisc.edu

Department Resources:
Bacteriology Office Staff
1322 Microbial Sciences/262-2914

Medical Microbiology and Immunology Office Staff
1322 Microbial Sciences/262-3351

Web Site: http://www.microbiology.wisc.edu/index.php
Please check the web site often as updates are posted on a frequent basis.
ORIENTATION AND BASIC INFORMATION

When You Get Here

New graduate students are expected to arrive in time to attend orientation, which is generally held one week before the start of classes. In 2016, this will be August 29 through September 1. You are also invited to attend the annual Kenneth B. Raper Symposium held in the Microbial Science Building by the Department of Bacteriology on Friday, September 2, 2016.

Orientation Schedule

Orientation begins on Monday, August 29th, in 6201 Microbial Sciences at 9:00 AM. The day starts with a light breakfast, followed by formal and informal presentations by staff, faculty, and students. Orientation is intended to provide you with grounding in the program, beginning with introductions and an overview of the program. There will be a general presentation by a member of the Advising Committee and an informal advisory panel of current students, who will give you the low-down on the program, professors, Madison, and whatever else you can think of to ask. Faculty trainers will make short, informal research talks to introduce their research programs. The goal of these sessions is to introduce you to the faculty and their research. You may get ideas for rotations, and you will certainly get an idea of the breadth of microbiology research on campus.

There will be benefits drop In Sessions as well as workshops on Radiation Safety, complete with an exam for certification. Anyone who works with radioactive materials on the UW-Madison campus must take the Radiation exam and be certified by Radiation Safety.

During orientation week, you will be encouraged to make appointments to talk with faculty about doing rotations in their labs and about scheduling specific time frames, both start date and duration. We encourage you to take advantage of the breadth available to you in the Program and not choose rotations based on popularity or a desire to stay or “hang” with the crowd.

Orientation week always involves some informal socializing and something will be planned for new and current students.

Advisors

Each new student is assigned advisors for the rotation period. This advisor can help you determine which didactic classes to take in your first semester, give advice about rotations, or just serve as someone to talk to for general academic advice. Should you wish to change your advisor during the first semester, please contact the Program Coordinator, Cathy Davis Gray, or the Program Director, Nancy Keller.
Support

Unless you have received an independent fellowship or traineeship (third-party funding), you will be supported by Program resources until you select a thesis laboratory. After that, the laboratory you join assumes responsibility for your support. Program resources used to support first-year students without independent or University fellowships can include:

- Research Assistant (RA) positions funded by the Graduate School
- Departmental RA positions
- Departmental Fellowships
- Departmental Scholarships
- External Fellowships or Scholarships, e.g., NSF, Howard Hughes, NIH

Unless you have an independent fellowship (third party funding), responsibility for support of a student rests with the director of the lab you join after the rotation period. The departments that participate in the Microbiology Program have a long history of providing a safety net in cases of temporary interruptions in funding, but the Program cannot provide indefinite support for an unfunded research lab. The funding situation in a lab is one consideration in choosing rotations for the purpose of joining a lab for thesis research. It is reasonable for you to inquire if a lab director has funding available or pending for your long-term support. UW-Madison in general and Microbiology faculty specifically have outstanding funding records from a variety of sources, but individual cases vary at particular times.

Payroll/Welcome Week

Payroll checks are issued once per month on the first day of the month. Your pay is based on an as-earned basis. Thus, work performed in September is paid on October 1, and so on.

The stipend for 2016-17, as stated in your letter of offer, is $26,000 per annum. PLEASE DO NOT FORGET THERE ARE INCOME TAXES ON YOUR PAY! We do not assume responsibility for taxes for Uncle Sam and the State of Wisconsin for your income. If you are supported by a third party (e.g., training grant or fellowship) you may have to file quarterly taxes.

You will have to pay student fees of at least $607.40 for the fall 2016 semester and the designated amount for each semester you are registered. The cost will change depending on the number of credits you take and the fee structure.

Your first, full-month paycheck will be issued on October 1, 2016.

You may have your checks deposited directly into whichever account you set up at a local financial institution in Madison. You will be given forms and additional information on how to do this during orientation.
Health Insurance

You must apply for health care coverage within 30 days of hire in order to avoid any restrictions or waiting periods unless you are currently covered by another insurance program. If you miss the initial 30-day enrollment period and decide to enroll for health insurance later, you will be limited to the standard plan with a 180-day waiting period for any pre-existing conditions, unless you can show loss of your current health insurance and apply within the initial 30-day time period after the loss of health care. The payroll/benefits coordinator(s) will help counsel you and provide all the necessary paperwork for you to register for the various insurance programs available.

If you apply prior to August 31, your coverage will begin September 1; if you wait until after September 1, your coverage will begin October 1 and so on.

Timetable

The actual procedure for registration is done via the MY UW Student Center. Web enrollment can be accessed through the My UW portal at http://www.wisc.edu (right-hand side under the photo). You will need your NetID and password to access My UW. Your NetID is the name that appears to the left of the @wisc.edu in your WiscMail address. Your password is the one you use to check WiscMail. See www.doit.wisc.edu (and “Computing Resources,” page 7-8 of this Handbook) for more information.

Click on the “Student Center,” which gives you real-time course listings and the availability to register. It also lists many other important links you may need to access or obtain information.

If you encounter any problems registering or interpreting any instructions, feel free to ask the program coordinator for help.

Registration

All students are expected to meet with their advisor to finalize their registration. Entering graduate students will need to meet with their designated advisor prior to the end of the first week of classes to help determine their first semester core classes.

When changing course credits, try to NEVER exceed a total of 15 credits. You can do this by dropping credits before you add or by using the swap function.

You must be registered for 8 to 15 graduate level credits (numbered 300 and above) to be considered a full-time student for the fall and spring semesters, and 2 credits for the summer session. Dissertators must register for 3 credits during any semester.

Wiscard

When you have registered and that status can be verified through the computer system, you
may obtain a free university photo ID card from Union South. You will be required to show some other form of photo ID, such as a driver’s license or passport.

**Bus Pass**

After you have obtained a university ID you may pick up your free bus pass at the Student Activity Center, 4th Floor, 333 East Campus Mall 9:30 am until 6:30 pm beginning August 29, 2016 or Union South Box Office 10:00 am to 6:00 pm. The pass should be good starting that day. Schedules, rates, maps, etc., can be accessed on-line at [http://www.ci.madison.wi.us/metro/metro.html](http://www.ci.madison.wi.us/metro/metro.html).

**Passkeys**

Access to the Microbial Sciences Building will require a specially coded passkey. You will be given forms to fill out at orientation so that your id card can be programmed to open the appropriate locks.

**Computing Resources**

UW-Madison provides a free e-mail account, personal web space, and access to the Internet as well as excellent campus libraries, biological databases, and other sites. Resource information can be found at [www.doit.wisc.edu/students/](http://www.doit.wisc.edu/students/).

You may sign up for your free e-mail account from DoIT by activating your net id in My UW ([http://my.wisc.edu/](http://my.wisc.edu/)). We encourage you to switch to an @wisc.edu domain e-mail as soon as possible. Many professors send large attachments via e-mail and commercial web-based e-mail programs such as Hotmail and Yahoo frequently reject these files or e-mails sent to multiple recipients.

You may download a variety of free software, including a browser, virus protection, internet connection software, etc., from the DoIt web site. Many popular software packages and hardware may be purchased from DoIt at reduced prices. There are extensive university, departmental, and investigator-owned computer resources as well as specialized campus or departmental resources, e.g., for computer graphics, molecular modeling or sequencing. Macintosh computers and PCs are available in many laboratories as shared or individual resources.

**Tuition and Fees**

MDTP graduate students who are supported by a traineeship or fellowship do not pay tuition and fees.

Students supported as Research Assistants also do not pay tuition but must pay segregated fees, which are at least $571.16 for the fall 2016 semester.

The due date for segregated fee payment is the first Friday after the third assistant paycheck of the term. (Friday, December 2, 2016 for the Fall 2016 term and Friday, April 7, 2017 for the Spring 2017 term). A late fee of $100 is deferred and will only be levied if segregated
fees are not paid in full by the first Friday after the third graduate assistant paycheck of the term (December for Fall term and April for Spring term).

Segregated fee bills will continue to show standard campus due dates (September for fall term and February for spring term) due to system limitations. However, the Bursar’s website will provide details of this graduate assistant segregated fee payment policy, including the procedure for requesting hold adjustment for 2/3 payment. In addition, the Office of Human Resources will work with schools, colleges and divisions to include language informing TAs, PAs, RAs and LSAs of this policy in appointment letters.

If you receive a tuition bill that you believe is in error, please contact the program coordinator immediately for assistance.
GETTING STARTED

Rotations

After orientation, you are required to participate in a minimum of three rotations. Typically, rotations are 4-6 weeks in duration. You may set up all rotations at the start of the fall semester, or as the semester proceeds. You may already have one or more labs in mind when you first come to Madison, or you may not. You must keep the program coordinator informed of your rotations as well as informing her of the lab you ultimately choose to do your Ph.D. thesis work.

Laboratory rotations are designed to provide you with an opportunity to do research in prospective laboratories prior to selecting the one in which you do your thesis work. They provide first-year students, faculty, and other lab personnel a chance to get to know one another in terms of specific lab projects, scientific approaches and thinking, mentoring style, and lab atmosphere and dynamics. Joining a lab at the conclusion of your rotations is a mutual decision between you and the lab director.

Rotations may be performed: a) with the idea of joining a lab for several years of thesis research, b) to gain experience with a particular technique or experimental approach, or c) to get once-in-a-lifetime exposure to a particular field of study or type of work. Any of these rationales for doing a rotation are fine, but should be clearly understood by both the student and the lab director from the beginning. Even if you arrive with a focused idea of which lab you want to join, you should do several rotations for the experience, and because you may find other labs that interest you more.

Choosing a Lab

The deadline for finishing rotations and joining a lab is February 21, 2017. Students with independent fellowship support may choose to do rotations through the first academic year. However, many students choose to make their decision and arrangements by the end of the fall semester (the last day of classes). This decision occurs because many other biological sciences graduate programs on campus provide support for rotations only during the fall semester. This issue is important because Microbiology faculty may also be trainers in other departments and programs where students typically choose a lab by the end of the fall semester. Students from various programs may rotate in the same lab, and resources (funding support and space) in any particular lab are not infinite.

The best strategy for choosing a lab is to maintain an open line of communication between you and the faculty member. Joining a lab is a mutual decision between a student and a faculty member, and most students are able to join labs that are their first choices. Occasionally, problems do arise, and alternatives should always be considered.
Potential Questions to Ask Prospective Thesis Advisors

Choosing a thesis advisor is an important decision that will influence the course of your scientific career. To choose wisely, one needs to be well informed. It is important to think beyond the issue of common research interests and to consider other aspects of your graduate training. To aid you in this process, a list of possible questions to ask prospective thesis advisors is provided below. These questions are intended to stimulate a dialog between you and your potential thesis advisor that will allow you to assess whether your views of graduate education are compatible. The hope is that, by discussing these issues before choosing an advisor, future conflicts will be avoided and you will have a productive and rewarding graduate career.

Questions you may wish to ask of prospective thesis advisors:

1) What thesis projects would be available to me if I were to join your lab?

2) Would these projects expose me to a variety of different experimental approaches?

3) In general, how available will you be (e.g., on a daily or a weekly basis) to answer questions I might have?

4) What is your philosophy regarding the amount of guidance the thesis advisor should provide to a student during preparation of the thesis proposal, literature seminars, thesis, etc.?

5) What are your expectations for the amount of time (and working hours) I should spend each day/week in the lab?

6) What regularly scheduled activities (e.g., group meetings, joint group meetings, research clubs) does your lab participate in that provide an opportunity to get outside input on my research project and to hear about the work of other students and postdocs?

7) Do you encourage your students to attend seminars and journal clubs, including those that may be outside their field of research?

8) Do students in your lab have the opportunity to attend scientific meetings where they can interact with researchers from other institutions?

9) Do you include your graduate students in professional activities that will familiarize them with their field of research, such as reviewing manuscripts and meeting with visiting speakers?

10) What are your former graduate students (if any) doing now?

11) What is your general philosophy of graduate training and what goals do you have for your graduate students?

12) Do you believe that you have or can obtain adequate funding to maintain my stipend throughout the course of my career as a graduate student?
13) How many MDTP students will you accept into your lab this year?

Many of these questions are not simple and may not elicit a quick answer. However, any trainer should be willing to discuss these important issues with you. You may also want to discuss these issues with any students that are currently in the prospective advisor’s lab. This list is by no means complete; you should spend some time thinking about what is most important to you in your graduate training. Most importantly, you want to find a trainer who will nurture your career and encourage you to achieve your full potential.

Direct Admissions Policy

Purpose - To address the need of MDTP faculty members to attract quality graduate students that do not have a typical background or that are interested in research areas underrepresented in the pool of students admitted through the general admission process.

Premises - Every year, the MDTP Admissions Committee (AC) works within the fiscal reality imposed by the limited funds available to support incoming graduate students during the fall semester. Consequently, the AC cannot extend offers of admission to all qualified applicants.

Goal - The Direct Admission (DA) mechanism will provide a means to match the interests of faculty with those of qualified students who would not be accepted into the MDTP for lack of funds. The DA mechanism will expand the service the MDTP provides to core faculty and trainers of the program.

Direct Admission Policy.

- A limited number of qualified students can be directly admitted into the MDTP if an interested MDTP faculty member meets the requirements for DA, and the student agrees to the conditions imposed by the DA mechanism.
- The financial responsibility for a directly admitted student lies entirely on the faculty member that initiates the DA process. Neither the MDTP, nor its core departments (Bacteriology and Medical Microbiology & Immunology), would bear any financial responsibility for DA students at any time during their tenure in the program.
- DA students and faculty must sign a contract where they agree to the following: i) DA students are active members of the MDTP; ii) All policies of the MDTP apply to DA students except that DA students will not rotate; iii) DA students clearly understand the conditions and risks of the DA process; iv) DA students will not receive funds from the MDTP for relocation; v) MDTP faculty interested in DA students will commit, in writing, to providing financial support for the student, at the rate established by the MDTP, for the duration of his/her studies; vi) If a DA student is asked to leave the lab or s/he chooses to leave the lab, the student must notify the MDTP office immediately, and the faculty member is committed to arranging support for the student for a minimum 2-month rotation/transition period. The faculty member must obtain a commitment from his or her department chair to support the student for the 2-month transition period in the event that the faculty member is unable to supply the funds. The signature of the
faculty member’s department chair on the DA contract will indicate this support. The commitment of the faculty member will terminate sooner if the student finds a new lab before the end of the 2-month period.
MDTP STUDENT GUIDANCE AND ASSESSMENTS

Goals

1. Ensure students have:
   a. General knowledge pertaining to their chosen area
   b. In depth knowledge of the background and significance of their research project
   c. The ability to think scientifically, independently, critically, and creatively

2. Give students continuing guidance regarding
   a. How to rectify weaknesses in general knowledge
   b. The trajectory and feasibility of their research goals

3. Promote student learning and scientific progress such that upon completion of degree they
   a. Are experts in their fields
   b. Have made significant contributions to scientific knowledge
   c. Have published a substantial portion of their work

Practices to achieve goals

1. Incoming student advising
   An advisory committee comprised of at least two faculty members (appointed by the MDTP Director) will meet with students individually during orientation week, and periodically as needed during the remainder of the student’s thesis work.

   At the introductory meeting the advisory committee will:
   a. Assess if the student lacks any coursework required for entry into the program and devise a plan for fulfilling these requirements.
   b. Provide tailored advice regarding lab selections and coursework.

2. 1st year committee meeting
   By the end of the 1st year (before the start of the Fall semester) the student will have a committee meeting comprised of the PI and at least 3 of the anticipated thesis committee members (chosen by the PI and student).

   For the meeting:
   a. The student will prepare a short 2-page proposal for research
   b. The committee will question the student to probe their general knowledge in areas pertaining to the research.
   c. Any weaknesses or areas in need of improvement will be recorded by the PI and the committee will make recommendations for how the student will improve in these areas (e.g. specific readings or another course).
   d. The committee will outline their expectations for the student with regard to experimental progress and areas of knowledge to be assessed at the preliminary exam.
   e. The committee will discuss coursework requirements and suggestions for courses.
   f. Recommendations and expectations will be described in a report prepared by the PI and provided to the program coordinator for inclusion in the student’s file.

3. Preliminary exam
   The preliminary exam will be held by the end of the summer of the 2nd year.
   a. The student should meet with individual committee members.
   b. The student and committee members should schedule and reserve a minimum of 3 hours for the exam.
   c. The student will prepare a written proposal (see guidelines) and distribute it to their committee at least 4 weeks before the exam (unless otherwise agreed upon by the committee). The PI is encouraged to work with the student in development of the proposal, but the proposal should reflect the student’s writing and intellectual skills.
   d. A tenured committee member who is not the PI will chair the examination committee.
e. The student will be examined in two rounds of questioning.
   1) In the first, the committee will ask questions pertaining to the proposal, and assessing the student’s ability to pose testable hypotheses, interpret data, recognize potential pitfalls and alternative approaches, and think critically.
   2) In the second round of questioning the student will be examined for their breadth of knowledge, with an emphasis on those areas outlined by the committee in year 1, including those that were perceived as deficiencies.

f. Due to the relatively early timing of the exam students will not be assessed on the amount and quality of data they have accumulated.

g. At the end of the exam the student will be asked to leave the room, and the PI and the committee will discuss their assessments of the student’s performance on the written proposal and oral defense.

h. The PI will then be asked to leave the room and the committee will make a decision regarding the student’s performance. See guidelines for possible outcomes of examinations.

i. The Chair will be responsible for summarizing the committee’s discussion and assessment in a report that will be provided to the student and PI, and will be included in the student’s file.

4. Annual committee meetings
The student will meet with their thesis committee at least once each year after passing the preliminary exam.
   a. The student will prepare a 2-page report including presented talks and abstracts, publications, research progress, and other related activities.
   b. The committee will
      1) Assess the student’s progress toward publications
      2) Provide intellectual and technical advice on the student’s research
      3) Encourage continued learning
      4) Ensure the student is gaining appropriate experience in communicating science

5. Prospectus
Approximately 6 months before the anticipated completion of degree the student will have a prospectus meeting with their committee.
   a. The student will prepare a thesis outline, including information for each chapter/appendix regarding complete and planned publications and experiments. Other information to be provided includes future career plans and timeline for completion of experimentation and writing.
   b. The committee will:
      1) Assess the quality and quantity of completed research and feasibility of the proposed plan for completion.
      2) Provide advice regarding steps toward completion
      3) Make a recommendation regarding the student’s readiness for defense

6. Defense
The student will provide their written thesis to the committee approximately 4 weeks before the defense date, unless otherwise agreed upon by the committee. The student will present a seminar on their dissertation research, which will be followed directly by the final examination. The final examination will be an oral defense of the thesis to the thesis committee, who will:
   a. Assess the student’s command of the research, its implications, and its relevance within a broad context.
   b. Provide feedback and recommend changes to the written thesis
TIMELINE TO Ph.D.

**Year 1**

**Fall: Semester I**
- Orientation: first week prior to classes. Talk with assigned advisor about course work and rotations.
- Course work: Bacteriology (Micro) 731/MMI 901 student seminar, 1 credit; Current Issues in Microbiology, MMI 810, 1 credit; plus additional didactic course work, including Independent Research, 990 (9 credits max) to total 15 credits, maximum.
- Research rotations, 3 minimum.
- December: may choose a lab after three rotations, but no earlier than the last class day.

**Spring: Semester II**
- Research rotations continue (if lab not yet chosen).
- Course work: Bacteriology (Micro) 731/MMI 901 student seminar, 1 credit; Current Issues in Microbiology, Micro 811, 1 credit; plus additional didactic course work, including Independent Research, 990 (9 credits max) to total 15 total credits, maximum.
- **Note:** the number you use to register for research will change when you pick a lab and for each semester thereafter.
- February 21: Final deadline to choose a lab for thesis study (does not apply to MBTG, BTP students).
- June 30: Final deadline for MBTG and BTP students to choose a lab.

**Summer**
- Coursework: Research 990, 2 credits.
- May-June: Form thesis research committee, report selection to program coordinator for assessment and approval by the steering committee.

**Year 2**

**Fall: Semester I**
- Continue thesis research.
- Course work: Micro 731 or MMI 901, 1 credit; research 990, and/or other coursework to 15 credits, maximum.
- Mid-August: Have first-year meeting with thesis committee to approve additional coursework, members sign Form 4 First Year meeting and return to program office.
- Complete teaching practicum.

**Spring: Semester II**
- Continue thesis research.
- Coursework: Micro 731 or MMI 901, 1 credit; research 990, and/or other coursework to 15 credits, maximum.
- Complete teaching practicum.
- Prelims: Prepare thesis proposal and submit to committee 4 weeks prior to exam, which must be held prior to first day of classes of the fall semester.
- Request prelim warrant from program coordinator at least 3 weeks in advance of scheduled exam.
Summer
- Continue thesis research.
- Course work: Research 990, 2 or 3 credits
- Complete prelim exam

Year 3
Fall: Semester I
- Advance to dissertator status.
- Research Professional Development Opportunities
- Continue thesis research.
- Course work: Complete major and minor course requirements. Micro 731/MMI 901, 1 credit; research 990 and/or other coursework to 15 credits, maximum.
- Be prepared to make a 30-minute seminar research presentation in Micro 731/MMI 901.

Spring: Semester II
- Continue thesis research.
- Course work: Micro 731/MMI 901, 1 credit; research 990, 2 credits, to total 3 credits, maximum if dissertator.
- Be prepared to make a one-hour presentation in Bact 731/MMI 901.

Summer
- Continue thesis research.
- Course work: Research 990, 3 credits or a course that does not exceed 3 credits, which must be 300 level or above.

Year 4 and beyond
- Continue thesis research.
- Course work: Research 990, 3 credits.
- Present written (one to two pages) annual progress report to thesis committee at annual meeting, have PI fill out progress report and thesis members sign. Take or send to program office.
- Prepare and defend thesis after requesting thesis warrant from program coordinator at least 3 weeks in advance of defense.
COURSE WORK AND PROGRAM REQUIREMENTS

Major Requirement

Course Requirements for the Doctoral Program. Ten credits are required for the major. All students are required to take two semesters of the 1 credit course, Current Issues in Microbiology (MMI 810/Micro 811). These 2 credits may be used for either the major or the minor, with the approval of the thesis committee. At least three courses must come from the following list.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro 526</td>
<td>Physiology of Microorganisms</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>Micro 607</td>
<td>Advanced Microbial Genetics</td>
<td></td>
</tr>
<tr>
<td>Micro 612</td>
<td>Prokaryotic Molecular Biology</td>
<td>Fall</td>
</tr>
<tr>
<td>Micro 625</td>
<td>Advanced Microbial Physiology</td>
<td>Fall</td>
</tr>
<tr>
<td>Micro 640</td>
<td>General Virology-Multiplication of Viruses</td>
<td>Fall</td>
</tr>
<tr>
<td>Micro/MMI</td>
<td>Biology and Genetics of Filamentous Fungi</td>
<td>Fall, even years</td>
</tr>
<tr>
<td>655</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Micro 668</td>
<td>Microbiology at Atomic Resolution</td>
<td>Spring, odd years</td>
</tr>
<tr>
<td>Micro 710</td>
<td>Microbial Symbiosis</td>
<td>Spring, odd years</td>
</tr>
<tr>
<td>MMI 720</td>
<td>Topics in Immunology</td>
<td>Fall</td>
</tr>
<tr>
<td>MMI 740</td>
<td>Mechanisms of Microbial Pathogenesis</td>
<td>Fall, even years</td>
</tr>
<tr>
<td>MMI 750</td>
<td>Parasite-Host Interactions</td>
<td>Spring, even years</td>
</tr>
<tr>
<td>MMI 790</td>
<td>Immunology of Infectious Disease</td>
<td>Spring, odd years</td>
</tr>
<tr>
<td>MMI/Micro</td>
<td>Special Topics</td>
<td></td>
</tr>
<tr>
<td>875*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This is a temporary course number and will change as new courses are established.

The remaining credits may be other Micro or MMI courses approved by the Advising Committee or your thesis committee, excluding Micro 731/MMI 901, MMI 900, and Micro or MMI 699 and 990, or any other research, directed study, seminar or journal club course except as approved by the Steering Committee.

Minor Requirement

Students in MDTP may fulfill the minor requirement under either Option A: a full minor in a single department outside the major (e.g., Biochemistry, Genetics, Population Health) with at least 10 credits, or Option B: a distributed minor between two or more departments with a total of 10 credits. Medical Microbiology and Immunology and Microbiology courses can be used for minor credit rather than major credit, in the Option B minor. All courses must be 300 level or above. No credit will be given for courses taken for pass/fail/audit/credit/no credit. Courses with grades of “S” (satisfactory) are acceptable. Please refer to the Program Guidelines for more specific requirements.
Teaching Requirement

As part of their training, students are required to complete one semester of teaching practicum during their second year in the Program. A request to change the timing of part or all of the teaching practicum (typically to the first year) must be approved by the program director, both department chairs, and the student's advisor. Refer to the end of the Program Guidelines for a copy of the Teaching Practicum.

Professional Development

Purpose: To prepare MDTP students for microbiology related careers.

Background. In order to better train MDTP students for microbiology-related professions, the Students need a chance to gain knowledge and experience not just in academic research, but also in other fields where their microbiology education may be put to good use.

The Delta Program in teaching has been a great asset to MDTP students interested in teaching as a career, allowing students to take classes and gain experience in teaching. Successful students are granted a certificate from the Delta Program, and this achievement and experience likely make the students more attractive for teaching positions.

Professional Development Options. With this plan we are expanding professional development opportunities for MDTP students beyond academic research and teaching. Opportunities for professional development can consist of coursework, an internship, a summer workshop, outreach experiences, or a second teaching practicum experience.

Courses. The Graduate School has agreed to allow MDTP dissertator students to enroll in courses from a limited list of classes appropriate for professional development of MDTP students. Students would take one or two courses in an area of interest after they become dissertators. Additional courses may be added to this list if they are appropriate for MDTP students and are approved for this purpose by the Graduate School.

Teaching practicum. A second semester of teaching practicum may be the most appropriate training for students that seek a career in academic research and teaching. If students do not arrange for other professional development activities, the default professional development training would be a second semester of teaching in a teaching practicum.

Summer courses or workshops. For students most interested in continuing in academic research, one or more summer courses or workshops may be the most appropriate training. Examples of such courses are those that cover research areas or methods or scientific writing or grant preparation.

Internship. As an alternative to class work or a second semester of teaching practicum, MDTP students could participate in an internship with a business or other organization. Students doing internships would have to arrange to be paid through the organization, and they would not be paid by their advisors while away from their research.

Requirement. In order to ensure that MDTP students are allowed to participate in the Professional Development opportunities, their participation will be required. Students will be
required to perform a second semester of teaching practicum, carry out an internship for as long as one semester, take at least 2 credits of coursework from the list of approved classes or through the Delta Program, or perform other professional development activities equivalent to 2 semester hours of coursework as judged by the thesis committee. The thesis committee must give approval for the student to participate in the chosen professional development activity. Thesis committees will also determine if each student has met the requirement. Students should complete the professional development requirement by the end of the fourth year. This requirement will go into effect with the MDTP class entering in fall 2011.

Please refer to the Professional Development Opportunities document on the MDTP website: [http://www.microbiology.wisc.edu/cs_forms.php](http://www.microbiology.wisc.edu/cs_forms.php)

**Seminar Presentations**

Students must enroll and participate in Micro 731/ MMI 901 Student Seminar during their first three academic years and are encouraged to attend and participate in the Student Seminar throughout their matriculation in the program. Students are required to make two seminar presentations in Micro 731/MMI 901 during the course of their degree. Throughout their matriculation students are strongly encouraged to present at least one annual seminar in an appropriate venue.

**Performance Standards (Grade Point Average)**

The Graduate School requires that all graduate students maintain a GPA of at least 3.0 (B average) for all graduate course work (courses numbered 300 or above, excluding research courses). Students with a lower GPA may not achieve dissertator status and are considered to be on academic probation, which involves monitoring and possible action by the Graduate School.

Please contact the program coordinator regarding actions to be taken if you are placed on academic probation.

**Procedures for Monitoring Progress**

**Choosing the Thesis Committee and First-Year Meeting.** During the summer semester of the first year, each student will, in consultation with his/her thesis advisor, select a Thesis Committee. The Thesis Committee will consist of the student’s major professor (who will serve as chair) and four other faculty members. At least two of the total members must have their primary appointment in the Department of Medical Microbiology and Immunology or Bacteriology. Before the end of the first year, the student will meet with his or her thesis committee to solicit course recommendations. At this meeting, the student will also very briefly describe his or her research plans for the next year, so that the committee can judge what specialized courses might be most appropriate for the student. The meeting will provide both the student and the faculty early input into the student’s education. If the committee feels that the student is likely to encounter major problems in research or course work, the student will be made aware of this and given advice on how to remedy the deficiencies.
Yearly Progress Meetings. The student will meet annually (prior to the end of the calendar year) with his/her thesis committee to discuss thesis research progress, until the thesis is completed. The initial meeting (see above), in the first year and the qualifying/preliminary Exam (see below) in the second year can satisfy this requirement. In all subsequent years, students are to prepare and send a brief (one to two pages), written progress report prior to meeting with their committee. The committee will approve the progress report and return an evaluation form to the Steering Committee. The student will return the committee-approved progress report and signed evaluation form to the program coordinator. The reports will be kept on file in the student’s permanent record.

Preliminary Examination - Research Proposal. In the spring semester of the second year, the student will prepare a written thesis research proposal and defend this proposal orally to his/her Thesis Committee before the end of the summer of the second year. The PI will be present during the exam and there will be a tenured faculty member who will act as the chair of the exam committee. Once a student has successfully passed the preliminary exam, completed all required course work and fulfilled the teaching requirement, he or she is considered a dissertator.

You need to request a preliminary exam warrant from the program coordinator 3 weeks prior to the exam date.

1. The Written Proposal (Part A).

   The student will write and submit the research proposal to the Thesis Committee. The subject matter of the proposal will coincide with the student’s anticipated thesis research. The proposal should be written as a research proposal divided into five sections: 1) Background and Significance, 2) Preliminary Results, and 3) Experimental Plan. The proposal will have an upper limit of 15 double-spaced pages including embedded tables and figures. References are not included in the page limit. The student should consult with others, including the thesis adviser and committee members, before and during the writing process. At least 4 weeks prior to the anticipated oral defense, the student will submit the proposal to the members of the committee. The committee will have two weeks to evaluate the proposal.

   During the third week, the student should meet with each member of the committee to learn his/her appraisal. Based on these comments, the student will revise the proposal and resubmit it at least one week prior to the oral defense. The revision must include an Introduction of not more than two pages that summarizes the substantial additions, deletions, and changes. The Introduction must also include responses to the criticisms and issues raised by the committee.

   If a committee member has reservations about the original or the revised proposal that are serious enough to make voting to “pass” unlikely, that member should notify the student and the thesis adviser of his/her concerns immediately. In such cases, the thesis adviser, after consultation with the other committee members, may delay the defense to allow time for corrective actions.

2. The Oral Defense (Part B)
The student will give a brief (20-30 min.) oral presentation describing the research proposal and then respond to questions raised by the members of the Thesis Committee. The questions will center around the research proposal, but may include any question relevant to it or to the expected proficiencies in microbiology enumerated by the Steering Committee. The major professor will assign a prelim chair. Following the examination, the Thesis Committee will decide whether the student (i) passes the exam unconditionally and proceeds to candidacy, (ii) passes the exam conditionally and is instructed to complete additional work to satisfy a perceived deficiency, or (iii) fails the exam.

PLEASE NOTE: Please refer to the Program Guidelines for more in-depth descriptions of course work and program requirements. If a conflict is detected between this Handbook and the Program Guidelines, the latter document should always be followed.

Preparation of the Written Proposal or the MDTP Prelim

The purpose of the following outline is to provide some guidance for students as to the form and function of research proposals. The model for the particular version used below is the NIH plan for Public Health Service Grants. As in the case of a "real" grant proposal, your goal should be to persuade a reviewing group that your goals are interesting and important, that you have chosen a plan of experimentation that is highly likely to return interesting and interpretable results in a reasonable time frame, and that you have the background and understanding to bring this plan to fruition.

In any such proposal, clarity is key. The people who review the proposal will not all be experts in your field and you must therefore provide significant information to document the above goals to this group. In line with this idea, you should avoid unnecessary arguments and information, since they will distract from the essential arguments.

While you will actually be judged on the final version of the proposal and your defense of it, it would obviously be prudent to generate as good an initial proposal as possible for submission to your committee. It is therefore reasonable that you begin the overall outline of the proposal well before the fact and discuss the goals and approaches with colleagues before distributing the initial draft. You are therefore strongly encouraged to obtain input from other students, and particularly from your advisor, prior to distribution of the proposal to your committee.

The proposal description below contains information about the overall structure of the proposal as well as suggestions about each of the individual sections.

Abstract: This is the critical initial contact with the reader. Distill the necessary parts of your proposal to one-half page or less, stating the problem and what you intend to do about it. Make it understandable to the intelligent, but inexpert, reader.

Specific Aims: List the major questions that will be answered in your research and the specific approaches that will be used to address those questions. This is typically done in an outline form of no more than one-half page. It should also provide the framework for the Experimental Design section below, so its organization is key to the entire proposal. Try to
be realistic and propose an amount of work that you are likely to accomplish in the next 2-3 years; excessively optimistic proposals suggest a lack of critical thought.

It is often advisable to divide the following sections into subsections with titles to orient the reader.

**Background and Significance:** This section should be several pages long and contain enough information to make the subsequent sections understandable to the reviewer. It should also give the reviewer an understanding of the state of the field before your participation, citing any critical information that is either published or known to you through personal communication. Your accomplishments will be described in the following sections, but it may be necessary to allude to some of your results in this section for clarity or argument. Results from your laboratory that you were not involved in should be described in this section. This section should also serve to convince the reviewer that the general question chosen is an important one.

**Previous Results:** Describe the progress you personally have made while in the lab. The goal of this section is to convince the reader that you have made some progress and/or that you have developed skills that will be necessary to complete the proposed work.

**Experimental Design:** Typically the sections in this part will follow in the order laid out in the Specific Aims. The goal here is to convince the reviewer that the approach you have chosen will yield interpretable results and that you really understand those approaches. If there are intermediate goals that are absolutely critical to the whole project, either defend why your single approach must work, or propose alternative "backup" approaches. Provide enough information to make it clear that you understand the technique; this does not mean an abundance of detail, but a brief description of potential problems and shortfalls in the experiment or its analysis. If there are obvious experiments that will not be done, briefly say why.

Throughout this section, make your priorities clear; not every experiment is as important as the next, and some approaches will be pursued only under certain circumstances. Continually orient the reader by explaining how each intermediate goal fits into the overall plan.

**Timetable:** This short section should be a realistic estimate of when the critical intermediate goals in the proposal will be accomplished. It should also make clear when the primary approaches will be dropped and the alternatives adopted. You wish to convince the reviewer that, no matter what happens, you will return with a "story" suitable for a thesis in a reasonable time period.

**Literature Cited:** Using a standard format (authors’ names and journal citation, including titles), list the references cited throughout the proposal. This should not only document your understanding of the state of current information, but also that you know the critical sources of information on the methods you have proposed to use.

**Overall Format:** The proposal should be limited to no more 15 double-spaced text pages including tables and figures. References are not included in the page limit.
DISSERTATOR STATUS

Checklist for Meeting the Requirements of Dissertator Status

☐ Satisfied Graduate School requirements of 51 credits, which includes 32 credits in residence.

☐ Completed all minor requirements, 10 coursework credits.

☐ Completed all major requirements, 10 coursework credits, except the final dissertation and MDTP seminars.

☐ Cleared all incompletes, no reports (NR), or grades of “P” in non-research courses.

☐ Have completed one semester of teaching (or obtained a waiver from the Steering Committee)

☐ Passed the preliminary exam, obtained signatures and turned in the signed form to the program coordinator.

☐ Received an e-mail from the graduate school specifically telling you that you have reached dissertator status.

NOTE: As a dissertator, you should register for 3 credits each semester to maintain continuous registration. You must be registered during the semester you earn your degree.
THE FINAL STEPS

- Determine with your advisor that you are ready to start writing your final thesis.

- Arrange a six-month prospectus meeting with your committee to determine that they agree.

- Choose a date and location for the formal presentation of your thesis research.

- Send draft to committee at least six weeks prior to final defense date.

- Request that the program coordinator obtain a final warrant from the graduate school at least four weeks prior to defense. Inform him or her whether you will attend commencement.

- Coordinate pertinent information (title, date, time and location of defense) with program coordinator so that a formal notice of your defense may be sent to participating faculty, departments and program students.

- Pick up warrant from program office when available.

- After successful defense, call Graduate Academic Services (262-3011) to schedule a date to complete the dissertation process. Return photocopy of signed warrant to program office.

- Inform program coordinator about your future plans (post doctorate, industry job, other).

- Make sure you check in with your payroll office to let them know you will be finishing and when you file your thesis.

- Change your address in MY UW to your new address so you can receive your diploma.

- Keep in touch with us!
Final Oral Exam: Defense

You should not take your final oral exam until all other requirements for the degree have been satisfied. At least three weeks prior to your exam, a warrant request must be submitted to the Graduate School by the Program office for their approval. The form will list the faculty members that have agreed to serve on your Thesis Committee. If you change the membership of the committee before the actual exam, another warrant request must be filled out and requested from the Graduate School. At your prompting, the Program office will file the paperwork for you and hold onto the approved warrant until the day of your exam. Remember to schedule an appropriate conference room for the final defense with the representative of the building where you wish to present and defend.

The final examination is oral and will deal primarily with the thesis: knowledge of the general field of microbiology and the minor must be demonstrated.

Final Thesis and Thesis Abstract

Prior to graduation, every student must submit a thesis based on original and significant observations. Six months prior to the expected defense date, the student will meet with the Thesis Committee and obtain approval of the thesis prospectus. Students are required to present a seminar on his/her dissertation research, which is followed directly by the final examination. The final examination will be an oral defense of the thesis to the Thesis Committee. One month prior to the scheduled oral defense, the student must obtain the Ph.D. warrant from the Graduate School through a request from the program coordinator. For the student to pass the final exam, four of the five-committee members must sign to affirm passage.

To allow everyone adequate time to review your material, your thesis should be handed out to your committee at least 6 weeks in advance of your defense date. You should request a final warrant from the graduate school through the program coordinator at least three weeks prior to your defense date. The presentation and defense of the Ph.D. thesis will follow the usual procedures of the Graduate School. The Graduate School states that the thesis must be the candidate’s own work. It may be the result of research enterprises in which others have collaborated, but in those cases the candidate is required to present a substantial portion that represents his/her own contribution. Any work in the thesis that was completed by someone other than the author must be clearly indicated as such.

Writing and Publishing the Thesis

The formal details for preparing your thesis are outlined in the “Doctoral Dissertation and Degree Completion Requirements” handbook prepared by the Graduate School. The Graduate School also offers special sessions to answer specific questions about formatting your thesis that are held 9:00-9:30 each morning in 217 Bascom Hall. You do not need an appointment and can take eight to ten pages for review.

When you have electronically submitted the final version of your thesis and completed the survey you will take the confirmation of submission for those along with the signed warrant to the graduate school, you must make an appointment and take it to the Graduate School.
Ph.D. Office for approval. After, you will be sent to the Bursar’s Office to pay a mandatory publication fee for the doctoral dissertation. You can submit your dissertation electronically for a fee of $75.00 plus tax. Each Ph.D. student pays the cost of submitting the electronic dissertation and publication of the abstract at the Bursar’s Office, 21 N. Park St., which will also cover the library bindery costs. If you wish to copyright your document, there will be an additional fee payable at the Memorial Library.

NOTE: Please be aware that your status as a student ends when your thesis is deposited. In practical terms, this means that your pay ends. It is advisable that you work out an arrangement with your major professor in the event that you plan to stay in the laboratory for any length of time after you finish.

The Program does not require that degree candidates provide a copy of their thesis. However, it is generally a good idea to provide a bound courtesy copy for your major professor and home department. You may want to check with your lab's departmental office for up-to-date contract binding vendors. Most students use a local bindery (Grimm Book Bindery, 6880 Gisholt Drive, Madison, WI 53713, 608-221-4443 X 221 or www.grimmbindery.com). The cost for a basic, bound thesis is $45 with additional fees for printing the title on the cover or spine, special accents, etc. An additional economical option is www.lulu.com.

Transcripts and Diploma

Degrees are posted on official transcripts approximately four to six weeks after the end of each session. If you need certification of degree (i.e., proof that you have obtained the Ph.D.), please go the Registrar to get a degree completion letter.

Transcripts may be ordered on-line from the Registrar at http://ordertranscript.wisc.edu/ or by mailing a transcript request form that you may download from the same site and mail to the address provided. You will receive your diploma approximately four months from the end of the semester in which you are awarded the degree. Your name will appear on your diploma as it is recorded on your official records. (Name changes may be filed with the Registrar, 333 East Campus Mall, floors 10 & 11). A UW degree folder may be picked up at the Registrar, 333 East Campus Mall if you do not attend the ceremony. Your diploma will be mailed to the permanent home address you provided at your last registration. Use My UW link to update personal information. International students who need the diploma sent to an address outside of the US must make arrangements in advance at the Registrar’s office.

Commencement

Information will be sent to you regarding commencement procedures. In addition, a recording of dates, times, etc., regarding the event can be accessed by dialing 2-9076. If you meet the submission deadline for the Petition to Graduate, your name will be printed in the commencement program. You may still attend the ceremony if you miss this deadline. Cap and gown rentals are arranged through the University Bookstore.
Appeals And Special Requests: Program Level

You may make special requests or file grievances with the MDTP Steering Committee. This committee is comprised of the director and vice director, professors from Bacteriology and Medical Microbiology and Immunology, and from departments from outside the two core departments, as well as three student representatives and departmental staff.

**Faculty**

Nancy Keller  
Garret Suen  
Jaehyuk Yu  
Jade Wang  
Laura Knoll  
Rod Welch  
Jenny Gumperz  
Caitilyn Allen  
Tom Friedrich  
Doug McNeel

**Committee Assignments**

MMI Director  
Bact Vice Director  
Bact  
Bact  
MMI  
MMI  
MMI  
At-Large  
At-Large

**Students**

Jenny Bratburd  
Eliot Stanton

**Staff**

Kari Straus  
John Lawler  
Cathy Davis Gray

Department Administrator, Bacteriology  
Department Administrator, Medical Microbiology and Immunology  
Program Coordinator, MDTP

For details about the administrative make-up and rules regarding the MDTP Steering and other standing committees, please refer to the Program Guidelines.
Appeal & Grievance Procedures: University Level

If your concerns are not satisfactorily answered at the program level, you are entitled to take you grievance to the next level.

During your time at the UW-Madison, occasions may arise in which you feel that you are being treated unfairly by members of the university's faculty or staff, or by other students. If this happens, a variety of resources are available to help you address your concerns. Options vary from the informal, involving consultation and discussion, to the formal, involving submission of a written complaint or grievance. The appropriateness of any particular option to your situation will depend upon many factors, including the employment or student status of the people involved, the nature of the decision (or conduct) that you find objectionable, and whether you feel comfortable with the option itself.

The information below is a guide to help you locate resources that can help you to plan the right action for your situation. You are also encouraged to contact the Graduate School Office of Academic Services & Fellowship Administration for consultation. Prior to pursuing a formal procedure, the Graduate School can try to facilitate informal resolution to your issue through use of campus resources. The Graduate School works closely with the many resources on campus, such as the Dean of Students Office, and will be able to refer you to the appropriate office. Please remember that perceptions of unfair treatment often result from circumstances that can be corrected readily, such as misunderstandings, lapses in communication, or lack of information.

First steps: With few exceptions, student concerns about fair treatment are handled most effectively at the local level. If possible, you should first express your concerns to the person directly responsible for the action that you find objectionable. If you do not believe that such a direct approach will work, or if you feel uncomfortable making the attempt, you should address your concern to your advisor or the department chair, program director, laboratory director, or other person holding supervisory responsibility for the unit or area in which you are located or in which the action occurred. Through this contact, you may expect one of two results to follow: (1) you will either receive assistance that leads to resolution of the problem, or (2) if the problem cannot be solved through informal discussion, you will receive information on other options available to you through your department, school or college, or administrative offices of the university.

If informal discussion does not resolve the problem, the next step is a more formal one. Procedures for addressing concerns may exist in your department or in your school or college, in the Graduate School or, depending on the nature of your concern, in various administrative offices of the university. The number and restricted application of these many procedures makes it especially important that you follow the actions noted in the first steps section above, so that you receive appropriate advice and counseling.

If a procedure applicable to your situation exists in your department, school or college, you should follow that procedure before seeking assistance from any other office. The Graduate School will hear appeals of any decision made by a department or program, but will restrict its review to a determination of whether the department/program followed its
established procedures for resolving such challenges. (See Graduate School procedural
review below.)

**Formal procedures:** The following administrative offices of the university have procedures
available for addressing certain concerns, so long as you are prepared, in good faith, to allege
that an individual's conduct is clearly inappropriate, does not involve a difference of opinion
or judgment, and is incompatible with that individual's performance of his or her duties to the
university:

**Unfair treatment by another student:**
Dean of Students Office
75 Bascom Hall
263-5700

**Discrimination or harassment by a member of the staff or faculty:**
Equity and Diversity Resource Center
179A Bascom Hall
263-2378

**Unprofessional conduct (including discrimination or harassment) by a member of the
faculty:**
Office of the Chancellor
161 Bascom Hall
262-9946

**Procedural review: (see below)**
The Graduate School Office of Academic Services & Fellowship Administration
217 Bascom Hall
262-2433

**Graduate School procedural review:** The Graduate School will hear appeals of any decision
made by a department or program, but will restrict its review to a determination of whether
the department/program followed its established procedures for resolving such challenges. A
Graduate School procedural review will be initiated when you file a formal grievance with
the Graduate School's Associate Dean for Academic Services. You must be specific about
the nature of your concerns. If the matter involves a dispute over grades or some other
academic issue, you must further state why you believe that the Graduate School should
consider the matter. You should attach to your grievance copies of all prior correspondence
indicating your efforts to resolve the matter in accord with the first steps section above, or, if
applicable, school or college procedures. When the Associate Dean for Academic Services
receives a written grievance that satisfies these criteria, the Graduate School will take the
following action:

* The Graduate School will notify you in writing within 20 days whether your grievance
will be submitted to formal review, and give you a time frame within which we can complete
the review.
* The Graduate School will request from the department, program, school or college all records relevant to the issues raised in your grievance.

* The Graduate School will arrange a meeting with you, the Associate Dean in the Graduate School for your division, and a representative of the Graduate School's Academic Services & Fellowship Administration Office.

* The Graduate School will arrange a meeting with the department/program chair (or their designee), the Associate Dean in the Graduate School for your division, and a representative of the Graduate School's Academic Services & Fellowship Administration Office.

* The appropriate Graduate School Associate Dean will then meet with the other Graduate School deans to review the grievance and vote on a decision. The Dean of the Graduate School will not vote on this decision. The decision will be conveyed to you and the department/program in writing from the Graduate School's Associate Dean for Academic Services & Fellowship Administration.

**Final appeal process:** If unsatisfied with the Graduate School's ruling, you may make a final appeal to the Graduate Faculty Executive Committee (GFEC) within thirty (30) days of receiving the Graduate School's decision. Again, the appeal can be made only on procedural issues. The appeal must be made in writing to the Chair of the GFEC (the Dean of the Graduate School). Upon receipt of the appeal, the following will take place:

* The Dean of the Graduate School will ask the appropriate Graduate School Associate Dean (from your academic division) to appoint five members of the GFEC to review the process. Two members of the subcommittee (including the chair) should be a representative of your division (academic divisions at UW-Madison: Arts and Humanities, Biological Sciences, Physical Sciences, or Social Studies). The other three members should be representatives of each of the other divisions.

* The subcommittee will receive an official "charge" and an appropriate time frame for completing the review from the associate dean, but otherwise the Graduate School dean(s) will not be part of this review process. You will receive a copy of this correspondence.

* The GFEC subcommittee will review all materials previously submitted to the Graduate School and will determine if additional information and/or a meeting with you and with the department is necessary.

* The GFEC subcommittee will review your appeal and report its recommendation to the full GFEC. The full GFEC (with the exception of the Graduate School deans) will vote on the appeal and advise the Graduate School dean of their recommendation. The final decision is made by the Graduate School dean, and will be conveyed to you and the department or program in a letter signed by the Dean of the Graduate School. No further appeals are allowed.
MOVING ON

Make sure you check in with your payroll office to let them know you will be finishing and when you file your thesis.

In addition, we would like you to take a moment to fill out the form below so that we may keep track of your progress over the years. This is used for a variety of purposes, none the least of which will be helping you keep in touch with fellow students. Please bring the completed form to the Program Office.

MDTP CHECKOUT LIST

PART I

To be completed by Student:

Name: __________________________________________________________

Supervisor/PI Name: _____________________________________________

Last day of Work/Study: __________________________________________

Forwarding home address: _________________________________________

________________________________________

________________________________________

________________________________________

New School/Business address: ______________________________________

________________________________________

________________________________________

________________________________________

Rank/Title: _____________________________________________________

E-mail address: _________________________________________________