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Introduction
Welcome to the Food Science Department

Contact Information

♀ Babcock Hall
1605 Linden Drive
Madison, WI 53706

(608) 265-2729
Website
Facebook
Twitter
Center for Dairy Research (CDR)
Food Research Institute (FRI)

Department of Food Science Staff

Administrative & Front Office Staff

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<th>Name</th>
<th>Title</th>
<th>Office</th>
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<tbody>
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Faculty

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<tbody>
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<td><a href="mailto:gozturk@wisc.edu">gozturk@wisc.edu</a></td>
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**Affiliate Food Science Faculty**

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<tbody>
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**Academic Staff**
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**Food Science Mission & Vision**

**Vision:** We will be leaders in training next-generation professionals through education and creation of basic and technological knowledge to improve food quality, safety, and security to advance the human condition.

**Mission:** We will be leaders in training next-generation professionals through education and creation of basic and technological knowledge to improve food quality, safety, and security to advance the human condition.

**Core Values:**
- Enable the Wisconsin Experience: Empathy and Humility, Relentless Curiosity, Intellectual Confidence, and Purposeful Action
- Honest, professional, civil and solution-orientated in attitude and action
- Transparency on all administrative actions
- Encouraging and inviting of participation
- Positive, safe environment
- Full embrace organization equity and diversity
- Strategic and thoughtful in design and operation
- Student-centered orientation
Welcome from The Graduate School

“Great universities are measured by the vigor of their graduate programs and the integration of those programs in the overall research mission of the institution. The University of Wisconsin-Madison is one of the preeminent institutions in the world with a richly woven history of graduate education and research that prepares the future generations of thought leaders in a wide range of disciplines and contributes to the global economic engine. The mission of the Graduate School is “to foster excellence in graduate education.”

Graduate School Vision: Given its campus-wide responsibility for graduate education and its connection to the research mission through the Office of the Vice Chancellor for Research and Graduate Education, the Graduate School is in a unique position to set university-wide standards and policies, serve a special advocacy and communication role, promote diversity initiatives, and otherwise augment the margin of excellence. We fulfill these roles by initiating and incubating new ideas and facilitating graduate education through partnerships with schools/colleges and other campus units.”

UW-Madison Statement on Justice, Equity, Diversity, and Inclusion

The UW-Madison Department of Food Science is committed to building a culture that embraces justice, diversity, inclusion, and equity, believing that these values are foundational elements of our excellence and fundamental components of a positive and enriching learning and working environment for all students, faculty and staff.

Things to do When you Arrive

Matriculating at UW-Madison

As soon as you arrive on campus, please stop by the Food Science Department in Babcock Hall to announce your arrival (this is bullet point 3 in the “checklist” for All students below). The Graduate Program Coordinator, Department Administrator and Faculty Advisor will help you matriculate into the Graduate School and become enrolled in the Food Science Graduate Program. The Graduate School offers guidance for enabling students to get quickly adjusted to Campus at the following link: https://grad.wisc.edu/new-students/ . A detailed account is available regarding “Welcome Week”, as are resources available to Graduate Students, and checklists to facilitate a quick start to assimilating to campus. Welcome Week occurs only for students entering the Fall semester during the last week in August, preceding the week classes start.

The checklist below is for all new students:

- Activate your NetID & set up multi-factor authentication.
- Attend Graduate Student Welcome Week.
- Visit your program’s office, meet your graduate coordinator and faculty advisor, and plan to attend program orientation activities.
- If you haven’t done so yet, submit final transcripts to the Graduate School Office of Admission, 500 Lincoln Drive
☐ Enroll in classes through your Student Center Account (new Graduate students Fall enrollment typically opens late June).
☐ For Correspondence, always use your WiscMail account.
☐ Pay you tuition and segregated fees (even if you benefit from tuition remission, you usually still have to pay segregated fees. Research Assistants have until their 3rd paycheck to pay their segregated fees). Tuition Rates.
☐ If you have a need related to a disability, contact the McBurney Disability Resource Center.
☐ Fill out your Immunization and Health History Form.
☐ Get your WisCard (campus ID Card). Note: You must register for classes prior to getting your WisCard.
☐ Update your local mailing address and phone number in MyUW.
☐ Pick up your free Madison Metro bus pass during Welcome Week.
☐ Complete the online sexual violence prevention program, required for all new graduate students.

For International Students, the following must be addressed:

☐ Check in with International Student Services (ISS) within 1-2 days of your arrival to have your employment eligibility verified (Form I-20). If you are appointed as a TA, PA, RA, Fellow, or Trainee, you will have access to and must enroll in health insurance subsidized to UW-Madison/State of Wisconsin. Other International students and J-1 scholars are required to enroll in the SHIP (Student Health Insurance Plan) soon after arriving on campus or to file a waiver proving they are adequately insured in some other way.
☐ If you are employed and on a J-1 or F-1 visa, apply for a social security number.
☐ If you are required to take the English as a Second Language Assessment Test (ESLAT) as a condition of your admission, do so immediately upon arrival.
☐ ISS provides services such as transportation assistance, orientation to campus and community life, housing assistance, and information about social opportunities. They also advise on such issues as income tax, immigration regulations and documents, optional practical training (OPT) and job strategies.

For Graduate Students with Funding, the following steps must be taken:

☐ If you received federal or state financial aid, update your local mailing address in MyUW and contact the Office of Student Financial Aid with any questions.
☐ If you are a TA, PA, RA, Fellow, or Trainee, learn about benefit plans you are eligible for from the Office of Human Resources.
Orientation for New Food Science Graduate Students

**Fall/Spring entry:** Early in Welcome Week (Fall), the Department of Food Science holds an orientation session for entering Food Science students in Babcock Hall. For students starting our Program in Spring, an orientation will be organized in January, before classes start. Every other year, teambuilding activities will be organized for all students, faculty and staff. The Graduate Program Coordinator will organize these activities and you will be notified accordingly.

**Summer entry:** Although the Food Science Department does not formally enroll students in the Graduate Program for the summer term, some Fall ‘admits’ may join the Department during the summer months, often with the encouragement of their Advisor. These students should attend orientation in the Fall. To matriculate as a Graduate Student in the summer, registration for the 8-week session is required (typically 2 credits of FS 990, Research). If the student has been offered an RA that is available at the start of the summer session, they must be enrolled to receive the stipend. Students without access to an RA or PA may enroll but are required to bear the tuition fees. Students who arrive on Campus during the summer with consent from their Advisor can become a member of the Food Science Department by being paid as a student hourly. The benefit of joining the Department in the summer is to get acclimated to the Campus, Department, and their research group before campus gets busy in the Fall. [NOTE to International students: International students can not arrive before their VISA stipulates, so if the Advisor wishes them to arrive in the summer, this has to be mutually planned in advance to ensure proper VISA status/entry date.]

**Laboratory Safety/Training:** All students are required to complete safety training. Safety will be introduced at the orientation. The Chemical/Lab safety Program must be completed before you begin working in the laboratory (Beth Button is the Department Safety Officer). The course is offered on-line pending self-registration. There are also Biosafety training modules required for students working in BSL-2 (or higher) laboratories (even if they are not working at the BSL-2 level). There is one required module, as well as additional ones depending on the need and exposure of the student. If you work with tissue culture cells, additional modules need to be completed. All modules are online. For those students exposed to or having contact with laboratory animals, there is an animal safety online training.

Personnel with direct animal contact will also need to complete the UW Animal User Certification with the Research Animal Resources Center (RARC) and the Animal Contact Risk Questionnaire with UHS Occupational Medicine. There are also other types of safety training offered by Environmental Health & Safety described that may be suitable for some students. Please consult your Advisor if you are uncertain. Graduate students who work with and supervise undergraduate students should ensure those students are trained and should not be allowed to be in the lab unsupervised and/or in the absence of any senior personnel.

**Meet with the Advisor**

When you arrive on campus, arrange to meet with your Advisor to discuss minimum expectations to be successful in the Graduate Program, and to learn more about your research topic/area. At least two weeks before classes start, meet with your advisor to select coursework.
At this point, the Graduate Program Committee (GPC) will already have determined through an audit if you require core Food Science courses (Food Chemistry, Food Processing, Food Microbiology). You and your Advisor should compare the information in the audit with the degree requirements, also see Appendix A) & First Meeting (see Minimum Course Requirements) to select your course work. **Importantly: within six months of arrival, your coursework needs to be approved by the Graduate Program Advisory Committee (GPAC).** For most courses, you only can enroll every two years because courses are offered the same semester in alternate years.

**Enroll for classes**

After consulting your faculty advisor to be sure you both fully agree about your first semester class choices, register for classes (brief descriptions are offered) at MyUW through a direct link from your “Student Center”. You may also search and enroll in courses using your NetID. If you have difficulty registering, contact the Graduate Coordinator in the 105 Administrative Suite. Prior to having your WiscCard (ID), a public display of courses with brief descriptions but without enrollment access is available. **Full-time status requires 8-15 credits**: Food Science students should enroll for 12-15 credits; most of them will be FS 990 (research) to emphasize research and the dominant feature of your effort in the graduate program.

**Academic Calendar**

The Academic calendar is posted by the Secretary of the Faculty for multiple years in advance.

**Important Dates and Deadlines** for course enrollment and other academic actions related to registration can be found at the Office of the Registrar.

**Facilities in Babcock**

**Access**

Public access to Babcock Hall is available M-F, 6:30 AM-5:00 PM. Extensions of this time frame occur when exams are scheduled in Babcock. After-hour and weekend access require keys or Department registration of your WisCard for electronic access. Stop by 105 Babcock Hall to have keys assigned for your lab and office spaces and your WisCard activated for electronic building access. ANY KEY that is lost or goes missing must be reported immediately, and ALL KEYS must be returned to Marcia Verhage when students leave the Graduate Program.

**Services & Resources**

Room 105N Babcock Hall is the Department mailroom. Graduate students’ mailboxes are collectively organized by “groups" listed under the name of their advisor. Here, U.S. Post Office mail is delivered and outgoing mail may be dropped off for pick-up. Deliveries by UPS and FEDEX may be to other sites in Babcock Hall, particularly the loading dock for large items and
instructional/research supplies. Some perishable items may be delivered to Suite 105, but not all, so students should be vigilant about imminently arriving perishable items. A photocopier is housed in 105N for scanning and copying. Students obtain access using a reserved number code for their (Advisor’s) lab group. Class notes should not be copied and Copyright laws/protection must be recognized (no copying of books). Personal use of the photocopier should be very limited. Large or extended copying jobs should be conducted outside the busy part of the day and should momentarily yield to others with more urgent needs (e.g., to get ready for classes or academic meetings).

Conference Rooms

Lab group and Graduate Committee meetings are typically held in Rooms 201 and A120 Babcock Hall, with larger assemblies being scheduled for 205. A few other rooms are available for small groups, as is B140 (Food Applications lab) for larger groups and specialized functions. Meeting rooms should be reserved through personnel in the 105 suite along with AV equipment such as laptops, projectors and accessories. A weekly schedule of reserved rooms/meetings will be posted on appropriate room doors at the beginning of each week.

Lab & Office Space

Your advisor occupies specific laboratory and office space for your lab group in Babcock Hall, or another building if they are an Affiliate Food Science Faculty (see Department of Food Science Staff). Graduate student offices are typically proximal to your lab, and should provide a desk and other office furniture and supplies as provided by your advisor and members of your lab group. You will need to get keys for the facilities you inhabit during your program. It is imperative that your lab and office space is locked, especially if no lab group member is present.

Security & Personal Safety on and off Campus

Theft accounts for most crime on campus. All University buildings are public places, and the Ice Cream Store in Babcock Hall draws many visitors to our building. Madison is a relatively safe city to live, work, and study, but like anywhere else, crime sometimes happens. Remember these common sense safety tips provided by the UW-Madison Police Department.

Student Life:
- Lock your doors. Theft is a crime of opportunity.
- Do not walk alone at night.
- Do not walk in dimly lit or rarely traveled areas.
- If you feel unsafe traveling at night, use the SAFEwalk service.
- Do not post your address or phone number on social media.

Report crimes. Campus crimes should be reported to UW Police at 608-264-2677. Off-campus crimes should be reported to the Madison Police Department at 608-255-2345. Remember, there is a correlation between alcohol use and crimes: alcohol and other drugs are involved in
90% of student felonies. Take responsibility for your personal safety. For more safety information visit UW-Madison Police Department.

**Sexual assault, harassment, and dating/domestic violence.** Sexual assault, sexual harassment, dating/domestic violence, and stalking are serious issues that can affect graduate students and disrupt the learning and working processes of the entire campus community. Student victims/survivors have many options available to them on and off campus, including victim advocacy, mental health counseling, and access to the criminal and campus disciplinary systems. Services are available to victims regardless of their choice to report the incident to law enforcement, and most are available at no charge.

**Threats from nature.** Tornado or other strong storms are not uncommon in Dane County. In the event of a warning, take the following actions:

- When the warning siren sounds, seek immediate shelter, preferably in a basement or below ground evacuation location. A steel-formed or reinforced concrete building will provide some protection.
- In a multi-story building, seek shelter in an interior hallway or a lower floor.
- Stay away from outside walls, exterior doors, and glass windows or partitions. Do not open windows.

**Threats of violence.** Appropriate response to active-threat scenarios is offered by the UW Police Department. Chances are, you’ll never face an active killer situation. But if you do, you need to be prepared. An active killer is an individual(s) actively engaged in killing or attempting to kill people in a confined space or other highly populated area. In most cases, active killers use firearms and display no pattern or method for selection of their victims. An active killer’s objective is that of mass murder.

Active killer situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent further harm to the community. What you do matters, and we encourage you to remember these three key steps: RUN, HIDE, and FIGHT [listed in priority].

Similarly, bomb threats remain an unlikely threat. If you see something, say something. Suspicious behaviors and situations, like an unattended backpack in a public place, or someone trying to break into a restricted area, should be reported to police immediately. In an emergency situation, call 911.
Requirements for Graduate Degrees

Requirements at a Glance

For both MS and Ph.D. degrees, there are timelines to complete and assess satisfactory progress toward coursework and research requirements. **There is no option for a non-thesis MS degree.** Thus, you must complete an approved suite of personalized coursework and complete (defend) a thesis or dissertation on original research that meets the satisfaction of your Advisor and Program Advisory Committee. The minimum frequency of meetings with your Program Advisory Committee is intended to monitor your progress annually toward completing your individual degree requirements.

The Food Science Graduate Program endorses graduate students to implement an **Individual Development Plan (IDP).** The IDP helps students to (i) assess current skills, interests, and strengths; (ii) make a plan for developing skills to meet academic and professional goals; and (iii) communicate with supervisors, advisors, and mentors about evolving goals and related skills. Please note that Graduate School requires Ph.D. students supported by funding from the National Institutes of Health (NIH) to implement an IDP.

In terms of credit requirements, students in pursuit of a MS degree require a minimum of 30 graduate degree credits (300+ level) of which (i) ≥16 credits are obtained in residence; (ii) ≥15 credits are obtained from G50% courses (i.e. graduate level courses). Students in pursuit of a doctoral degree require a minimum of 51 graduate degree credits (300+ level) of which (i) ≥32 credits are obtained in residence; (ii) ≥26 credits are obtained from G50% courses.

Here is a summary table of the meetings, their purpose, and what is required of students.

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<tr>
<th>Requirement</th>
<th>MS</th>
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<td>Course Plan must be certified</td>
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<td>graduate degree credits</td>
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<tr>
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<td><strong>Certification of Course Plan Mtg</strong></td>
<td>Within 6 months of entering</td>
<td>Unofficial transcripts, Audit by</td>
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<tr>
<td>(ideally, student will provide</td>
<td>(ideally, student will</td>
<td>GPC, Course Certification Form (“pre-approved” signature of Advisor) Appendix A</td>
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<td>GPAC a ~5 min preview of their</td>
<td>provide GPAC a ~5 min</td>
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<td>research area)</td>
<td>preview of their research</td>
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<td><strong>Research Advisory Committee Mtg</strong></td>
<td>Annually</td>
<td>Progress Report</td>
</tr>
<tr>
<td><strong>Oral Examination of Research Mtg</strong></td>
<td>Thesis Defense (student</td>
<td>Official UW Transcript, Signed</td>
</tr>
<tr>
<td></td>
<td>should prepare a PowerPoint</td>
<td>Course Certification Form, Final</td>
</tr>
<tr>
<td></td>
<td>presentation of key features</td>
<td>Oral Examination (defense) Warrant</td>
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<td></td>
<td>and findings of their</td>
<td></td>
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<td></td>
<td>research)</td>
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</tbody>
</table>

Here is a summary table of the meetings, their purpose, and what is required of students.
<table>
<thead>
<tr>
<th><strong>Coursework</strong> (minimum):</th>
<th><strong>Certification of Course Plan Mtg</strong></th>
<th><strong>Research Advisory Committee Mtg</strong></th>
<th><strong>Qualifying Exam Mtg</strong></th>
<th><strong>Oral Examination of Research Mtg</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>graduate degree credits</td>
<td>Course Plan must be certified</td>
<td><em>Within 6 months of entering</em></td>
<td>Preliminary Exam: based</td>
<td><strong>Dissertation Defense</strong> (student</td>
</tr>
<tr>
<td>residence credits</td>
<td>51 (#300+ level)</td>
<td><em>(ideally, student will provide GPAC a ~5-10 min preview of their research area)</em></td>
<td>on candidate-authored research proposal (PowerPoint presentation)</td>
<td>should prepare a PowerPoint presentation of key features and findings of their research)</td>
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<tr>
<td>graduate course credits</td>
<td>32 (#300+ level)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>26 (G50% level)</td>
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<td></td>
<td>N/A</td>
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</table>

Who is Involved

**Advisor**

The Graduate School requires that all graduate students have an Advisor (Major Professor) who is your primary mentor while in the graduate 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 cases where the student’s Advisor retires or otherwise leaves UW-Madison, the Food Science Department will ensure identification of a new Advisor. 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 largely determined in consultation with your advisor with some input from other GPAC members (See Graduate Program Advisory Committee) The nature and scope of your research project will likely be initially sketched out by your Advisor. However, as your research progresses one can anticipate substantial departures from the original plan and your input and mutual decision-making between you and your Advisor are critical elements of success in your research. Thus, it is imperative that you and your
Advisor develop and maintain an effective means and style of communication that is compatible with both of your patterns of scientific communication (see also last part of Student and Student Resources).

Graduate Program Advisory Committee (GPAC)

A GPAC must be assembled in consultation with your Advisor, who is one of the GPAC members. The responsibility of the GPAC is to mentor and prepare you to be successful in your program. The GPAC is involved in the Course certification process and participates in all annual technical review meetings of your research activity. The GPAC critically evaluates your efforts, offers constructive suggestions and guidance, and monitors student progress overall. Additional technical review/progress meetings may be held at the discretion of the student and Advisor that may or may not involve all GPAC members.

The M.S. Student’s GPAC Requirements

☐ The chair or one of the co-chairs of the committee must be graduate faculty from the student’s program; affiliate appointments can be used to satisfy this requirement.
☐ The committee must have at least three members.
☐ Two of the committee members must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement.
☐ The third member and any additional members may be from any of the following categories, as approved by the program executive committee (or its equivalent): graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the executive committee (or its equivalent).
☐ All committee members have voting rights. To receive a master’s degree, students cannot receive more than one dissenting vote from their committee on the final degree warrant.

The Ph.D. Student’s GPAC Requirements

☐ The chair or one of the co-chairs of the committee must be graduate faculty from the student’s program; affiliate appointments can be used to satisfy this requirement.
☐ The committee must have at least four members.
☐ The committee must have members from at least two University of Wisconsin—Madison graduate programs; affiliate appointments can be used to satisfy this requirement.
☐ Three of the four committee members must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement.
☐ Two of the four committee members must be Food Science Faculty, of which one must have a tenure-home in Food Science
☐ At least three committee members must be designated as readers.
☐ The fourth member and any additional members may be from any of the following categories, as approved by the program executive committee (or its equivalent): graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the executive committee (or its equivalent).

☐ All committee members have voting rights. To receive a doctoral degree, students cannot receive more than one dissenting vote from their committee on the final degree warrant.

Student

YOU are responsible for 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 your major Advisor and the GPAC. You are also responsible for ensuring that a GPAC meeting occurs each year of your program. Be assertive and self-advocating, especially when dependent on others (e.g., annual meetings with Advisor and GPAC) who are involved in your timely progression through the program. Your Advisor is your primary mentor and advocate, and it is imperative that you both have a good and effectively working relationship. This starts with open communication and understanding each other’s roles and responsibilities. (A general list that reflects the views of many major institutions is provided in Student Resources.)

Food Science Graduate Program Coordinator

The Graduate Program Coordinator is an advocate for you from the point of your application for admission to graduation from the program. They function with, and acts as the principal information liaison for, the graduate students, Director of Graduate Studies and Graduate Program Committee, and the Department Administrator and Chair. They advise and interpret requirements regarding the department's graduate program and the rules and policies of the University of Wisconsin Graduate School for faculty and students. They track, monitor and facilitate graduate student progress toward compliance with Food Science Department and Graduate School degree requirements.

Food Science Graduate Program Committee (GPC)

The charge to the GPC is to “administer the graduate program, monitor and facilitate student progress in the program, and assess the program in terms of students attaining learning objectives.” Major activities include: facilitate recruiting and evaluation of applicants for admission into the Food Science Graduate program; recommending adjustments in curricular offerings and scheduling; developing guidelines and instruments to provide monitoring of progress of graduate students; conducting systematic assessment of the Graduate Program, and identifying and nominating degree candidates for research awards or other sources of support for their programs. The composition of the GPC includes 2-3 faculty members, the Graduate Program Coordinator and up to 3 graduate students. This committee provides
graduate students the opportunity to voice their perspectives in Department deliberations on how to best administer and improve the Graduate Program.

**Food Science Cabinet, and Food Science Executive Committee**

The “Cabinet” is composed of individuals with leadership positions in the Food Science Department: Department Chairman, Department Administrator, and Vice-Chairs of the Undergraduate and Graduate Program Groups, and Strategic Programs Administration. The Cabinet strives to identify major issues, opportunities, action and priorities regarding Departmental programming to be considered by faculty and staff. Items taken up by this body relevant to Graduate Students include the appointment of some assistantships and fellowships, teaching and practicum assignments, and to take actions necessary to support students’ programs that are beyond the purview of the GPAC and GPC.

The Executive Committee is composed of all tenured Faculty in Food Science, and they are charged with making decisions regarding Food Science Department operations and programming related to personnel, facilities and finance/spending. Many Executive Committee decisions may impact graduate students to some extent, although it may not be directly felt by students.

**The Graduate School**

The Grad School has general requirements which ALL graduate students must satisfy, as identified in the GUIDE. The GUIDE is a 500+ page document that also identifies all Department/Graduate program requirements (Food Science Department for the MS Degree and for Ph.D).

Another important Graduate School webpage deals exhaustively with details of graduate study policies and procedures, and should provide answers to virtually any question one may have about Graduate School policy. Please note that the Food Science Graduate Program has more stringent requirements for the Ph.D. GPAC. Required GPAC composition is outlined on Pages 14 & 15. General questions on Graduate School requirements can be answered in Room 217, Bascom Hall (608-262-2433).

**Graduate program Coursework Requirements**

The Food Science Department has a minimum set of coursework requirements designed for students to attain a basic set of competencies in core Food Science areas and supporting disciplines (like Statistics). There is also a set of Graduate levels course requirements and credits within Food Science and other fields that contribute to meeting Graduate School requirements for MS/Ph.D. degrees.

The course requirements for each individual student are identified at the Course Certification Meeting within 6 months of entering the program. The student typically provides a brief description or overview (5-10 minutes) of the research providing the basis of the
thesis/dissertation. The student will also present the coursework that was outlined by the student and the advisor before this meeting. Subsequently, the GPAC can identify any essential/relevant coursework. 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 research 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 signature of the GPAC (with or without a meeting), and the modified coursework plan must be submitted to the Graduate Coordinator for placement in the student’s file. The GPAC is also charged with monitoring the progress of the graduate student at annual meetings.

Courses taken at institutions prior to entering UW-Madison may satisfy some coursework requirements for MS/Ph.D. programs, but the Food Science Department does not transfer these credits toward meeting residence, graduate program or Graduate courses requirements at UW-Madison (See “Guide”)

Minimum Course Requirements for both MS & PhD Programs

The minimum coursework program required of each student depends on college-level coursework taken prior to entering the UW-Madison Graduate Program. Referring to the Course Certification Form https://foodsci.wisc.edu/grad_current.html also see Appendix A], all entering MS and Ph.D. students are required to have a prior degree (BS or MS, “TO ENTER” respective MS and Ph.D. programs), and are expected to have had a course each in Organic Chemistry and Biochemistry. In addition, three courses in Food Science “CORE AREAS” must be completed, as well as a Statistics course. The GPC reviews incoming students’ transcripts for already satisfying these courses/requirements and provides students the results of an “audit” a week before the beginning of their first semester. Sometimes course syllabi are required to facilitate the decision making process by the GPC if a requirement is satisfied by prior coursework. Incoming students who are impacted will be notified of this in advance of their arrival on campus. A copy of this audit should be brought to the Course Certification Committee meeting (see Table in Section 2.0.A).

Details and restrictions on coursework requirements are provided directly on the Course Certification Form. Bear in mind, this Form identifies MINIMUM requirements and the GPAC may recommend additional courses to specifically prepare you for your research program or to fill a void in your coursework background. Graduate students can only earn degree credits upon completion of 300+ level courses. Short courses and workshops do not count towards graduate degree credits. 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. The Food Science Department does not have a foreign language requirement. All graduates must be fluent in spoken and written English.
**Additional Course Requirements for MS Programs**

Other minimum requirements involve principally Graduate-level coursework, including 4 credits in Food Science, plus 1 credit of “graded” Graduate Seminar (the semester in which you present results from your research). Last, if the credits of coursework required do not total 9 credits in residence at UW-Madison, then the balance (300+ level courses) must be identified based on supplemental course suggestions and discussion with your GPAC members. These courses help distinguish your program from other MS students.

**Additional Course Requirements for PhD Programs**

Other minimum requirements involve principally Graduate-level coursework, including 8 credits in Food Science, plus 2 credits of “graded” Graduate Seminar (the semesters in which you present results from your research), and the Food Science teaching practicum (FS799). Ph.D. students are also required to subscribe to a minor program of coursework (outside of Food Science), either within a single Department (Minor Option A), or “distributed” across multiple Departments (Minor Option B).

Minor coursework Option A must be prepared in consultation with your Minor Professor (in that Department). A signed and completed Minor Option A form must be submitted to the Food Science Department for filing. Minor Option B (Distributed) requires a minimum of 9 credits of 500+ level courses conforming to a common theme. Courses must be selected from more than one 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 Ph.D. minor requirement. No courses in Food Science or cross-listed with Food Science are acceptable toward meeting the distributed minor requirement.

**Teaching/Instructional Requirements for PhD Program**

The Food Science Department is one of eight CALS Departments which offer an instructional experience as the course FS 799 (Teaching Practicum, 2 credits). The intent of this course 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. It is a requirement for Food Science Ph.D. candidates, and students are matched with a course for this purpose; in recent years, it has been FS 602 (Senior Project). The expected commitment to assisting the assigned course is 8-10 hours/week during the academic semester. The Practicum requirement is almost always waived if the candidate has had prior Teaching or Teaching Assistant (TA) experience at another institution. Documentation of this activity is required from the instructor or appropriate representative at the host institution, and this waiver is executed during the Course Certification Meeting. Alternatively, if the candidate is appointed in the Food Science Department as a TA for a course in the undergraduate program, they are automatically waived from the FS 799 requirement. Students seeking additional opportunities to develop their teaching further may i) request being hired as a teaching assistantship (TA) with consent of their Advisor, or ii) become involved in the UW campus Delta program, or iii) take other courses...
related to developing instructional competencies that are listed on page 4 of the Course Certification Form (availability of these courses may change periodically).

Additional Major/Minor Options for PhD Students

**Ph.D. joint degree programs**

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

**Enrollment Requirements**

**Full-time status requires 8-15 credits during the academic year** as per The Graduate School, excluding credits taken Pass/Fail or Audited. The Food Science Department recommends that full-time students register for 12-15 credits during the Fall/Spring (academic year) semesters. Food Science Graduate students must attend Seminar (FS 900) each academic semester they are in residence, plus any other courses required for their program. To make up the balance of the 12-15 credits, students should enroll in Research (FS 990). (For example, if a student enrolls for 1 credit of Graduate Seminar, and Food Lipids (FS 710, 2 credits), they should also sign up for 9 to 12 credits of FS 990 to total 12 to 15 credits). Students who anticipate qualifying for a credit “Underload” (a minimum of 2 credits, which reduces tuition for those not receiving an RA/TA/PA) at some point in their program are recommended to initially take 15 credits until they are close to satisfying Graduate School credit requirements. Students on a research assistantship (RA) must register for two credits during the summer session. Any student expecting to graduate at the end of the summer session must register for 2 credits during summer. Dissertators (Ph.D. students who have passed their preliminary exam, see section 2.0.2.b, last ¶) must register for 3 credits per semester, including summer session until they complete program requirements. **Other Graduate School requirements** (including summers).

**Graduate School Credit Requirements Satisfactory Progress in Coursework**

The Graduate School has a **Residency Credit Requirement** (courses taken at UW-Madison while in pursuit of your graduate degree), which involves coursework taken at the 300 level or above, including research credits (990): 16 credits for an MS program and 32 credits for a Ph.D. program, including those taken during the summer (see Table in Section 2.0.A. row 1). A 300+ level course taken through distance education will count toward this 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. Two additional Graduate School requirements include: **Graduate Degree Credits Requirements** and **Graduate Course Credit requirements**, which are 30/51 (MS/PhD, respectively) and 15/26 (MS/PhD, respectively). Only 300+ level courses count towards completion of the graduate degree requirements, and only
G50% courses count towards completion of the graduate course requirements. Both residence and graduate course credits count towards the graduate degree credits.

**Satisfactory Progress in Coursework**

The Graduate School requires an average grade of B or better in all coursework (300 or above, not including research credits) taken as a graduate student unless conditions for probationary status require higher grades. Grades of Incomplete are unsatisfactory if they are not removed during the next enrolled semester. The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

“The Graduate School requires a 3.0 GPA (on a 4.0 scale) for all graduate level courses (courses numbered 300 and above, excluding research, audited, pass-fail courses) to receive a degree. Grades of BC and C can be used to satisfy the graduate residence requirement only if they are offset by grades of AB or A in graduate level coursework. Grades of D and F do not count for residence purposes; however, they are included in the computation of the grade point average. The graduate GPA does not appear on the transcript.”

**Graduate program Research Requirements**

The MS Candidate must author and defend a thesis which encompasses their original research, and similarly, the Ph.D. Candidate must author and defend a dissertation which encompasses their original research. In both cases, the formal account of the candidates’ work may include submitted/published article(s) evolved during the research. Guidance from the Graduate School regarding composition and style of theses/dissertations can be found [here](#). Students have considerable liberties in preparing their research account for the record at UW-Madison.

**Specific Research Requirements for MS Programs**

Members of the MS examination committee (GPAC) must receive a hardcopy of the thesis at least 7 business days before the exam (an electronic version may be distributed to GPAC members who consent to such in advance).

The Candidate must provide at the MS examination: (i) an official transcript of graduate work at UW, (ii) a signed Course Certification Form, (iii) a warrant from the Graduate School, (iv) Student Progress Evaluation Form. The warrant should be requested by the student through the Department Graduate Program Coordinator, about 4 weeks in advance of the defense. See MS forms in appendix B and view the [guide to completing your degree](#).
The Candidate must “Pass” the exam (at least two GPAC members must sign the Warrant affirmatively). 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.

The Candidate must send a PDF copy of their thesis and signed warrant to Elena Hsu from the Graduate School hsu@wisc.edu and the Food Science graduate coordinator. 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 students. Print three copies of the thesis and give, unbound, to the Graduate Coordinator.

M.S. Bypass Option: MS candidates who intend to continue in the UW-Madison Food Science PhD program can exercise the option of taking a qualifying examination for the Ph.D. without an earned MS degree (bypass exam). Consent of the Advisor is necessary, and the qualifying exam is based on the defense of a manuscript that is submitted for publication based on MS program research, with the student as primary author. The examination will be conducted with a format similar to the MS thesis defense. The student can attempt the MS by-pass only once. If the student does not pass, then they are strongly encouraged to complete the MS degree before deciding on their next step (admission to Ph.D. program may still be an option). If the student passes the by-pass exam, they are advanced into the Ph.D. program with their current advisor, the MS degree is not awarded, and the expectation is the student will continue to conduct research in the same area but at the depth of a Ph.D. program. See Bypass forms in Appendix C.

**Specific Research Requirements for PhD Programs**

**a). Preliminary exam.** Pending satisfactory progress for the initial 2-3 years, the candidate must pass the preliminary exam (also referred to as the “prelim” or comprehensive exam) to qualify for Ph.D. candidacy. As per Graduate School requirements, the date of the prelim is scheduled after or during the semester that all the required coursework is completed, except 1 credit of “graded” seminar (This last seminar credit should be satisfied near the end of the student's research program (as an “Exit Seminar”). Having that 1 credit outstanding will not prevent the candidate from obtaining dissertation status.

The “Prelim” is an oral exam administered by the GPAC, the composition of which is described in [Graduate Program Advisory Committee](#). The Graduate School is informed of the committee composition and date of the exam upon request of a warrant for the exam requested by the student through the Department Graduate Program Coordinator. To qualify for taking the Prelim, the student must have completed the following: (i) the 32 graduate residency credit requirement, (ii) at least 39 credits of the 51 graduate degree credit requirement, (iii) all minor requirements, (iv) all program requirements except the dissertation, FS 990 credits and 1 credit “graded” FS
900), (v) resolved all Incomplete/unsatisfactory grades, and (vi) earned at least a 3.0 cumulative GPA. (These requirements can be completed in the same semester when the Preliminary Exam is held).

Candidates must provide the following at the Ph.D. prelim examination: (i) an unofficial transcript of graduate work at UW, (ii) a signed Course Certification Form, (iii) minor agreement form if option A, (iv) a form entitled “Approval for Preliminary Ph.D. Examination” and (v) the warrant, and (vi) Student Progress Evaluation Form. See Preliminary forms in appendix D. 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 embodied by or related to the proposal; 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 Ph.D. program in Food Science at UW-Madison. If the period between passing the preliminary exam and completing the Ph.D. exceeds five years, the student must retake the prelim exam.

b). Composition of the prelim exam proposal. 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 business 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:

I. Statement (“abstract”) of the research program (~1 pg)

II. A concise literature review (target 2-3 pp)

III. Well-defined objectives and rationale (1 pg)

IV. 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)

V. 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 highlighting the basis of the proposal, along with the main strategies and justification to the GPAC, and defends the proposal by responding to comments/questions from committee members. Members of the Examining Committee have considerable latitude in pursuing a line of questioning and/or discussion regarding topics even tangentially related to elements of the proposal.

The primary goals of this exercise are to evaluate the student's (i) literature knowledgebase; (ii) understanding of the research problem; (iii) thought processes required to design appropriate
experiments approaches to test hypotheses, all commensurate with expectations of a Ph.D. candidate.

Passing the Prelim advances the student to Dissertator Status, starting at the beginning of the next semester. This 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). Dissertators enroll in exactly 3 credits (usually FS 990 and FS900) for each Fall/Spring/Summer semester until they complete their degree.

c. Defense of Dissertation or Final Examination. The research work should be defended before the student departs from the university. Normally, the Dissertation 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 dissertation has been written. The format of the exam is up to the Advisor but must also meet the graduate work at UW, (ii) a signed Course Certification Form, (iii) minor agreement forms (as dictated by the Minor Department), (iv) a form entitled Approval for and Report of the Ph.D. Final Oral Examinations for Majors, (v) the warrant, and (vi) Student Progress Evaluation Form. The warrant should be requested by the student, through the Food Science Department Graduate Program Coordinator, about 4 weeks in advance of the defense. This examination cannot be taken sooner than six months after successful completion of the preliminary examination. See Ph.D. forms in appendix E.

The signed warrant must be uploaded in the Grad Portal so that the Graduate School has a signed copy. An electronic copy of the final dissertation must be submitted for approval by the Graduate School (217 Bascom Hall). 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 students. Sending out copies for binding is facilitated by the Department. Give three unbound hard copies to the Graduate Coordinator. The Ph.D. degree will not be awarded until the final copy of the thesis is filed with The Graduate School.

Satisfactory Progress in Research

Research objectives and expectations will be defined as they evolve by the Advisor in consultation with the GPAC and student. At every GPAC meeting (at least annually), a Student Progress Evaluation Form is completed by the Committee. Summary comments are prepared and any concerns regarding student progress should be articulated, especially if those concerns are considered evidence of unsatisfactory progress. If there is no mention of “unsatisfactory progress,” then the student should consider their progress to be satisfactory (even if there are some concerns). This assessment of progress is based only on what transpires during the GPAC meeting, which may not cover all activities of the student.
Almost every semester, Food Science Graduate students enroll in graduate Research (FS 990), a course that is graded as Satisfactory, Unsatisfactory, or Incomplete. If the student receives an Unsatisfactory or Incomplete grade (from the Advisor), the student should promptly meet the Advisor for an explanation of the deficit in productivity or performance yielding the grade assigned. In cases where “unsatisfactory progress” of the student is indicated, the Advisor (perhaps with some counsel from the GPAC members) is obligated to compose a letter to the student of the nature of the finding of unsatisfactory progress and what needs to be done to remedy the situation by the end of the following semester. 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.

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 enrollment discontinuities may compromise degree completion. Students facing challenges to remain enrolled in the program should inform their Advisor (or Department Chair or Vice-Chair of GPC) 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 of 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 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 Ph.D. 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 GPC 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 suspend progress towards a degree.
Graduate Program Assessment

The Graduate School requires that upon completion of every GPAC meeting, a program assessment will be completed by the GPAC members. The Graduate Program Coordinator will email a link to the GPAC before the start of the meeting. The goal of the program assessment is to evaluate to what extent the Graduate Program's learning outcomes are met, which places the Department in a position to use these data to improve our graduate program. The assessment data will be shared with the Graduate School and with members of the Faculty of the Food Science Department. Analyzed data will never reveal the identity of the students.
Student Resources

Advisor-Mentor Relationship

The Graduate School requires that all students have an Advisor. The Advisor/student relationship is one of mutual agreement, which almost always persists for the student’s complete program. The Advisor is the student’s primary mentor, and quickly evolves to become the advisee’s most committed and strongest advocate. While the habits and styles of Advisor mentoring and students being mentored are diverse and highly individualized, there are consistent and reasonable expectations that have been developed by several institutions. Some Advisors may have their own document articulating mutual expectations. The reciprocal expectations list between Advisor and Advisee posted below is a product of the University of Iowa, except for those criteria marked with an ** which were adapted from the Association of American Medical Colleges (AAMC) compact.

Expectations of Graduate Students

1) A graduate student has the primary responsibility for successful completion of their degree. A graduate student should be committed to their graduate education and should demonstrate this by efforts in the classroom and in research. A graduate student is expected to maintain a high level of professionalism, self-motivation, engagement, excellence, scholarly curiosity, and ethical standards.

2) A graduate student should meet regularly with the research advisor to provide updates on the progress of ongoing research.

3) ** A graduate student should maintain a detailed, organized, and accurate laboratory notebook. The student should be aware that their original notebooks and all tangible research data are the property of the institution.

4) ** A graduate student should share common laboratory responsibilities and utilize resources carefully and frugally.

5) A graduate student should be knowledgeable of the policies and requirements of the graduate program, the graduate college, and the institution. The student should strive to meet these requirements, including teaching responsibilities.

6) A graduate student should work with the research advisor to develop a thesis/dissertation project. This will include establishing a timeline for each phase of the work. The student should strive to meet the established deadlines.

7) A graduate student should work with the research advisor to select a thesis/dissertation committee. The student should meet with this committee at least annually (or more frequently, according to program guidelines) and be responsive to the advice of and constructive criticism from the committee.

8) A graduate student should discuss policies on authorship and attendance at professional meetings with the research advisor. The student should work with the advisor to submit all relevant research results that are ready for publication in a timely manner prior to graduation.
9) A graduate student should attend and participate in meetings, seminars and journal clubs that are part of the educational program.

10) A graduate student should **contribute to maintaining a research environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.**

11) A graduate student should participate in the institution’s Responsible Conduct of Research Training Program and practice those guidelines in conducting thesis/dissertation research.

12) A graduate student should discuss policies on work hours, sick leave and vacation with the research advisor or graduate director. The student should consult with the advisor in advance of any planned absences. Please see the Graduates Assistant policy and procedures [here](#).

13) A graduate student should **acknowledge and accept primary responsibility to develop a career following the completion of the doctoral degree.** The student should seek guidance from available resources, including the research advisor, career counseling services, thesis/dissertation committee, and any other mentors.

14) A graduate student should comply with all institutional policies, including academic program milestones. The student should comply with both the letter and spirit of all best practices and policies of the institution.

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**Expectations of Research Advisors**

1. The research advisor should be **committed to the education and training of the graduate student as a future member of the research community.**

2. The research advisor should meet one-on-one with the student on a regular basis. The advisor should provide timely feedback on the student’s written work to facilitate ongoing progress on the thesis/dissertation.

3. The research advisor should be **knowledgeable of the requirements and deadlines of their graduate program as well as those of the institution,** including teaching requirements and human resources guidelines. The research advisor should guide the student in these areas to ensure academic and professional success.

4. The research advisor should **help to plan and direct the graduate student’s project,** set reasonable and attainable goals, and establish a timeline for completion of the project. The research advisor should anticipate conflicts between the interests of externally funded research programs and those of the graduate student and should help keep these interests from interfering with the student’s thesis/dissertation research.

5. The research advisor should **help a graduate student select a thesis/dissertation committee.** The advisor should assure that the committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student’s progress.

6. The research advisor should discuss authorship policies regarding papers with the graduate student. The advisor should acknowledge the graduate student’s contributions and work with the graduate students to present and publish their work.
7. The research advisor should encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.
8. The research advisor should provide an environment for their graduate students that is intellectually stimulating, emotionally supportive, safe, and free of harassment.
9. The research advisor should be supportive, equitable, accessible, encouraging, and respectful of the student during their time in the laboratory, and should foster the graduate student's professional confidence and encourage critical thinking, skepticism and creativity.
10. The research advisor should discuss intellectual policy issues with the student regarding disclosure, patent rights and publishing research discoveries.
11. The research advisor should not require the graduate student to perform tasks unrelated to their academic and professional development.
12. The research advisor should provide career advice and assist in finding a position for the graduate student following their graduation. The advisor should provide honest letters of recommendation and be accessible for advice and feedback on career goals.
13. The research advisor should lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful researcher, such as oral and written communication, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scholarly professionalism. The advisor should encourage the student to seek opportunities in teaching, if not required by the student's program.
14. In disciplines where it is customary, the research advisor should provide financial resources for the graduate student to facilitate the student's thesis/dissertation research. For non-funded students, the research advisor should communicate realistic/potential prospects for funding. If student funding is projected to lapse, the research advisor should give the student as much notice as practically possible (ideally, at least 6 months).

Resolving Conflict with Advisor. 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. If 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. If the issue is still not resolved, the student has the right to contact the Office of Academic Services (217 Bascom Hall, 608-262-2433) in the Graduate School.
Funding through Graduate Assistantships

Many graduate students receive financial support in the form of a Graduate Assistantship from the Food Science Department or their Advisor during pursuit of a degree. Students do not need to apply for assistantships; typically, funding from assistantships is paid from grants awarded to the university/advisor. The most common appointment is a Research Assistantship (RA), followed by Teaching (TA) and Project (PA) Assistantships. PAs, TAs, and RAs with at least a 33.33% appointment are eligible for health insurance as a part of their benefits package (as well as a tuition waiver). You should be given information about insurance options when you first begin your graduate assistantship. Contact the Benefits Coordinator in your department, or the UW Benefits Service Office for more information. Pay close attention to enrollment deadlines, which are often within 30 days of starting your assistantship.

Research Assistantship

A Research Assistant must be a graduate student working toward a master’s or doctoral degree. Research Assistants are UW-Madison graduate students who are given stipends to support their own education and training. RAs should not be given work assignments unrelated to their own educational pursuits-graduate assistants with significant duties unrelated to their own course of study should be appointed as a PA rather than an RA.

The program will give consideration for an RA appointment based on information provided in the application for admission or, in some cases, in a specific program application form. RAs will receive a letter of appointment or reappointment each semester or year they hold their assistantship. If appointed students have not received such a letter, they should contact their pay rolling office.

At UW-Madison the RA appointment percentage is merely a mechanism for setting the stipend amount, and does not correlate to any particular requirement for hours of work. The maximum RA appointment percentage is 50%. However, to account for the potential that RAs may occasionally perform duties that are not directly related to their course of study, the university has deemed an RA appointment to entail 5 hours of compensated employment per week. In no event an RA may be asked to perform more than 5 hours per week of work unrelated to their course of study, regardless of percentage of RA appointment. The 50% RA appointment is a mechanism for setting the stipend rate, and it is not related to a specific workload (like some other institutions). At UW-Madison, this stipend provides support for part of the student’s education and training.

RAs are appointed and are renewable on an annual basis within the fiscal year of July 1 - June 30. The level and duration of support is specified by your Advisor. Continued support is contingent on the student making satisfactory progress and the continued availability of funding. Students should understand that most RA positions are funded through research grants which are very competitive and thus, are seldom guaranteed for the duration of a student’s graduate
program. All students on RA support must be full-time students and register for FS 990 until the thesis is completed.

**Teaching and Project Assistantship**

A Teaching Assistant (TA) appointment is appropriate for graduate students enrolled at UW-Madison who have been assigned teaching or curriculum development responsibilities in an instructional department under the supervision of an academic staff or faculty member who has instructional responsibilities for the course. Graduate Assistantship policies and procedures can be found [here](#).

A Project Assistant (PA) designates graduate students enrolled in UW-Madison who are employed to assist with research, training, administrative responsibilities or other academic programs or projects under the supervision of a member or members of the faculty or academic staff. Work performed is primarily for the benefit of the University. This title does not include a graduate student who does work which is primarily for the benefit of the student’s own learning and research (such as an RA) which is independent or self-directed.

All newly appointed employees shall receive a letter of appointment which specifies the appointment title, experience classification (if any), appointment percentage, effective dates, salary level, length of probationary period (if any), hours of work or work assignment if known. Appointment levels usually range from 33.33% to 50%. For TA appointments, the hours of effort for these respective appointment levels should not exceed a respective 240 and 360 hours per academic semester (the dates of the academic semester extend beyond the start and finish of the 15-week academic semester). TAs and PAs are considered “employees” and are entitled to sick leave and vacation.

Almost all TA assignments in Food Science are made to (temporarily) unfunded students. Students interested in developing instructional competencies may also request a TA appointment. In mid-Spring semester, a call for requests for TA appointments (3 each semester @ 33.3%) for the next academic year is issued to Food Science Graduate Students. To submit a request, the student’s Advisor must consent to the student’s request. Decisions regarding TA offers are proposed by the Food Science Cabinet with counsel from instructors of the courses with TA support, and are then voted on by the Food Science Executive Committee. All reasonable efforts are made to place all students in TA positions according to their preferences and best matched with their skill sets.

As stipulated by the most recent TAA contract (Article 6), a minimum of 8 hours of training is 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 the 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. A pre-training requirement exists 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.

An evaluation and performance review of the TAs 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. An example of the evaluation and survey documents are available in Appendix F.

Other sources of Financial Support

All students are encouraged to apply for national and local scholarships, fellowships and other awards sponsored by the Food Science Department, UW-campus (including TAs in other Departments) or off-campus entities. You should check with your Advisor as to what impact the award may have on your graduate stipend if you are currently appointed on one. Some students are admitted to the Graduate program who attest to being self-funded, personally or by a third-party (e.g., government or institution). These individuals must be completely willing and prepared to complete their program with the support they attested to have, because the admitting Advisor is basing the decision of offering admission on you being self-funded. While your Advisor will likely try to obtain grants to support you on a Graduate Assistantship, there is no guarantee this will occur during your program.

For those individuals who may want to work part-time on campus, many types of opportunities are posted at The Student Jobs Center. There are also awards made to cover some/all of the costs of attending professional meetings to give a presentation of your research. Much of this support is provided by your Advisor, infrequently by the Food Science Department, and the Graduate School also makes travel awards (mostly for Ph.D’s).

Support of Student Overall Well-Being

**Being a Badger.** Your research and scholarship are the priority while you’re in graduate school, but for a richer Wisconsin experience, look beyond your department at all the opportunities campus has to offer. Getting involved in a student organization, intramural sports team, or volunteer opportunity can complement your graduate education and expand your personal and professional horizons. Plus, taking care of yourself by using University Health Services when in need, supports your academic and professional success. Success in graduate school involves learning to effectively balance your physical, mental, and social needs with your academic life.
There is a wealth of resources to assist graduate students in taking care of their health and wellness.

**Inclusion Support**

The McBurney Disability Resource Center views disability as an important aspect of the diversity of UW-Madison and is committed to creating an accessible and inclusive educational experience for students. The Center partners with students, faculty, and staff to design accessible environments and to provide academic accommodations so that students can engage, explore, and participate in their programs by minimizing constraints. Whether you are a student or instructor, are new to campus or are already quite familiar, have a long history of accommodations or are just exploring disability-related accommodations for the first time, we invite you to learn more about the Center and to contact us with any questions you may have.

The primary mission of the Multicultural Student Center is to collaboratively strengthen and sustain an inclusive campus where all students, particularly students of color and other historically underserved students, can realize an authentic Wisconsin Experience.

The Gender and Sexuality Campus Center provides education, outreach, advocacy, and resources for UW-Madison student communities and their allies to improve campus climate and their daily intersectional experiences.

The Veteran Services & Military Assistance Center (VSMAC) is a joint effort between the Office of the Registrar and the Division of Student Life. Our team assists with the transition to campus, handles the certification of education benefits, and connects military-affiliated students with needed resources to achieve academic success.

**University Health Services**

UHS offers a safe and confidential environment with a variety of support services available free of charge and open to all graduate students.

Health providers at UHS mental health services understand the complexities of student life and offer an open, safe, and confidential environment to help students through issues that may interfere with their development, well-being, and academic productivity. Health services include individual, couple/partner, group counseling, campus-based programming, stress management, and psychiatry. We also offer 24/7 crisis services.

UHS Medical Services is located at 333 Campus Mall. Please call 265-5600 before you arrive. Our providers address concerns relating to colds, the flu, injuries, stress, and gynecologic care as well provide health consultations for international travel and trans health care services. Medical Services also provides occupational medicine services to campus research facilities. Most medical services are free of charge.

The Campus Health Initiatives and Prevention Services unit provides population-based prevention and health promotion services to the UW–Madison community, working to reduce
high-risk behaviors and create an environment where people are safe, included, and connected to one another. UHS prevention specialists and communication professionals work to address important campus health issues such as sexual assault, sexual harassment, dating violence and/or stalking, high-risk alcohol, tobacco and drug use, suicide, wellness, health equity, and social justice.

In recent years, UHS started offering a safe and confidential environment with a variety of support services designed to especially assist graduate students. These include individual, couple/partner, and group counseling, as well as stress management and psychiatry services. The persistence of these groups may change based on use/demand. Below are examples of group counseling topics:

- **Dissertators’ Group** - A supportive group environment focused on the emotional, behavioral, and organizational challenges associated with the dissertation process. Click here and open Support-Theme Groups for the schedule.

- **Graduate Students’ Group** - This group examines the sources of stress, ways of coping, and the role of peer support in adjusting to a role that often feels like it’s 24/7 as a graduate student. Click here and open Support-Theme Groups for the schedule.

- **Graduate Women’s Group** - Through offering support to others and receiving support, group members are challenged to learn about themselves, initiate change, and exercise honesty in a safe space. Click here and open Support-Theme Groups for the schedule.

- **Graduate Students of Color Support Group** - UHS and the Multicultural Graduate Network will be offering a support group for graduate students who identify as persons of color (African American, African, Caribbean-American, Latino/a, Indian, Asian, Asian American Indian-American, Native American, etc). The group will explore ways in which their identity as a student of color affects their academic, personal, and social experience, through the lens of their unique identity as a graduate student. The group aims to provide a safe and supportive environment for students of color to explore feelings around racially oppressive experiences, strengthen self-concept through activities and discussion, and to help one another navigate academic and social experiences on campus. Click here and open Support-Theme Groups for the schedule.

The groups listed above are just a few examples. Additional groups address relationships, depression, anxiety, and other topics. Groups typically meet one to two hours weekly, and may run from four to 12 weeks per semester.

- **Sexual Violence Prevention Program** - UHS provides an online violence prevention program, which all incoming graduate students at UW-Madison are expected to complete. Click here for more information.

- **Graduate Survivor Support Group** – This is a confidential drop-in support group for graduate and professional students who have experienced sexual assault, intimate partner violence, stalking, and/or sexual harassment who want a place to speak with other student survivors.

- **Victim Advocacy Open Access Hours** – Drop-in support, information, and referral with confidential UHS victim advocates for students who have experienced sexual assault, intimate partner violence, stalking, and/or sexual harassment. Located on the 8th floor of
UHS (333 East Campus Mall). Hours: Mondays 1-5pm, Wednesdays 1-5pm, Thursdays 9am-12pm.

- **UWell** – This is a comprehensive wellness initiative aiming to advance the health and wellbeing of the entire campus community by promoting existing resources. [Visit UWell here.](#)

**Graduate Students with Children**

The UW-Madison Office of [Child Care and Family Resources](https://occfr.wisc.edu/) offers an array of services and information to support graduate students with families. Parents have always sought the advice and help of relatives, friends, and professionals in raising their children. Campus families may need to develop new support networks in our campus community and may have questions about child management. Maybe you are looking for current research and practices in the early education field. Our office provides a wide variety of programs to meet many needs, featuring parent and family events, parent support listserve, lactations rooms and Campus Women’s Center. (https://occfr.wisc.edu/)

Three childcare centers are located on campus at Eagles’ Wing, UW Child development Lab and Waisman Early Childhood Program. Our office provides some financial assistance to help with childcare costs.

**Graduate Student Life**

This Website offers insight on mostly non-academic dimensions of the graduate students’ experience at UW-Madison. Capsules of information exist in the areas of: Housing and Transportation, Living in Madison, Studying at UW, Being a Badger, and For International Students. A particularly reflective capsule of information is [Thriving in Graduate School](#), which offers tips and reminders on adapting to UW-Madison for getting the most out of your graduate experience at UW-Madison.
Appendices

Course Certification Forms

Progress Forms

By-Pass Forms

Preliminary Forms

Master Forms

PhD Forms
Appendix C

REQUIREMENTS TO ENTER THE Ph.D. PROGRAM WITHOUT AN MS DEGREE (BYPASS EXAM)

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 Ph.D. 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.

3. 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.

4. 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.

   a. The “By-pass” option. Students CURRENTLY enrolled in the MS program at UW-Madison wishing to enter the Ph.D. 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 4 members composed as required for Ph.D. 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 Ph.D. program without an MS degree.

   b. APPLICANTS to the Food Science Graduate program without an MS degree wishing to enter the Ph.D. 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.