



Ph.D.

# Wisconsin School of Business – PhD Program Program Handbook

---

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the Wisconsin School of Business PhD Program

[Last Updated: August 2022](#)

# Table of Contents

|  |           |
|--|-----------|
| <b>Navigating Policy and Resources at UW-Madison .....</b> | <b>4</b>  |
| <i>How to Use This Handbook .....</i>                      | <i>5</i>  |
| <i>Who to Contact for Questions.....</i>                   | <i>5</i>  |
| <b>Department &amp; Program Overview .....</b>             | <b>6</b>  |
| <i>Program Vision/Mission statement .....</i>              | <i>6</i>  |
| <i>Diversity, Equity, and Inclusion .....</i>              | <i>6</i>  |
| <i>How to Get Involved.....</i>                            | <i>6</i>  |
| On Campus & In the Community .....                         | 7         |
| <b>Getting Started as a Graduate Student .....</b>         | <b>7</b>  |
| <i>New Graduate Student Checklist .....</i>                | <i>7</i>  |
| <i>In Our Program .....</i>                                | <i>8</i>  |
| <b>Advising &amp; Mentoring.....</b>                       | <b>8</b>  |
| <i>Finding &amp; Selecting an Advisor.....</i>             | <i>9</i>  |
| <i>Changing Your Advisor .....</i>                         | <i>10</i> |
| <i>Advising Compact .....</i>                              | <i>10</i> |
| <i>Mentoring Networks.....</i>                             | <i>12</i> |
| <i>Giving &amp; Receiving Feedback .....</i>               | <i>12</i> |
| <b>Degree Requirements .....</b>                           | <b>12</b> |
| Requirements.....  | 12        |
| Recommendations .....                                      | 13        |
| Committee .....  | 13        |
| Preliminary Exam .....                                     | 13        |
| Dissertation & Final Oral Exam/Defense.....                | 13        |
| Topic.....   | 13        |
| Form & Content.....  | 13        |
| Procedures .....   | 14        |
| <i>Final Oral Examination.....</i>                         | <i>14</i> |
| Sample Course Schedule (Optional).....                     | 14        |
| Doctoral Degree Checklist: Timeline & Deadlines.....       | 14        |
| <b>Enrollment Requirements.....</b>                        | <b>14</b> |
| <b>Academic Exception Petitions.....</b>                   | <b>15</b> |

|   |           |
|---|-----------|
| <i>Failure of Preliminary Exam</i> .....  | 15        |
| <i>Five Year Rule</i> .....   | 16        |
| <b>Satisfactory Academic Progress</b> .....   | <b>16</b> |
| <i>Definition</i> .....   | 16        |
| <i>Not Meeting Academic Expectations</i> .....  | 17        |
| <b>Personal Conduct Expectations</b> .....  | <b>17</b> |
| <i>Professional Conduct</i> .....   | 17        |
| <i>Academic Misconduct</i> .....  | 18        |
| <i>Non-Academic Misconduct</i> .....  | 19        |
| <i>Research Misconduct</i> .....  | 19        |
| <i>Hostile and Intimidating Behavior (Bullying)</i> .....   | 20        |
| <i>Consensual Relationships</i> .....   | 20        |
| <i>Grievance Process</i> .....  | 20        |
| <i>Process and Sanctions for Violations of Conduct Standards</i> .....                              | 20        |
| <b>Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)</b> ..... | <b>21</b> |
| <b>Funding, Employment, and Finances</b> .....  | <b>22</b> |
| <i>Stipend rates</i> .....  | 22        |
| <i>Tuition Remission and Payment of Segregated Fees</i> .....                                       | 23        |
| <i>Health Insurance Benefits</i> .....  | 23        |
| <i>Departmental/Campus Fellowships</i> .....  | 23        |
| <i>Funding for Conference/Research Travel</i> .....   | 23        |
| <i>Finding Funding Without a Guaranteed Appointment</i> .....                                       | 24        |
| Campus-Wide and External Sources .....  | 24        |
| <i>Additional Policies &amp; Resources</i> .....  | 24        |
| <b>Professional Development</b> .....   | <b>25</b> |
| <i>On Campus</i> .....  | 25        |
| <i>In Our Program/Department</i> .....  | 25        |

# Navigating Policy and Resources at UW-Madison

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison:



## How to Use This Handbook

This handbook is intended for graduate students who are pursuing Business PhD degrees. Degree requirements beyond the minimum required by the Graduate School lie with the WSB faculty and its designated authority, the school's PhD and Research Committee, and the staff of the Research Programs Office. The policies described in this handbook have been approved by the PhD and Research Committee.

Since degree and course requirements may change over time students will meet the degree and course requirements in effect when they entered the program as long as those courses remain available, students will follow the procedures and processes outlined in the current handbook and will be guided by their advisor toward suitable substitutions when necessary. The information in this handbook should also be supplemented by individual consultation with your advisor and committee so that individual needs/interests are addressed within the framework of degree requirements.

## Who to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed above. Several key positions in this department and on campus are ready to answer your remaining questions:

### **Graduate Program Coordinator**

Each graduate program will have at least one department staff person typically called a Graduate Program Coordinator who serves as a point person for program policy and procedures. Graduate Program Coordinators are well versed in most elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to anything in this handbook.

### **Director of Graduate Studies**

Each graduate program has one faculty member designated to direct its educational vision and structure.

Names and contact information of your Graduate Program Coordinator and Director of Graduate Studies can be found on your program's page in the *Graduate Guide* ([guide.wisc.edu/graduate](http://guide.wisc.edu/graduate)). Simply navigate to the "Major/Degree" tab, click on your program's name, and look for the contact information box on the righthand side.

### **Faculty Advisor**

Each student will be assigned a faculty advisor in each graduate program in which they are enrolled. Your faculty advisor(s) will be a key source of guidance for your academic development. Further

definition can be found here: [policy.wisc.edu/library/UW-1232](http://policy.wisc.edu/library/UW-1232). Guidelines for finding, changing, and working with your advisor can be found in the Advising & Mentoring section below.

The name and contact information of your faculty advisor can be found on your Student Center on MyUW ([my.wisc.edu](http://my.wisc.edu)) under “Academic Progress” and then “Advisors.”

### **Graduate School Services**

For general inquiries and graduate student services from the Graduate School, see the operations and front desk contact information on this contact page: [grad.wisc.edu/contacts](http://grad.wisc.edu/contacts).

## **Department & Program Overview**

For a high-level overview of the Business PhD program please visit our [Guide](#) page

### **Program Vision/Mission statement**

The WSB’s PhD program produces scholars with the capability to enhance intellectual understanding of business theory and practice and transmit this knowledge to business scholars, professionals, and students. Our graduates are well equipped for an academic career at world-class research universities and institutes.

### **Diversity, Equity, and Inclusion**

For information about the values, policies, expectations and resources for the WSB see the Diversity, Equity, and Inclusion page: <https://business.wisc.edu/diversity-inclusion/>

It is also on this page that you can find contact information for our Office of Diversity & Inclusion should you have concerns or questions related to DEI.

Should you need to report an incident additional information can be found under the grievance section on our [Guide](#) page

### **How to Get Involved**

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunity for professional networking.

Please consult your department level handbooks for specific information about how to get involved in your specific area of study.

## On Campus & In the Community

The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work.

You will find a list of ways to engage in campus and local community life at:

<https://www.wisc.edu/public-service/>

### **The Graduate School's Current Student Page**

[grad.wisc.edu/current-students](http://grad.wisc.edu/current-students)

### **Student Governance**

Associated Students of Madison (ASM) - <http://www.asm.wisc.edu/>

Teaching Assistants' Association (TAA) - <http://taa-madison.org/>

### **Registered Student Organizations**

<https://win.wisc.edu/>

If you are a student actively involved in leadership and service activities, consider nominating yourself for membership in the following honor society:

### **Edward Alexander Bouchet Graduate Honor Society**

[grad.wisc.edu/diversity/bouchet](http://grad.wisc.edu/diversity/bouchet)

## Getting Started as a Graduate Student

This section guides you through important steps to take as you begin your journey as a graduate student at UW-Madison.

### New Graduate Student Checklist

Be sure to review all steps listed on this webpage for new graduate students:

### **The Graduate School's New Student Page**

[grad.wisc.edu/new-students](http://grad.wisc.edu/new-students)

In addition to a checklist for all new graduate students, that webpage includes sections with additional steps to take if you are a new international student, student with a disability, student veteran, student with children, or student with funding.

## In Our Program

A New PhD Student Orientation is held the week before classes begin. Specific information about the Orientation can be found: <https://canvas.wisc.edu/courses/68437>

Students who will serve as Teaching Assistants at any point during their studies are also required to attend Teaching Assistant Training, held the week prior to classes beginning.

Resources helpful to you throughout your time in our PhD Program can be found on our PhD Kiosk <https://canvas.wisc.edu/courses/40753>

### International Students

UW System policy requires non-native English speakers to demonstrate proficiency in spoken English **before** they are assigned classroom duties as teaching assistants. The SPEAK test is used to evaluate the spoken English of International TAs.

International students who score 26/30 or higher on the iBT TOEFL test, or 8.0 or higher in the speaking section of the IELTS, may be exempt from taking the SPEAK test.

If you need to take the SPEAK Test the graduate program coordinate will work with you to schedule that test, generally taking place in the weeks before classes begin in the Fall.

### Program/Department Resources for Students

Each department within WSB has procedures for allocating space, computers, copiers, supplies, mailboxes, phones, student lounge, etc. Students should check with the PhD program coordinator for their department as well as the Academic Program Manager.

## Advising & Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike.

The Graduate School's definition of an advisor can be found here: [policy.wisc.edu/library/UW-1232](http://policy.wisc.edu/library/UW-1232). Your advisor has two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to chair the committee that will determine whether you have performed at an acceptable level in each of your degree milestones (see "Degree Requirements" section below for further information on building your committee). Other roles of your advisor may include



tracking your progress in completing your degree (note: this may include use of the Graduate Student Tracking System at [gsts.grad.wisc.edu](https://gsts.grad.wisc.edu)), assisting with course selection and planning your academic path, and helping you identify possible research mentors, committee members, and research opportunities. Student funding is not tied to any one specific advisor it is centrally or departmentally allocated.

Both the student and advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advisor.

## Finding & Selecting an Advisor

Every graduate student must have an advisor from the appropriate major department. At the time of enrollment, a major field academic advisor is appointed to counsel the student about courses and program changes and to act as a channel of communication within the department, to other departments within the WSB and the Graduate School. In the early stages of the PhD program, the advisor's function may be served by the PhD departmental coordinator for the respective department.

A PhD candidate is required to select a "permanent" major professor (with the concurrence of the department) who will direct the selection of any additional courses, supervise the dissertation, and serve as the chair of the dissertation reading and oral examining committees. This person may or may not be the one who served as advisor in the early stages of the degree program. The major professor/student relationship is a critical one and one of mutual agreement, which may be terminated by either party.

Your advisor should be a faculty member in the program whose expertise and project/research interests match closely with those that you intend to acquire. To learn more about the faculty in your program, consider consulting the following sources:

- Courses and seminars you attend
- [Our program website](#)
- Faculty publications
- Students currently in a prospective advisor's group

Additionally, you may wish to have a discussion with a prospective advisor. Below are some questions to consider asking in this discussion, though it is not a complete list. You should spend some time identifying what is most important to you in your graduate training and ask questions accordingly.

### Questions to Ask of Prospective Advisors

*Adapted from IPIB handbook*

- What dissertation projects would be available to me if I were to study as your advisee?
- Would these projects expose me to a variety of different approaches?
- In general, how available will you be to answer questions I might have?

- What is your philosophy regarding the amount of guidance the advisor should provide to a student during preparation of the thesis proposal, literature seminars, thesis writing, etc.?
- What regularly scheduled activities (e.g., group meetings, joint group meetings, research clubs) provide an opportunity to get outside input on my (research) project and to hear about the work of other students?
- Do you encourage your students to attend seminars and presentations, including those that may be outside of one's narrow field of interest/research?
- Do your advisees have the opportunity to attend professional meetings where they can interact with colleagues/researchers from other institutions?
- Do you include your graduate students in professional activities that will familiarize them with their field of interest/research, such as reviewing manuscripts and meeting with visiting speakers?
- What are your former graduate students (if any) doing now?
- What is your general philosophy of graduate training and what goals do you have for your graduate students?

No faculty member is obligated to accept a student's request to serve as advisor, though invitations are often accepted unless the faculty member judges that a different advisor would serve your needs better.

When a PhD candidate is ready to select a permanent advisor and there is a mutual agreement with that advisor, the PhD candidate should email the Graduate Program Coordinator with the change so the update can be made within SIS as well it is being noted in the student file.

## Changing Your Advisor

As the advisor-student relationship is one of mutual agreement, it may be terminated by either party. If you decide that you would prefer working with a different advisor, discuss this with your prospective advisor to seek the change.

If you change your advisor, you must notify your Graduate Program Coordinator in writing via email.

Every graduate student must have an advisor or else they may be suspended from graduate study at UW-Madison by the Graduate School. Be sure to follow procedures to re-select a new advisor (described above) prior to finalizing the termination of your current advising relationship. You can confirm that the name of your advisor has been updated in the official record by looking in your Student Center on MyUW ([my.wisc.edu](http://my.wisc.edu)) under "Academic Progress" and then "Advisors."

## Advising Compact

**Advising Compact Wisconsin School of Business**

The University holds advisors and students accountable to the following responsibilities as part of an advising compact. Below are the general guidelines

***Students are responsible for:***

- Knowing the requirements of your particular academic program, selecting courses that meet those requirements in an appropriate time frame, and monitoring progress towards graduation
- Consulting with the appropriate advisor to handle questions and concerns
- Scheduling and keeping academic advising appointments in a timely manner
- Being prepared for advising appointments (for example: bring a transcript), come prepared with a list of questions or concerns; have a tentative schedule of classes in mind, and/or come prepared to discuss interests / goals with the advisor)

***Advisors are responsible for:***

- Assisting students to clarify their values, goals, and academic potential
  - Providing information about educational options, requirements, policies, & procedures
  - Helping students plan educational programs consistent with the requirements of their degree program and with their own goals, interests, and abilities
  - Assisting students in the continual monitoring and evaluation of their educational progress
  - Helping students to locate and integrate the many resources of the University to meet their unique needs and aspirations
- .....

Mutual respect should govern the interactions between advisors and students. Students and advisors have advising responsibilities to prepare for, actively participate in, and take appropriate action following advising sessions.

**Students:**

- It is the student's responsibility to take advantage of advising services and associated resources.
- Students are responsible for understanding the requirements of the degree program and returning various program forms by the deadlines.
- Students are responsible for knowing the rules of the Graduate School that govern master's-level graduate students.

**Faculty advisor and/or mentors:**

- Advising information provided to students must be accurate, accessible, and timely.
- help students identify appropriate courses both in and out of the School;
- help students plan their schedules and organize their programs of study;
- link students with relevant faculty members for independent study projects;
- provide students with information about job opportunities and career options, and link students with appropriate faculty for additional professional advisement.
- Document any changes to the agreed upon responsibilities in the annual review.

**Graduate Program Coordinator:**

- integrate and interpret the rules and regulations of the Graduate School and WSB program;
- serve as intermediaries between the Graduate School and WSB students to negotiate possible exceptions to Grad School requirements, course load requirements, etc.

## Mentoring Networks

In addition to a formal advisor, you are encouraged to develop a broad network of individuals who can provide academic and professional mentorship during and beyond your time as a graduate student. For additional information please visit the Center for Teaching, Mentoring, and Learning (<https://ctlm.wisc.edu/>).

You are also encouraged to develop academic and professional mentor relationships with faculty within your department. The best way to do this is to attend seminars, workshops, brownbag sessions, talks, etc. where faculty in your department will be present or presenting. At these opportunities you should engage with the content and ask questions.

## Giving & Receiving Feedback

All PhD students are reviewed annually by their academic department. Overall performance in the areas of Research, Teaching, and Department Activities will be evaluated. Each department may emphasize unique performance characteristics and/or deficiencies through input from all departmental faculty members who have worked with the student during the year covered by the review. The department's faculty PhD coordinator will provide a copy of the review form to the student for initial completion by the student. The coordinator will then seek input from other faculty members within the department. Finally, the coordinator will report to the student in writing a synthesis of review perspectives from the various faculty in the department and will provide the student with a specific evaluation of where the student meets, exceeds, or falls short of faculty expectations for performance and satisfactory progress toward degree completion. In any case where the student is not meeting expectations, the coordinator will meet with the student in person to outline a performance improvement plan and will follow up on that plan in writing with the student.

## Degree Requirements

All students in the Wisconsin School of Business PhD Program are responsible for keeping aware of the following requirements to complete the degree.

### Requirements

For all current requirements to complete your degree (e.g., credits, courses, milestones, and learning outcomes/goals) see your program's page in the [Graduate Guide](#). To find past versions of program requirements, see the [Guide Archive](#) and search for your program and the year you would like to reference.

## Recommendations

The WSB does not require doctoral students in business to complete a minor field of study. A minor is strongly encouraged as the core course requirements for many of the departments require a sufficient level of coursework from departments outside of the WSB that would fulfill the minor requirement. See <https://grad.wisc.edu/documents/minors/> for more information on the requirements for completing a minor.

The required paperwork to declare a minor can be found on the PhD Kiosk <https://canvas.wisc.edu/courses/40753>

## Committee

Doctoral committees advise and evaluate satisfactory progress, administer preliminary and final oral examinations, evaluate a thesis or dissertation, and/or sign a degree warrant. For general guidance from The Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see this policy page: [policy.wisc.edu/library/UW-1201](https://policy.wisc.edu/library/UW-1201).

Your advisor chairs your committee and provides individualized guidance on how to select committee members. As your work with your advisor on selecting committee members you should be implement the same criteria for selected committee members as the process outlined in the “Finding & Selecting an Advisor” section above.

## Preliminary Exam

The preliminary examination is a requirement of all PhD students, which is generally met at the end of the second or third year in the PhD program. Specifics on the form, content, expectations, and procedures for the preliminary exam can be found in your department specific handbook.

To review previous exam questions please consult with the Graduate Program Coordinator.

## Dissertation & Final Oral Exam/Defense

### *Topic*

Your advisor can provide guidance on selecting your dissertation topic. If you find that your topic and/or mentoring needs no longer align with your advisor, see “Advising & Mentoring” section on how to change advisors. Note that your committee composition may or may not need to change as well in this scenario, depending upon your new advisor’s guidance.

### *Form & Content*

Specifics on the form and content for the final dissertation can be found in your department specific handbook.

### *Procedures*

All candidates must complete a dissertation that represents their own independent contribution to research.

## Final Oral Examination

The candidate may not take the final oral examination until all other requirements for the degree, including those of the Graduate School, have been satisfied. The student's record must be cleared of incomplete grades. The final oral examination is conducted by at least four professors; three must be members of the UW graduate faculty. At least one member of this committee must be from a UW-Madison department outside the WSB. Contact the Graduate Program Coordinator at least 3 weeks in advance of our defense so your final warrant can be requested.

## Sample Course Schedule (Optional)

If this is available it can be found in the handbook for your specific department

## Doctoral Degree Checklist: Timeline & Deadlines

The Graduate School maintains a list of steps to complete your doctorate degree, including deadlines and important things to know as you progress toward graduation: [grad.wisc.edu/current-students/doctoral-guide](http://grad.wisc.edu/current-students/doctoral-guide).

## Enrollment Requirements

You are responsible for following Graduate School policies related to course enrollment requirements and limitations:

### **Adding / Dropping Courses**

[grad.wisc.edu/documents/add-drop](http://grad.wisc.edu/documents/add-drop)

### **Auditing Courses**

[policy.wisc.edu/library/UW-1224](http://policy.wisc.edu/library/UW-1224)

### **Canceling Enrollment**

[grad.wisc.edu/documents/canceling-enrollment](http://grad.wisc.edu/documents/canceling-enrollment)

## Continuous Enrollment Requirement for Dissertators

[policy.wisc.edu/library/UW-1204](http://policy.wisc.edu/library/UW-1204)

## Enrollment Accountability

[grad.wisc.edu/documents/enrollment-accountability](http://grad.wisc.edu/documents/enrollment-accountability)

## Minimum Enrollment Requirements

[policy.wisc.edu/library/UW-1208](http://policy.wisc.edu/library/UW-1208)

# Academic Exception Petitions

## Review by Graduate Program Coordinator through express permission granted by the Director of Graduate Studies in consultation with the advisor

Academic exceptions and extensions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for course exceptions/substitutions or exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to the Graduate Program Coordinator. The following procedures apply to all petitions:

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. The student's academic advisor must provide written support for the petition.
3. All course work substitutions and equivalencies will be decided by the respective department's PhD coordinator and/or Department Chair.

More generally, the Graduate Program Coordinator, in consultation with the student's advisor, may grant extensions to normal progress requirements for students who face circumstances noted in university regulations, such as childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted *only in the event of highly extraordinary circumstances*. Extensions will be granted formally with the approval of the Associate Dean for PhD and Research and a note of explanation will be placed in the student's file.

## Failure of Preliminary Exam

A student who fails the Preliminary Examination may be offered a second opportunity to pass the preliminary examination or may be dismissed from the program. Petitions of a decision by the Thesis/Dissertation Committee must be made to the Director for PhD and Research Programs within two weeks or they will be final. The Director for PhD and Research Programs, in consultation with the respective Department Chair and the Associate Dean for PhD and Research, will make the final decision regarding a petition and will communicate this decision to all parties involved.

## Five Year Rule

After passing the preliminary examination, students have 5 years to take the final oral examination and deposit their dissertation. For more specific information please visit: <https://policy.wisc.edu/library/UW-1233>

## Satisfactory Academic Progress

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your faculty advisor. Any student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress, and this can impact your academic standing (detailed below), financial aid (see this policy page: [policy.wisc.edu/library/UW-1040](https://policy.wisc.edu/library/UW-1040)), or funding (consult your sources of funding, as applicable). Our program has its own definition of satisfactory academic progress and related procedures that supplement Graduate School policy, as described in this section.

### Definition

Information about how the Graduate School determines satisfactory academic progress can be found at this policy page: [policy.wisc.edu/library/UW-1218](https://policy.wisc.edu/library/UW-1218). In addition to the Graduate School's monitoring of satisfactory academic progress, this program regularly reviews the satisfactory academic progress of its students, defined as the following:

Satisfactory progress toward the graduate degree is expected at all times. Curricular and policy requirements can be found on the WSB PhD Guide page (<https://guide.wisc.edu/graduate/business-school-wide/business-phd/>). Satisfactory progress is determined through a review of course grades, successful completion of the preliminary exam, annual reviews, and department specific milestones as outlined in department handbooks.

The WSB requires satisfactory progress to continue guaranteed funding support. This condition of continued funding is also found in each student's financial package award letter.

Any student's continuation in the UW-Madison Graduate School is subject to maintaining satisfactory progress toward the degree, remaining in good standing academically, and is at the discretion of the WSB and Graduate School.

### Grade Point Average

The Graduate School requires an average record of B or better in all work (excluding research credits) taken as a graduate student unless conditions for probationary status require higher grades. The WSB requires that students maintain a grade point average of at least 3.2. Minimum GPA for Joint Business (Finance) and Economics students is 3.0. Grades of P and S are considered satisfactory at the B level; grades of Incomplete are considered for this purpose to be unsatisfactory if they are not removed during the next semester.



Graduate students who do not meet the Graduate School and WSB grade point average requirements will be placed on probation. Students placed on probation have one semester to remove the probationary status. In special cases, a student who does not meet this standard may be permitted to continue upon recommendation of the major department and the approval of the departmental doctoral committee and the Director for PhD and Research Programs.

## Not Meeting Academic Expectations

Student progress will be reviewed through coursework and in the annual review. If the advisor and graduate committee find at the Yearly Meeting or at any other time that a student has failed to achieve satisfactory progress in the academic expectations set in this handbook, the student will be notified and given an opportunity to submit a response within a set time period (typically 2 weeks). The advisor and graduate committee will review the response within 2 weeks and determine if further action is needed. Students may be dismissed from the program. Students may, alternatively, be placed on probation for one semester and then reviewed by the Steering Committee following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester. If a student wishes to appeal any decision stemming from this review process, they can do so within 2 weeks of the date of the decision letter through submitting a letter to the chair and requesting a new hearing with the addition of a faculty member external to the original Steering Committee.

## Personal Conduct Expectations

### Professional Conduct

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and fosters integrity and accountability. You are responsible for keeping aware of their policies and procedures, found at the following page: [conduct.students.wisc.edu](http://conduct.students.wisc.edu)

Our program sees the following qualities as evidence of professional behavior by students:

- Understands and follows the UW Student Code of Conduct
- Shows respect for a diversity of opinions, perspectives, and cultures
- Accurately represents their work and acknowledges the contributions of others
- Students should conduct themselves according to the standards expected of members of the profession to which they aspires
- Aims to gain knowledge and contributes to the knowledge base of others
- Strives to incorporate and practice disciplinary ideals in their daily lives
- Demonstrates integrity; provides accurate information in resumes/CVs

- Challenges themselves in academic pursuits
- Follows research ethics including IRB protocols, documentation of research activities, protection of subject/client confidentiality, and follows HIPAA regulations
- Demonstrates commitment to an unbiased interpretation of data as well as related academic and professional endeavors
- Follows-through and pulls their weight in group activities
- Understands where collaboration among students is or is not allowed
- Does not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others
- Avoids conflicts of interest
- Interacts with peers, faculty, staff, and those they encounter in their professional capacity in a manner that is respectful and considerate
- Attends and is prepared for all scheduled meetings and classes, and honors agreed upon work schedules
- Communicates openly and offers prompt responses to inquiries
- Is careful in their use of available equipment, technology and resources
- Offers criticism in a constructive manner
- Welcomes feedback
- Is actively prepared for class and ready for questions and answers
- Notifies instructors at least one day in advance of a planned absence and takes responsibility for finding out what they missed
- Recognizes that the pursuit of knowledge is a continuous process and seeks guidance (when needed) as they adapt to change

## Academic Misconduct

Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

### **The Graduate School**

**Academic Policies & Procedures: Misconduct, Academic**  
[grad.wisc.edu/documents/misconduct-academic](http://grad.wisc.edu/documents/misconduct-academic)

### **Office of Student Conduct and Community Standards**

**Academic Misconduct Website**  
[conduct.students.wisc.edu/academic-misconduct](http://conduct.students.wisc.edu/academic-misconduct)

### **Academic Misconduct Flowchart**

[conduct.students.wisc.edu/documents/academic-misconduct-flow-chart](https://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart)

## Non-Academic Misconduct

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

### **The Graduate School**

#### **Academic Policies & Procedures: Misconduct, Non-Academic**

[grad.wisc.edu/documents/misconduct-nonacademic](https://grad.wisc.edu/documents/misconduct-nonacademic)

### **Office for Student Conduct and Community Standards**

#### **Non-Academic Misconduct Website**

[conduct.students.wisc.edu/nonacademic-misconduct](https://conduct.students.wisc.edu/nonacademic-misconduct)

### **University of Wisconsin System (UWS)**

#### **Chapter 17: Student Non-Academic Disciplinary Procedures**

[docs.legis.wisconsin.gov/code/admin\\_code/uws/17](https://docs.legis.wisconsin.gov/code/admin_code/uws/17)

#### **Chapter 18: Conduct on University Lands**

[docs.legis.wisconsin.gov/code/admin\\_code/uws/18](https://docs.legis.wisconsin.gov/code/admin_code/uws/18)

## Research Misconduct

Graduate students are held to the same standards of responsible conduct of research as faculty and staff. Further information about these standards and related policies and procedures can be found at:

### **The Graduate School**

#### **Academic Policies & Procedures: Responsible Conduct of Research**

[grad.wisc.edu/documents/responsible-conduct-of-research](https://grad.wisc.edu/documents/responsible-conduct-of-research)

### **Office of the Vice Chancellor for Research and Graduate Education**

## Research Policies

[research.wisc.edu/compliance-policy](https://research.wisc.edu/compliance-policy)

## Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as “bullying,” is prohibited by university policy applicable to faculty, academic staff, and university staff. For further definition, policy, and procedures related to HIB see: [hr.wisc.edu/hib](https://hr.wisc.edu/hib). Students who feel they have been subject to HIB are encouraged to review the informal and formal options on the “Addressing HIB” tab of this website.

## Consensual Relationships

This policy describes UW–Madison’s expectations with respect to consensual romantic or sexual relationships where a power differential exists and is consistent with the [Regent Policy Document 14-8](#). This policy covers all UW–Madison employees, students, and affiliated individuals. For further information on this policy, policy details and consequences for non-compliance see: <https://policy.wisc.edu/library/UW-5048>

## Grievance Process

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. This program’s grievance process can be found detailed at: <https://guide.wisc.edu/graduate/business-school-wide/business-phd/#policiestext>

## Process and Sanctions for Violations of Conduct Standards

The PhD and Research Committee administers the regulations established by the faculty. It makes sure students are meeting the program expectations and imposes sanctions when appropriate. Faculty and faculty committees determine whether the quality of a student’s work and conduct are satisfactory, while the PhD and Research Committee determines whether the student is satisfying the academic requirements in a timely fashion and meeting program conduct expectations. Students who are falling behind academically or not meeting conduct expectations are first warned, then put on probation, and then dropped from the program if they cannot complete the requirements or remedy their conduct. Within boundaries set by the faculty, the ASC is authorized to take account of individual circumstances and problems, and to grant extensions of deadlines and waivers of requirements.

Possible disciplinary actions might include but are not limited to:

- Written reprimand

- Denial of specified privilege(s)
- Imposition of specific terms and conditions on continued student status
- Removal of funding
- Probation
- Restitution
- Removal of the student from the course(s) in progress
- Failure to promote
- Withdrawal of an offer of admission
- Placement on leave of absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space-available basis. See the Graduate School policy on readmission: [policy.wisc.edu/library/UW-1230](http://policy.wisc.edu/library/UW-1230).
- Suspension from the program, ranging from one semester to four years
- Dismissal from the program
- Denial of a degree

In addition to the program's disciplinary actions, the Dean of Students Office may also have grounds to issue one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment/exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

## **Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)**

The Dean of Students Office maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison:

**Dean of Students Incident Reporting**

[doso.students.wisc.edu/report-an-issue](https://doso.students.wisc.edu/report-an-issue)

As noted above in “Personal Conduct Expectations,” students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at:

**Human Resources Hostile and Intimidating Behavior Website**

[hr.wisc.edu/hib](https://hr.wisc.edu/hib)

## Funding, Employment, and Finances

“Funding” is a term used to describe university employment or support to cover some or all of your costs of graduate education. It varies in kind, amount, and level of guarantee.

All Business PhD students are offered a guaranteed financial aid package for a minimum of 5 years, as long as they remain in good academic standing. See Academic Standing section for more information. These packages include a stipend, tuition remission, and health insurance for the student and his/her immediate family residing in Dane County. Questions about financial aid should be directed to the PhD Coordinator. Students will receive a funding letter each summer detailing the financial award package for the coming academic year.

### **Graduate Assistantships (TAs, PAs, RAs, Lecturer [SA] positions)**

Process for awarding graduate assistantships: Each student will receive an admission offer letter that details financial aid awards for the duration of their time in the PhD Program. Questions about financial aid should be directed to the PhD Coordinator.

### **Responsibilities**

Graduate Assistants will be notified by their supervisor of their duties for each semester they are employed

The supervisor or the Department Chair should be contacted to receive work assignments.

Teaching Assistant will be evaluated by their class each time they teach.

## Stipend rates

Stipend rates for graduate assistantships are set by the University. Current rates for TAs, PAs, and RAs can be found on the Graduate School website: <https://grad.wisc.edu/funding/graduate-assistantships/>

Graduate assistants are paid on a monthly basis and stipends are usually deposited directly into student’s bank accounts. Students may authorize direct deposit by filling out the Authorization for Direct Deposit of Payroll form (<https://uwservice.wisconsin.edu/docs/forms/pay-direct-deposit.pdf>) and returning it to the WSB Human Resources Office—4250 Grainger Hall.

## Tuition Remission and Payment of Segregated Fees

TAs, PAs, and Lecturers (Students Assistants) with appointments of 33.3% or higher (approximately 13 hours/week) receive remission of their full tuition (in- and out-of-state, as applicable). Students with these appointments are still responsible for paying segregated fees. Fellows also receive Tuition Remission.

## Health Insurance Benefits

TAs, PAs, RA, and Lecturers (Student Assistants) with appointments of 33.3% or higher (approximately 13 hours/week) for at least the length of a semester are eligible to enroll in a health insurance program. Fellows are also eligible for Health Insurance Benefits. Information about health insurance options can be found at <http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx>. Current monthly premiums can be found at <http://uwservice.wisc.edu/premiums/index.php#sgh>. Questions about health insurance can be directed to the WSB Human Resources Office—4250 Grainger Hall.

## Departmental/Campus Fellowships

The WSB PhD Program awards several fellowships. Awarding these fellowships is made by the Dean's Office, and several departments within the School. It is not necessary to apply for these fellowships. Fellowships include a stipend, full tuition remission, payment of segregated fees and health insurance options.

## Funding for Conference/Research Travel

The Graduate School provides a limited amount of funding for dissertators whose research has been accepted for presentation at a conference. Award amounts range between \$300-\$1,500. For more information about this funding, visit the [Student Research Grants Competition Information](#)

The WSB provides a funding on a first come first serve basis each fiscal year for students whose research has been accepted for presentation at a conference. Award amounts range are up to \$600. For more information about this funding, visit the [WSB Travel Award page](#)

The Graduate School maintains policies related to graduate student funding/employment:

### **Maximum Levels of Appointments**

[grad.wisc.edu/documents/maximum-levels-of-appointments](http://grad.wisc.edu/documents/maximum-levels-of-appointments)

### **Concurrent Appointments for Fellows/Trainees**

[grad.wisc.edu/documents/concurrent-appointments](http://grad.wisc.edu/documents/concurrent-appointments)

### **Enrollment Requirements for Graduate Assistants**

[policy.wisc.edu/library/UW-1208](http://policy.wisc.edu/library/UW-1208)

**Eligibility for Summer RA, TA, PA, and LSA Appointments**

[policy.wisc.edu/library/UW-5089](http://policy.wisc.edu/library/UW-5089)

## Finding Funding Without a Guaranteed Appointment

### Campus-Wide and External Sources

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits, and links to applicable human resources policies (e.g. GAPP) at:

**Graduate School: Funding and Financial Aid**

[grad.wisc.edu/funding](http://grad.wisc.edu/funding)

**[External Fellowship Database](#)**

[grad.wisc.edu/funding/external-fellowship-database](http://grad.wisc.edu/funding/external-fellowship-database)

**UW-Madison Libraries Grants Information Collection**

[library.wisc.edu/memorial/collections/grants-information-collection](http://library.wisc.edu/memorial/collections/grants-information-collection)

## Additional Policies & Resources

**Graduate School Policy: Residence for Tuition Purposes**

[grad.wisc.edu/documents/residence-for-tuition-purposes](http://grad.wisc.edu/documents/residence-for-tuition-purposes)

**Employee Disability Resources**

[employeedisabilities.wisc.edu](http://employeedisabilities.wisc.edu)

**Graduate Assistantship Policies and Procedures (GAPP)**

[hr.wisc.edu/policies/gapp](http://hr.wisc.edu/policies/gapp)



## Professional Development

When you participate in professional development, you build skills needed to succeed academically and thrive in your career. The following are professional development activities that we recommend for your consideration. Required professional development will be detailed in “Degree Requirements” above.

### On Campus

The Graduate School develops and curates a wide variety of resources for professional development, including a tool to assess your skills, set goals, and create a plan with recommended activities on campus (e.g., the popular “Individual Development Plan” or IDP) as well as programming to help you explore careers, prepare for a job search, build your network and learn from alumni, manage projects, communicate about your research, and much more.

DiscoverPD helps master’s and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. All of this can be found at:

#### **Professional Development from the Graduate School**

[grad.wisc.edu/professional-development](http://grad.wisc.edu/professional-development)

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter every other week during the academic year and monthly during the summer.

### In Our Program/Department

Please refer to your specific department handbook for information about professional development on the department level.