



Molecular and Cellular Pharmacology Training Program

UNIVERSITY OF WISCONSIN
SCHOOL OF MEDICINE AND PUBLIC HEALTH

Academic Policies and Procedures Handbook

<http://molpharm.wisc.edu/>

2017-18

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I. PROGRAM OVERVIEW

Intention/Role of Handbook

This handbook is intended for graduate students who are pursuing a Doctoral degree in the Molecular and Cellular Pharmacology Program. The UW-Madison Graduate School is the ultimate authority for granting graduate degrees at the University. The Center for Training in Pharmacology and Drug Development administers the Molecular and Cellular Pharmacology program under the authority of the Graduate School. The Graduate School's Academic Policies and Procedures provide essential information regarding general University requirements. Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the Molecular and Cellular Pharmacology program faculty. The program faculty as a whole has approved the policies described in this handbook. Degrees and course requirements may change over time. However, students must meet the degree and course requirements in effect when they entered the program. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook. The information in this handbook should also be supplemented by individual consultation with your advisor, committee, and the MCP Program Coordinator so that individual needs/interests and all degree requirements are met. Additional information is available via the MCP Program's website. Students may also wish to consult the Graduate School's website.

The key goals of the Molecular and Cellular Pharmacology Program include the following:

- Active participation of faculty in the recruiting, training, and mentoring of the trainees
- Access of trainees to a wide selection of trainers
- Laboratory rotation opportunities
- A select group of faculty trainers with demonstrated research and training excellence
- Program activities that foster interactions between students and faculty, including student research seminars, and collaborative seminars
- Practical instruction in developing a career in science
- Graduate level course training covering all the sub-specialty disciplines

Program Structure

Key Terms

Where these regulations refer to the "Director," this typically means the Director of Molecular and Cellular Pharmacology Program. Where these regulations refer to the "Program Coordinator or Program Office," this typically means the Program Coordinator of Molecular and Cellular Pharmacology Program. "Faculty" refers to the faculty of the Molecular and Cellular Pharmacology.

Key Individuals and Roles

- Director of Molecular and Cellular Pharmacology: Jon Audhya, PhD
- Graduate Program Coordinator: Kristin Cooper, MS

Program Director: Dr. Jon Audhya is an Associate Professor in the Department of Biomolecular Chemistry and has been at the University of Wisconsin–Madison since 2008. He earned his PhD at the University of California, San Diego in 2002. He did postdoctoral research at the Ludwig Institute for Cancer Research in La Jolla, California before joining UW–Madison as a faculty member. He is also a trainer in Cellular and Molecular Biology, Biochemistry, and the Endocrinology and Reproductive

Physiology Graduate Program. Dr. Audhya's scientific focus is on the molecular mechanisms that regulate membrane trafficking during development and disease progression.

Graduate Program Coordinator: Ms. Kristin Cooper administers the day-to-day details of the MCP Program. She has a Master of Science degree in Population Health Sciences from the University of Wisconsin–Madison. She has experience in program administration, student services, career development, data analysis, and evaluation. She handles all aspects of the Molecular and Cellular Pharmacology Program and is an excellent source of information. Please connect with her for any questions and assistance.

Assistance During the First Year and Later

The first year of graduate school can be a challenging time in your life, with new surroundings and considerable demands on your time. While developing a sense of independence is important in a research program, you should be absolutely assured that we are here to help you with problems in any way we can, whether they be of a professional, academic, or personal nature. Kristin Cooper, MCP Program Coordinator, is available to assist you and refer to other resources, as needed. You may also contact the Program Director, Dr. Jon Audhya, or your advisor.

Program Committees

Steering Committee

The MCP Program Director is aided in planning and administering the Molecular and Cellular Pharmacology Program Training Grant by the Steering Committee. It is responsible for policy development and revision in all matters affecting the entire Program. This committee reviews applications by new faculty for membership in the Program. Its approval is required for new courses initiated. It consists of the Director as chair and four faculty. The Molecular and Cellular Pharmacology Steering Committee is the governing body of the MCP Program. The Steering Committee normally approves all major activities of the Program and monitors the continued excellence of the Program.

Admissions Committee

The committee begins meeting in early December each year to consider applicants for upcoming fall semester. Members review each applicant's credentials; GPA/GRE, TOEFL (if applicable), purpose statement, letters of recommendation, and transcripts and make final decisions for admissions. They also make recommendations for nominating applicants for Graduate school fellowships and training grant slots. Once an applicant is chosen as a potential MCP trainee, the student is invited for a visit to Madison. The Program pays for the visit that occurs in January or February.

Recruiting Committee

The Recruiting Committee works with the Program Coordinator to organize recruiting weekends. MCP students are an essential part of the recruitment process. Student members on the committee assist in planning, coordinating, and conducting applicant recruiting visits.

Curriculum Committee

The Curriculum Committee is composed of faculty members in the program and advises on course development for the MCP curriculum.

Symposium Committee

This committee helps organize the annual symposium held on campus. It is a full day that includes a Keynote speaker, short talks by students and postdoctoral fellows, a poster session, and a career panel. Talks are selected by the committee from abstracts that are submitted in advance with the remainder being chosen for poster presentation.

Fellowship/Training Grant Committee

This committee reviews the applications of students nominated by their mentor for the NIH training grant positions. They also make recommendations on other fellowships relevant to MCP students.

Program Mission

The mission of the Graduate Program in Molecular and Cellular Pharmacology is to equip students with the skills required to conduct biomolecular, biomedical, and pharmacological basic research. The MCP Program assists students in becoming independent investigators in these research areas.

Learning Outcomes/Training Goals

Advances in biomedical sciences are often based on the development of new drugs, which improve and save the lives of millions of patients. Drugs with specific biochemical actions are also powerful research tools. They provide pharmacologists and other biomedical scientists with unique research opportunities, which help to elucidate cellular signaling cascades.

Student Learning Goals:

Knowledge, Skills Learning Goals

1. Gain a broad understanding of the pharmacological principles that underlie all biological processes.
2. Become aware of the current limitations of the state of understanding of this discipline and the strategies that are required to advance the field of pharmacology.
3. Creates new approaches in research, scholarship, or performance that makes a substantive contribution.
4. Conduct independent research using a breadth of pharmacological processes.
5. Think critically to address research challenges using a broad range of the theories, research methods, and approaches to scientific inquiry.
6. Collaborate with investigators within the program, university, and beyond since current and future advances in pharmacological sciences demand interdisciplinary skills.

Professional Conduct Learning Goals

7. Fosters ethical and professional conduct in the sciences, including but not limited to: exposition of the scientific method; ethical design of experimental protocols; reproducibility in science; professional behavior in industrial, government, and academic settings; documentation of scientific results; communication to other scientists and the public; peer review; and confidentiality.

Additional Learning Goals

8. Communicates complex ideas in a clear and understandable manner.
9. Explore career development opportunities in industry, government, and academia to realize professional goals and paths.
10. Develop teaching and mentoring skills in both lecture and laboratory settings

Program Statistics/Prospects

The MCP Program has trained 128+ PhD and MS students since 1994.

The average time to degree is 5.5 years.

Graduates find employment in academia, industry, and government. Additionally, pharmacology as a central subject for medical students has a strong representation at most medical schools, and many academic positions are available for pharmacologists who want to teach and engage in basic research. Pharmaceutical companies focus on the discovery and development of novel therapeutic drugs, often employing modern biotechnological strategies. They have great demands for highly qualified pharmacologists in leading positions. Governmental offices, such as the Food and Drug Administration (FDA), require well-trained pharmacologists with large responsibilities to oversee the therapeutic effects as well as the pharmacological safety of newly developed drugs. The Molecular and Cellular Pharmacology Training Program is designed to provide the theoretical and practical training to compete successfully for employment in the academic and private sectors.

Program Partners

The MCP Program works in collaboration with the Biomedical Graduate Program Consortium in the School of Medicine and Public Health and the Pharmaceutical Sciences PhD Program in the School of Pharmacy.

The MCP Program is always developing relationships with industry partners to enable internships and other professional development experiences.

Summer Internship in Private Industry

- An optional Pharmaceutical Industry Internship Program was developed where MCP students have the opportunity to participate in a summer internship at a pharmaceutical or biotechnology company. This opportunity significantly adds to your training depth and breadth.
- There is a list of over 100 cooperating corporations that will sponsor students. Students that elect to do a corporate internship should discuss their interests with their mentor and the Program Director, Dr. Jon Audhya. Together, you will select a cooperating corporation, and the Director will facilitate the internship. This new initiative offers you a unique and important training experience.

Defining the Field/Discipline

Pharmacology is the knowledge of the biochemical and physiological actions of drugs, which act on cellular signaling pathways. The molecular basis of cellular signaling and its control by various drugs is a major aspect of modern pharmacology and this aspect is emphasized in the Molecular and Cellular Pharmacology Training Program. The majority of signal transduction pathways still await discovery or at least a thorough molecular characterization. Members of our Program employ the whole spectrum of modern biochemical, cell and molecular biological, physiological, and pharmacological methods in a basic research-oriented scientific environment to unravel the many unsolved mysteries underlying cellular regulation and signaling. Certain research initiatives have a translational component, with the goal of applying basic discoveries to developing new therapeutic modalities. Our program brings together an outstanding group of dedicated trainers with a focus on cellular signal transduction. Graduates of the program will be well prepared for a career in basic biomedical sciences. We provide a unique training experience for scientists who want to elucidate basic principles of cellular signal pathways. Detailed knowledge of these pathways is the most important prerequisite for the discovery of new drugs and the treatment of diseases.

II. ADVISING

- The MCP Program provides various types of advising, including academic, administrative, thesis, and professional development.
- Questions to ask prospective advisors (see appendix example on page at the end of this section).

Advisor / Advisee Roles

Advisor

The advisor serves a dual role: first, to assist the student in acquiring the highest level of knowledge and competence in the field that is possible; and second, to chair the committee that will determine whether the student has performed acceptably at each of his/ her degree milestones. The chair or co-chair of the committee must be Graduate Faculty from the student's program. Advisors may assist in tracking the student's progress toward degree completion, assisting with course selection and academic planning, and helping students identify possible research mentors, committee members, and opportunities.

Advisee

Knowing the procedures and requirements of the University is the student's responsibility. Since the advisor's role can vary, students should discuss roles and expectations with their advisors or prospective advisors.

Both the student and the advisor have a responsibility to make their expectations clear to each other.

Advising Resources

There are many advising resources available to students. Students can reference the program's website, this Handbook, the Graduate School's website (<http://www.grad.wisc.edu/>), and the Graduate School's Academic Guidelines (<http://grad.wisc.edu/acadpolicy/>).

Advisor Selection

Although an initial faculty advisor is assigned to each student upon entry in to the MCP program, students should seek permanent advisors through their lab choice by the end of the first semester of graduate study. The policy about switching labs if a student needs a different advisor is to talk with the Program Coordinator or Director about feasibility.

The advisor should be a faculty member whose expertise and project/research interests match closely with those that the student intends to acquire. Students are encouraged to gather information from first year rotations, courses, faculty and student seminars, the program website, and publications to help identify faculty with matching interests. While no faculty member is obliged to accept a student's request to serve as advisor, invitations are usually accepted except in cases where the faculty member judges that a different advisor would serve the student's needs better. For more information see the Advisor policy from the Graduate School (<http://grad.wisc.edu/acadpolicy/#advisor>).

Additional Advising Contacts

Students should always reference the program's website, this Handbook, the Graduate School's website (<http://www.grad.wisc.edu/>), and the Graduate School's Academic Guidelines (<http://grad.wisc.edu/acadpolicy/>) for answers on various program-related questions. However, when students need further clarification on any of these policies or procedures they should contact the MCP Program Coordinator. The MCP Program Coordinator can assist with issues including satisfactory academic progress, academic deadlines, graduation completion, program-related forms, advising/course holds and permissions, and course offerings.

QUESTIONS FOR STUDENTS TO ASK OF PROSPECTIVE ADVISORS:

Many of these questions are not simple and may not elicit a quick answer. However, any advisor should be willing to discuss these important issues with you. You may also want to discuss these issues with students that are currently in the prospective advisor's group/lab, as well as other students in the program. This list is by no means complete; you should spend some time thinking about what is most important to you in your graduate training.

1. What thesis projects would be available to me if I were to join your lab?
2. Would these projects expose me to a variety of different approaches?
3. In general, how available will you be to answer questions I might have?
4. 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, etc.?
5. What are your expectations for the amount of time I should spend each day/week in your lab?
6. What regularly scheduled activities (e.g., lab meetings, joint lab meetings, research clubs) does your lab participate in that provide an opportunity to get outside input on my (research) project and to hear about the work of other students and postdocs?
7. Do you encourage your students to attend seminars and journal clubs, including those that may be outside of their narrow field of interest/research?
8. Do students in your lab have the opportunity to attend professional meetings where they can interact with colleagues/researchers from other institutions?
9. 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?
10. How long do you think it should take me to get my degree?
11. What are your former graduate students (if any) doing now?
12. What is your general philosophy of graduate training and what goals do you have for your graduate students?

III. DOCTORAL DEGREE REQUIREMENTS

Overview

The following courses are required for the MCP Program:

- Pharmacology I and II (listed as Pharmacology 521 and 522) OR new course beginning in Spring 2018 (will be 4 credits for one semester)
- Pharmacology 630: Cellular Signal Transduction
- Pharmacology 625: Toxicology I
- Pharmacology Seminar 901
- Pharmacology Research 990 (under Dr. Jon Audhya for first semester, then under your own advisor)
- Ob/Gyn 955: Responsible Conduct in Biomedical Research
- Ob/Gyn 956: Advanced Responsible Conduct of Research for Biomedical Graduate Students

All MCP course requirements should be completed by the end of the student's second year, before completing the Preliminary Exam and obtaining dissertator status. In exceptional cases, core courses can be completed after the prelim, but only by consent from the Director and Thesis Advisor. Note: MCP students entering in 2016 or earlier can fulfill their course requirements by the process listed above or the curriculum process that was in place when they entered the program.

Requirements

Students must be registered for 8–15 credits each semester until they become a dissertator; then they are required to register for exactly 3 credits each semester. The Graduate School's policy on enrollment requirements is as posted at <http://grad.wisc.edu/acadpolicy/#EnrollmentRequirements>.

Continuous Enrollment

Graduate School policy on Continuous Enrollment may be found at <http://grad.wisc.edu/acadpolicy/#continuousenrollmentrequirement>.

Residence for Tuition Purposes

Residency is used to determine tuition rates on campus. The details of the Graduate School Residency for Tuition Purposes can be found here as well as the full Registrar's Office policy.

<http://grad.wisc.edu/acadpolicy/#residencefortuitionpurposes>
<http://registrar.wisc.edu/residence.htm>

Transfer of Graduate Work from Other Institutions

<http://grad.wisc.edu/acadpolicy/#transferofgraduateworkfromotherinstitutions>

Required Ethics Courses

- OB/Gyn 955: Responsible conduct in Biomedical Research (2 credits taken during 1st year)
- Any request to take an alternate ethics course must be reviewed by the MCP Program Director on an individual basis
- Ob/Gyn 956: Advanced Responsible Conduct of Research for Biomedical Graduate Students (1 credit. Required for NIH trainees after the 3rd year)

MCP Student Seminar (1 credit required every fall and spring semester)

- The Molecular and Cellular Pharmacology Seminar Series (Pharmacology 901: Molecular and Cellular Pharmacology Student and Faculty Seminars – 1 credit) is a critical component of the MCP training program.
- All MCP trainees are required to participate in this seminar series that is designed to train the students in the art of effective speaking. The secondary goal is to familiarize students with their peers' research expertise to promote collaborations. Students are required to give an annual Student Seminar presentation starting in their second year.
- In the fall, trainees in their fourth year and beyond will present their research in an hour-long formal seminar. During the spring semester, second and third year trainees will typically present a seminar; each Monday at noon. This course permits trainees to improve their speaking skills, broaden their knowledge in molecular pharmacology, and familiarize themselves with the work of their peers. It also provides a mechanism for evaluation by the faculty, and builds a framework for encouraging interactions between MCP trainees and trainers.
- Either the course director or student services coordinator determines the schedule. This is done several months before the next semester starts. If you are unable to present during your allotted session, it is your responsibility to find another student with whom to trade. Once you have identified a student with whom to switch, email the information to the 901 Seminar Advisor, Dr. Michelle Kimple.
- Trainees are graded based on attendance and the quality of their presentation. Students are also graded on class participation and are strongly encouraged to ask questions. Two unexcused absences result in a drop of one letter grade (see below).
- MCP trainers are strongly encouraged to attend the student presentations.

Minor

Due to the interdisciplinary nature of the MCP Program, students are not required to have a minor.

Timeline for Progress Towards PhD

This timeline towards PhD guides both trainers and students through the process. This should help with the important requirements that must be completed each year. Specific details, instructions, and forms are provided later in the handbook or on the MCP website under "Current Students" → "Handbook & Forms": <http://molpharm.wisc.edu/>.

Year 1

Advising and Orientation

Complete and submit the benefits forms to Human Resources in SMPH	By September 1
Attend faculty presentation talks, social events, lunches, SMPH orientation, and Graduate School Orientation during orientation week	August 28–September 1
Register for fall semester classes	By August 28

2017–18 Academic Year

First Day of Classes	September 6
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Choose Three Lab Rotations

Complete and submit the Rotation Form to the MCP Program Coordinator	By September 11
1 st Lab Rotation	September 6 – 29
2 nd Lab Rotation	October 2 – 27
3 rd Lab Rotation	October 30 – November 28

Establish a Thesis Lab

Submit the Thesis Decision (via email) to MCP Program Coordinator	By December 13
Begin in Thesis Lab	By January 1
Register for Spring Classes and 990 Research credits with your Thesis Advisor's home department	By January 22, 2018

Thesis Committee:

Establish a Thesis Committee	By April 1
Complete and submit the Thesis Committee Approval form to the MCP Program Coordinator	By April 1

Thesis Committee Meeting

Schedule Thesis Committee Meeting	By May 1
Send an email notification with the schedule date of the 1 st Committee Meeting to the MCP Program Coordinator	By May 1
Complete the Committee Meeting and submit the Progress to Degree Form (Certification Form, CV Form) to the MCP Program Coordinator	By May 15

Year 2

Register for Fall Classes	By August 1
Schedule Preliminary Exam	By April 1
Send an email notification with the scheduled date of the Prelim Exam to the MCP Program Coordinator	By April 1
Complete MCP course requirements for Prelim	By August 31
Complete Preliminary Exam and submit the Prelim Exam Form (Prelim Warrant) to the MCP Program Coordinator	By August 31

Years 3, 4, and 5

Annual Progress Meeting

Schedule Annual Progress Meeting	May 15
Send an email notification with the scheduled date of the Annual Progress meeting to the MCP Program Coordinator	May 15
Complete the Annual Progress meeting and submit the Annual Progress to Degree form to the MCP Program Coordinator	August 31

Final Year

Thesis Defense

Schedule Thesis Defense (submit form to graduate school)	At least three weeks prior to defense date
Send an email to the MCP Program Coordinator with the following: Proposed date of defense Proposed dissertation title Committee members; provide names of 3 designated readers Room location and time Headshot and/or research image Contact information following graduation	At least three weeks prior to defense date
Complete Thesis Defense and submit all necessary forms to the MCP office and the Graduate School	Prior to start of next semester

Satisfactory Academic Progress

- A grade of "B" or better must be achieved in each course to maintain satisfactory academic progress in the MCP Program
- Any grade of "BC" or lower will not count towards the MCP course requirements
- If a student receives a "BC" or lower, they must repeat the course to achieve a higher grade or substitute a different course to satisfy the MCP course requirements

Graduate School Academic Guidelines

- In order for a PhD degree to be awarded, the Graduate School requires:
- A minimum of 51 credits taken in graduate level courses: 9 of these will satisfy MCP course requirements and the remaining credits can be 990 research credits

- Maintain a minimum graduate GPA of 3.0 in all graduate-level coursework
- Courses with grades of “P” (Progress) count toward the credit requirements only if they are research credits
- Courses taken pass/fail, audited, or with grades of “D” or “F” will not be counted toward Graduate School credits
- The Graduate School also considers Incomplete (I) grades to be unsatisfactory if they are not removed during subsequent semester enrollment; however, the instructor may impose an earlier deadline.
- A student may be placed on probation or suspended from the Graduate School for unsatisfactory grades or for failing to resolve incompletes in a timely fashion. For more information, see the Graduate School Academic Policies and Procedures website (<http://www.grad.wisc.edu/education/acadpolicy/index.html>)
- In special cases, the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor

Thesis Committee

The purpose of a Thesis Committee is to:

- Guide the student through the process of earning their PhD degree.
- Determine the requirements the student must meet in order to complete the PhD.
- Assist the student in developing a program of study in the student’s area of specialty.
- To provide the student with an array of ideas and opportunities regarding the direction of their coursework and thesis.
- Evaluate the student’s research proposal, prelim exam and final PhD thesis.

Formation of a Thesis Committee:

- Determine Thesis Committee Members by April 1 of the first year.
- Minimum Graduate School requirements for graduate committees are as follows:
 - The chair or co-chair of the committee must be Graduate Faculty from the student’s major program.
 - The co-advisor/co-chair will be designated on dissertation documentation.
 - Doctoral committees (PhD) must have at least four members, three of whom must be MCP Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement. At least one of the members must be from outside of the student’s major field.
 - At least three committee members of all doctoral/final oral examination committees must be designated as readers.
 - Doctoral degree recipients must acknowledge in the dissertation contributions received from other individuals, including co-authors of published work that appears in the document, such as in designing the research, executing the research, analyzing the data, interpreting the data/research, or writing, proofing, or copyediting the manuscript.
 - Master’s thesis committees must have at least three members; two must be Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement.
- Email the MCP Program Coordinator the names of your committee members. If the membership of the student’s Thesis Committee changes, inform the MCP Program Coordinator.
- After forming a Thesis Committee, first year students must hold a meeting with their thesis committee. This meeting must be scheduled by May 1 and completed by May 15 of the student’s First Year.
 - At this meeting, the student discuss his/her research area and chooses appropriate coursework to take towards completion of their PhD Courses.
 - Prior to this meeting: Inform MCP Office of meeting date and complete the “Progress to Degree” form available on the website under “Current Students” → “Handbook & Forms”.
- At this meeting:

- Bring “Progress to Degree” form and obtain signatures
- Bring a copy of resume or curriculum vitae.
- Note that you have completed a draft of your IDP.
- Bring unofficial transcripts (available at My UW).
- After Meeting:
 - Submit forms to Molecular and Cellular Pharmacology office.
 - Annual Thesis Committee Meeting. Students must meet with their Thesis Committee on a yearly basis or a hold will be placed on their course registration.
 - Bring “Progress to Degree” form
 - Acquire signatures
 - Return to MCP office

Preliminary Exam (Prelim Exam)

Overview

The Preliminary Exam is taken within two years after entering the MCP Program, following successful completion of the MCP course requirements. It is important to view this exam not so much as a hurdle, but more as an important educational exercise. The Preliminary Exam must be scheduled by April 1 and completed by August 31 of the second year. Failure to do so will result in a hold being placed on the student’s registration. If you change advisors during the first two years of study or experience unusual circumstances beyond your control that substantially delay normal progress, such as an extended illness, you may petition the Steering Committee for an extension to complete the Preliminary Examination without sanctions.

At least one month before the day of your Preliminary Examination, email the MCP Program Coordinator indicating your intention to take the Preliminary Exam. The Program Coordinator will submit a request to the Graduate School and when it is ready, you may either pick it up in the MCP Office or arrange to have it emailed to you in PDF format to print yourself.

The Preliminary Warrant is taken to the Examination and signed by your Thesis Committee and the Director of the Program after you have successfully completed the Examination. The Prelim Exam Form should also be filled out at this time. Please return the signed Prelim Warrant to 217 Bascom Hall, and the Prelim Exam Form to the MCP Program Coordinator following your examination.

Shortly after submitting the signed Preliminary Exam warrant, students should expect to receive an email from the Graduate School confirming dissertator status for the following semester and admission to candidacy for the PhD degree. Dissertator status is a university fee status in which the student has completed all necessary PhD requirements, except the dissertation. To reach dissertator status, a student must complete all MCP course requirements and pass the Preliminary Exam. For more information on dissertator status, see the Graduate School Academic Policies and Procedures website (<http://www.grad.wisc.edu/education/acadpolicy/index.html>).

Goals of the Preliminary Exam

To determine if the student can do the following:

- Think independently through a research proposal
- Identify a realistic experiment for the PhD dissertation
- See possible pitfalls in the long-term planning of a research proposal
- Develop a logical attack on a specific problem (i.e. which experiment comes first, second, etc.)
- Present the proposal with clarity in written form, using the R01 format listed in the Preliminary Exam Research Plan (see below), scaled to the candidate’s dissertation time frame

- Present the proposal successfully
- Defend the proposal and think on his/her feet

Preliminary Exam Research Plan

Proposal Content:

- Students must consult with others, including their Thesis Advisor when writing the proposal
- Subject matter must coincide with the student's anticipated thesis research
- Extensive preliminary data is NOT necessary for the exam
- The exam will be a grant format of no more than 12 pages R01 format (minus references). It should be the same sections as R01:
 - Single-spaced
 - Arial 11-point font
 - 1/2-inch margins
 - Pages should be numbered (don't start numbering on the cover page)
- The proposal will consist of the following:
 - Cover page with student's name and title, date (outside of the 12-page limit)
 - Specific aims (1 page)
 - Background (2 pages)
 - Significance and innovation (1–2 pages)
 - Preliminary data (2 pages maximum)
 - Experimental designs (5–6 pages)
- Some guidelines for each section are as follows:
 - **Specific Aims** should state the aims concisely. This section may also include brief mentions of key background, specific hypotheses and approaches to be taken.
 - **Background** should emphasize and explain the basic concepts underlying the hypothesis for the proposed research. It should NOT be a mere review of the literature but should include important and relevant information from the literature.
 - **Significance and innovation** should emphasize why the proposed research is important and novel. This could relate to understanding basic mechanisms of a disease or pathogenesis, or how to apply the research to disease intervention, treatment and/or drug development.
 - **Preliminary Data** should provide the student's own results that support or provide basis for the proposed specific aims.
 - **Experimental Designs** should include rationale for each experiment proposed, expected results, interpretation of the results, and alternative approaches should the results deviate from those expected. There should be enough details presented so that the reader can follow what are to be measured, how will they be measured and what type of results can be expected. Make sure to consider appropriate controls for each experiment. However, detailed materials and methods should not be included for the purpose of brevity. If research involves human subjects or animals, approval of the appropriate campus compliance committee must be obtained prior to the exam
 - **Literature Cited** should have each citation include the title, names of all authors, book or journal, volume number, page numbers, and year of publication (does not count toward page limit).
- For more information about research policy, compliance, and integrity activities, visit <http://www.grad.wisc.edu/research/policyrp/index.html>

Evaluation

The student will be provided a grade (Excellent, Satisfactory, Unsatisfactory) and a written summary for EACH of the specific areas. The written evaluation may be filled in by each of the committee members (minus the mentor) and then discussed by the committee to generate a consensus in each area for the CHAIR to make a final recommendation at the end of the exam. The evaluation will consist of two major parts:

- Evaluation of the written document:
 - Background and Significance (Excellent, Satisfactory, or Unsatisfactory): Was the document clearly written and well organized? Were the hypotheses and the significance of the proposed work clearly stated? Was there sufficient amount of background information provided?
 - Experimental Designs (Excellent, Satisfactory, or Unsatisfactory): Does the grant provide strong rationale and preliminary data for the proposed experiments? Was the grant written in sufficient detail? Were alternatives considered? Is the proposed work feasible (technically and time wise) for a graduate student in a 3-year time frame?
- Evaluation of the oral defense:
 - General knowledge (Excellent, Satisfactory, or Unsatisfactory): Did the student demonstrate a sufficient breadth of knowledge during the oral examination? An emphasis will be placed on understanding basic procedures, principles, and experimental approaches relevant to molecular, cellular and pharmacology related fields.
 - Specific knowledge (Excellent, Satisfactory, or Unsatisfactory): Did the student demonstrate expertise in his/her field or command of the relevant scientific literature? Did the student clearly understand the conceptual framework and specific experimental procedures of the proposed study?
 - Defense of Experimental Design (Excellent, Satisfactory, or Unsatisfactory): Did the student provide a coherent, logical and rational defense of the proposed experiments? Does the student have an appreciation of potential limitations of the proposed experiments and considered appropriate alternatives?
- Overall recommendation (Pass, Conditional Pass, or Fail):
 - An overall recommendation to address major strengths and weaknesses identified during the prelim exam accompanies this evaluation. In addition, a recommendation for future actions in cases of Conditional Pass or Fail can be described.
- Future actions:
 - Pass: When the student received a Pass grade, he/she will be formally advanced to candidacy to PhD degree. The written evaluation prepared during the Prelim Exam will serve as a guideline to recognize the student's strengths and areas of deficiencies and weaknesses to be addressed in subsequent yearly thesis meetings to further evaluate the student's progress in those areas.
 - Conditional Pass: A Conditional Pass may reflect receiving an Unsatisfactory grade in one (or more) of the specific areas. The thesis committee may recommend a specific action for the student to take (within a limited amount of time) to receive a satisfactory grade in that area. For example, if a specific area of the written document was found to be unsatisfactory, the student may have to rewrite the proposal to address such a deficiency. If the student was unsatisfactory in the Specific Knowledge section of the oral defense, the student may have to write an in depth report (e.g., a review) to demonstrate the depth of his/her knowledge.
 - Fail: If the student's performance was deemed unsatisfactory by the thesis committee, then a course of action will be determined by the thesis committee and thesis advisor in conjunction with the Examination and Oversight Committee. The action may include, but not limited to, a terminal master's degree with no option to advance to PhD candidacy in the Molecular Pharmacology Graduate Program.

These evaluation/recommendation items will be discussed with the student after the thesis committee's private session, which will then represent the conclusion of the Prelim Exam.

The Chair's handwritten or typed report will be submitted to the MCP Program Coordinator (Kristin Cooper) and maintained as an official Prelim Exam record.

Requirements to Complete

Prior to the Preliminary Exam:

- Complete the MCP Course Requirements
- Complete the Curriculum Certification Form (<http://molpharm.wisc.edu/current-students/molecular-cellular-pharmacology-forms/>) and turn in with your prelim warrant request
- Schedule Preliminary Exam with committee members
- Send an email notification with the scheduled exam date to the MCP Program Coordinator (Kristin Cooper) at least three weeks prior to the date in order to obtain the Preliminary warrant
- The MCP Program Coordinator will request a warrant from the Graduate School and notify the student when it can be picked up in the MCP Office
- It is recommended that the written proposal draft be submitted to the Thesis Advisor
- It is recommended that the Thesis Advisor read it and provide feedback such that the student has time to make revisions before going out to the rest of the committee
- Circulate the final proposal to the Thesis Committee at least two working weeks prior to the exam
- Complete a "Prelim Exam form," available on the forms section of the MCP website

At the Preliminary Exam:

- Establish the chair of the meeting (see the Thesis Committee section of the MCP Handbook)
- The student presents a brief oral presentation describing their research proposal (approximately 20 minutes)
- After the presentation, the student responds to questions by the Thesis Committee, which correspond to the proposal itself and any related material
- Obtain decision and signatures of all Thesis Committee members on the Prelim Exam form and Warrant
- The exam is usually completed within two hours

Submission will be based on the Thesis Committee's decision of the outcome of the Preliminary Exam. The four decisions are as follows:

Pass

- Submit the signed Warrant to Room 217 Bascom Hall, and submit the signed Prelim Exam form, and a copy of the final research proposal to the MCP Office

Written Revisions

- Submit the signed Prelim Exam form to the MCP Office
- Complete recommended written revisions of Preliminary proposal as suggested by the Thesis Committee
- Obtain signatures of Thesis Committee members on the warrant after written revisions have been completed
- Submit the signed Warrant to Room 217 Bascom Hall, and submit the signed Prelim Exam form, and a copy of the revised research proposal to the MCP Office

Written Revisions and Repeat of Oral Defense

- Submit the Prelim Exam form to the MCP Office

- Complete recommended written revisions and reschedule to repeat the Preliminary Exam
- Obtain a new decision and signatures of all Thesis Committee members on the new Preliminary Exam form
- Submit the signed warrant to 217 Bascom Hall, and the new Preliminary Exam form, and a copy of the revised research proposal to the MCP Office

Fail

- Discuss results and recommendations with the Thesis Advisor and Thesis Committee
- Submit the Prelim Exam form, unsigned Warrant, and a copy of the research proposal to the MCP Office and inform them of the committee's recommendations

Extension Request

- Under special circumstances, the MCP Program will consider a 6-month extension for the Preliminary Exam
- The student and the Thesis Advisor must justify the reasons for an extension in writing to the MCP Office
- The MCP Curriculum Chair and/or the MCP Program Director will review the request for consideration
- If the Preliminary Exam is not completed by the end of the 6-month extension, the student's academic standing in the MCP Program may be jeopardized

Dissertator Status

- The student attains dissertator status after having completed the following:
 - Passed the Preliminary Examination,
 - Satisfied the residence requirement, and
 - Completed major requirements, except the dissertation.
- The student must then be continuously registered until the PhD thesis is filed through ProQuest. To maintain continuous registration, the student must register for at least three credits at the dissertator rate during the fall and spring semesters, and during any summers in which he or she is using University facilities. Students who are registered for three credits at the dissertator rate are considered full-time and thus may continue to hold research assistantships, traineeships, and fellowships.
- All requirements must be met before the first day of classes, to be a dissertator for any given semester. Fees are due by the end of the first week of classes. If paperwork is not processed by then, students MUST pay regular graduate fees. To achieve this status requires four semesters of graduate study at UW-Madison. To be eligible for dissertator status, the Graduate School requires that the student:
 - Complete 32 UW–Madison graduate level credits (300 or above courses);
 - Clear all incompletes or P grades in non-research classes.
- Students may contact the PhD office, Alexandra “Xania” Walter at atwalter@grad.wisc.edu 608-262-3011 or Elena Hsu, elenahsu@grad.wisc.edu regarding their dissertator status. For more information on the Graduate School Policy website (<http://grad.wisc.edu/acadpolicy/#dissertationstatus>) on dissertator status.
- Dissertators who do NOT maintain continuous registration will be assessed a completion fee equal to twelve times the current per-credit dissertator rate. If registration is broken but student re-enters and registers for at least four continuous terms, then a completion fee is not assessed.
- Dissertators must be enrolled in exactly 3 credits each semester.

Dissertation and Oral Defense

- The Thesis Defense is a presentation of the student's independent research topic, an overview of the experiments completed, and a summary of the analyzed data and results. Most students are able to complete their PhD within

five to six years after entering the MCP Program. The Thesis Defense must be completed within five years after completion of the Preliminary Exam. For more information on this policy, see the Graduate School Academic Policies and Procedures website (<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html>).

- First-Author Publication: Students must have at least one first author or co-first author research paper describing their work that has been published in a peer-reviewed journal. In exceptional cases, a student may proceed with their thesis defense without a first author publication, but only by approval from the program director and the student's thesis committee. Such circumstances might include co-authorship on a multi-disciplinary, very high profile publication.

Before You Begin Writing Your Dissertation

- Please read through the requirements listed by the Graduate School (<http://grad.wisc.edu/currentstudents/doctoralguide>) before you begin writing

At Least Three Weeks Prior to the Thesis Defense

- Schedule the Thesis Defense with the Thesis Committee
- Send an email notification with the scheduled date, defense location, defense time, thesis title, listing of thesis committee members (including names of 3 readers), research image/headshot, and contact information following graduation to the MCP Program Coordinator
- The MCP Program Coordinator will then request a warrant from the Graduate School
- Upon approval, the Graduate School will issue the warrant to the MCP Program Coordinator electronically
- When the warrant has been received from the Graduate School, the MCP Program Coordinator will print the warrant and the student can pick it up in the MCP Office or elsewhere by appointment.
- Read through the Graduate School's page on "Completing Your Degree" (<http://grad.wisc.edu/currentstudents/degree/>)
- Follow the instructions outlined in the Graduate School publication to submit Thesis Defense (<http://grad.wisc.edu/currentstudents/doctoralguide>)
- If changes in the Thesis Committee are made after a warrant has been requested, then a new request must be made to the Graduate School for approval and issuance of a new warrant

At Least Two Weeks Prior to the Thesis Defense

- Submit a copy of the Thesis Defense to all members of the Thesis Committee
- The MCP Office will create a Thesis Defense flyer and distribute this announcement to the current MCP faculty trainer and graduate student email lists
- Notify your departmental payroll coordinator of the date you are expecting to defend and deposit your thesis

At the Thesis Defense

- All committee members listed on the warrant must be present
- Give a presentation about the research
- Defend and answer questions asked by the Thesis Committee
- Obtain signatures of all Thesis Committee members on the Thesis Defense warrant

Following the Thesis Defense

- Submit Thesis Defense electronically. For detailed instructions, please see Step 3 on the Graduate School website (<http://grad.wisc.edu/currentstudents/doctoralguide>).
- Contact the Graduate School (608-262-2433) to schedule an appointment for the final review in person or on skype.
- All corrections and revisions of the Thesis Defense must be made before submitting your Thesis Defense (optional).
- For more information, see <http://grad.wisc.edu/currentstudents/doctoralguide>.

Submit the Following Materials

- To the MCP Program Coordinator:
 - Your post graduation email, mailing address, and position following graduation
- To the Graduate School:
 - Signed Thesis Defense warrant (upload as PDF when you submit to ProQuest)
 - Survey of Earned Doctorates (SED) certificate of completion
 - Graduate School Doctoral Exit Survey (DES) certificate of completion
 - Submit final thesis to ProQuest

Terminal Master of Science Degree

If a student chooses to leave the program without completing a PhD, a terminal Master of Science Degree can be granted. Those seeking a Master of Science Degree are required to have a minimum of the first three semesters of experimental research and completed core courses. Students should have taken the Prelim Examination and passed, and the student must write a research thesis and defend it before his/her mentor and two other MCP faculty (an exception may be granted in extraordinary situations by the program director). The average thesis should be 20–25 pages long with a background, research, conclusion, and any other requirements listed here: <https://grad.wisc.edu/currentstudents/mastersthesis/>. For directions on writing your thesis, please visit this website: <http://grad.wisc.edu/currentstudents/mastersproc>. It is also required for students to deposit their final thesis in Memorial Library. For detailed information on depositing your thesis, please see <https://grad.wisc.edu/currentstudents/mastersthesis/>.

IV. FUNDING AND FINANCIAL INFORMATION

Overview

- All MCP students will receive a yearly stipend and UW Graduate Student health insurance benefits. The stipend rate is set each year in July for the upcoming year. For 2017-18, the stipend is \$27,000. Any student receiving a fellowship or training grant less than the current MCP stipend rate is required to be supplemented to reach the current MCP stipend rate.

Financial Support: First-Year Students

Stipend:

- All MCP students are awarded a gross, pre-tax stipend of \$27,000 for the 2017–18 year for a 12-month appointment.
- Upon registering as a full-time student and completing all necessary MCP benefits information, all rotation students will receive a \$1,500 relocation allowance.
- New students will receive the first full paycheck for the month of September in early October.
- Students will receive a paycheck at the beginning of every month from that point forward.

Tuition:

- Tuition is remitted; thus, students should not receive a tuition bill.
- If a student receives a tuition bill, they should contact the MCP Program Coordinator and their Department Payroll contact immediately.
- If the MCP Program Coordinator is not contacted about the bill, the student will be charged a \$100, non-refundable late fee (MCP is not responsible for any late fees).

Segregated Fees:

- Each semester, students with a Research Assistant title will need to pay segregated fees.
- Segregated fees cover the cost of the University Health Services, bus passes, use of the Wisconsin Unions, etc.
- This is a UW–Madison mandatory fee paid each semester.
- See the Registrar’s Office Segregated Fee Information webpage at http://registrar.wisc.edu/segregated_fees_information.htm for the exact amount of segregated fees to be paid each semester.
- Students can check their My UW financial account to view segregated fee charges.
- Fees can be paid online through My UW or at the Bursar’s Office (Student Services Tower, East Campus Mall, Room #10501).
- If this fee is not paid by the deadline, students will be charged a \$100 non-refundable late fee (MCP is not responsible for any late fees).

Financial Support: Research Assistants

Stipend:

- The Thesis Advisor is fully responsible for the stipend

Tuition:

- Remitted

Segregated Fees (http://registrar.wisc.edu/segregated_fees_information.htm):

- Research Assistants pay segregated fees at the beginning of each semester

Financial Support: Fellows/Trainees

Stipend:

- The majority of the stipend is paid by the fellowship/training grant
- If a fellowship/training grant funding rate is below the current MCP stipend rate, the student's fellowship/training grant must be supplemented to bring the stipend up to the current MCP stipend rate.
- The MCP Program will supplement a fellowship/training grant stipend for first-year rotating students until they have joined a thesis lab.
- The Thesis Advisor will supplement a fellowship/training grant stipend once the student has joined a thesis lab.

Tuition:

- Remitted

Segregated Fees:

- Paid by the fellowship/training grant

Health Insurance

- Graduate students including research assistants, fellows, and trainees are eligible for health insurance plans offered by UW–Madison.
- Comprehensive single and family health care coverage is available at low cost.
- Benefits premiums are automatically deducted from the student's monthly paychecks.
- Benefits forms must be completed and returned by first year students to the SMPH Benefits/Payroll office for MCP by September 1 to receive health insurance effective September 1. Continuing students needing to update or change benefits should turn into their own Lab's department payroll administrator.
- Graduate Assistant Health Insurance (<http://www.bussvc.wisc.edu/ecbs/emp-health-ins-menu.html>): includes health insurance descriptions and contact information for each plan.
- General Employee Benefits (<http://www.bussvc.wisc.edu/ECBS/emp-info.html>): includes information about health insurance, life insurance, and other benefits.

Overview: Funding Landscape

- Students in the program receive annual stipends.
- First semester students receive funding through the MCP program. After that, students receive funding under their lab's department.
- International students and domestic students are funded the same, with the exception of extramural programs that require US citizenship.
- International students and domestic students are eligible for the same funding opportunities with the exception of extramural programs that require US citizenship.
- Students are funded during the summer.

Process for Awarding Graduate Teaching Assistantships

- Teaching Assistantships (TA positions) should be discussed by students with their advisor. Students can apply for TA positions.
- If a student is interested in being at TA, he/she should regularly check the Graduate Assistant job postings at the Student Job Center (<http://www.jobcenter.wisc.edu/>). Any assistantship listed at 33.3% or higher (based on a 40-hour work week) will provide you with full in- and out-of-state tuition coverage. Jobs are posted relatively close to the employment start date, so positions starting in September are usually posted in July/August.

Stipend Levels and Paychecks

Stipend rates for graduate assistantships are set by the University. Current rates for TAs, PAs, and RAs can be found on the website of the Office of Fellowships and Funding Resources:

<https://www.ohr.wisc.edu/polproced/UTG/StuAsstApptT.html>

Graduate assistants are paid on a monthly basis, and stipends are usually deposited directly into student's bank accounts. You can authorize direct deposit by filling out the Authorization for Direct Deposit of Payroll form (<https://uwservice.wisc.edu/docs/forms/pay-direct-deposit.pdf>) and returning it to the Payroll/Benefits Administrator (Kristin Cooper for first semester students, and your lab's departmental Payroll/Benefits Administrator for all other students.)

Tuition Remission and Payment of Segregated Fees

TAs, PAs, RA, and Lecturers (Students Assistants) with appointments of 33.3% or higher (approximately 13 hrs/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.

Health Insurance Benefits

TAs, PAs, RA, and Lecturers (Student Assistants) with appointments of 33.3% or higher (approximately 13 hrs/week) for at least the length of a semester are eligible to enroll in a health insurance program. 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 SMPH Human Resources or your lab's departmental Payroll/Benefits Administrator.

Maximum Appointment Levels

The Graduate School sets the maximum levels of graduate assistantship appointments. International students should be especially aware of maximum levels of employment. For more information on these policies, please visit <https://grad.wisc.edu/acadpolicy/#maximumlevelsofappointments>.

Enrollment Requirements for Graduate Assistants

Students with graduate assistantships must be enrolled appropriately. Detailed information about enrollment requirements can be found in the Graduate School's academic policies at <http://grad.wisc.edu/acadpolicy/#enrollmentrequirements>

Fellowships

There are many different kinds of fellowships on campus. Some are awarded by the school/college, and others are awarded by the Graduate School. In addition, a number of students have applied for and won fellowships from federal agencies, professional organizations, and private foundations. The terms and conditions of fellowships across campus vary widely. If you have a fellowship, make sure you understand the obligations and benefits of that fellowship, including stipend, health insurance eligibility, eligibility for tuition remission, pay schedule, etc.

Graduate School Fellowships

The Graduate School administers a number of different fellowships on campus, including: the University Fellowships, Chancellor's Fellowships, Mellon-Wisconsin Fellowships, the Dickie Fellowships, and a variety of external fellowships (<https://kb.wisc.edu/gsadminkb/page.php?id=34761>.) If you have questions about these fellowships, please contact the Office of Fellowships and Funding Resources, <http://grad.wisc.edu/studentfunding/currentstudents>.

External Funding/Fellowships

We encourage all students to seek out and apply for funding from sources external to the university (e.g., federal agencies, professional organizations, private foundations). The Graduate School supports selected federal/private fellowships through the provision of tuition support and health insurance list at <https://kb.wisc.edu/gsadminkb/page.php?id=73571>.

The Graduate School also provides remission of the non-resident portion of students' tuition (if applicable) to students who win external fellowships that are payrolled through the university. Read the full policy here: <https://kb.wisc.edu/gsadminkb/page.php?id=33035>.

Students should be aware that fellowships and awards from external sources will each have unique terms and conditions that you should take time to understand. Questions on external fellowships can be directed to the Office of Fellowships and Funding Resources.

The following are some sources of information on external funding:

- Major external fellowships, prepared by the Office of Fellowships and Funding Resources: <https://kb.wisc.edu/gsadminkb/page.php?id=34769>.
- The Grants Information Collection (GIC) on the 2nd Floor of Memorial Library: <http://grants.library.wisc.edu/>.

The GIC is a great collection of print and online resources to help students find external fellowships and scholarships. You can learn how to set up a personalized profile on several online funding databases, and get regular notices of relevant funding opportunities. PLEASE REMEMBER: the timetable for identifying, applying for and receiving such external funding is generally quite long; plan on 9–12 months between the time you start your search and the time you may receive funding.

Once you find a fellowship, scholarship, or award to which you want to apply, consider contacting the Writing Center (<http://www.writing.wisc.edu/Individual/index.html>). The Writing Center staff can provide valuable advice on crafting your application.

MCP Training Program Training Grant: These traineeships come from a training grant awarded to the Program by the National Institute of General Medical Sciences. These traineeships pay tuition, fees, and a 12-month stipend. First priority for the annual traineeship slots is given to the incoming first-year students who are doing research rotations to choose a lab. Any remaining slots are awarded by the Steering Committee on the basis of a competitive

application submitted by the student and faculty mentor. Students who are supported by the training grant are eligible for a \$300 travel allowance per year that must be used between July 1 – June 30 regardless of appointment period. Reimbursement for the travel allowance must follow University regulations and are submitted via E-Reimbursement. These regulations are published in the Travel Reference Guide that is available at <http://www.bussvc.wisc.edu/acct/policy/ppindex.html>. Please contact the Program office prior to travel to coordinate the most efficient means of providing payment in advance or reimbursement for the travel. There is an NIH mandate that all students supported by federal training grants receive annual instruction in the responsible conduct of science (scientific ethics). First- and third-year students and all other trainees (students currently receiving stipend support from the training grant) are required to participate in the annual presentation.

Outside Fellowship Information: The MCP Program encourages students and faculty to seek outside fellowships when appropriate. Some examples of fellowships that have been awarded to Molecular and Cellular Pharmacology students in recent years are the ones offered by the National Science Foundation, the American Heart Association, PhRMA, Howard Hughes Medical Institute and Individual Predoctoral Fellowships (NRSA). Brief information is below.

National Science Foundation (NSF) Fellowships: <http://www.nsfgrfp.org/> The National Science Foundation (NSF) seeks to ensure the vitality of the human resource base of science, mathematics, and engineering in the United States and to reinforce its diversity. A competition is conducted for Graduate Research Fellowships. NSF Graduate Fellowships offer recognition and three years of support for advanced study to approximately 900 outstanding graduate students in the mathematical, physical, biological, engineering, and behavioral and social sciences, and to research-based PhD degrees in science education.

Howard Hughes Medical Institute: <http://www.hhmi.org/> Look for HHMI 2016 International Student Fellowship. The Howard Hughes Medical Institute established a new fellowship opportunity for international PhD students in the biomedical or related sciences, including physical and mathematical sciences. The fellowships are for 3 years with an annual stipend of \$30,000, annual allowance of \$10,000 toward tuition and fees, and an annual allowance of \$3000 for other costs related to study (\$43,000 annually total).

Information for 2017 competition is scheduled to come out from HHMI at the beginning of September. Contact MCP Program Coordinator if you have any questions. The deadline for applications to be submitted to the Graduate School will likely be in mid-October. HHMI Deadline is the end of November.

For initial nomination voting: MCP review will require only a letter from the advisor, the student's CV and a one-page summary. Pre-application will need to be due early enough and a decision made early enough by MCP fellowship committee that the one chosen would have time to get everything written up in time.

The American Heart Association: Funding opportunities from the American Heart Association. Research deadlines are in January and July. Wisconsin is in the Midwest Affiliate. All deadlines are for mandatory electronic submission. Dates to be aware of: July – Predoctoral Fellowship and January – Predoctoral Fellowship. See https://professional.heart.org/professional/ResearchPrograms/ApplicationInformation/UCM_443316_Predoctoral-Fellowship.jsp.

Pharmaceutical Research & Manufacturers of America Foundation: <http://www.phrmafoundation.org> The mission of the PhRMA Foundation is to support young scientists in disciplines important to the pharmaceutical industry by awarding them competitive research fellowships and grants at a critical decision point at the outset of their careers. The aim is to encourage young scientists who will be the leaders of tomorrow to pursue careers in research and education related to drug discovery. Internal competition is required. If interested, please ask MCP Director for more information.

Fellows with Concurrent Appointments

Whenever assistantships (RA, TA, or PA) are combined with fellowships or traineeships, total compensation cannot exceed the program's full-time RA rate that was reported to the Graduate School for the current year (fellowship/traineeship + assistantship = total compensation). If you have any questions about concurrent work along with your fellowship, please feel free to contact the Office of Fellowships and Funding Resources.

Funding for Conference/Research Travel

The Graduate School runs a competition for funds to support travel related to your dissertation/thesis research. It also provides a limited amount of funding for dissertators whose research has been accepted for presentation at a conference. For more information about this funding, visit the Vilas Research Travel Grant website at <http://grad.wisc.edu/studentfunding/grantscomp/research>.

Travel Award Guidelines

MCP graduate students are eligible to compete for travel awards. (Please note that in some cases, a travel award may be used to help defray the cost of travel for a workshop or other coursework that is highly relevant to a research project. In this case, please provide evidence demonstrating the need for such training instead of an abstract.) Applicants must be presenting a talk or be first author on a poster. A copy of the talk or poster abstract with authors shown must accompany the application. A single award will be given to any one individual each year. The maximum annual award is \$1000. A call for applications will be sent out two times a year, (mid April and mid November) and applications accepted during the following 2-4 weeks. Support will be prioritized for students that demonstrate need (e.g., can only attend a meeting/workshop, if a travel award is provided).

Loans

The Office of Student Financial Aid (OSFA) (<https://finaid.wisc.edu/>) assists graduate students whose personal and family resources are not adequate to cover the expenses involved in attending the University of Wisconsin–Madison. The office also provides counseling to help students manage their money effectively, information on other potential sources of financial assistance (such as employment), debt management counseling, and small short-term loans for emergency situations.

Expense/Reimbursement Guidelines

During recruitment, students are asked to meet socially with prospective students during their visits to Madison. The MCP Program has limited funds to reimburse faculty, students, and prospective students for these visits. In order to distribute these funds equitably, the following rules for reimbursement apply.

Processing a Reimbursement

In order to process your reimbursement, you will need to login to the UW e-reimbursement “Guided Expense Tool” (<http://www.bussvc.wisc.edu/acct/e-Re/>) and fill out the information on your expenses. You will need to fill in a brief description of the event, its reason and value to you (1–3 sentences is sufficient; please spell out all acronyms), the exact amount of payment, upload a copy of the receipt and a list of attendees. This documentation is required for all reimbursements for potential audit purposes. Fill in the funding by asking the Program Coordinator.

If there are any questions about reimbursement, please contact the MCP Program Coordinator.

Meals and Expenses

Everyone **must** stay within the limits as established by the UW System available here:

<http://www.bussvc.wisc.edu/acct/policy/travel/meals.html> The university is very strict about these rates and will not reimburse over the maximum amounts. Students and faculty cannot be reimbursed for alcoholic beverages, per University of Wisconsin policy.

If possible, one person should pay for the meal for the visiting student. If there is a large group, more than one person can pay; just keep track of the people for whom you paid. Be sure to get a receipt. If possible, use a credit card. Please list all the students who attended dinner and whether they were visiting students or hosts. The university requires this information.

Taxes

If appointed as a Trainee or a Fellow, the University will not withhold taxes from paycheck. However, the support received is Taxable Income. Segregated Fees and books may be deducted before calculating tax liability. The University provides trainees and fellows with a summary of stipend payments each January. Taxes are not taken out of these awards; therefore, trainees must file an estimated quarterly tax return. Go to <https://www.revenue.wi.gov/individuals/index.html>. Go to "individual" or to Search Revenue and type in "estimated."

For students who are appointed as Research Assistants, the University is required to withhold state and federal income taxes on the entire stipend based on W-4 information. Students may wish to consult IRS publication 520 (Scholarships and Fellowships) for further information about tax reporting. Copies may be requested by downloading from the IRS website (<http://www.irs.gov/>). In the meantime, you might want to try: <http://www.bussvc.wisc.edu/bursar/tra97.html>. The IRS phone number is 800-829-1040.

Need general tax information? Try <http://www.bussvc.wisc.edu/ecbs/tax-info.html>.

T32 Steering Committee

Because the NIH training grant is a crucial component of student funding, the assignment of students to the training grant is a critical function. In addition, it is important that each student joins the lab of a faculty trainer that has sufficient funding to support them. This committee will oversee both of these important decisions.

Responsibilities

This committee is responsible for the assignment of training grant appointments as well as making sure that there is adequate support in the labs chosen by all students. Typically, incoming first year students who are doing rotations and do not have other support, such as Advanced Opportunity Fellowships (AOF) will be awarded slots on the training grant. Some students may also be appointed for one or more additional years based on an examination of the student's academic performance, his or her funding needs, and an equitable distribution of training grant slots across the faculty. The Committee will also review the Student/Advisor Approval Forms submitted by students and faculty when a student chooses a lab to ensure that faculty trainers have adequate funding for the students that wish to work in their labs; in the majority of cases this is expected to be a formality. Meetings: 1–2 meetings in the spring to make appointments to the training grant. Approval of the choice of faculty trainers by the students will be done by email following receipt of the Student/advisor Approval Form signed by both the student and faculty member.

Faculty Trainers Committee

The NIH training grant is the backbone of the Program, providing support for a subset of the graduate students. To be eligible to train students, faculty must be tenure-track, have research grants to support the research and the students, and a strong

record as mentors of predoctoral training. Non-tenure track faculty can be approved to be a faculty trainer and can mentor an MCP student's thesis work provided a tenure-track faculty trainer serves as a co-mentor to sign off on the necessary forms.

Responsibility

This committee is charged with overseeing the selection of faculty trainers on the training grant. Experience with serving on the T32 study section that reviews these grants is essential.

V. PROFESSIONAL DEVELOPMENT AND CAREER PLANNING

Professional development and career planning should be on the students' minds from the start of their studies. Please do not wait until graduation time to start thinking about these topics.

UW–Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. It is expected that you will take full advantage of the resources that best fit your needs and support your career goals. Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to be holistic and innovative in our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW–Madison and to thrive professionally in your chosen career. Please visit the Professional Development website from the Graduate school at <http://grad.wisc.edu/pd/> and the Career Development page on the MCP Website.

Individual Development Plan (IDP)

- Since 2014, the university has recommended the use of IDPs for all postdoctoral researchers and graduate students, and requires their use for all postdoctoral researchers and graduate students supported by National Institutes of Health (NIH) funding. Read the full policy at <https://kb.wisc.edu/images/group156/shared/IDPpolicy7.1.14.pdf>
- An Individual Development Plan helps with self-assessment, planning, and communication:
 - Assess your current skills and strengths
 - Make a plan for developing skills that will help you meet your academic and professional goals
 - Communicate with your advisors and mentors about your evolving goals and related skills
 - The current job market is challenging, and research has shown that individuals who perform structured career planning achieve greater career success and satisfaction
- The IDP you create is a document you will want to revisit again and again, to update and refine as your goals change and/or come into focus, and to record your progress and accomplishments. It also serves to start and maintain the conversation with your faculty advisor about your career goals and professional development needs.
- For graduate students in the natural sciences and engineering, the American Association for the Advancement of Science (AAAS) online tool “myIDP” provides a comprehensive set of materials and exercises that will guide you through the process of self-assessment, career exploration, goal-setting, and implementation of your plan. Set up a free account and create and monitor your IDP at <http://myidp.sciencecareers.org>.
- For more information on the IDP and how to complete the requirement, please visit <http://grad.wisc.edu/pd/idp>.
- IDPs should be reviewed at annual student committee meetings and updates should be made to the IDP annually, at minimum.

Local Resources for Professional Development and Career Planning

ASPET Membership (American Society for Pharmacology and Experimental Therapeutics)

All students should become annual student members. The fee is covered by the MCP Program.

Careers in Academia

For students pursuing faculty careers, your advisor will play a major role in mentoring you as you approach the academic job search, such as appropriate timing, writing letters of recommendation, and professional networking.

Career Services

For information on self-directed career services, please visit <http://grad.wisc.edu/pd/jobsearch/beyond/selfdirected>.

Campus-wide Resources for Professional Development

In addition to opportunities at the local level, the Graduate School Office of Professional Development provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus. The best way to stay informed is to watch for the weekly newsletter from OPDE, GradConnections, and to the website <http://grad.wisc.edu/pd/events> for an up-to-date list of events. For example, typical topics covered throughout the year include the following:

- Individual development plans (IDPs)
- DiscoverPD
- Planning for academic success
- Dissertation writing support
- Communication skills
- Grant writing
- Teaching
- Mentoring
- Research ethics
- Community engagement
- Entrepreneurship
- Career exploration: academic, non-profit, industry, government, etc.
- Job search support
- Pursuing postdoctoral training

Be sure to stay updated on programs offered by the following campus services:

- Writing Center – <http://www.writing.wisc.edu/>
- Grants Information Collection – <http://grants.library.wisc.edu/>
- Student Technology Training (STS) – <http://sts.doit.wisc.edu/>
- Delta Program – <http://www.delta.wisc.edu>
- UW Teaching Academy – <https://teachingacademy.wisc.edu>
- UW Center for the Humanities – <http://humanities.wisc.edu>
- Wisconsin Entrepreneurial Bootcamp – <http://bus.wisc.edu/degrees-programs/non-business-majors/wisconsin-entrepreneurial-bootcamp>

VI. OPPORTUNITIES FOR STUDENT INVOLVEMENT

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 enhances your academic, professional, and social development.

Student Representation in Governance

Associated Students of Madison (ASM)

The Associated Students of Madison (ASM) is the campus-wide student governance organization at UW–Madison. Graduate and undergraduate representatives are elected to the 33-member ASM Student Council based on their respective college or school. The student council has regular biweekly meetings open to all students. Learn more at <http://www.asm.wisc.edu/>

Teaching Assistants' Association (TAA)

The Teaching Assistants' Association (AFT Local 3220) is the labor union for TAs and PAs at UW–Madison. As a result of decades of organizing and by working together as a union, graduate students at UW–Madison have achieved good health benefits, tuition remission, and many other gains. The TAA is a voluntary, democratic union run by the members. All key policy decisions are made at monthly membership meetings. Learn more at <http://taa-madison.org/>

Registered Student Organizations

There are more than 750 student organizations on campus. The best way to seek out current organizations is to visit the Center for Leadership and Involvement (CFLI) website (<http://www.cfli.wisc.edu/>) and visit the Registered Student Organization directory. This list will not include unregistered student organizations, and you may find that there are groups in your department that you would like to get involved with as well. If you are interested in officially registering an organization you are involved, you must register at their website. Once registered through CFLI, your organization is eligible for funding from ASM, and your group can reserve rooms in the Union and access other resources.

Outreach and Community Connections

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. Learn how you can get involved at <http://www.wisc.edu/public-service/>.

The Morgridge Center for Public Service connects campus with community through service, active civic engagement, community-based learning and research, and more. Explore opportunities at <http://www.morgridge.wisc.edu/>.

Engagement with the Graduate School

The Graduate School facilitates opportunities by which graduate students can interact and provide feedback to leadership on important graduate education topics. Email graduateschooldean@grad.wisc.edu to find out more.

VII. STUDENT HEALTH AND WELLNESS

UW–Madison has a holistic resource for all things wellness called “UWell”. The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community. Go to <http://uwell.wisc.edu/>

Students who pay segregated fees are eligible for University Health Services (<http://www.uhs.wisc.edu/services/counseling/>). There is no charge to students for many basic services including counseling sessions, because services are paid through tuition and fees. Personal health and wellness services are also available in addition to medical services.

Securing Health Insurance Coverage

Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond University Health Services. Contact the staff benefits and payroll coordinator in your lab’s department or SMPH HR if you are a first year student to select one of several health care plans within 30 days of your hire date.

Graduate students without an assistantship or fellowship who are currently enrolled can use the services of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5000. For more info, visit the UHS web site at www.uhs.wisc.edu.

Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

Disability Information

Students with disabilities have access to disability resources through UW-Madison’s McBurney Disability Resource Center. As an admitted student, you should first go through the steps to “Become a McBurney Client” at <http://www.mcburney.wisc.edu/students/howto.php>.

Additional [non-academic] disability campus resources (not found through the McBurney Center) can be found at <http://www.mcburney.wisc.edu/services/nonmcburney/index.php>.

The UW-Madison Index for Campus Accessibility Resources can be found at <http://www.wisc.edu/accessibility/index.php>.

Mental Health Resources On and Off Campus

University Health Services (UHS) is the primary mental health provider for students on campus. UHS Counseling and Consultation Services offers a wide range of services to the diverse student population of UW-Madison. They offer immediate crisis counseling, same day appointments and ongoing treatment. Go to <http://www.uhs.wisc.edu/services/counseling/> or call 608-265-5600. UHS service costs are covered for students through tuition and fees.

There are many mental health resources throughout the Madison community, but UHS Counseling and Consultation Services is the best resource for referrals to off-campus providers. Call 608-265-5600 for assistance in finding an off-campus provider.

National Grad Crisis Line

877-GRAD-HLP (877-472-3457) <http://gradresources.org/crisisline/>

Leave of Absence Policies

Vacation Policy

Each student is expected to notify their PI and the Program, if they plan to take an extended vacation (more than 1 week), at least 30 days prior to the trip. This notification will serve to inform the Program that the student will be away from campus. The program will assume the student has discussed the trip with the PI and was given permission by the PI to be away from lab. If a student is enrolled in classes it is inadvisable to schedule a vacation during the semester.

Parental Leave Policy

Effective immediately, all Kirschstein-NRSA trainees and fellows may receive stipends for up to 60 calendar days (equivalent to 8 work weeks) of parental leave per year for the adoption or the birth of each child. Either parent is eligible for parental leave. Kirschstein-NRSA trainees and fellows must provide advanced notification to the grantee institution prior to taking parental leave. Notification of supervisors and others about plans to use leave must be consistent with the organization's policy and must be consistently applied regardless of the source of funds.

For the Graduate School leave of absence policy, see <https://grad.wisc.edu/acadpolicy/#leaveofabsence>.

VIII. MISCELLANEOUS INFORMATION FOR NEW STUDENTS

The Graduate School maintains a checklist for new graduate students at <http://grad.wisc.edu/newstudents/checklist/>.

Activate Your NetID

You will need your NetID and password to access the My UW–Madison portal at <https://my.wisc.edu/>. To activate your NetID click on the ACTIVATE NETID button from the My UW Madison login screen. Enter your 10 digit student campus ID number and birthdate. The NetID you create and password you enter are keys to your access to the MyUW portal, so make a record of it and keep it private. If you are unsure about your NetID and password, contact the DoIT Help Desk at 608-264-4357 or <https://kb.wisc.edu/helpdesk/>.

Get Your UW Photo ID Card (Wiscard)

Get your UW ID card, or “Wiscard,” photo taken at the Wiscard Office (<https://wiscard.wisc.edu/contact.html>) in Union South, room 149, M–F 8:30 am–5:00 pm. You must be enrolled and have valid identification (such as a valid driver’s license, passport, or state ID) to get your photo ID.

Pick Up Your Free Madison Metro Bus Pass

As a UW student, you can pick up a bus pass at no charge from the 3rd Floor of the Student Activity Center at 333 East Campus Mall at the beginning of the fall and spring semesters. Visit the ASM website (<https://www.asm.wisc.edu/resources/buspass/>) for more information on Madison Metro bus services. Be sure to bring your UW Photo ID card. You must already be enrolled.

Attend the New Graduate Student Welcome, Hosted by the Graduate School

This event provides a great opportunity to mingle with Graduate School deans and staff, hear from a panel of current students about grad student life, learn about the many campus and community resources available to you, and meet other new graduate students from across campus. Learn more and register at <http://grad.wisc.edu/newstudents/ngsw/fall>.

Graduate Student Life

Guide to Graduate Student Life: <https://grad.wisc.edu/studentlife/>

IX. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

International Student Services (ISS)

International Student Services (ISS) is your main resource on campus and has advisors who can assist you with visa, social and employment issues. Visit their website for more information at <http://www.iss.wisc.edu> or to schedule an appointment.

Student Visas

Graduate Admissions issues the federal I-20 form for initial F-1 Visa procurement. Initial J-1 Visa document (DS-2019) is handled by ISS. The Graduate Admissions office sometimes must collect financial information for the DS-2019, which is then forwarded to ISS. After the student is enrolled, all Visa matters are handled by ISS.

Documents Required of New International Students

Many students are admitted with a condition that they submit their final academic documents after arrival on campus. Please submit your documents to the admissions office at Bascom Hall. The admissions requirements page (<http://grad.wisc.edu/admissions/requirements/>) has a drop down menu under “degrees” which lists the documents required for each country.

Students with ESL Requirements

Any student who was admitted with a TOEFL score below 92 or an IELTS score below 6.5 will be required to take the English as a Second Language Assessment Test (ESLAT) (english.wisc.edu/esl/eslat-exam.html) and any required English course during their first semester.

Funding for International Students

International students are eligible for Teaching, Project, and Research Assistantships on campus as well as university fellowships through the Graduate School. They may not be employed more than 20 hours per week on campus while enrolled full-time.

New international students with assistantships should work with International Students Services to obtain a social security number (iss.wisc.edu/employment/social-security). New students with fellowships and no other appointment types are not considered employees and are not eligible for social security numbers. These students should work with ISS to obtain an International Taxpayer Identification Number (ITIN, iss.wisc.edu/employment/itin).

X. SATISFACTORY PROGRESS – CONDUCT EXPECTATIONS

Professional Conduct

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives (as representatives of the program, UW-Madison, and the profession as a whole.) Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

1. **Professional Ethics:** Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.
2. **Honesty and Integrity:** Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPPA regulations. Students shall follow through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW–Madison, and the profession as a whole.
3. **Interpersonal and Workplace Relationships:** Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.
4. **Commitment to Learning:** Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

5. Professional Appearance: Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them.)

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW system policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

Academic Misconduct

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person's name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment;
10. collaboration that is contrary to the stated rules of the course; or
11. tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:

Graduate School Policy & Procedure: Misconduct, Academic: grad.wisc.edu/acadpolicy/#misconductacademic

Dean of Students Office: Information for Students: How to Avoid Academic Misconduct? What Happens If I engage in Academic Misconduct? What Should I do If I know a Classmate is Cheating?
students.wisc.edu/doso/students.html

Dean of Students Office: Academic Misconduct Flowchart: students.wisc.edu/doso/misconductflowchart.html

Non-Academic Misconduct

The university may discipline a student in non-academic matters in the following situations:

1. for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. for stalking or harassment;
3. for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
4. for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. for unauthorized possession of university property or property of another member of the university community or guest;
6. for acts which violate the provisions of UWS 18, Conduct on University Lands;
7. for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
2. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
3. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
4. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
5. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
6. preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. obstructing a university officer or employee engaged in the lawful performance of duties;
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
10. knowingly disrupting access to university computing resources or misusing university computing resources.

Additional information regarding Non-Academic Misconduct

Graduate School Academic Policies & Procedures: Misconduct, Non-Academic:
grad.wisc.edu/acadpolicy/#misconductnonacademic

Dean of Students Office: Non-Academic Misconduct Standards Statement:
students.wisc.edu/doso/nonacadmisconduct-statement.html

Dean of Students Office: Non-Academic Misconduct Process
students.wisc.edu/doso/nonacadmisconduct.html

University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:
students.wisc.edu/doso/docs/NewUWS%2017.pdf

University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:
students.wisc.edu/doso/docs/NewUWS%2018.pdf

Research Misconduct

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

Please see section on “Grievance Procedures and Misconduct Reporting” for further information on reporting research misconduct of others. Here are links for additional information regarding Research Misconduct and

Responsible Conduct:

Graduate School Policies & Procedures: Responsible Conduct of Research
grad.wisc.edu/acadpolicy/#responsibleconductofresearch

Office of the Vice Chancellor for Research and Graduate Education’s - Office of Research Policy: Introduction & Guide to Resources on Research Ethics:
research.wisc.edu/respolcomp/resethics/

Office of the Vice Chancellor for Research and Graduate Education’s Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct
kb.wisc.edu/gsadminkb/page.php?id=34486

Office of the Vice Chancellor for Research and Graduate Education’s Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources
kb.wisc.edu/gsadminkb/search.php?cat=2907

XI. DISCIPLINARY ACTION AND DISMISSAL

Overview

Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not making satisfactory progress in regards to academic or conduct expectations, the advisor will consult with the student's committee to determine if disciplinary action or dismissal is recommended.

Any graduate student who fails to meet the program's expectations during two consecutive semesters (not including summer) will be dismissed from the program at the end of the subsequent semester. Any student who fails to meet the program's expectations because of failure to pass any required exams and procedures within designated time limits will be dismissed from the program at the end of the subsequent semester.

In the case of a required course in which the student earns a grade below a B, the course must be repeated. Required courses may only be repeated once. Failure to receive a B or higher in the repeated course may result in dismissal from the program. Students must do all the work in the repeated course, including laboratory; attend regularly; participate in class discussions; take examinations; and write papers. Students will earn a final grade in the course. Both grades will be used in calculating the student's graduate grade point average; however, the course will count only once toward meeting degree credit requirements for the program. See the Graduate School Academic Policies & Procedures at <https://grad.wisc.edu/acadpolicy/#repeatingcourses>

Students may be disciplined or dismissed from the graduate program for any type of misconduct (academic, non-academic, professional, or research) or failure to meet program expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of the Professional Conduct may be effectively handled informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the program.

Additional Information

Links for additional information regarding Academic Misconduct:

- <http://grad.wisc.edu/acadpolicy/#misconductacademic>
- <https://www.students.wisc.edu/doso/student-assistance/>
- <https://www.students.wisc.edu/doso/misconductflowchart/>
- https://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf

Links for additional information regarding Non-Academic Misconduct:

- <http://grad.wisc.edu/acadpolicy/#misconductnonacademic>
- <https://www.students.wisc.edu/doso/non-academic-misconduct/>
- https://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf
- https://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf

Links for additional information regarding Research Misconduct and Responsible Conduct:

- <https://grad.wisc.edu/acadpolicy/#responsibleconductofresearch>
- <http://kb.wisc.edu/gsadminkb/page.php?id=34486>
- <https://kb.wisc.edu/gsadminkb/search.php?cat=2907>

XII. GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first.. For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals at <https://grad.wisc.edu/acadpolicy/#grievancesandappeals>

Procedures for proper accounting of student grievances:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor or Director of Graduate Study to discuss the grievance. The Grievance Advisor or Directory of Graduate study will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website (<http://www.oed.wisc.edu/>).
3. Other campus resources include the following:
 - The Graduate School – <http://grad.wisc.edu/>
 - McBurney Disability Resource Center – <http://mcburney.wisc.edu/>
 - Employee Assistance Office – <http://eao.wisc.edu/>
 - Ombuds Office – <http://ombuds.wisc.edu/>
 - University Health Services – <http://uhs.wisc.edu/>
 - UW Office of Equity and Diversity – <http://www.oed.wisc.edu/>
4. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
5. On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
6. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.

- Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures:

<https://grad.wisc.edu/acadpolicy/#grievancesandappeals>

Reporting Misconduct And Crime

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, Graduate Program Coordinator, or other campus resources listed above (XIV, Grievance Procedures, 3).

Research Misconduct Reporting

The University of Wisconsin–Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at <http://www.grad.wisc.edu/research/policyrp/ReportingMisconduct.html>

Academic Misconduct Reporting

If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.

Sexual Assault Reporting

Faculty, staff, teaching assistants, and others who work direct with students at UW–Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials, specifically the Office for Equity & Diversity or the Division of Student Life. This effort is not the same as filing a criminal report. Disclosing the victim's name is not required as part of this report. Please find full details at <http://www.oed.wisc.edu/sexualharassment/assault.html> and <https://www.students.wisc.edu/doso/reporting-allegations-of-sexual-assault-datingdomestic-violence-and-stalking/>

Child Abuse Reporting

As a UW–Madison employee, under Wisconsin Executive Order #54 (https://docs.legis.wisconsin.gov/code/executive_orders/2011_scott_walker/2011-54.pdf), you are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has

occurred or will occur. Volunteers working for UW–Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at <http://www.oed.wisc.edu/childabuse/>.

Incidents of Bias/Hate

The University of Wisconsin–Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW–Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details at <https://www.students.wisc.edu/doso/reporting-and-response-to-incidents-of-biashate/> and <http://www.students.wisc.edu/rights/what-if-i-witness-or-experience-a-bias-related-incident/>

XIII. ACADEMIC EXCEPTION PETITION

General Statement Example with Director of Graduate Studies/Advisor

Academic exceptions 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 Director of Graduate Studies or relevant committee chair (example Curriculum Chair). 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 appropriate area-group faculty or curriculum chair.

More generally, the Director of Graduate Studies, in consultation with the student's advisor, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations, this includes 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 a note of explanation to be placed in the student's file.

XIV. FACULTY ROLE AND RESPONSIBILITIES

Criteria for Re-evaluation of Molecular and Cellular Pharmacology Faculty

After each year, a trainer will be assessed for re-appointment by the MCP Steering Committee based upon evidence for strength in each of the following:

- That the following three criteria are vigorously maintained:
 1. Research focus broadly related to molecular and cellular pharmacology
 2. Strong training record, or for junior faculty, an interest in training graduate students with a focus in molecular and cellular pharmacology
 3. Active and funded research program
- That the trainer has mentored an MCP student during the prior 10 years
- That the trainer has actively participated in the Program in graduate student recruitment, student seminars, MCP committee work, student advisory committees, training grant renewal application or teaching in the core curriculum

Participation

Faculty are expected to be actively involved in the Program:

- Participate on MCP Committees (Steering, Admissions, Curriculum, Symposium, and Fellowship)
- Serve on students Thesis Committees
- Attend Student Seminars (Pharm 901) held on Mondays at 12:00 pm
- Attend MCP Annual Symposium
- Present research talk at Orientation week

Recruitment of Prospective Graduate Students

- Recruit new students in the spring semester of each year
- Meet with visiting prospective students who have expressed an interest in your research areas
- Participate in recruitment social activities; such as luncheons, receptions and especially dinners
- The Molecular and Cellular Pharmacology Program has two recruiting weekends. To stay in good standing, every faculty member must pick a Monday night in which to participate in a recruiting dinner, either at a restaurant or at a faculty member's home.

Orientation Talks and Fall Rotations

- If accepting a student in their lab, it is expected the faculty member will present their research
- The presentation implies that the professor has funding and space to accept a student, unless specified at the beginning of the talk
- After the talks, rotating students will make appointments with faculty to talk regarding a possible rotation in the faculty's lab.

Rotations

See information provided to students on page 10. Note: Summer rotations are paid for by the faculty member and the student must be admitted and enrolled for the summer 8 week term before June 1 if they will be paid as an RA.

Updating Faculty Web Pages

Every summer, faculty are asked by the Program Coordinator to update their individual page on the MCP website (<http://molpharm.wisc.edu>).

Responsibility to the Graduate Student

Advising

The Thesis advisor will monitor and guide the student's progress toward the PhD degree. The Thesis Committee must be formed by April of the first year

Preliminary Exam

The Prelim Exam is taken within 2 years of entering the Program

Annual Progress Report

All students are required to have a Thesis Committee meeting on a yearly basis after passing their Preliminary Exam

Inadequate Progress in the Lab

If a student is not making satisfactory progress in the lab or their behavior is not conducive to lab research, the following steps are recommended.

1. Communicate the concerns to the student

- Request changes within a specified period of time
- Note concerns on the yearly "Progress to Degree" Form

2. If by the specified time, changes have not been made

- Follow up with a letter to the student identifying your concerns
- Send a copy of the letter to the Molecular and Cellular Pharmacology office
- Give the student one more chance, with a specified time period that changes are expected

3. If the matter is still not resolved satisfactorily:

- Seek the recommendation of the student's Thesis Committee
- Document the results of the meeting
- Send a copy to the Molecular and Cellular Pharmacology office

4. If problems persist, contact the Program Director for the appropriate course of action

5. If performance does not improve the student maybe as asked to seek another lab or leave the Program.

- If the student leaves the Program after 2 years, a Master's Degree may be granted

If the student seeks another lab, "bridging" support may be required (1–2 months) from the faculty member to allow the student time to find another lab