

# Academic Policies & Procedures Handbook

## MS Statistics: Data Science (MSDS)

### 2020-2021 Academic Year

UNIVERSITY OF WISCONSIN-MADISON

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# Preface

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The Department of Statistics is committed to the training and education of its graduate students. To facilitate this practice, we have created this document to help guide students through their education in the MS Statistics: Data Science (MSDS) program. The MSDS program is a named option, professional program within the broader MS Statistics and because this is a professional program there are additional policies in areas such as funding and enrollment. The policies of the program are overseen by the VISP & MSDS Committee.

The Graduate School at UW-Madison oversees all graduate programs and provides policies that apply to all graduate students (<https://grad.wisc.edu/academic-policies/>). Additionally, departments must create and oversee the specific curriculum and provide additional policies for students in their program. This document is designed to provide information and links to relevant Graduate School policies and outline departmental and program specific rules and policies.

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 and committee so that individual needs/interests and all degree requirements are met.

The UW-Madison Guide (<http://guide.wisc.edu/>) serves as the official repository of program rules, requirements, and policies.

Students who have questions or concerns should contact the MSDS chair, Jun Shao ([shao@stat.wisc.edu](mailto:shao@stat.wisc.edu)) and the student services coordinators, Sara Rodock ([rodock@wisc.edu](mailto:rodock@wisc.edu), 608-262-3851, 1227 Medical Science Center) and Dana Maltby ([dmaltby@wisc.edu](mailto:dmaltby@wisc.edu)).

## Statistics MS Learning Goals

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### Primary Goal

Graduates will build data analysis reasoning and communication skills in realistic inter-professional strategic planning settings that involve making sense of complex data to realize organizational objectives.

### Learning Outcomes

All MS programs within the Statistics MS have the same learning outcomes, though methods of assessing these goals will vary for the different options within the MS.

1. Demonstrates understanding of statistical theories, methodologies, and applications as tools in scientific inquiries.
2. Selects and utilizes the most appropriate statistical methodologies and practices.
3. Synthesizes information pertaining to questions in empirical studies.
4. Communicates data concepts and analysis results clearly.
5. Recognizes and applies principles of ethical and professional conduct.

These goals are to be reviewed periodically to make certain that they reflect the goals of the program.

## Advising and Professional Development

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Students in the MSDS program have access to advisors, the MSDS & VISP program chair and the Student Services Coordinators. Since MSDS is a professional program, students do not form a graduate advising committee. Students will need to receive approval for their enrollment each semester via the course approval plan form (<https://go.wisc.edu/ej6of5>). This form can also be used to make edits or updates once enrolled in a term. Students who do not provide this form can have a hold put on their record for the following semester.

Information will be sent to students regarding courses for the following semester before enrollment begins. Students with questions are welcome to make an appointment with their advisor. Specific and detailed information will be provided via email and online to students in the spring and summer before they begin the program.

Students in the program are expected to read their wisc.edu emails on a regular basis, respond to emails from the chair and student services coordinator, fill out their course approval plan form and other requested forms in a timely fashion, and contact the advisors when they have questions or concerns.

The MSDS program will provide a number of events and opportunities to participate in professional development. Additionally, students are strongly encouraged to seek out campus resources that focus in this area. Examples of campus resources include:

- **Graduate School**
  - Professional Development: <https://grad.wisc.edu/professional-development/>
  - Handshake: <https://careers.wisc.edu/handshake/>
- **International Student Services**: especially for questions regarding visa status, eligibility for employment, CPT, and OPT: <https://iss.wisc.edu/>
- **SuccessWorks**: <https://careers.ls.wisc.edu/>

Students are also encouraged to meet with student services coordinator for one-on-one help with professional development.

## Tuition and Funding

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The MSDS program, as a professional MS program, is allowed to set their own market-rate based tuition which is \$1,600 per credit (2020/2021 academic year, this rate is subject to change from year to year) plus any relevant student fees. The tuition rate is the same for all students and is credit based. General information on the current tuition rate and fees can be found on the Bursar's website (<https://mbo.wisc.edu/tuition-rates/>), our specific program is the tier 1600 with segregated fees rate (to find our specific program go to the link above and select the correct term and academic year and then search for "data science").

The MSDS students are expected to be self-supported and will need to pay the appropriate tuition during the time of their study.

*Students in the program are not allowed to accept research assistantships, teaching assistantships, project assistantships or other University appointments that grant tuition remission, tuition waivers, and/or academic fees.* Accepting such a position, including multiple positions that would then be over the tuition remission rate, or tuition waiver while enrolled in the program may result in the student being removed from the program. Corporate tuition support and waiver of tuition for veterans is not included in these categories.

See the Graduate School's policy document regarding tuition remission to learn more about what tuition remission is and the sorts of positions that would grant remission (<https://grad.wisc.edu/documents/tuition-remission/>).

## TA Selection Process for MSDS Students

On occasion, the Statistics Department may award teaching assistantships positions to MSDS students and students entering the MSDS program from the Statistics VISP program that are below the tuition remission rate. Funding for these positions will depend on the need for additional teaching assistants and available funds. Teaching assistants will be selected based on overall academic ability and ideally, excellent performance in a particular course in a previous term. If such positions are available, the following application procedures will be sent via email.

### Types of Positions Available

- Learning Center TA – hold open hours to assist students in the gateway courses (STAT 301, 324, and 371)
- Undergraduate Elective TA – serve as a TA in an undergraduate elective course as an assistant to the lead instructor (grade, attend and assist in class, hold office hours)
- Non-Discussion TA – similar to the undergraduate elective courses, serve as a TA in courses such as STAT 311 or 312 to assist the instructor (grade, attend and assist in class, hold office hours)
- Open office/lab hours for core MSDS courses such as STAT 601, 602, and 610 to assist currently enrolled students

### Student Criteria for Eligibility

- Student must be making satisfactory academic progress, as outlined in the program handbook, in the MSDS program
- Second year students will be given priority (with year one either as MSDS or in VISP)
- Students with exceptional academic achievement will be given priority (cumulative GPA in MSDS/VISP 3.5 or higher)
- If TA position is for a specific course that VISP or MSDS students can enroll in, students who have taken the course and done well will be given priority (AB grade or higher)
- Students with demonstrated proficiency in English will be given priority
  - Students without a score of 26 or higher on the speak section of TOEFL (or 8 or higher on the IELTS) will be required to take the SPEAK test, even if they are TOEFL exempt for admission to the program

### Application Process

1. MSDS program coordinator will send a call for applications to eligible students including
  - a. Types and number of anticipated positions available
  - b. Policies regarding funding for professional programs students

- c. Criteria and priorities for selection
  - d. Advisory that they may be requested to interview with the TA and Instruction Committee and to be flexible with regards to the timing and format of the interview.
  - e. Requirement to attend TA training (both departmental and College of Letters and Sciences) before classes begin if selected
  - f. Required application materials, deadline, and potential timeline for selection
2. Application will include an online form, statement of interest, an uploaded unofficial UW-Madison transcript and an uploaded resume
  3. Materials will be reviewed by the MSDS Advisors group and recommendation of candidates to move forward will be passed along to the TA and Instruction Committee
  4. TA and Instruction Committee will make the final decision on selecting appropriate MSDS students to serve as TAs
    - a. Decisions may be made based on availability of positions, application materials, and interviews (if required by the TA and Instruction Committee).
    - b. If interviews are conducted, they may be done in person or remotely, depending on the time of year (i.e. if done over the summer while MSDS students may be at home in China)

## Policies for MSDS TAs

- Students cannot have one or more positions that would grant them tuition remission (<https://grad.wisc.edu/documents/tuition-remission/>)
- Students must be making satisfactory academic progress, as outlined in the program handbook, in the MSDS program to be selected for and maintain their TA position
- Students cannot enroll in the course they are assigned to TA
- Students must attend departmental and L&S TA trainings before classes begin
- If a student is invited to apply for a second term of TA, they must have demonstrated an aptitude for serving as a TA and there are no significant concerns about their performance e.g. concerns from instructor, multiple concerns from student evaluations, issues with class/office hour/learning center attendance/timeliness.

## Enrollment

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The MSDS program is traditionally offered as a face-to-face program with courses offered during the week (no evening/weekend courses). During the fall 2020 semester, due to campus considerations surrounding the COVID-19 pandemic, alternate methods of course delivery will be implemented including online, evening, and weekend courses.

Students are expected to understand the variety of policies and requirements from both the Graduate School and International Student Services (if applicable) regarding enrollment.

- **Enrollment requirements:** <https://grad.wisc.edu/documents/enrollment-requirements/>
- **Auditing courses:** <https://grad.wisc.edu/documents/auditing-courses/>
- **Add/drop:** <https://grad.wisc.edu/documents/add-drop/>
- **Enrollment refunds:** <https://grad.wisc.edu/documents/refunds/>

In most cases, the program expects students to be enrolled for a minimum of 8 credits at the graduate-level (no audited courses) each fall and spring term until graduation. Some students may take course loads such that they

may prefer to enroll below the 8 credits minimum in their final term, this is acceptable as long as students take a minimum of 2 credits. If an international student wishes to enroll for less than 8 credits in their final term he/she must fill out the **Reduced Course Load** form in the appropriate time frame (<https://iss.wisc.edu/students/current-students/reduced-course-load/#How-to-apply>, form is located in the Terra Dotta portal: [https://terradotta.wisc.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent\\_ID=61ADF84B-F9FD-D592-C1E9278EE7213EA1&Link\\_ID=62C95064-F12A-D9DE-D2931D4006A97438](https://terradotta.wisc.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=61ADF84B-F9FD-D592-C1E9278EE7213EA1&Link_ID=62C95064-F12A-D9DE-D2931D4006A97438)). There may also be opportunities for special classes or internship options during summer terms.

Students will be expected to enroll in a timely fashion and make sure that they have addressed any holds that will prevent enrollment (<https://grad.wisc.edu/documents/holds/>). Due to enrollment capacity constraints in some Statistics Department courses the department may require prior approval and give a short time frame for enrollment in those courses. Each semester students will receive an email, prior to the enrollment period (<https://registrar.wisc.edu/dates/>), with information regarding these courses.

## Program and Course Requirements

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### Departmental Course Requirements

Students in the MSDS program are required to complete 30 credits (with grades of B or higher) towards the program. A list of all current courses that count towards the MSDS program can also be found in The Guide (<https://guide.wisc.edu/graduate/statistics/statistics-ms/statistics-data-science-ms/#admissionstext>).

Students who come to MSDS from the Statistics VISP program will be allowed to transfer 15 credits from their enrollment during VISP to the MSDS program (this typically will include STAT 601, 602, 610, and another core course), as long as they received a grade of B or higher.

If coming from the Statistics VISP program, students are expected to complete the program in 2 semesters. Non-Statistics VISP students are expected to complete the program in 3-4 semesters. Students who wish to pursue the program part time must receive permission from the program chair.

### Prerequisite Courses

Students admitted to the MSDS program are expected to have courses equivalent to the UW-Madison courses listed below.

- 4 semesters of calculus
  - **MATH 221 Calculus and Analytical Geometry I** (5 credits)
  - **MATH 222 Calculus and Analytical Geometry II** (4 credits)
  - **MATH 234 Calculus-Function of Several Variables** (4 credits)
  - **MATH 421 The Theory of Single Variable Calculus** (3 credits)
- **MATH 340 Elementary Matrix and Linear Algebra** (3 credits)
- It is highly recommended that students also have:
  - **STAT 303 R for Statistics I** and **STAT 304 R for Statistics II** (2 credits), *previously taught as STAT 327*
  - **STAT/MATH 309 Introduction to Probability and Mathematical Statistics I** (3 credits)
  - **STAT/MATH 310 Introduction to Probability and Mathematical Statistics II** (3 credits)

## Major Requirements

- **Core course requirements** (all 4 required, 15 credits)
  - **STAT 601 Statistical Methods I** (4 credits)
  - **STAT 602 Statistical Methods II** (4 credits)
  - **STAT 610 Introduction to Statistical Inference** (4 credits)
  - **STAT 615 Statistical Learning** (3 credits), *previously taught as STAT 679 Statistical Learning*
- **Professional skills classes** (6 credits required), *students may have EPD professional competency courses approved by the MSDS program*
  - **STAT 605 Data Science Computing Project** (3 credits), *previously taught as STAT 679 Data Science Computing Project*
  - **STAT 627 Professional Skills in Data Science** (1-3 credits)
  - **STAT 628 Data Science Practicum** (3 credits)
- **Substitution** – STAT 609 Mathematical Statistics I may replace STAT 605 or STAT 615 with approval from the advisor
- **Elective courses** (9 credits required)
  - Students may count up to 3 credits of Statistics undergraduate electives including
    - **STAT 303 R for Statistics I** (1 credit)
    - **STAT 304 R for Statistics II** (1 credit)
    - **STAT 305 R for Statistics III** (1 credit)
    - **STAT 349 Introduction to Time Series** (3 credits)
    - **STAT 351 Introductory Nonparametric Statistics** (3 credits)
    - **STAT 411 An Introduction to Sample Survey Theory and Methods** (3 credits)
    - **STAT 421 Applied Categorical Data Analysis** (3 credits)
    - **STAT 443 Classification and Regression Trees** (3 credits)
    - **STAT 451 Introduction to Machine Learning and Statistical Pattern Classification** (3 credits)
    - **STAT 453 Introduction to Deep Learning and Generative Models** (3 credits)
    - **STAT 456 Applied Multivariate Analysis** (3 credits)
    - **STAT 461 Financial Statistics** (3 credits)
    - **STAT 471 Introduction to Computational Statistics** (3 credits)
    - **STAT 479 Special Topics in Statistics** (1-3 credits) (*may repeat with different titles*)
    - **STAT 575 Statistical Methods for Spatial Data** (3 credits)
  - Students may count up to 3 credits of 600-level or above coursework taught outside of Statistics with advisor approval, including courses cross listed with statistics but taught by other departments
  - Students must have at least 3 credits of coursework at the 600-level taught within Statistics including
    - **STAT 609 Mathematical Statistics I** (3 credits)
    - **STAT/B M I 641 Statistical Methods for Clinical Trials** (3 credits)
    - **STAT/B M I 642 Statistical Methods for Epidemiology** (3 credits)
    - **STAT 679 Special Topics in Statistics** (1-3 credits) (*topics not used towards core or professional courses, may repeat with different titles*)
    - **STAT 701 Applied Time Series Analysis, Forecasting and Control I** (3 credits)



- **STAT/MATH 709 Mathematical Statistics** (4 credits)
- **STAT/MATH 710 Mathematical Statistics** (4 credits)
- **STAT 732 Large Sample Theory of Statistical Inference** (3 credits)
- **STAT/B M I 741 Survival Analysis Theory and Methods** (3 credits)
- **STAT 760 Multivariate Analysis I** (3 credits)
- **STAT 761 Decision Trees for Multivariate Analysis** (3 credits)
- **STAT/B M I 768 Statistical Methods for Medical Image Analysis** (3 credits)
- **STAT 771 Statistical Computing** (3 credits)
- **STAT/ECON/GEN BUS 775 Introduction to Bayesian Decision and Control I** (3 credits)
- **STAT/MATH 803 Experimental Design I** (3 credits)
- **STAT 809 Non-Parametric Statistics** (3 credits)
- **STAT 811 Sample Survey Theory and Method** (3 credits)
- **STAT 834 Empirical Processes and Semiparametric Inference** (1-3 credits)
- **STAT 840 Statistical Model Building and Learning** (3 credits)
- **STAT 841 Nonparametric Statistics and Machine Learning Methods** (3 credits)
- **STAT 860 Estimation of Functions from Data** (3 credits)
- **STAT/B M I 877 Statistical Methods for Molecular Biology** (3 credits)
- **STAT 992 Seminar** (1-3 credits)

## Graduate and Undergraduate Courses with Similar Topics

Courses that cover the same or similar topic at the undergraduate- and graduate-level can both be used towards the MSDS requirements, but only if the undergraduate-level course is taken first. These combinations would include STAT 349 and 701, STAT 351 and 809, STAT 411 and 732, STAT 456 and 760, STAT 433 and 761, STAT 451 and 615, and STAT 471 and 771. This will also apply to special topics courses that have similar topics between the undergraduate and graduate level. This policy does not preclude students from taking just the undergraduate or just the graduate version of a topic.

## Exceptions to Required Courses

Students who wish to request an exception to a requirement, or seek permission to apply non-Statistics VISP previous coursework, should first schedule an appointment with Sara Rodock ([rodock@wisc.edu](mailto:rodock@wisc.edu)).

## Graduate School Minimum Credit Requirements

The Graduate School has a number of policies related to the number and types of credits that must be completed for a MS degree and how previous coursework may apply to an MS degree.

- **Minimum Graduate Degree Credit Requirement** – MSDS students must complete at least 30 credits: <https://grad.wisc.edu/documents/minimum-graduate-degree-credit-requirement/>
- **Minimum Graduate Coursework (50%) Requirement** – MSDS students must complete at least 15 graduate credits (courses numbered 700-level or above or courses designated as 50% graduate coursework numbered 300-699 in the course guide): <https://grad.wisc.edu/documents/minimum-grad-coursework-requirement/>
- **Minimum Graduate Residence Credit Requirement** – MSDS students must complete at least 16 credits for their degree at UW-Madison enrolled as a graduate student:

<https://grad.wisc.edu/documents/minimum-graduate-residence-credit-requirement/> (note that this will require students coming from Statistics VISP to complete 16 credits as a graduate student)

- **Prior Coursework Requirements** – With program approval students may be allowed to count prior course work towards their MSDS program that is in alignment with the Graduate School’s policies. Coursework earned five or more years prior to admission to a master’s degree are not allowed to satisfy requirements: <https://grad.wisc.edu/documents/prior-coursework/>
  - *Graduate-Level* – students may receive permission to count up to 9 credits of coursework taken as a graduate student from another institution towards both graduate degree credit and graduate coursework (50%) requirements
  - *UW-Madison Undergraduate* – students may count up to 7 statistics credits received from a UW-Madison undergraduate degree towards the minimum graduate degree credits
  - *UW-Madison Special Student* – students may count up to 15 statistics credits completed at UW-Madison as a special student that are at the 300-level or above towards the minimum graduate degree credits. Coursework taken at the 700-level or above may also count towards the minimum graduate coursework (50%) requirement. Students may be required to pay the difference in tuition between the special/international student and graduate student rate.

## Graduation

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In a student’s final term, the program will request an MS Graduation Warrant, provided that all course work has been or is in the process of being completed. The MS Graduation Warrant will be submitted to the Graduate School once all of the final semester grades have been submitted and the program confirms that all grades and the overall GPA meet the standards for satisfactory academic progress.

It can often take 4-6 weeks from the end of the semester until a degree is posted on a student’s transcript. Students who need proof of graduation before that point are recommended to request a **Certification of Graduation** (<https://grad.wisc.edu/documents/certification-of-graduation/>).

## Apply to Continue for a Statistics PhD

A student who wishes to apply for the Statistics PhD program while currently enrolled in MSDS should follow the steps outlined below since currently enrolled students cannot submit a new graduate school application through the regular system.

- Contact the MSDS program committee chair to discuss the application to the Statistics PhD. Since our program is highly competitive, it is important that students understand the process. Over the past five years an average of 24% of all applicants who apply for the PhD have been admitted and 17% of international applications have been admitted.
- If a student is encouraged to apply, they will complete an Add Program Request online (<https://grad.wisc.edu/documents/change-program/>)
- Submit the following materials electronically to the PhD Coordinator ([admissions@stat.wisc.edu](mailto:admissions@stat.wisc.edu))
  - A letter indicating the continuation of study for PhD
  - A personal statement

***The PhD application deadline is December 1.***

Students in the MSDS program who will take some gap time between their MSDS program and applying for the Statistics (or another PhD program here on campus) will need to complete the regular online Graduate School application (<https://stat.wisc.edu/graduate-studies/phd-program/>). Students currently enrolled in the MSDS program who wish to apply for another graduate program here at UW-Madison (without gap time) once they are done with the MSDS program should contact that department directly for instructions. Gap time would include a break in enrollment of more than one semester (not including summer).

Students with questions should contact the PhD coordinator ([admissions@stat.wisc.edu](mailto:admissions@stat.wisc.edu)) for clarification.

## Satisfactory Progress – Academic

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Students must meet both departmental and Graduate School standards for satisfactory academic progress.

### Grades and GPA

MSDS students must maintain a cumulative 3.0 GPA and obtain a grade of B or higher in every course used to satisfy the MSDS major and degree requirements. Any previous course used by a student towards MSDS must have a grade of B or higher. Students who receives a grade of BC or C in an elective course should contact Sara Rodock ([rodock@wic.edu](mailto:rodock@wic.edu)) if they wish to apply for a grade waiver to use the course with the BC or C grade towards their MSDS requirements.

### Graduate School Satisfactory Progress Policies

- Graduate School's information on satisfactory progress: <https://grad.wisc.edu/documents/satisfactory-progress/>
- Graduate School's information on GPA: <https://grad.wisc.edu/documents/gpa-requirement/>
- Graduate School's information on probation: <https://grad.wisc.edu/documents/probation/>
- Graduate School's information on incomplete grades: <https://grad.wisc.edu/documents/incompletes/>

Students not making satisfactory academic progress will be required to meet with the program chair and/or student services coordinator to discuss their plan to return to good standing. Additionally, students in this status may have a hold placed on their record either by the program and/or Graduate School, disciplinary action or removal from the program. Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor.

### Time Constraints

Students are expected to complete the program in 2 semesters (if coming from the Statistics VISP program) or 3-4 semesters. Students who wish to pursue the program part time must receive permission from the program chair.

### Concurrent Program Enrollment

Students in the program are not allowed to be concurrently enrolled in another UW-Madison program and may not enroll in any additional courses outside of the MSDS curriculum without prior advisor approval. Doing so may result in a student being removed from the MSDS program.

## Tuition Remitting Positions

*Students in the program are not allowed to accept research assistantships, teaching assistantships, project assistantships or other University appointments that grant tuition remission, tuition waivers, and/or academic fees.* Accepting such a position, including multiple positions that would then be over the tuition remission rate, or tuition waiver while enrolled in the program may result in the student being removed from the program. Corporate tuition support and waiver of tuition for veterans is not included in these categories.

See the Graduate School's policy document regarding tuition remission to learn more about what tuition remission is and the sorts of positions that would grant remission (<https://grad.wisc.edu/documents/tuition-remission/>).

## Satisfactory Progress – Conduct

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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. 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 HIPAA 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:  
<https://grad.wisc.edu/documents/misconduct-academic/>
- Dean of Students Office: Information for Students: Why should I know about academic misconduct? How do I avoid academic misconduct? What happens if I engage in academic misconduct? What should I do if I know a classmate is cheating? <https://conduct.students.wisc.edu/academic-integrity/> (near bottom)
- Dean of Students Office: Academic Misconduct Flowchart:  
<https://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart/>
- University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures:  
[https://docs.legis.wisconsin.gov/code/admin\\_code/uws/14](https://docs.legis.wisconsin.gov/code/admin_code/uws/14)

## 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: <https://grad.wisc.edu/documents/misconduct-nonacademic/>
- Dean of Students Office: Non-Academic Misconduct Standards Statement: <https://conduct.students.wisc.edu/nonacademic-misconduct/>
- Dean of Students Office: Non-Academic Misconduct Process: <https://conduct.students.wisc.edu/nonacademic-misconduct/nonac-procedures/>
- University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures: [https://docs.legis.wisconsin.gov/code/admin\\_code/uws/17](https://docs.legis.wisconsin.gov/code/admin_code/uws/17)
- University of Wisconsin System: Chapter UWS 18: Conduct on University Lands: [https://docs.legis.wisconsin.gov/code/admin\\_code/uws/18](https://docs.legis.wisconsin.gov/code/admin_code/uws/18)

## 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: <https://grad.wisc.edu/documents/responsible-conduct-of-research/>
- Office of the Vice Chancellor for Research and Graduate Education’s - Office of Research Policy: Introduction & Guide to Resources on Research Ethics: <https://research.wisc.edu/compliance-policy/research-ethics/>
- Office of the Vice Chancellor for Research and Graduate Education’s Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct: <https://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: <https://kb.wisc.edu/gsadminkb/search.php?cat=2907>

## Intellectual Property

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Graduate students should seek to understand their rights and obligations related to intellectual property, including how patents and copyrights protect their work and when invention disclosure policies apply. This is especially important if there are special considerations related to external funding sources.

Faculty and instructors should discuss these topics with graduate students, making IP education part of their research culture. Graduate programs should keep abreast of educational opportunities on the topic of intellectual property and inform their graduate students and faculty about these.

The primary campus resource for intellectual property policy and information is the Office of the Vice Chancellor for Research and Graduate Education’s website, <https://research.wisc.edu/intellectual-property/>. Additionally, the Graduate School Office of Professional Development plans to maintain a collection of online resources (not available at the time of handbook publication) aimed at highlighting intellectual property topics of interest to graduate students.

## Disciplinary Action and Dismissal

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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 regard to academic or conduct expectations, the advisor will consult with the program committee to determine if disciplinary action or dismissal is recommended.

***Possible Departmental Disciplinary Actions***

- Written reprimand
- Denial of specified privilege(s)
- Imposition of reasonable terms and conditions on continued student status



- Removal of funding
- Probation
- Restitution
- Removal of the student from the course(s) in progress
- Failure to promote
- Withdrawal of an offer of admission
- Placement on Leave of Absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space available basis. See the Graduate School Academic Policies & Procedures: Readmission to Graduate School: <https://grad.wisc.edu/documents/readmission/>
- Suspension from the program. The suspensions may range from one semester to four years.
- Dismissal from the program
- Denial of a degree

Depending on the type and nature of the misconduct, the Division of Student Life may also have grounds to do one or more of the following:

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

## Student Health and Wellness

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

Students who pay segregated fees are eligible for University Health Services (<https://www.uhs.wisc.edu/>).

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 the unit where you have been hired to select one of several health care plans within 30 days of your hire date. **Please note that MSDS students are not allowed to hold a tuition remitting position.**

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 <https://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 apply for accommodations at <https://mcburney.wisc.edu/apply-for-accommodations/>.

Additional [non-academic] disability campus resources (not found through the McBurney Center) can be found at <https://mcburney.wisc.edu/> (under other resources).

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

### **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 <https://www.uhs.wisc.edu/mental-health/> 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.

## Grievance Procedures and Misconduct

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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:

<https://grad.wisc.edu/documents/grievances-and-appeals/> and the Guide “grievance and Appeals” section: <https://guide.wisc.edu/graduate/statistics/statistics-ms/statistics-statistics-ms/#policiestext>.

Within the department of Statistics MS and PhD students can reach out to the following people:

- Sara Rodock ([rodock@wisc.edu](mailto:rodock@wisc.edu)), Senior Student Services Coordinator
- Dr. Bret Larget ([bret.larget@wisc.edu](mailto:bret.larget@wisc.edu)), Director of Graduate Studies
- John Schuppel ([john.schuppel@wisc.edu](mailto:john.schuppel@wisc.edu)), Graduate Program Coordinator

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/documents/grievances-and-appeals/>

## 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.

### *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 <https://research.wisc.edu/compliance-policy/research-ethics/>

### *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*

UW-Madison prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These offenses violate UW-Madison policies and are subject to disciplinary action. Sanctions can range from reprimand to expulsion from UW-Madison. In many cases, these offenses also violate Wisconsin criminal law and could lead to arrest and criminal prosecution.

Students who experience sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking have many options and services available to them on and off campus, including mental health counseling, victim advocacy and access to the criminal and campus disciplinary systems. For a list a confidential support and reporting options, please visit <https://www.uhs.wisc.edu/prevention/violence-prevention/resources/>.

Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials for statistical purposes. In addition, disclosures made to certain university employees, such as academic advisors or university administrators, may be forwarded to the campus Title IX coordinator for a response. For more information, please visit <https://doso.students.wisc.edu/sexual-assault-dating-and-domestic-violence/>.

### ***Child Abuse Reporting***

As a UW-Madison employee (under Wisconsin Executive Order #54), 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 <https://oed.wisc.edu/> (midway down, right hand side)

### ***Reporting and Response to Incidents of Bias/Hate***

Diversity is a source of strength, creativity, and innovation for UW–Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin–Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background — people who as students, faculty, and staff serve Wisconsin and the world. 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 additional details at <https://doso.students.wisc.edu/services/bias-reporting-process/>.