UNIVERSITY OF WISCONSIN–MADISON
DEPARTMENT OF PLANNING AND LANDSCAPE ARCHITECTURE

The MSLA Handbook

Landscape Architecture
Master of Science Program

Academic Year 2026-27

Updated September 4, 2026

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1. PROGRAM OVERVIEW

1.1 Intention/Role of Handbook

This handbook is intended for graduate students who are pursuing the Master of Science (MS) degree in Landscape Architecture (MSLA). The UW–Madison Graduate School is the ultimate authority for granting graduate degrees at the University. The Department of Planning and Landscape Architecture (PLA) administers this graduate 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 PLA program faculty. This handbook serves as the Policies & Procedures guide in the MSLA program. Degrees and course requirements may change over time. However, students may choose to meet the degree and course requirements in effect when they enter the program or the requirements resulting from subsequent changes, whichever is best for the student. In addition, the program's administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in this handbook, including amendments as applicable. 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. Additional information is available via the Department's website (dpla.wisc.edu). Students may also wish to consult the Graduate School's website at https://grad.wisc.edu/.

1.2 Department Mission + Vision

Department Mission: Our scholarship and educational activities will advance sustainable and livable communities, cities, and regions that are vibrant, thriving, and resilient. We do this through integrative teaching, research, and public engagement that seeks solutions to serve human needs and protect the integrity of natural environments. The department, based upon the disciplines of landscape architecture and urban and regional planning, provides opportunities to explore interdisciplinary research, design, planning, and policy analysis at local, regional, and global scales.

Department Vision: We are a dynamic network of scholars and stakeholders working to advance healthy, prosperous, equitable and sustainable built and natural environments in the tradition of the Wisconsin Idea and from the local to the global scale.

Expectations for department inclusion, diversity, and collegiality: The department is committed to establishing and maintaining a supportive climate of inclusion, diversity, and collegiality among our interactions and through our actions and policies. We envision a department in which all individuals are engaged in a vibrant learning community, where ideas, experiences, and perspectives are supported, nurtured, and developed to their highest levels. Attitudes, behaviors, and standards within our community will demonstrate inclusion and respect for individual needs, abilities, and potential.

1.3 Program Mission + Goals

The Department of Planning and Landscape Architecture offers a Master of Science degree in Landscape Architecture (MSLA). Students may opt to conduct either a) research-based thesis or b) project-based thesis (evidence-based design project). Both thesis types draw on the Department's strength in research but the project-

based thesis offers flexibility for students with a design background/degree interested in a specific design or case study application of their research. The Department does not offer an accredited professional MLA degree. Students who follow the MSLA generally pursue course work and a thesis that features research in Landscape Architecture as it intersects with biological sciences, social sciences, arts and humanities.

1.4 Background + History

The UW–Madison Department of Planning and Landscape Architecture (PLA), housed in the College of Letters and Science, formed in 2017 when the Departments of Urban and Regional Planning (URPL) and Landscape Architecture (LA) combined. This department strengthens and enhances planning and design for sustainable and resilient communities and environments. DPLA also supports accredited academic programs in Landscape Architecture (BLA) and Urban and Regional Planning (MS URPL), an MSLA degree, a non-accredited undergraduate major in Landscape and Urban Studies (LUS), and an undergraduate certificate in Integrative Design of Built and Natural Environments.

The MS in Landscape Architecture (MSLA)

The MSLA degree has an emphasis on conducting original research which can be delivered in the form of a research-based thesis or a project-based thesis (creating evidence-based design solutions for complex problems in urban, rural and natural settings). The MSLA degree uses research paradigms from the physical sciences and the arts and humanities to respond to current issues in food and agriculture, natural resource management, cultural and environmental stewardship, human health and well-being, and community development. Students tend to specialize in areas that include *Restoration Ecology, Ecological Design, Urban Ecology,* and *Community-Focused Design.*

1.5 Learning Outcomes

Assessment Plan – Master of Science Degree/Landscape Architecture

Student Learning Goals (*What*)

1. Engage critically with the scholarship and theory of landscape architecture.
2. Demonstrate advanced critical thinking and the ability to explore ideas in depth and synthesize information with a high degree of competence.
3. Demonstrate an advanced understanding of various types of spaces, functions, and dynamics, as well as interactions between people and the built and natural environment.
4. Demonstrate a deep understanding of and the ability to critically evaluate the principles, theories, technical skills and recent research findings specific to at least one of the program's specialty areas: "Restoration Ecology and Ecological Design" and "Community-Focused Design."
5. Design and conduct original research and communicate the results to scholars as well as to practitioners engaged in landscape decision-making and stewardship.

Plan for Assessing Each Student Learning Goal

Assessment Planning (*How*)	Learning Goal #1	Learning Goal #2	Learning Goal #3	Learning Goal #4	Learning Goal #5
Course Work Assessment					
Method for assessing learning (at least one direct method required)	Assessment of projects in LA 710; Assessment of Projects in LA 720; Assessment of draft proposals LA 740	Assessment of projects in LA 710, 720, 740	Assessment of projects in LA 710, 720, 920,	Assessment of projects in LA 361,668, 667, 651, 710, 720, 920; Class performance in LA/FOREST/ZOOLOGY 565, LA 654, LA 677, LA 695, LA 866; proposal assessment in 740	Assessment of projects in 710, 720, assessment of draft proposal in 740
Timetable for assessment activity (at least one activity each year; all goals reviewed in a 3-year cycle)	Fall year 1 Spring year 1 Fall year 2 Spring year 2	Fall year 1 Spring year 1 Fall year 2 Spring year 2	Fall year 1 Spring year 1 Fall year 2 Spring year 2	Fall year 1 Spring year 1 Summer year 1 Fall year 2 Spring year 2	Fall year 1 Spring year 1 Fall Year 2 Spring Year 2
Other Activities					
Method	Upon completion of LA 740, the instructor reviews the initial research or project proposal for using rubric created by instructor. Upon presentation of proposal in front of a thesis committee the committee will evaluate the proposal based on a rubric decided upon by the committee. Upon presentation of the thesis or project each committee	Upon presentation of proposal in front of a thesis committee the committee will evaluate the proposal based on a rubric decided upon by the committee. Upon presentation of thesis/project each committee member will evaluate work using a rubric created by faculty members.	Upon presentation of proposal in front of a thesis committee the committee will evaluate the proposal based on a rubric decided upon by the committee. Upon presentation of thesis/project each committee member will evaluate work using a rubric created by faculty members. Faculty will inform the Graduate Committee of designs	Upon completion of LA 740, the instructor reviews the initial research or project proposal using rubric created by instructor. Upon presentation of proposal in front of a thesis committee the committee will evaluate the proposal based on a rubric decided upon by the committee. Upon presentation of thesis/project each committee member will evaluate work	Upon presentation of proposal in front of a thesis committee the committee will evaluate the proposal based on a rubric decided upon by the committee. Upon presentation of thesis/project each committee member will evaluate work using a rubric created by faculty members. Faculty will inform the Graduate Committee of designs produced by students.

	member will evaluate work using a rubric created by faculty members.		produced by students	using a rubric created by faculty members.	Faculty will inform the Graduate Committee of students who have published or have presented research results at conferences.
Timetable	Spring year 1, Fall year 2, Spring year 2	Spring year 1, Fall year 2, Spring year 2	Spring year 1, Fall year 2, Spring year 2	Spring year 1, Fall year 2, Spring year 2	Spring year 1, Fall year 2, Spring year 2

1. **Who is responsible for assessment?** Individual instructors and advisors will assess their own students and classes. The MSLA Program Committee will review performance on a yearly basis. Every three years, the graduate program committee will send out surveys to all alumni to determine whether our curriculum continues to meet their needs as well as asking them to detail their employment outcomes and their thoughts on how the program prepared them for their jobs. Each student's thesis committees will assess their students at proposal and thesis defenses.

2. **What is the plan for reviewing assessment information?** On an annual basis the graduate program committee will review the students on the following criteria: 1) successful completion of courses for each student's year and semester; 2) performance in classes; 3) completion of proposal/theses defenses (if applicable); 4) any designs, conference presentations, or publications. The MSLA Program Committee will then inform the student's advisors on their findings.

3. **What is the plan for production of an annual summary report?** After review by each student's advisors, the assessment will be compiled into an annual report detailing progress through the program as well as performance in each class as related to the learning goals. Each student's advisors will be informed on the results and be given recommendations on what the students need to further their graduate pursuits.

4. **How will recommendations be implemented?** Advisors will be informed of any potential issues (e.g., failure to take needed courses, underperformance in the courses needed) and will be responsible for suggesting corrective actions. Should surveys and interviews with employers and/or former students prove there is a systemic issue with the program, the graduate committee will meet to change the curriculum as appropriate. Once approved by the committee, the full PLA faculty will vote on the changes.

1.6 Program Statistics

Statistics about the MSLA program can be viewed here:
https://viz.wisc.edu/views/GraduateProgramProfiles-CompletionDegrees/Degrees?%3Aembed=y&%3Aiid=1&%3AisGuestRedirectFromVizportal=y&Select%20Academic%20Plan%20%28Universal%20Filter%29=Landscape%20Architecture%20MS&Select%20Named%20Option%20%28Universal%20Filter%29=All%20Named%20Options

1.7 Institutional Structure

The Department of Planning and Landscape Architecture includes the following degree programs:

- ☐ Bachelor of Landscape Architecture
- ☐ BA or BS in Landscape and Urban Studies
- ☐ Undergraduate Certificate in Integrative Design of Built and Natural Environments
- ☐ MS in Landscape Architecture
- ☐ MS in Urban and Regional Planning
- ☐ PhD in Urban and Regional Planning
- ☐ Graduate/Professional Certificate in Planning and Design Technologies

Each degree has a program committee within the department. The department is housed within the College of Letters & Science at UW–Madison

1.8 Program Structure

1.8.1 Committees

The following are standing committees established by the department. The Chair may also, as necessary, create special committees to conduct specific business in the department that may arise from time to time. Faculty are appointed to the committees at the beginning of each academic year by the Chair. The members of the committees may (and often do) change year by year.

MSLA Program Committee responsibilities include recruitment, admissions, review and updating of program curriculum, waiving requirements, student awards, approving substitutions, and other matters for the MSLA degree program. Additional responsibilities outlined in MSLA program policies. Areas not under jurisdiction of the MSLA Program Committee include course waivers (substitution) for required courses (course waivers may only be granted by instructors of required courses); course decisions related to a student's focus area (these courses are approved by the student's advisor); issues under the jurisdiction of the Curriculum Committee. MSLA Program Committee Chair listed below in Staff section 1.8.2.

Curriculum Committee will assess curricular needs and requirements for the department's academic programs and ensure coordination and consistency across programs. It will also coordinate the scheduling of when courses are taught and maintain an overall three-year teaching plan. The committee will review the appeals of decisions of the program committees. Curriculum Committee Program Chair listed below in Staff section 1.8.2.

Committee on Climate and Community is responsible for coordinating discussions, activities, and policies to ensure the department establishes and maintains a diverse, inclusive, vibrant, and excellent learning and work environment for all students, faculty, staff, alumni, and others who partner with it. The scope of committee activities will include overseeing implementation of annual climate surveys for students and for faculty/staff; reviewing department inclusion and equity issues (such as participation in governance); helping to identify professional development opportunities regarding climate; helping recognize and quickly respond to emerging concerns about climate and community throughout the year. Committee on Climate and Community Co-chairs listed below in Staff section 1.8.2.

Communication and Outreach Committee is responsible for coordinating the department's extension, outreach,

and public relations activities. Responsibilities include coordinating social media presence, producing newsletters and alumni communications, helping programs with marketing and recruitment, and promoting department activities and events.

Facilities and IT Committee is responsible for recommending policies and priorities related to maintenance and improvement of the facility and for policy and procedures regarding the use of IT and computer resources within the department. This shall include developing policies regarding usage of the computer labs by students and others and may include periodic recommendations for IT resources to meet department needs. FAIT Committee also works with other committees to arrange updates to building artwork and displays, display cases, and bulletin boards.

1.8.2 Department/Program Staff

Chair – Professor Carey McAndrews (cmcandrews@wisc.edu). As current Chair, Carey is the head of administrative and academic decision making for the department during his time as Chair. She is available to students who have concerns or comments about the program or courses.

Department Administrator – Majiedah Pasha (majiedah.pasha@wisc.edu). Majiedah is the Onboarding Coordinator for new employees, including students; she also oversees human resources functions for the department, and is the contact for personnel and workplace issues and policy questions. Majiedah also serves as a backup for financial, payroll and benefit responsibilities.

Graduate Program Manager – Amy Rivera (amy.rivera@wisc.edu). Amy manages all aspects of graduate student services, from the time students apply to the program through their transition to PLA alumni. She is responsible for the department's Graduate recruitment, admissions, academic and career advising, student graduation, marketing communications (e.g., website and social media), campus leadership and engagement, and alumni relations.

Undergraduate Academic Advising Manager – Debi Griffin (dagriffin@wisc.edu). Debi manages all aspects of undergraduate student services. PLA's undergraduate degree programs include the accredited Bachelor of Landscape Architecture, the BA/BS in Landscape and Urban Studies, and the Undergraduate Certificate in Integrative Design of Built and Natural Environments. She is responsible for undergraduate recruitment, internships, academic and department policy, as well as alumni outreach for LA.

Departmental IT Support – The GNP IT team provides primary IT support to the department including classrooms, computing labs, instructional studios, and faculty and administrative offices. GNP IT services cover University-owned equipment. We also provide limited support for personal devices that are primarily used for instructional or research purposes.

For any IT-related inquiries or support requests, please submit a request via e-mail at gnp-helpdesk@wisc.edu or via the web on our ticket portal at https://support.ls.wisc.edu/portal.

Staff profiles and individual contact information can be found at https://its.ls.wisc.edu/technology-support/gnp-it/

MSLA Program Committee Chair – David Bart (dbart@wisc.edu). This person is responsible for heading the

MSLA committee. They coordinate meetings addressing student needs and concerns in the MSLA program, admission decisions, course substitution decisions, and other concerns related to the curriculum and operation of the MSLA program.

Information about the MSLA Program Committee can be found in the Program Structure section 1.8.1.

1.8.3 Faculty/Instructional Staff

MSLA faculty have their tenure homes in the Department of Planning and Landscape Architecture. Program faculty teach courses relevant to the program, serve as advisors to students, and are the chairs on their advisees' project or thesis committee. See Advising section 5 of the handbook for more information about advising.

Affiliated faculty have tenure homes and offices in other departments, but their research interests align with those of the PLA Department. They do not advise MSLA students formally but are happy to speak to or work with students as time allows. Short-term faculty (also known as adjuncts) are hired on a semester basis to teach a specific class. They do not have advising or committee service responsibilities.

Faculty and instructor profiles can be found on the PLA website at https://dpla.wisc.edu/faculty-instructors/.

For more information on focus areas and certificates, and double, dual and joint degrees pursued by MSLA students, see the Master's Degree Requirements section 3 of the handbook. This information can also be found at https://dpla.wisc.edu/ms-landscape-architecture/.

2. ADMISSIONS AND ENROLLMENT

2.1 Admissions Requirements

The Graduate School's admissions information can be found at https://grad.wisc.edu/apply/.

An acceptable bachelor's degree is required of all prospective candidates. Applications are screened by the department's graduate program committee based on university transcripts for all previous work, three letters of recommendation, samples of creative work or writing, and a statement of purpose describing how the student's graduate educational needs can be fulfilled by this program. Graduate Record Exam (GRE) scores, though not required, are strongly recommended. Every applicant whose native language is not English, or whose undergraduate instruction was not in English, must provide official scores from the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Duolingo.

2.1.1 Application Forms and Process

Application for admission to the MSLA degree program in the PLA Department consists of the following materials:

- ☐ Application form which covers basic personal information;
- ☐ Official transcripts of all undergraduate and graduate work (to the Graduate School)
- ☐ Statement of Purpose. This should be a thoughtful, reflective one- or two-page statement discussing why the student wishes to pursue an MSLA degree at the University of Wisconsin—Madison
- ☐ Three letters of recommendation from people who know the candidate's academic or professional work
- ☐ Application fee. See Graduate School website for current fee at https://grad.wisc.edu/apply/; **and**
- ☐ Evidence of scholarship, which could include a design portfolio and/*or* research-based writing samples.

Students may apply for admission to the program beginning with either the Fall semester or the Spring semester. Most students apply for the Fall semester so that they can follow the typical course of study.

Fall Semester Admission

The application deadline for those individuals wishing to begin their studies in the Fall semester is February 1. Applications completed after February 1 will be considered on a rolling admissions basis as space allows.

Spring Semester Admission

For admission in the Spring semester, applications must be submitted by November 1. Applications completed after this date will be considered on a rolling admissions basis as space allows.

2.1.2 Special Students

Special Students are those not admitted to the Department or to the Graduate School. Sometimes students who wish to enter the program begin as Special Students. Generally, they take a minimum of 9 hours of graduate-level courses before their case is reviewed (independent study and research credits are not acceptable to fulfill this requirement.) Students may begin as Special Students, but this will not guarantee acceptance as regular degree candidates; they could be passed over for more qualified students. Courses taken as a Special Student can be taken in a single semester or cumulatively. They do not count toward graduate residence credit but may be counted toward degree course credit. The MSLA Program Committee will not accept as transfer credit

more than 12 credits of work taken as a Special Student. The MSLA Program Committee does not necessarily guarantee that all credits (up to 12) taken as a Special Student will be accepted as transfer credit. All courses accepted for transfer credit must have a B or better. The decision as to what will be transferred will be made by the MSLA Program Committee on the recommendation of the student's advisor and must be based on information indicating that the courses for which transfer credit is given fit logically into the student's overall program.

2.1.3 Probation

Applicants to the Master's program with an undergraduate GPA of less than 3.0 can only be admitted on probation. In such cases, justification for admission on probation must be made to the Graduate School, which has final authority for admission decisions. Students admitted on probation can achieve full standing in the Department (i.e. be removed from probation) by receiving a GPA of 3.0 or above for the first semester of courses taken as a student in the Department, with nine (9) credits constituting the minimum number of credits needed to remove probationary status in reference to part-time students. To the extent possible, students admitted on probation are encouraged to take core courses as a part of their first semester schedule. In all other matters, students admitted on probation are subject to the same standards and requirements as students admitted in full standing (e.g. residency requirements, satisfactory student performance, minimum grades in core courses [BC], and so forth.

2.2 Enrollment Requirements

At UW–Madison, all graduate degrees are subject to requirements of the Graduate School, and the Graduate School has minimum requirements for enrollment each semester. All the credit requirements (except F-1 and J- 1 visa requirements) must be satisfied by graded, graduate-level courses; courses numbered below 300, audit, and pass/fail do not satisfy the minimum requirement.

The Graduate School's policy on enrollment requirements is as posted at
https://grad.wisc.edu/documents/enrollment-requirements/.

Auditing Courses

Graduate School policy on Auditing Courses may be found at
https://grad.wisc.edu/documents/auditing-courses/.

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.
https://grad.wisc.edu/documents/residence-for-tuition-purposes/

3. MSLA DEGREE REQUIREMENTS

Typically, the MSLA program takes 2.5 years of study: 36 semester credit hours, including the thesis, with a maximum of 15 credit hours per semester.

3.1 Courses

A minimum of 36 credits, including the thesis, is required. Of these, at least 30 must be for course work. A maximum of 6 thesis research credits may be applied toward the total credit requirement for the degree. Supplemental work beyond the minimum, or courses without credit, may be required to make up deficiencies or to provide a depth of knowledge in the student's area of specialization.

3.1.1 Core Courses

All Landscape Architecture graduate students are required to take the following set of required core courses:

- Land Arch 710 (Theories of Landscape Change) and Land Arch 720 (Critical Inquiry into Landscape Design Expression)
- Three semesters of Land Arch 940 (Graduate Seminar)
- Land Arch 740 (Research Methods)
- An additional two courses within a focus area that are selected by the student and their advisory committee.

The student's committee can request substitutions to the MSLA Program Committee.

Graduate Degree Program Curriculum Mapping Worksheet

The following are core courses for the MSLA program.

Degree Program Required Courses or Experiences	Engagement with LA Theory and Scholarship	Synthesis and Critical Thinking	Landscape Space, Functions, and Human/Environmental Interactions	Critical Analyses in Restoration Ecology, Ecological Design, and Community-Focused Design	Formulate Solutions for Complex Design and Planning Problems	Ethical and Professional Conduct
LA 710	x	x	x	x		
LA 720	x	x	x	x		
LA 740	x	x	x	x	x	x
LA 940	x	x	x	x	x	x
Proposal Defense	x	x	x	x	x	x
Thesis Defense	x	x	x	x	x	x

3.1.2 Focus Areas

Each student, in consultation with their advisor, must identify an area of landscape architecture where they develop in-depth skills and knowledge. The focus area is commonly used by graduates of the UW–Madison program to communicate areas of special expertise to potential employers and allows the student to concentrate

on landscape architecture issues of most importance to them. The focus area often draws on courses taught by the Department, but often also draws on courses taught in other leading departments available to students at the UW–Madison.

Based on faculty interests and expertise, the Department offers focus areas primarily in two areas of study:

- Community-Focused Design https://dpla.wisc.edu/community-focused-design-program/
- Restoration Ecology and Ecological Design https://dpla.wisc.edu/restoration-ecology-and-ecological-design/

Each of the above web pages provides greater detail on focus area logistics, courses, and requirements.

The following are courses for Community-Focused Design focus area:

Degree Program Required Courses or Experiences	Engagement with LA Theory and Scholarship	Synthesis and Critical Thinking	Landscape Space, Functions, and Human/Environmental Interactions	Critical Analyses in Restoration Ecology, Ecological Design, and Community-Focused Design	Formulate Solutions for Complex Design and Planning Problems	Ethical and Professional Conduct
GEO 377			*x*	*x*	*x*	*x*
LA 361	x	x	x	x	x	x
LA 695	*x*		*x*	*x*	*x*	*x*
LA 699	x	x	x	x	x	x

The following are courses for Restoration Ecology and Ecological Design focus area:

Degree Program Required Courses or Experiences	Engagement with LA Theory and Scholarship	Synthesis and Critical Thinking	Landscape Space, Functions, and Human/Environmental Interactions	Critical Analyses in Restoration Ecology, Ecological Design, and Community-Focused Design	Formulate Solutions for Complex Design and Planning Problems	Ethical and Professional Conduct
LA 668	x	x	x	x	x	x
LA 651	x	x	x	x	x	x
LA 866	x	x	x	x		

3.1.3 Electives

MSLA students are strongly encouraged to select course offerings related to their program interests. These courses are offered both by the Department and other academic units on campus. Depending upon the student's particular interests, they may choose to take courses from more than one area.

3.1.4 Common Course Sequence

Many MSLA students complete their Master's degree within 2 years although some prefer to extend their program to 2.5 years. If the student wishes to complete the MSLA degree in two years, they need to register for 9 credits per semester, take all required courses when offered, and make steady progression on their thesis in consultation with their advisor and committee members.

All graduate students are required to take the following courses: LA 710, LA 720, LA 740, LA 940 (3x), and courses within a focus area selected by the students and approved by their thesis advisor and advisory committee.

Take classes that are within a related field. Investigate the classes offered and those that will further your academic goals. If you have questions about a class, do not hesitate to email the professor with your questions. Sometimes it is okay to branch away from your advisor's or your committee's class recommendations, but such deviations should be discussed with your advisor. Many of our students choose to take art courses, planning and design courses, and communication courses while they are here. There are hundreds of courses to choose from every semester at UW–Madison. The graduate school of UW–Madison allows courses at 300 or above to satisfy credit and enrollment requirements for graduate students.

LA 710 and LA 720 are offered in the same semester, each being half a semester long. Make sure to register for both. LA 710/720 and LA 740 may not be offered every year, so students should register for these courses whenever they are available. LA 940 is to be taken at least once with current graduate students, or students who are about to graduate, so that you may learn from them. The advanced graduate students can offer you guidance on how to make your time here as successful as possible including advice about which classes to take (or not to take); providing a timeline of when they did their proposal defense, fieldwork, and thesis defense; how they network with organizations to obtain contacts and jobs; and any conferences they have attended.

Many opt to incorporate geographic information systems (GIS) into their studies. There are many opportunities to learn and practice GIS on campus. Depending on your previous background in GIS, we generally recommend that students take a sequence similar to: Geography 377—Introduction to Geographic Information Systems (if no prior GIS study), followed by applications courses such as LA/IES/Soils 695—Applications of GIS in Natural Resources.

An ideal *example* 2-year schedule is listed below:

First Year, Fall (semester 1)

- □ Coursework: (8-9 credits) LA 710/720 (or when available), LA 940, or an additional 1-2 courses in focus area.
- □ Thesis: Begin thinking about thesis research projects in consultation with advisor and think about thesis advisory committee members.
- □ General: Begin mapping out future course work and explore research methods course options.

First Year, Spring (semester 2)

- □ Coursework: (8-9 credits) LA 740, LA 695 or other GIS course, if appropriate, and additional courses in focus area.

- ☐ Thesis: Begin work on thesis proposal, consult examples of successful proposals, and begin literature review.
- ☐ General: By the end of this semester schedule degree certification and thesis proposal defense (although many will do this in their third semester).

First Year, Summer Session

- ☐ Coursework: As needed, to maintain assistantship or fellowship (may include research LA 990 credits), to take special classes to make up deficiencies or to remain on track for planned graduation.
- ☐ Thesis: Conduct fieldwork, collect data or do archival research.
- ☐ General: Check in with advisor, revise thesis plans as needed after beginning data collection. Many students take one of our summer field courses as well, such as LA 677—Cultural Resource Preservation and Landscape History, when it is available.

Second Year, Fall (semester 3)

- ☐ Coursework: (8-9 credits) additional courses in focus area; may include research credits.
- ☐ Thesis: Continue data collection, begin data analysis, and write up literature review and methods chapters.
- ☐ General: Schedule thesis proposal defense (degree certification) as early as possible, but no later than the 12th week of the semester.

Second Year, Spring (semester 4)

- ☐ Coursework: (8-9 credits) LA 940 (including presentation) and additional courses.
- ☐ Thesis: Continue data analysis and writing. Schedule your thesis defense no later than three weeks prior to the spring degree deadline. Don't forget to request your warrant from the Graduate Coordinator at least three weeks before your defense.
- ☐ General: Also, submit a bound copy of your thesis to the Department and your advisor.

Third Year, Fall (semester 5)—*only if needed*

- ☐ Coursework: Register for any needed courses remaining and/or finish thesis.

3.2 MSLA Program Transfer Credit Policy

The Graduate School Policy on Transfer of Graduate Work from Other Institutions can be found here: https://grad.wisc.edu/documents/transfer-of-graduate-work-from-other-institutions/

The MSLA Program Committee has authority to approve the transfer of credits taken outside the scope of the normal Master's degree program in accordance with the following criteria:

The following special conditions apply to the transfer of credits identified above:

- All transferred credits must be earned as a graduate student (including University Special students or their equivalent). Any course taken as part of an undergraduate degree (whether required or optional) cannot be transferred. If a course credit taken as a special student is transferred, the differences in tuition rates with graduate school credits will be assessed.
- Credits can only be transferred for courses in which a grade of B or better was received.
- The number of credits transferred will be adjusted into "semester" equivalents for courses taken on a quarter (or non-semester) basis.
- Credits may be transferred for courses taken as part of an awarded graduate degree, subject to the appropriate maximum credit limitations listed in section 3.5.1 on Double Degrees (e.g., 25% rule or other special arrangement). Courses taken as part of degree programs in UW Professional Colleges (e.g. Law School) are subject to the limitations listed above for "All other fields."
- The awarding of a credit transfer request does not affect other existing curriculum requirements. Determination of whether transferred credits can be used to waive required courses must be made by current or past instructors of the respective courses (i.e., determination is *not* made by the MSLA Program Committee).
- The MSLA Program Committee will determine the appropriate number of credits for transfer based on transcripts, supporting course information, advisor recommendation, or other requested information as needed.

The process for requesting transfer of previously earned credits is as follows:

- ☐ Student meets with advisor to discuss transfer options and requirements.
- ☐ Student prepares a detailed request for MSLA Program Committee consideration. This request should include specific course-related information (such as school, degree program, date taken, grade) and should include appropriate supporting documentation (such as transcript, course description, or syllabus). All requests should be sent to the current Chair of the MSLA Program Committee.
- ☐ Student's advisor sends an independent assessment of the request to the MSLA Program Committee. This assessment should address the appropriateness of the request vis-a-vis relevance to the MSLA program.
- ☐ The MSLA Program Committee will notify both the student and the advisor on the number of credits (if any) that may be transferred. At its discretion, the MSLA Program Committee may request additional information concerning the requested transfer as necessary.

3.3 Course Waivers

Upon entering the program, a student must seek waivers for core courses during the first week of the first semester in which the course is given. Waivers will be granted if the subject matter of the core course duplicates the student's previous coursework or experience. The instructor of the course at the time that the waiver request is made will have sole responsibility for determining if the request will be granted, and the instructor's decision will be final. After acting on the waiver request, the instructor will send written notification of the decision to the student, the advisor, and the student's file.

3.4 Master's Degree Competency Requirement

3.4.1 MS Thesis

To obtain a Master's of Science Degree in Landscape Architecture (MSLA) from the University of Wisconsin–Madison, a student must be able to demonstrate a high-level of competency in the theories, methods, applications and ethics of Landscape Architecture.

Students receiving an MSLA degree can choose between writing a research-based thesis or a project-based thesis (creating evidence-based design solutions for complex problems in urban, rural and natural settings).

In their first semester, students should discuss the thesis topic interests and possible candidates for their thesis advisory committee members with their advisor. Each student is required to form a thesis advisory committee as soon as possible in their second semester and no later than their third semester. This committee includes three members; the Major Professor, or advisor, and at least one other member must be from the Department of Landscape Architecture. All three members may be from the Department; however, it is greatly encouraged to have at least one committee member from outside of the Department. Committee members are professors who have research experience in the field similar to your thesis. Students should meet at least once per semester with their committee to update them on the progress of their thesis proposal and their actual thesis. Your committee can help you adjust the methods for your research, develop your topic, and help you with the writing of your proposal.

In their second semester, each student should prepare a complete list of courses and credits including the courses completed as well as courses intended for their Master's program. Courses to be taken should be discussed with your advisor. Each student must prepare a written thesis proposal towards the end of their second semester that includes the following elements:

1. A clear statement of the problem and sub-problems to be addressed in the research.
2. A justification of the importance of the problem vis-à-vis landscape design, planning or management.
3. Identification of the specific methodology by which the student intends to acquire answers to the research questions.
4. An outline/ program for a design project (for project-based thesis).

Each student must schedule a thesis proposal defense as part of degree certification, preferably toward the end of their second semester, and no later than the 12th week of the semester in which the student has earned a total of 24 credits. Students should obtain a copy of the Certification Memorandum for associated forms and details—(available as a pdf through https://dpla.wisc.edu/wp-content/uploads/sites/1021/2022/11/Landscape-Architecture-Certification-Memorandum-fillable.pdf)

Each student must schedule a thesis defense during the semester in which they intend to graduate. This step includes asking the Department to submit a Warrant Request to the Graduate School on behalf of the student. A warrant is a document issued to your programs by the Graduate School at your program's request after you have met all degree requirements. Warrants are valid for one semester and are signed by the program chair, advisor, or your committee. This request must be submitted a minimum of 3 weeks before the thesis defense or the degree deadlines for the semester in which the student intends to graduate.

Finally, each student must prepare and submit one bound copy of the thesis to the Department of Landscape Architecture. In addition, you must deposit an unbound copy of your thesis in the Memorial Library. You or your

designate must bring your unbound thesis to Memorial Library, Room B137. The library does not accept theses by mail. Please bring your student I.D. number. Make sure you include the Advisor Approval Page (see link below). The Library will notify the Graduate School of deposit. Visit the Grad School site on preparing your Master's thesis: https://grad.wisc.edu/current-students/masters-guide/.

Your advisor and other committee members may also request bound or digital copies of your thesis.

Theses take time to write and will likely undergo several revisions after consultation with your advisor and committee before final acceptance. Schedule several months for writing the thesis and provide ample opportunity to receive feedback from your advisor. Typically, final drafts of your thesis are not to be distributed to the entire committee without sign off by your advisor.

3.4.2 Other Competency Requirements for the MSLA Degree

In addition to course work and thesis requirements, each student must give two colloquium presentations in LA 940. The first presentation is typically given during the second time the student enrolls in LA 940. The second presentation is given as close as possible to the time of the thesis defense.

All graduate students are encouraged to develop and submit a manuscript for a journal article based on their thesis. The target journal must be identified as part of the degree certification process. This includes submitting a statement of the journal's editorial policy, including manuscript submission guidelines. Details are given on the last page of the Certification Memo.

3.5 Special Master's Programs

3.5.1 Double Degrees/Dual Degrees

At the UW–Madison, it is possible to pursue simultaneously two graduate degree ("double degree") programs or a graduate and a professional degree ("dual degree") program. Students pursuing a Double Master's degree in Planning and a related field are not exempt from otherwise existing curriculum requirements.

Double Degrees. Students enrolled in the MSLA Program may earn a double degree—two Master's degrees from two separate departments in the Graduate School. A student completing a double degree earns two degrees—an MS in Landscape Architecture and a Master's degree in another area. Graduates receive two diplomas.

Students may apply for an additional program at the time of the original application, add a program at any time during their enrollment, or reapply and pursue a second degree after completion of the first.

In all scenarios, regardless of whether double degree programs are completed consecutively or concurrently, students must apply to and be admitted to both programs, fulfill the Graduate School's minimum credit requirement for each degree, complete the specific degree requirements for each program, including minimum credit requirements for each, have no more than a 25% credit overlap between degrees, based on the lower credit requirement of the two programs; and have an advisor from each program and both advisors must be informed of each other.

At the time of graduation, each program will submit to the Graduate School a list of the courses being used to satisfy that program's requirements. Both advisors must sign the course lists as indication of approval. The Graduate School will review the course lists for credit overlap between degrees.

Tuition for double degrees will be calculated based on the number of credits being taken in both programs at the graduate level.

International students must contact International Student Services (ISS) before adding a second degree program. Visit the ISS website at https://iss.wisc.edu/.

Dual Degrees. Students enrolled in the MSLA Program may earn a dual degree. To receive a dual degree, students must apply to and be admitted into both programs, complete the specific degree requirements for each school; and fulfill the Graduate School minimum credit requirement for the Graduate Degree.

Tuition is determined by a combined fee schedule table. Assessed fees are roughly halfway between graduate fees and professional fees. Credit limits each semester coincide with the professional schools' higher credit maximums.

3.6 Academic Exceptions

Academic exceptions are considered on an individual case by case basis by the MSLA Program Committee 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.

4. GRADUATION AND COMPLETION PROCEDURES

4.1 Graduation Requirements for MSLA Students are as follows:

4.1.1 Warrant Request

All students intending to graduate must email the Graduate Coordinator to request their warrant by **February 15** for the spring semester, **October 1** for the fall semester, and **July 1** for the summer semester. Note: if graduating in the summer, students must enroll in a minimum of 2 credits.

4.1.2 Master's Degree Competency Requirement

See section 3.4 of the handbook.

4.1.3 Graduate School Requirements

All graduate students should use the apply for graduation action in Student Center to note their preferences for commencement. However, the "intended degree completion term" in the student center is not used by the Graduate School. Information about the commencement ceremony can be found on the Chancellor's commencement website (https://commencement.wisc.edu/).

Official graduation instructions for completing your master's degree can be found on the Graduate School website on the "Completing your master's degree" page (https://grad.wisc.edu/current-students/masters-guide/), including information about receiving a degree warrant.

Your graduate program coordinator can help you track your degree progress. The Graduate School degree coordinators can be of assistance regarding official graduation and degree conferral.

4.2 Student Awards and Recognition

MSLA students are eligible for some department awards. The MSLA Program Committee shall present recommendations for award winners at a department meeting. Final determination of award winners shall be based on a vote of the department faculty and staff. For the purpose of making recommendations to the faculty, the Committee may consult with others and may, at its discretion, convene a working group of faculty to review nominations and make recommendations.

5. ADVISING

5.1 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 their degree milestones – namely for the MSLA thesis. Students are encouraged to consult with their advisor about thesis work early in their studies. The Chair of the committee/advisor must be Graduate Faculty from the student's program. Advisors play a role 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. Within the MSLA program, advisors establish their own patterns and procedures for meeting with students. Generally, advising takes place when students consider course enrollment for the subsequent semester (October/November for spring semester and March/April for fall). Beyond interactions with their faculty advisors, the Graduate Student Services Coordinator serves as informal advisor to both prospective and continuing students, particularly on issues concerning Departmental and Graduate School policies and procedures and campus resources (e.g., enrollment tools, navigating campus offices, leadership, and professional development opportunities). When students need further clarification on any policies or procedures, they should contact the Graduate Coordinator. The Graduate Coordinator may play a role with issues including satisfactory academic progress, academic deadlines, graduation completion, program-related forms, advising/course holds and permissions, and course offerings.

Advisee: Knowing and following the procedures and requirements of the University and degree program 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.

5.2 Advising Resources

There are many advising resources available to students. Students can reference the program's website, this handbook, the Graduate School's website (https://grad.wisc.edu/academics/#academic-success), and the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/academics/#policies). However, when students still need clarification on issues there are various faculty and staff resources also available (described below). Generally, faculty and staff are best able to assist students when they are aware of/have researched a topic (using the resources mentioned above).

5.3 Advisor Selection

Students are admitted to the MSLA Program under the sponsorship of their advisor. For more information see the Advisor Policy from the Graduate School, https://grad.wisc.edu/documents/advisor/. Students can find their official advisor listed in MyUW. (The official advisor is entered in SIS by the graduate program coordinator. See Staff section 1.8.2.)

5.4 Additional Advising Contacts

Students should always reference the program's website, this handbook, the Graduate School's website (https://grad.wisc.edu/), and the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/academics/#policies) for answers on various program-related questions.

6. SATISFACTORY PROGRESS – ACADEMIC EXPECTATIONS

The Graduate School sets minimum standards that all graduate students in the university must meet. Many departments and programs have additional requirements that exceed these Graduate School minimum requirements. The definition of satisfactory progress varies by program. The *Graduate Guide*, http://guide.wisc.edu/graduate/, includes the Graduate School's minimum degree requirements and each program's minimum criteria for satisfactory progress. Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor.

The Graduate School requires that students maintain a minimum graduate GPA of 3.0 in all graduate-level work (300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades. The Graduate School also considers Incomplete(I) grades to be unsatisfactory if they are not removed during the subsequent semester of enrollment; however, the instructor may impose an earlier deadline.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. (https://grad.wisc.edu/documents/probation/)

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.

Most programs require satisfactory progress to continue guaranteed funding support.
https://grad.wisc.edu/documents/satisfactory-progress/

6.1 Progress Appraisal and Support

In addition to feedback from the student's individual faculty advisor each semester the MSLA Program Committee reviews all MSLA students' grades and notifies students of any deficiencies that must be removed within required timeframes, or any problems related to their graduate status with the University. For students in need of additional support or counseling, University Health Services is staffed by professional psychologists, and through additional campus resources students can access a full range of services including disability support, academic success, and career counseling services.

6.2 Criteria for Satisfactory Progress in the MSLA Program

6.2.1 Grades

The Graduate School requires that "students maintain a grade-point average (GPA) of 3.00 (on a 4.00 scale) for graduate-level courses (numbered 300 and above, excluding research) to receive a degree." The Graduate School also requires that "students must be in good academic standing with the Graduate School, their program, and their advisor. The Graduate School regularly reviews the record of any student who received grades of BC, C, D, F, or I in graduate-level courses (300 or above), or grades of U in research and thesis. This review could result in academic probation with a hold on future enrollment, and the student may be suspended from graduate studies."

In addition to Graduate School requirements, the PLA Department requires that all Core Courses and all courses in a student's focus area (other than research credits) be taken on a graded (i.e. not "satisfactory/unsatisfactory") basis.

6.2.2 Incompletes

An incomplete will be granted at the discretion of a course instructor and only if a student satisfies all three of the following requirements:

- □ Was unable to complete all the work on time for reasons beyond the student's control (e.g., illness).
- □ Had performed at least satisfactorily on the completed work; and
- □ Can remove the incomplete by doing only a limited amount of work (e.g., taking a final exam).

Unless unusual circumstances exist, an incomplete should not be reported for a student who could have and should have completed the work on time; or who had performed unsatisfactorily and/or had been excessively absent; or who cannot remove the incomplete without doing a large amount of make-up work; or who had not requested an incomplete or explained the need for one.

An incomplete must be removed by the end of the semester following the semester in which the incomplete was reported. If a student does not complete the incomplete work and time runs out, the faculty member must give a grade of F. In cases when a student semester-end record shows three or more incomplete grades, the case will be reviewed by the MSLA Program Committee regardless of how long the incompletes have been on the student's record.

6.2.3 Grading Appeals

If a student wants to appeal a grade given in a course, the following procedures apply:

- □ If the course is not complete, the student should discuss the grading issue with the instructor. If the issue cannot be resolved at this level, the appeal procedure below may be used. If the course is completed and final grades have been filed with the Registrar, normally the grades cannot be changed even by the instructor except in the case of a clerical error. The only exception to this is if a recommendation for a grade change submitted to the Dean of the College of Letters and Science (L&S) results from the following departmental appeal procedure.
- □ Initially, the student with the complaint should write a statement detailing the nature of their complaint about the grade. This should be given to and discussed with the instructor of the course. If, after this initial meeting, the student wishes to pursue the appeal further, the written complaint should be submitted to the Departmental Curriculum Committee. This Committee will request information on grading criteria and any other relevant information from the instructor of the course. The members of the Curriculum Committee will make the final determination on the appeal.
- □ Once the decision has been made, the Curriculum Committee will write a report on the decision which will be given to the student, the instructor of the course, and the Department Chair. If the Curriculum Committee recommends that no change be made in that grade, this report will notify the student and the instructor of that recommendation. If the Curriculum Committee recommends that the grade be changed, a copy of their report will be placed in the student's file and another copy will be sent to the L&S Dean. The Curriculum Committee will also make a written request to the instructor of the course to change the grade.

6.2.4 Work Progress

All requirements for the MSLA degree must be satisfied within five years of the student's last semester of resident work in order that credits previously earned in residence are not revoked.

A student's failure to comply with the expectations for satisfactory progress may result in disciplinary action or dismissal.

7. SATISFACTORY PROGRESS – CONDUCT EXPECTATIONS

The Department of Planning and Landscape Architecture is committed to establishing and maintaining a supportive climate of inclusion, diversity, and collegiality among our interactions and through our actions and policies. We envision a department in which all individuals are engaged in a vibrant learning community, where ideas, experiences, and perspectives are supported, nurtured, and developed to their highest levels. Attitudes, behaviors, and standards within our community will demonstrate inclusion and respect for individual needs, abilities, and potential.

The following expectations for conduct are intended to ensure an inclusive and supportive environment consistent with UW–Madison policies and expectations that will help prepare students for successful post-graduation professional and academic pursuits.

Learn about your rights and responsibilities as UW–Madison students at https://conduct.students.wisc.edu/.

7.1 Conduct

All students in the PLA Department are expected to adhere to the highest standards of individual and community 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 learning and working 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.

1. 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 (https://conduct.students.wisc.edu/); represent their profession and the program; and strive to incorporate and practice disciplinary ethics 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 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 and protect participant confidentiality. 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 resubmit their own 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 member of the PLA learning community, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, department, and UW–Madison.

3. Interpersonal and Learning Community Relationships: Students shall interact with peers, faculty, staff and others in a manner that is respectful and considerate. 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 teams, keeping the lines of communication open, offering prompt response to

inquiries, and employing respectful use of available equipment/technology/resources. 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 always meet their educational responsibilities. Be actively prepared for class and be ready for questions and answers. Be on time for class and other commitments and always show courtesy during class or if you must 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 should 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 to understand and respect the community in which they learn.

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, inappropriate behavior towards community partners, faculty, staff, peers, and the public are significant issues in the evaluation of students. In turn, we hold expectations for the highest level of academic integrity and expect ethical and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for student conduct expectations regardless of their academic standing in the program.

7.2 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 Academic Policies & Procedures > Misconduct, Academic:
https://grad.wisc.edu/documents/misconduct-academic/

Office of Student Conduct and Community Standards > Academic Integrity:
https://conduct.students.wisc.edu/academic-misconduct/student-resources-for-academic-integrity/

Office of Student Conduct and Community Standards > Academic Misconduct Flowchart:
https://conduct.students.wisc.edu/academic-misconduct/reporting-academic-misconduct/

University of Wisconsin System: Chapter UWS 14 > Student Academic Disciplinary Procedures:
http://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf

7.3 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 extinguishers, 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/

Office of Student Conduct and Community Standards > Non-Academic Misconduct:
https://conduct.students.wisc.edu/nonacademic-misconduct/

Office of Conduct & Community Standards > Student Resources:
https://conduct.students.wisc.edu/student-resources/

University of Wisconsin System: Chapter UWS 17 > Student Non-Academic Disciplinary Procedures:
https://www.wisconsin.edu/regents/download/bor_supporting_docs/Plain-Language-Analysis-of-Proposed-Rule---Chapter-UWS-17,-Wis.-Admin.-Code.pdf

University of Wisconsin System: Chapter UWS 18 > Conduct on University Lands:
http://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf

7.4 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 9 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/respolcomp/resethics/

Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures > Reporting Misconduct: http://kb.wisc.edu/gsadminkb/page.php?id=34486

Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures > Responsible Conduct of Research Resources: https://kb.wisc.edu/gsadminkb/34483

8.DISCIPLINARY ACTION AND DISMISSAL

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.

8.1 Program and Department Level

Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program.

In the case of a required course in which the student earns a grade below a C, the course must be repeated. Required courses may only be repeated once. Failure to receive a C 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: https://grad.wisc.edu/documents/repeating-courses/

Depending on the situation, the program may include or consider one or more of the following as possible disciplinary action options.

- 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 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

8.2 University Level

Per Graduate School policies, semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full-time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Graduate School. A cumulative GPA of 3.0 is required to graduate. See the Graduate School Academic Policies & Procedures > Probation https://grad.wisc.edu/documents/probation/ and Grade Point Average (GPA) Requirement https://grad.wisc.edu/documents/gpa-requirement/

Depending on the type and nature of any misconduct, the UW–Madison 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

8.3 Additional Information

Links for additional information regarding Academic Misconduct:
https://grad.wisc.edu/documents/misconduct-academic/
http://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf

Links for additional information regarding Non-Academic Misconduct:
https://grad.wisc.edu/documents/misconduct-nonacademic/
https://conduct.students.wisc.edu/nonacademic-misconduct/
https://conduct.students.wisc.edu/student-resources/
https://uwc.edu/sites/uwc.edu/files/imce-uploads/students/handbook-policies/_files/uws_17.pdf
http://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf

Links for additional information regarding Research Misconduct and Responsible Conduct:
https://grad.wisc.edu/documents/responsible-conduct-of-research/
http://kb.wisc.edu/gsadminkb/page.php?id=34486
https://kb.wisc.edu/gsadminkb/search.php?cat=2907

9. GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

9.1 Grievance Procedures

9.1.1 Student Rights and Responsibilities

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/

Procedures for proper accounting of student grievances against faculty, staff, or other students in the Department of Planning and Landscape Architecture:

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 if they feel safe and comfortable doing so. Students are welcome to seek advice from a Grievance Advisor, Undergraduate Coordinator, Graduate Coordinator, or others with whom they have a trusting relationship.
2. Should a satisfactory resolution not be achieved, the student should contact one of the department's Grievance Advisors or the Department Chair to discuss the grievance. At this point in the process, this informal discussion would be considered confidential, unless the issue involves certain conduct that university employees are required to report to University Officials (as specified below in sections 9.2.3, 9.2.4 and 9.2.5). The Grievance Advisors or Department Chair 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 Division of Diversity, Equity & Educational Achievement website: https://diversity.wisc.edu/.
3. Other campus resources are listed here. A resource providing "confidential" consultation can help people who want support or information, but do not wish to report. Confidential means they will not share information that identifies the person seeking support without that person's permission.
    - Office of Conduct & Community Standards – https://conduct.students.wisc.edu/
    - The Graduate School – https://grad.wisc.edu/
    - McBurney Disability Resource Center – https://mcburney.wisc.edu/
    - Employee Assistance Office – https://hr.wisc.edu/employee-assistance-office/ [This resource provides confidential consultation]
    - Ombuds Office – https://ombuds.wisc.edu/ [This resource provides confidential consultation]
    - University Health Services – https://www.uhs.wisc.edu/ [This resource provides confidential consultation]

- UW Office of Equity and Diversity – https://diversity.wisc.edu/.

4. If the issue is not resolved to the student's satisfaction the student can submit a formal departmental-grievance to the Grievance Advisor in writing within 60 calendar days of the alleged unfair treatment. The formal grievance should provide as much detail as possible about the incident(s) or situation(s) of concern.
5. On receipt of a written grievance complaint, the Department Chair and Department Administrator will be informed, and a 3-member faculty committee will be convened by a Grievance Advisor to manage the department-level grievance. The program faculty committee will preserve confidentiality if possible and desired and 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. Details shared with the aggrieved student may be limited by university policies regarding personnel matters or student records.
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 that committee through the Grievance Advisor.
8. 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 further appeal a grievance decision made at the Department level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

Please note that the Department Chair, the Department Administrator, and the Graduate and Undergraduate Coordinators (Amy and Debi) are Title IX responsible employees who are required to report information they receive about sexual harassment and sexual violence; see section 8.2.5 above for more information on what this means. For any questions regarding Grievances, please see the Graduate Coordinator in order to determine the current Grievance Advisor for the department.

9.1.2 Hostile and Intimidating Behavior

Hostile and intimidating behavior, sometimes known by the shorthand term "bullying," is defined in university policy as "unwelcome behavior pervasive or severe enough that a reasonable person would find it hostile and/or intimidating and that does not further the University's academic or operational interests." Hostile and intimidating behavior can occur both within and across employment sectors – faculty on faculty, faculty on staff, etc. – and power differentials, and in any university setting (the office, the lab, in the halls, at meetings; it can happen in groups or one-on-one). Regardless of when and how it happens, it must be addressed and corrected. Hostile and intimidating behavior is prohibited by university policy.

UW–Madison policy includes the following expanded definition:
Hostile and intimidating behavior is defined as unwelcome behavior pervasive or severe to the extent that it makes the conditions for work inhospitable and impairs another person's ability to carry out their responsibilities to the university, and that does not further the University's academic or operational interests. A person or a group

can perpetrate this behavior. The person need not be more senior than or a supervisor to the target. Unacceptable behavior may include, but is not limited to:

1. Abusive expression (including spoken, written, recorded, visual, digital, or nonverbal, etc.) directed at another person in the workplace, such as derogatory remarks or epithets that are outside the range of commonly accepted expressions of disagreement, disapproval, or critique in an academic culture and professional setting that respects free expression;
2. Unwarranted physical contact or intimidating gestures; Conspicuous exclusion or isolation having the effect of harming another person's reputation in the workplace and hindering another person's work;
3. Sabotage of another person's work or impeding another person's capacity for academic expression, be it oral, written, or other;
4. Abuse of authority, such as using threats or retaliation in the exercise of authority, supervision, or guidance, or impeding another person from exercising shared governance rights, etc.

Repeated acts or a pattern of hostile and/or intimidating behaviors are of particular concern. A single act typically will not be sufficient to warrant discipline or dismissal, but an especially severe or egregious act may warrant either.

For more information: https://hr.wisc.edu/hib/

9.1.3 Sexual Harassment

Sexual harassment is a community concern. When sexual harassment occurs, it degrades the quality of work and education at the University of Wisconsin–Madison. It erodes the dignity and productivity of the individuals involved and diminishes the quality, effectiveness, and stature of the institution. It can occur in any university setting (an office, a classroom, a university program). Each of us has a collective responsibility not to harass others and to act responsibly when confronted by the issue of sexual harassment, thereby promoting an environment that better supports excellence in teaching, research, and service. (Taken from: https://compliance.wisc.edu/titleix/sexual-harassment/)

What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature (including leering and unwanted personal discussion of sexual activities) constitute sexual harassment when submission to such conduct is a condition of employment, academic progress, or participation in a university program; or submission to or rejection of such conduct influences employment, academic or university program decisions; or the conduct interferes with an employee's work or a student's academic career, or creates an intimidating, hostile or offensive work, learning, or program environment.

Key Points About Sexual Harassment:

- Differences in power or status can be a significant component in sexual harassment. A person who seems to acquiesce to sexual conduct may still experience tangible action harassment or hostile environment harassment if the conduct is unwelcome.
- Harassment can occur between men and women or between members of the same gender.
- Sexual harassment may or may not involve a tangible injury (e.g., economic loss, lowered grades). A sexually harassing environment, in and of itself, may constitute a harm.

- Individuals in positions of authority are responsible for ensuring that employees, students or others do not harass. In an academic or program setting, offenders can be faculty, instructors, lecturers, teaching assistants, coaches, tutors, or fellow students or program participants.
- The person filing a sexual harassment charge does not have to be the person harassed but could be anyone significantly harmed by the harassing conduct.
- Some behavior that is not in violation of university policy may, nonetheless, be unprofessional under the circumstances. Consequences of such unprofessional behavior may include poor performance evaluations or possible discipline.

What to do if you feel you've been sexually harassed:

- Seek advice. Consult the Grievance Advisor, department chair, program chair, another divisional resource person, the Division of Diversity, Equity & Educational Achievement (https://diversity.wisc.edu), or another campus resource to discuss options for resolution. It is important to note that the Department Chair and one of the Grievance Advisors (the Department Administrator) are Title IX responsible employees who must report information they receive about sexual harassment or sexual violence to the Office of Compliance; however, this report does **not** trigger a formal complaint or other actions that the complainant doesn't want, unless there is a serious risk to campus safety. For more information, please see the note at the end of section 9.1.1, as well as section 9.2.5.
- You may choose to seek informal resolution through the Grievance procedures detailed in section 9.1.1 or file a sexual harassment complaint with the UW–Madison Title IX Coordinator. You may find more information on filing a complaint at https://compliance.wisc.edu/titleix/campus-procedures/reporting/. Complaints filed through the UW–Madison Title IX coordinator may lead to an investigation and disciplinary action against the accused. In order to ensure due process and provide for a defense, prior to any formal disciplinary action against someone accused of sexual harassment, the University must inform that person of the details regarding the formal complaint including the identity of the person initiating the complaint. Again, as noted in the previous bullet point, several people involved in the Grievance procedures described in section 9.1.1 are Title IX responsible employees. For more information, please see the note at the end of section 9.1.1, as well as section 9.2.5.
- For additional information, please visit: https://compliance.wisc.edu/eo-complaint/
- As listed previously, the following additional resources offer confidential consultation and can help people who want support or information, but do not wish to report. Confidential means they will not share information that identifies the person seeking support without that person's permission.
    - Employee Assistance Office – https://hr.wisc.edu/employee-assistance-office/ [This resource provides confidential consultation]
    - Ombuds Office – https://ombuds.wisc.edu/ [This resource provides confidential consultation]
    - University Health Services – https://www.uhs.wisc.edu/ [This resource provides confidential consultation]

For more information on discrimination against students and other resources:
Discrimination Complaints Policies & Procedures: https://compliance.wisc.edu/eo-complaint/

Additional information taken directly from the UW–Madison Office of Equity and Diversity website:

What to Do About Sexual Harassment...

We encourage early contact: consultation is not escalation. Timely discussion of people's concerns may allow resolution before alternatives become limited. The university will protect confidentiality to the extent possible under the law.

...if you feel you've been sexually harassed:

- Seek advice. Consult your supervisor, manager, HR representative, department chair, director, dean, or any campus resource to discuss options for resolution.
- You may choose to seek informal resolution or file a sexual harassment complaint.
- You may find it helpful to seek support from a trusted colleague. Be aware of your interest in keeping the matter as confidential as possible.
- Keep notes of what happened, when, where, and who was present. Retain copies of any correspondence.
- Consider informing the individual(s) involved that the conduct is unwelcome and that you expect it to stop.

9.2 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, departmental Grievance Advisors, or other campus resources (such as the UW Office of Equity and Diversity, Graduate School, Mc Burney Disability Resource Center, Employee Assistance Office, Ombuds Office, and University Health Services).

9.2.1 Research Misconduct

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/respolcomp/resethics/

9.2.2 Academic Misconduct

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.

9.2.3 Sexual Assault

All UW–Madison employees, including student employees and graduate assistants, are required by law to report

first-hand knowledge of sexual assault on campus or disclosures of sexual assault of a student to university officials, specifically the Dean of Students Office. 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 under Sexual Assault at https://compliance.wisc.edu/titleix/employee-reporting-requirements/, and at https://www.uhs.wisc.edu/survivor-services/.

9.2.4 Child Abuse

UW–Madison employees (under Wisconsin Executive Order #54), 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://employeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/

9.2.5 Sexual Harassment and Sexual Violence

Certain UW–Madison employees are classified as Title IX responsible employees and therefore have a duty to report to the Title IX Coordinator any information they receive that suggests a violation of campus policy around sexual harassment and sexual violence is occurring or has occurred. They are explicitly not permitted to keep information of this nature that is reported to them confidentially. These reports are primarily used to connect complainants/survivors with resources, and do not trigger investigations or other actions the complainant or survivor does not want unless there is a risk to campus safety. Title IX responsible employees include, among others, Deans, Directors, department chairs, department administrators, human resources representatives, and student services staff such as graduate and undergraduate coordinators. Please find full details at https://compliance.wisc.edu/titleix/employee-reporting-requirements/.

9.2.6 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://doso.students.wisc.edu/report-an-issue/bias-or-hate-reporting/

9.3 Reporting Consensual Relationships

A consensual relationship describes when people agree to a romantic, physically intimate, or sexual relationship now or in the past. This includes marriage. UW–Madison consensual relationships policy applies to employee/student relationships and employee/employee relationships.

A consensual relationship between an instructor and a student currently under their instruction or whom the instructor reasonably believes in the future may be under their instruction is prohibited.

If a consensual relationship develops between people who also have another type of reporting or evaluative relationship, the person who is in a position of power must immediately report their consensual relationship to a

supervisory authority.

The university presumes that the ability to make objective decisions is compromised if there is a romantic and/or sexual relationship between two individuals who have a reporting or evaluative relationship. There is almost always a power differential between such individuals that not only obscures objectivity but also influences perceptions of consensuality. The individual with the power or status advantage is required by university policy to report the relationship to their supervisor and will be accountable for failing to make this report. The supervisor who learns of the consensual relationship has the responsibility to make appropriate arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the university or to either party in the relationship, particularly the person in the subordinate role. Supervisors can consult with any campus resource (https://oed.wisc.edu/resources/) for assistance in meeting this responsibility.

10. FUNDING AND FINANCIAL INFORMATION

10.1 Overview: Funding Landscape

Unless offered as a condition of program admittance, funding is not guaranteed for students in the MSLA Program. Landscape Architecture students may apply for financial aid from the University of Wisconsin–Madison's Office of Student Financial Aid (primarily work study and loans); the Graduate School (primarily University Fellowships and Advanced Opportunity Fellowships), MSLA (scholarships and fellowships), and national organizations (such as the American Society of Landscape Architects). Students should consult the websites for PLA Department, the Graduate School, the Office of Student Financial Aid, and national organizations such as the American Society of Landscape Architecture for current information about applying for financial aid. Unless otherwise indicated, students applying for fellowships and assistantships administered by the Graduate School or the Department should indicate this on the admission application form. Check with the PLA Department graduate admissions coordinator for deadlines for Graduate School and Department administered scholarships and fellowships. The Department's MSLA Program Committee shall determine eligibility for various scholarships and fellowships.

If you are looking for funding to support your graduate studies, the Graduate School provides a list of steps to follow, at https://grad.wisc.edu/funding/. Many student hourly employment opportunities are also available on campus, including within the Department, with students typically working between 10 to 20 hours per week. International students should confirm their eligibility with for funding opportunities with UW–Madison International Student Services (ISS); more information at https://iss.wisc.edu.

10.2 Program Scholarships

The MSLA program also offers several small scholarships and one Wisconsin Distinguished Fellowship. Application information for the scholarships will be sent to current students only. The Department's MSLA Program Committee shall determine eligibility for Departmental scholarships and fellowships.

10.3 Campus Fellowships

There are many kinds of fellowships on campus. Some are awarded by the program, some are awarded by the school/college, and still others are awarded by the Graduate School. In addition, several 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.

The Graduate School administers a number of different fellowships on campus, including: University Fellowships, Chancellor's Fellowships, Mellon-Wisconsin Fellowships, the Dickie Fellowships, and a variety of external fellowships. If you have questions about these fellowships, please contact the Office of Fellowships and Funding Resources, https://grad.wisc.edu/funding/

The Graduate School administers some funding for graduate students in the form of Fellowships. These include:

University Fellowships

Students intending to pursue a Ph.D. with an undergraduate grade point of at least 3.7 and high GRE scores may

be nominated by the Department for a campus-wide competition for University fellowships.

Advanced Opportunity Fellowships

Candidates for these fellowships must be U.S. citizens or U.S. permanent residents and members of one of the following targeted minority groups:

- African American/Black
- American Indian/Alaskan Native
- Mexican, Mexican American, Chicano/as, Puerto Rican, Cuban
- Cambodian, Vietnamese, Laotian, and Hmong
- Indigenous Peoples of Hawaii, Alaska or the U.S. Territories (Puerto Rico, American Samoa, Guam, Marianas Islands, U.S. Virgin Islands)

  OR

- Students who participated in a McNair Program; are PEOPLE Program Graduates; OR are Wisconsin residents who are first generation to complete a Bachelor's degree in their family and who participated in one of the following TRIO Programs: Upward Bound, Talent Search, Educational Opportunities Centers, Student Support Services, or McNair.

Unless otherwise indicated, students applying for fellowships administered by the Graduate School or the Department should indicate this on the admission application form.

10.4 External Fellowships and Scholarships

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).

Many federal and non-federal agencies administer fellowship programs which cover the cost of tuition and fees and a stipend for graduate studies. Additional information on these fellowships and others can be obtained from the Graduate School or from the applicant's undergraduate institution.

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:

1. Major external fellowships, prepared by the Office of Fellowships and Funding Resources: https://grad.wisc.edu/funding/fellowships/
2. 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 on-line resources to help students find external fellowships and

scholarships. You can learn how to set up a personalized profile on several on-line 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 for 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 (https://writing.wisc.edu/). The Writing Center staff can provide valuable advice on crafting your application.

Students can hold a concurrent appointment as a TA, RA, PA, or student hourly with their fellowship within the limits set out in the current university policy. Whenever assistantships (RA, TA, or PA) are combined with fellowships or traineeships, total compensation cannot exceed the department's full-time RA rate that was reported to the Graduate School for the current year. (fellowship/traineeship + assistantship = total compensation). The list of approved program rates can be found on the Graduate Assistantships webpage (https://grad.wisc.edu/funding/graduate-assistantships/), under Assistantship Salaries by Program. More information about concurrent appointment policy for fellows/trainees can be found in the University of Wisconsin–Madison Policy for Supplementation and Concurrent Appointments for Graduate Students Holding Predoctoral Fellowships or Traineeships.

10.5 Work Study, Loans, and Grants

Landscape Architecture students may apply for financial aid from the University of Wisconsin–Madison's Office of Student Financial Aid (primarily work study and loans).

The Office of Student Financial Aid (OSFA) (https://financialaid.wisc.edu) also 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.

10.6 Employment

10.6.1 Graduate Assistantships (Project, Research, Teaching)

Faculty with research projects hire students to assist them for an academic year or on a semester or summer basis. Assistants receive a salary based on the time they devote to the project. Students whose work on a faculty research project meets the requirements for a Master's or Doctoral thesis will be appointed as a research assistant. The qualifications for the selection of both research and project assistants are determined by the faculty in charge of the research. Students are not restricted to projects within PLA Department and are encouraged to apply for assistantships offered by other academic departments and the UW-Extension.

If you have a graduate assistantship with PLA Department or with another campus unit, the terms of employment will be specified in your appointment letter. General information is included below.

- 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://grad.wisc.edu/funding/graduate-assistantships/
- Graduate assistants are paid bi-weekly and stipends are usually deposited directly into students' 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 Graduate Coordinator.
- TAs, PAs, RAs, and Lecturers (Students Assistants) with appointments of 33% 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.
- TAs, PAs, RAs, and Lecturers (Student Assistants) with appointments of 33% 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 the financial specialist and departmental benefits coordinator. See Staff section 1.8.2 for contact information.
- 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/documents/maximum-levels-of-appointments/

Students with graduate assistantships must be enrolled appropriately. Detailed information about enrollment requirements can be found in the Graduate School's academic policies at: https://grad.wisc.edu/documents/enrollment-requirements/

10.6.2 Outside Employment

Many student hourly employment opportunities are also available on campus, including within the Department, with students typically working between 10 to 20 hours per week. Madison's setting as a major governmental and educational center provides many opportunities for students interested in landscape architecture, planning conservation or related part-time employment. Many students can find career-related jobs with these organizations during the academic year and in the summer. Students can often use this work experience to fulfill their internship requirement. Since landscape architecture is an applied field, the experience students receive working with these agencies is a valuable part of their planning education. Positions are often advertised through the PLA Department.

In the past, students have found employment with:

- Wisconsin State Government (e.g., Department of Transportation; Department of Natural Resources; Department of Administration; Department of Agriculture, Trade and Consumer Protection; Department of Commerce).
- University Departments (e.g., PLA, Nelson Institute for Environmental Studies, Extension, Campus Planning).
- Various local planning departments (e.g., Madison, Monona, Middleton, Dane County), and nonprofits such as The Nature Conservancy, Madison Audubon and The Prairie Enthusiasts.
- Private business (e.g., landscape architecture, engineering, architecture, land management, developers,

utilities).

- Local and national consultants.

Some of these agencies hire students on a work study basis so it is important to apply for that type of funding if you are interested.

Beyond the employment suggested above, students will find the normal part-time employment opportunities available in a typical mid-sized metropolitan center. A detailed list of employment opportunities currently available at various departments around UW–Madison campus is available from the Student Job Center (https://jobcenter.wisc.edu/).

10.7 International Students

International students should confirm their eligibility for funding opportunities with UW–Madison's International Student Services (ISS) (https://iss.wisc.edu/). International students will also want to review the information compiled by ISS regarding scholarships, fellowships, and grants, and they are encouraged to meet with an ISS advisor regularly.

11. 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.

11.1 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 here: 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 democratic union run by the members. All key policy decisions are made at monthly membership meetings. Learn more here: http://taa-madison.org/

11.2 Registered Student Organizations

There are more than 750 student organizations on campus. The best way to seek out current organizations is to visit the **Office for Student Organizations, Leadership & Involvement (SOLI)** website, https://soli.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 www.cfli.wisc.edu. 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.

11.3 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 https://www.wisc.edu/wisconsin-idea/.

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/.

The PLA Department is built upon a commitment to applied research, service learning and community-based pedagogy in the spirit of the Wisconsin Idea. Department activities include student and faculty engagement with communities through service learning and applied research and service projects.

Learn more about PLA's Outreach Partnerships on the Wisconsin Idea page of the PLA Department website: https://dpla.wisc.edu/outreach-partnerships/.

12. PROFESSIONAL DEVELOPMENT AND CAREER PLANNING

UW–Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. Professional development and career planning should be on students' minds from the start of their studies. 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 in-tune, holistic, and innovative 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.

PLA helps students prepare to enter the job market in several ways. Strategies include: 1) routinely soliciting announcements of available jobs and internships with the Department, program alumni, professionals, and community partners; 2) disseminating these job announcements to current students and recent graduates through a listserv and job board; and 3) alumni mentoring and networking. Students are also encouraged to work with the College of Letters & Science Career Services office for help with resume writing, interviewing skills, and other services. The PLA Graduate programs draws upon alumni, partnerships with local practitioners, and input from faculty and staff across campus for career guidance. Our alumni-base serves as an important conduit for career development of our current student body. Program alumni occupy a diverse array of careers and stages in their careers. Many have pursued careers in the public sector within local, state, or federal governments. Others are in non-profit careers, focusing on various planning issues, including affordable housing, open space preservation, alternative transportation, and urban growth management. Program alumni also work in the private sector, typically within multidisciplinary planning, design, and engineering firms. Over time, many program graduates have risen to leadership positions in agencies, organizations, and firms within the public, non-profit, and private sectors. This rich diversity of alumni career examples provides excellent networking opportunities for our current students. Beyond informal networking and internship exposure, an important aspect of student career advising is the LA Alumni Board and the URPL Alumni Relations Council (ARC). Both support initiatives aimed toward bolstering career placement among our current student body.

Find more information on the Career + Alumni section of the PLA Department website at https://dpla.wisc.edu/career.

12.1 College of Letters & Science Resources for Career Planning

Students are encouraged to stay connected with the College of Letters & Science Career Services office, SuccessWorks, throughout their graduate studies in the MSLA Program. Learn about SuccessWorks here: https://successworks.wisc.edu/.

12.2 Meetings and Conferences

An important part of the professional development of graduate student is participation in professional meetings and conferences. Consult your advisor about the appropriate venues for you to attend. Some advisors may have access to funds to help support travel costs. Students should also explore volunteer opportunities at conferences to offset registration costs. Students who have reached dissertator status are eligible to apply for

Vilas Conference Presentation Funds from the Graduate School https://grad.wisc.edu/funding/grants-competition/.

Funding for Conference/Research Travel
PLA offers all students $200 per student per academic year (first day of Fall classes through May graduation) for travel/registration in attending any number of professional development opportunities. Payments cannot be made for previous academic years and must be requested during that Academic year. Students apply for funding in advance of the professional development or conference opportunity by submitting an email request to the Graduate Coordinator that explains the activity and specifies the amount of the request. The Graduate Coordinator will work with the student and department administrative team to determine the appropriate procedure for payment.

12.3 Campus-wide Resources for Professional Development
In addition to opportunities at the local level, the **Graduate School Office of Professional Development and Communications (OPDC)** 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 OPDC, **GradConnections Weekly**, and to visit the webpage https://grad.wisc.edu/uw-events/ for an up-to-date list of events. For example, typical topics covered throughout the year are:

- Individual Development Plans (IDPs)
- Planning for academic success
- Thesis writing support
- Communication skills
- Grant writing
- Teaching
- Mentoring
- Research ethics
- Community engagement
- Entrepreneurship
- Career exploration: academic, non-profit, industry, government, etc.
- Job search support

Be sure to keep a pulse on programs offered by the following campus services as well.

- 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
- Morgridge Entrepreneurial Bootcamp https://business.wisc.edu/entrepreneurship/morgridge-entrepreneurial-bootcamp/

Individual Development Plans

The Graduate School webpage https://grad.wisc.edu/professional-development/individual-development-plan/ offers a collection of IDP resources to support graduate students, postdoctoral researchers, mentors, PIs, grants administrators, and graduate program coordinators. An Individual Development Plan (IDP) created by the student and faculty advisor can be a great mechanism to start and maintain a conversation about ongoing professional development and career planning.

The university recommends 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.

As you begin your Graduate School career, an Individual Development Plan (IDP) is an essential tool to help you:

1) Assess your current skills and strengths
2) Make a plan for developing skills that will help you meet your academic and professional goals
3) Communicate with your advisors and mentors about your evolving goals and related skills

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.

The onus to engage in the IDP process is on you, although your advisor, mentor, or others may encourage and support you in doing so. The IDP itself remains private to you, and you choose which parts to share with which advisors or mentors. Through the IDP process, you may decide to identify various mentors to whom you can go for expertise and advice.

We recommend using the following IDP tool, which includes a self-assessment of skills, interests, and values; goal-setting guidelines; and reference to skill building and career exploration resources.

IDP tool for all graduate students

UW–Madison IDP template, which includes instructions and examples, is flexible and appropriate for all disciplines.
https://grad.wisc.edu/professional-development/individual-development-plan/

13. STUDENT HEALTH AND WELLNESS

Maintaining good health is critical to student success, and our campus provides a wealth of resources to support not only physical health but also mental health. Students are encouraged to familiarize themselves with these resources and take advantage of them before poor health affects their well-being and academic performance.

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.

13.1 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.

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.

13.2 Disability Information

The University of Wisconsin–Madison supports the right of all enrolled students to a full and equal educational opportunity. The Americans with Disabilities Act (ADA), Wisconsin State Statute (36.12), and UW–Madison policy (Faculty Document 1071) require that students with disabilities be reasonably accommodated in instruction and campus life. Reasonable accommodations for students with disabilities is a shared faculty and student responsibility. Students are expected to inform faculty of their need for instructional accommodations by the end of the third week of the semester, or as soon as possible after a disability has been incurred or recognized. Faculty will work either directly with the student or in coordination with the McBurney Center to identify and provide reasonable instructional accommodations. Disability information, including instructional accommodations as part of a student's educational record, is confidential and protected under FERPA.

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 https://mcburney.wisc.edu/accommodations-listing/

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

13.3 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, including individual and group therapy and wellness programs.

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 (option 2) or through MyUHS (myuhs.uhs.wisc.edu) to schedule an initial "access" consultation. During the access consultation, you'll have a discussion with one of the Access Specialists who will ask several questions about your symptoms and experiences and connect you with the services you need.

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.

An on-call counselor can be reached any time, day or night, at 608-265-5600 (option 9). If it is an emergency, dial 911.

UHS offices are located on the 7th floor of 333 East Campus Mall.

Office of Conduct & Community Standards (Formerly Dean of Students Office)
https://conduct.students.wisc.edu/

The Office of Conduct & Community Standards (Formerly Dean of Students office) provides resources to students struggling with a variety of issues and seeks to be the "go to" spot for student assistance on campus. Reach them by phone, in-person, or online (Live Chat).

DoS offices are located at 70 Bascom Hall. P: 608-263-5700.

Let's Talk
https://www.uhs.wisc.edu/mental-health/lets-talk/

Let's Talk is a program that provides drop-in consultations at locations around campus for UW–Madison students. It's free, no appointment is necessary, and students are seen on a first-come, first-served basis. Just drop in for an informal, friendly, and confidential consultation. Speaking with a counselor consultant can help provide insight, solutions, and information about other resources.

Not sure where to start? You can always contact your Graduate Coordinator. See Staff section 1.8.2 for contact

information.

14. GETTING STARTED

The Graduate School maintains a checklist for new graduate students at https://grad.wisc.edu/new-students/.

Most importantly:

14.1 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.

14.2 Get your UW Photo ID Card (Wiscard)

Get your UW ID card - Wiscard - photo taken at the Wiscard Office (http://www.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.

14.3 Enroll in Classes

Upon completion of the admissions cycle, incoming MSLA students will receive an email communication from the Graduate Coordinator including their advisor assignment and initial enrollment date. Students are encouraged to connect with their faculty advisor prior to enrollment. The following handbook sections will be useful references for incoming students:

- ☐ Advising section 5
- ☐ Courses section 3.1
- ☐ The Office of the Registrar website is a super helpful resource.

14.4 Pick up your free Madison Metro bus pass

As a UW student, you can pick up a bus pass at no charge from the Memorial Union at the beginning of the fall and spring semesters. Visit the ASM Web site for more information on Madison Metro bus services: https://transportation.wisc.edu/commuter-solutions/bus/student-bus-pass-program/. Be sure to bring your UW Photo ID card.
Prerequisite: You must be enrolled.

14.5 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 here: https://grad.wisc.edu/new-students/

14.6 Attend Program Orientation Events

The Graduate Coordinator will send communications about PLA and MSLA program orientation and welcome events.

14.7 Program/Department Resources for Students

Communications

All MS and PhD students get their own mailboxes and access to a group mailbox organized alphabetically in Music Hall or EHSB. General department mailing address to be used by students for professional correspondence, as needed:

Department of Planning and Landscape Architecture
925 Bascom Mall
110 Music Hall
Madison, WI 53706

Listservs

Incoming students are added to PLA Department email listservs, based on their program (e.g., pla-msla@lists.wisc.edu). PLA also hosts MS and PhD URPL listservs (pla-msurpl@lists.wisc.edu, pla-phdurpl@lists.wisc.edu) and a faculty and staff listserv (pla-facstaff@lists.wisc.edu). Continuing students will be invited to the jobs listserv in their second year; if they wish to be added earlier, they should contact the Graduate Coordinator. Emails to be sent out on these listservs should, in most cases and as appropriate, be routed through the Graduate Coordinator to alleviate redundancies and to strive for consistency.

Access to EHSB (Environmental Health and Safety Building) at 30 East Campus Mall

All new issuances of physical keys for EHSB spaces require a $25 deposit. Any after hours access to EHSB requires that your wiscard information be added to a list of authorized personnel. Contact Majiedah Pasha for both types of access.

Access to Music Hall

PLA students can check out keys for building spaces (e.g., main/outdoor, lab, etc.) with Majiedah Pasha, the department's Department Administrator. See Staff section 1.8.2 for contact information. Students will be required to submit a $25 deposit (in total, not per key) to Majiedah and can collect this deposit upon returning their keys at any point in time. Students have up until 2 years after they've graduated to return their keys and collect their deposit.

Student Space in Music Hall

There is a lounge in Music Hall and a conference/study space (rm 205) for student use.

See section 16 for computers and printers/scanners instructions, studio and lab access, and other information technology (IT) support items.

Social Science Computing Cooperative

DPLA students can take advantage of the services listed below, provided by the Social Science Computing Cooperative (SSCC) in the College of Letters & Science.

Graduate students in the Department are eligible for drop-in lab accounts with the SSCC, which includes access to their Windows servers, software, and statistical consulting. These accounts are offered at no cost to the students thanks to funding from L&S.

Students can request an account here: https://www.sscc.wisc.edu/accounts/request-an-sscc-account/

For more information on the services available to students,
visit: https://www.ssc.wisc.edu/sscc/instruction/labusers.htm

SSCC training is open and available for free to all students, faculty, and staff at UW–Madison.

See https://www.ssc.wisc.edu/sscc_jsp/training/index.jsp for an example of the types of classes offered. We offer our Stata and R training at least once a semester, with other software and special topics being held as requested.

15. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

15.1 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 the website for more information at https://iss.wisc.edu/ or to schedule an appointment.

15.2 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.**

15.3 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 228 Bascom Hall. The admissions requirements page https://grad.wisc.edu/apply/requirements/ has a drop-down menu under "degrees" which lists the documents required for each country.

15.4 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) https://esl.wisc.edu/testinginformation/ and any required English course during their first semester.

15.5 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 (https://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, https://iss.wisc.edu/employment/individual-taxpayer-identification-number-itin/).

More information at https://iss.wisc.edu/employment/

16. POLICIES + PROCEDURES FOR INFO TECH (IT), INSTRUCTIONAL LABS, AND STUDIO SPACES

Helen C. White is open Monday–Friday, 7:30 am–4:45 pm. To use the building outside of these times, you may check out keys for the building and the computer lab. See Access to Helen C. White section 14.7.

Helen C. White, Computer Lab (Rm 4160)

The computer lab will be open to PLA faculty, staff, visiting scholars, students and students taking classes offered in URPL between 8 am to 4:30 pm Monday through Friday unless the lab has been reserved for a departmentally approved use (e.g., a workshop or scheduled course). Access to the lab during reserved times requires advance permission from the instructor/person reserving the lab. If students need to work after hours, they can obtain a key for the lab from the Department Administrator for a refundable deposit of $20 in cash. See Access to Helen C. White section 14.7. Any student leaving the lab after 4:30 pm is responsible for turning off the lights, fans, and air conditioning, closing the window, and closing and locking the door.

Only PLA faculty, staff, visiting scholars, students and those taking classes in PLA are allowed to log in to PLA computer lab machines.

Students taking classes in PLA can print a number (to be established by the PLA Facilities and IT Committee) of free black and white pages (per side for 2-sided copying) from the computer lab.

Find more information about the PLA Facilities and IT Committee in section 1.8.1.

The students will not have administrative privileges on the lab computers. This means that students will not be able to install new software or applications on the lab computers.

The PLA IT managers will regularly work with faculty and staff to make sure the lab hardware and software are functioning properly and will make upgrades as necessary.

If there is need for additional software and/or hardware in the lab, the faculty member or students in need of the software need to coordinate with PLA Facilities and IT Committee.

Except for files assigned for use and provided by the instructor with specific classes (e.g., an assigned data set), individual files should not be stored on lab computers. Students should use portable USB drives and/or cloud-based backup systems to store their files.

All files and software on the student computers in the computing lab will be subject to regular clean-ups. The PLA IT managers and Facilities and IT Committee will provide faculty and students with sufficient advance notice of when clean-ups will occur.

Reserving the computer for class time must be coordinated with PLA staff who will put signs inside and outside of the computer lab.

The computer lab will maintain current software licensing.

Environmental Health & Safety Building, Computer Lab (Rm 260 & 254)
The EHSB is generally open between 6:30am – 4:30pm Monday through Friday. Students needing building access can contact Majiedah Pasha in the PLA office at Music Hall to submit a request to be granted access through their WISCARD identification card.

PLA Website
The PLA website dpla.wisc.edu is maintained and updated by PLA staff. Individual student profile pages are hosted on the site. Students should communicate with the Graduate Coordinator to add and maintain their profile content. Any tracking of PLA web pages (e.g., web page visits, document downloads) will be conducted consistent with UW–Madison policies.

Other PLA Computing
Consistent with UW–Madison policies, users of PLA computers will follow good practice for computer and cyber security. See UW–Madison policies and computer security resources at https://it.wisc.edu/about/office-of-the-cio/cybersecurity/.

Printing Procedure
Below are guidelines for printing in the Department of Planning and Landscape Architecture.

Print jobs must be released and paid for on a release station in each lab. **In the Helen C. White lab**, the release station is on workstation is TBD and in the **Environmental Health & Safety Building**, it is in the print/copy room 250.
Costs are as follows: https://it.wisc.edu/services/printing-for-students/

For the laser printers, the first page will be free, and will not require releasing. All students will be given an initial quota of $15. If/when you exceed your quota, printing should be paid for using your WisCard, just like at the Libraries and InfoLabs on campus, using the same system, GoPrint. The semester quota will reset each semester, and students will only be charged when they exceed it.

There are instructions posted near the release stations. To release a print job, go to the release station and find the button with your name on it to show your print job(s). Select the print job you want to print, or cancel it, and then click the Next button, and Release and Pay.

Please direct any questions or comments to info@dpla.wisc.edu.

17. AMENDMENTS

As policies and procedures change, amendments will be distributed to all students enrolled in the program and included in this section of their handbook. Those amendments will be incorporated into subsequent program handbooks.