UNIVERSITY OF WISCONSIN–MADISON
DEPARTMENT OF PLANNING AND LANDSCAPE ARCHITECTURE

# The PhD URPL Handbook

## Urban and Regional Planning
## Doctor of Philosophy Program

**Academic Year 2026-2027**

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TABLE OF CONTENTS


**1. PROGRAM OVERVIEW ..... 1**

**1.1 Intention/Role of Handbook ..... 1**

**1.2 Department Mission + Vision ..... 1**

**1.3 Program Mission + Goals ..... 1**

**1.4 Background + History ..... 2**

**1.5 Learning Outcomes ..... 3**

**1.6 Program Statistics ..... 5**

**1.7 Institutional Structure ..... 5**

**1.8 Program Structure ..... 5**

1.8.1 Committees ..... 5

1.8.2 Department/Program Staff ..... 6

1.8.3 Faculty/Instructional Staff ..... 6

**1.9 Planning Profession ..... 7**

**2. ADMISSIONS AND ENROLLMENT ..... 9**

**2.1 Admissions Requirements ..... 9**

2.1.1 Application Forms and Process ..... 10

2.1.2 Fall Semester Admission Deadlines ..... 10

2.1.3 Spring Semester Admission Deadlines ..... 10

**2.2 Enrollment Requirements ..... 10**

**3. PHD DEGREE REQUIREMENTS ..... 12**

**3.1 Requirements for Advancing to PhD Candidacy (aka ABD or Dissertator Status): ..... 12**

3.1.0 Pre-Dissertator/Advisory Committee ..... 12

3.1.1 Professional Practice Requirement ..... 12

3.1.2 Minor Field Requirement ..... 13

3.1.3 Required Coursework ..... 13

3.1.4 Preliminary Examinations ..... 15

3.1.5 Prelim Warrant – Advances to Dissertator Status ..... 16

**3.2 The Dissertation ..... 17**

3.2.1 Designation of the Student's PhD Committee ..... 17

3.2.2 Preparation and Defense of the Dissertation Proposal ..... 18

3.2.3 Optional Language Requirement ..... 18

3.2.4 Dissertation Defense ..... 18

**3.3 Requirements for Completing PhD Minor in Urban and Regional Planning for Students in Other PhD Programs at UW–Madison ..... 19**

**3.4 Academic Exceptions ..... 20**

**4. ADVISING ..... 21**

**4.1 Advisor/Advisee Roles ..... 21**

**4.2 Advising Resources ..... 21**

**4.3 Advisor Assignment ..... 21**

**4.4 Additional Advising Contacts ..... 22**

**5. SATISFACTORY PROGRESS – ACADEMIC EXPECTATIONS ..... 23**

**5.1 Progress Appraisal and Support** ..... **23**
**5.2 Criteria for Satisfactory Progress in the PhD URPL Program** ..... **23**
5.2.1 Grades ..... 23
5.2.2 Incompletes ..... 24
5.2.3 Grading Appeals ..... 24
5.2.4 Work Progress ..... 25
**6. SATISFACTORY PROGRESS – CONDUCT EXPECTATIONS** ..... **26**
**6.1 Conduct** ..... **26**
**6.2 Academic Misconduct** ..... **27**
**6.3 Non-Academic Misconduct** ..... **28**
**6.4 Research Misconduct** ..... **29**
**7. DISCIPLINARY ACTION AND DISMISSAL** ..... **31**
**7.1 Program and Department Level** ..... **31**
**7.2 University Level** ..... **32**
**7.3 Additional Information** ..... **32**
**8. GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME** ..... **33**
**8.1 Grievance Procedures** ..... **33**
8.1.1 Student Rights and Responsibilities ..... 33
8.1.2 Hostile and Intimidating Behavior ..... 34
8.1.3 Sexual Harassment ..... 35
**8.2 Reporting Misconduct and Crime** ..... **37**
8.2.1 Research Misconduct ..... 37
8.2.2 Academic Misconduct ..... 37
8.2.3 Sexual Assault ..... 38
8.2.4 Child Abuse ..... 38
8.2.5 Sexual Harassment and Sexual Violence ..... 38
8.2.6 Incidents of Bias/Hate ..... 38
**8.3 Reporting Consensual Relationships** ..... **38**
**9. FUNDING AND FINANCIAL INFORMATION** ..... **40**
**9.1 Overview: Funding Landscape** ..... **40**
**9.2 Program Scholarships** ..... **40**
**9.3 Program Fellowship** ..... **41**
**9.4 Campus Fellowships** ..... **41**
9.4.1 University Fellowships ..... 41
9.4.2 Advanced Opportunity Fellowships ..... 41
**9.5 External Fellowships and Scholarships** ..... **42**
**9.6 Work Study, Loans, and Grants** ..... **43**
**9.7 Employment** ..... **43**
9.7.1 Graduate Assistantships (Project, Research, Teaching) ..... 43
9.7.2 Outside Employment ..... 44
**9.8 International Students** ..... **44**
**10. OPPORTUNITIES FOR STUDENT INVOLVEMENT** ..... **45**

10.1 Wisconsin Student Planning Association (WSPA) ..... 45
10.2 Student Representation in Governance ..... 45
10.3 Registered Student Organizations ..... 45
10.4 Outreach and Community Connections ..... 46
11. PROFESSIONAL DEVELOPMENT AND CAREER PLANNING ..... 47
11.1 College of Letters & Science Resources for Career Planning ..... 47
11.2 Meetings and Conferences ..... 48
11.3 Campus-wide Resources for Professional Development ..... 48
11.4 Student Engagement in the Profession ..... 50
12. STUDENT HEALTH AND WELLNESS ..... 51
12.1 Securing Health Insurance Coverage ..... 51
12.2 Disability Information ..... 51
12.3 Mental Health Resources On and Off Campus ..... 52
13. GETTING STARTED ..... 54
13.1 Activate your NetID ..... 54
13.2 Get your UW Photo ID Card (Wiscard) ..... 54
13.3 Enroll in Classes ..... 54
13.4 Pick up your free Madison Metro bus pass ..... 54
13.5 Attend the New Graduate Student Welcome, hosted by the Graduate School ..... 54
13.6 Attend Program Orientation Events ..... 54
13.7 Program/Department Resources for Students ..... 55
14. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS ..... 57
14.1 International Student Services (ISS) ..... 57
14.2 Student Visas ..... 57
14.3 Documents Required of New International Students ..... 57
14.4 Students with ESL requirements ..... 57
14.5 Funding for International Students ..... 57
15. POLICIES + PROCEDURES FOR INFORMATION TECHNOLOGY (IT), INSTRUCTIONAL LABS, AND STUDIO SPACES ..... 58
16. AMENDMENTS ..... 61
Appendix 1 – Coursework Satisfying Requirement for Structure and Processes of Cities and Regions ..... 62
Appendix 2 – Forms/Filings Required for the PhD Program ..... 63

# 1. PROGRAM OVERVIEW

### 1.1 Intention/Role of Handbook

This handbook is intended for graduate students who are pursuing the Doctor of Philosophy (PhD) degree in Urban and Regional Planning (PhD URPL). 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 URPL program faculty. This handbook serves as the Policies & Procedures guide in the PhD URPL Program. Degree 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.eu). 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 mission of the PhD Program in Urban and Regional Planning is to provide a learning environment that promotes excellence in research, teaching and outreach relevant to the professional practice of urban and

regional planning. The Program encourages discovery, critical examination, and acquisition of the knowledge, skills, values and ethics necessary to foster sustainable natural and built environments, promote economic opportunity and social justice, and improve quality-of-life within communities across Wisconsin and across the globe.

The PhD URPL Program's research goals are to create new knowledge through multidisciplinary research relevant to planning and to help ensure a learning environment for PhD URPL students that reflects important emerging areas in the field. Our outreach goal of engaging in the Wisconsin Idea through professional planning activities and service to communities reinforces our service commitments and helps enable applied learning experiences for students and faculty. We pursue all these goals throughout the state and beyond in collaboration with University of Wisconsin colleagues and institutional partners, a variety of public agencies, planning consulting firms and other private and non-profit sector organizations.

**1.4 Background + History**

The UW–Madison Department of Planning and Landscape Architecture (PLA), housed in the College of Letters and Science, was 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. The PhD Program in Urban and Regional Planning dates to the mid-1960s. 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 PhD in Urban and Regional Planning (URPL)**

The PhD program is open to a few highly qualified students. In urban and regional planning, the PhD is most appropriate for those who intend to teach and/or to do research in a university, government, or independent research agency. Although the PhD degree itself is research oriented, planning is a practice-oriented field. Planning faculty primarily teach in academic institutions in professionally oriented non-doctoral degree programs. Dissertation research, in general, should be of relevance to planning practice.

The University's requirements for the PhD which govern departmental policy are detailed in the Graduate School's Policies and Procedures at https://grad.wisc.edu/academic-policies/. Students who are pursuing (or considering) this degree should also carefully read the statement of the University's policy and general requirements for it, found in the Graduate School Guide. Beyond the minor and thesis requirements set forth there, further specific requirements are those of the Department which conform closely to the letter and spirit of the general specifications for PhD programs set by the Graduate School.

Over 60 students have received PhDs from the department. See a list of PhD-URPL alumni at https://dpla.wisc.edu/career/alumni/phd. There are typically 10-15 students enrolled in the program at any given time. Generally, students spend two to three years doing full-time course work before being advanced to candidacy, and an additional two to three years in preparation and defense of a dissertation.

Program graduates have gone on to academic positions in the U.S. and abroad, as well as taking research posts with public sector agencies in the U.S. and overseas and in private consulting. Recent graduates can be found

across the world working in a variety of research positions with an equally widely varying array of institutions. The URPL PhD program has a strong national reputation as policy-oriented with emphasis on applied social science research and practice in community and economic development, environmental planning, food systems, housing, land use, rural amenity development and tourism, sustainability, and an emerging emphasis in health and the built environment. Faculty, staff, and student profiles can be found at https://dpla.wisc.edu/facstaff/faculty.

In addition to strengths in campus research and teaching, the department's faculty also provides planning expertise to governmental, professional, and citizen organizations. Typically, these activities include:

- applied research and technical assistance to the network of county-based Extension educators, professional planners, and others in Wisconsin;
- continuing education of professionals and citizens in Wisconsin and beyond on critical planning issues;
- collaborations with agencies from the local to the international level on planning-related issues, including public policy education;
- practicum courses that engage service-learning and community-based research.

Linkages to UW-Madison Division of Extension have long been a hallmark of PLA's applied research and service to Wisconsin, and multiple program faculty have formal integrated appointments with the Division of Extension.

**1.5 Learning Outcomes**

**Assessment Plan – PhD Degree/Urban and Regional Planning**

**Student Learning Goals (*What*)**

1. Students will demonstrate doctoral level knowledge of planning theory.
2. Students will demonstrate doctoral level knowledge of social science research methods.
3. Students will demonstrate doctoral level knowledge of a substantive area of urban and regional planning research and practice, adequate to begin preparing their PhD dissertation.
4. Students will demonstrate skill in conducting academic research and scholarly inquiry that advances the field of urban and regional planning.

**Plan for Assessing Each Student Learning Goal**

| **Assessment Planning (*How*)** | Learning Goal #1 | Learning Goal #2 | Learning Goal #3 | Learning Goal #4 |
|---|---|---|---|---|
| Method for assessing learning (at least one direct method required) | Students will take a preliminary exam in planning theory. The exam must be taken within five semesters of entering the program and may be only taken twice (if | Students will complete at least 9 credits of graduate level courses in research design and methods and discuss research methods with their pre- | Students will take a preliminary exam in their self-identified area of specialization. The exam must be taken within five semesters of entering the | Students will develop a dissertation proposal which they defend before their PhD Committee. Student will then undertake and complete a PhD |

| | | | | |
|---|---|---|---|---|
| | there is an initial failure). [direct measure] | dissertation committees. This must be completed within five semester of entering the program. [direct measure] | program and may be only taken twice (if there is an initial failure). [direct measure] | dissertation, including the oral presentation of the dissertation at a PhD final defense examination. [direct measure] |
| Timetable for assessment activity (at least one activity each year; all goals reviewed in a 3-year cycle) | Exam is offered at a time established by the student and an exam committee. | Course completion is reviewed and documented annually. | Exam is offered at a time established jointly by the student and their committee. | The PhD proposal and the PhD dissertation and final defense are scheduled as appropriate the student's research program. |

1. **Who is responsible for assessment?** The preliminary examinations are administered by Departmental faculty in coordination with the PhD Program Committee. The Committee assigns a rotating group of faculty to design and evaluate the Theory examination. The preliminary examination on the area of specialization is administered by the doctoral student's faculty sponsor and two additional members, selected by the student, who together constitute a pre-dissertation committee. The PhD proposal defense and dissertation examination are presented to the student's entire, five person PhD Committee.

2. **What is the plan for review of the assessment information?** Twice a year, in fall and spring, the Departmental PhD Program Committee reports to the faculty as a whole: a) the status of students vis-à-vis preliminary examinations taken, and b) issues which have arisen for re-consideration of the content and process of the examinations. Any issues which arise relative to proposal preparation and dissertation defense are brought up by individual faculty to the whole faculty, not as issues of individual students but as generic issues for consideration.

3. **What is the plan for production of an annual summary report?** Twice a year as part of the regular faculty meetings the PhD Program Committee presents to the faculty summary data on student status and performance in the PhD program. At these meetings issues are raised, either by the Committee or by faculty or by doctoral students, for consideration in revision of current procedures and expectations for the PhD.

4. **How will recommendations be implemented?** If issues raised as part of point 3 above are adopted as formal directives by the faculty, the PhD Program Committee undertakes study of them, reports back to the faculty at a later date. Action is taken on these issues, if-as appropriate.

Formal course requirements for undertaking and completing the PhD involve the selection of 9 credits that satisfy the Structure and Functions of Cities and Regions requirement (see *section 3.1.3*). Students must also complete a PhD minor and at least 9 credits that satisfy the Research Design and Methods requirement. For PhD students, the Graduate School considers full-time enrollment to be 8-15 graded credits taken at 300 or above, excluding pass/fall and audit, during the fall and spring semesters, and 4-12 credits during the summer term. PhD candidates (Dissertators) are considered full-time at 3 credits. All current students are expected to enroll and participate in URPL 932 each spring semester.

Students select courses based on their prior graduate training (students are not admitted to the PhD without a master's in planning or a closely related degree) and in consultation with their faculty advisor.

Students elect to undertake preliminary examinations when they, in consultation with their faculty advisor, believe they have undertaken adequate preparation, within the constraint that both preliminary examinations are to be taken and passed within five (5) semesters of beginning the program.

### 1.6 Program Statistics

Statistics about the PhD URPL Program can be viewed here: https://viz.wisc.edu/views/GraduateProgramProfiles-CompletionDegrees/Degrees?%3Aembed=y&%3Aiid=1&%3AisGuestRedirectFromVizportal=y&Select%20Academic%20Plan%20(Universal%20Filter)=Urban%20and%20Regional%20Planning%20PHD&Select%20Named%20Option%20(Universal%20Filter)=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 that relate to the PhD URPL program. The committee members are appointed to the committees at the beginning of each academic year by the Department Chair. The members of the committees may (and often do) change year to year.

**PhD Program Committee** is fully responsible for administering the PhD program, including screening applicants, identifying potential academic sponsors, and admitting new students; administering the preliminary examinations; keeping track of all information on doctoral students; hearing requests for policy exceptions; monitoring the content and requirements of the department's PhD program and recommending modifications when appropriate; and administering the department's PhD minor. PhD Program 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 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 oversee implementation of annual climate surveys for students and for faculty/staff; review of department inclusion and equity issues (such as participation in governance); help to identify professional development opportunities regarding climate; help 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 facilities 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, 608-263-7301). 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/

### 1.8.3 Faculty/Instructional Staff

PhD URPL faculty have their tenure homes in the Department of Planning and Landscape Architecture. Program faculty teach courses relevant to the program and serve as advisors to students. See Advising section 4 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 PhD URPL 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 DPLA website at https://dpla.wisc.edu/facstaff/faculty.

### 1.9 Planning Profession

Reference Program Overview section 1.4 of the handbook for more information on the practice and profession of planning.

PhD URPL students are encouraged to join the Student Membership Program of the American Planning Association (APA, https://planning.org/). The Graduate Coordinator will facilitate this process for students prior to orientation. *Students are eligible for **free student membership** for the duration of their studies as full- or part-time,*

*actively enrolled or matriculated graduate students in a planning degree program.* This includes membership in APA, WI local chapter, and up to five divisions focused on planning specialties or special populations.

APA provides student members with everything they need to launch rewarding careers including:

- ☐ Career guidance
- ☐ Opportunities to distinguish yourself and showcase your work
- ☐ Leadership positions designed for students and young planners
- ☐ Tools to build real-world planning and professional skills
- ☐ Connections to mentors, future employers, and leaders in the planning profession
- ☐ Opportunities to assist communities in need
- ☐ Must-read professional publications
- ☐ Access to the latest industry research, conferences, and events
- ☐ A path to professional certification by the American Institute of Certified Planners

For more information about planning and choosing the profession, reference the American Planning Association's (APA) Career Center at https://www.planning.org/choosingplanning/.

The Association of Collegiate Schools of Planning (ACSP) is the professional community for planning academics. PhD students should discuss participation in ACSP events with their advisors. ACSP hosts annual conferences and publishes the Journal of Planning Education and Research (JPER). More at https://www.acsp.org

See also Student Engagement in the Profession section 11.4.

# 2. ADMISSIONS AND ENROLLMENT

### 2.1 Admissions Requirements

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

To be admitted to the PhD program a student must have a Master's degree in planning or an acceptable substitute. Acceptable substitutes are graduate degrees in planning-related fields combined with evidence of substantial planning-related knowledge.

Students with a Master's degree in a related field can be admitted with deficiencies. Such deficiencies and a timetable for their removal will be specified by the Department's PhD Program Committee at the time of admission.

Students are required to submit the scores of the Graduate Record Examination (GRE) as part of their application materials for review by the PhD Program Committee. Experience has shown that GRE scores are useful to the PhD Program Committee in making admissions decisions. Students with a master's degree from a graduate-level planning program or similar in the U.S. may waive the GRE requirement.

Prospective students whose native language is not English must also provide evidence of English language proficiency. A TOEFL score of 600 (paper-based) or above typically indicates an ability to successfully meet the written and spoken communication requirements of graduate level courses, the Department's preliminary examinations, and the dissertation.

Since planning is a professional field, the Department expects that each student will ordinarily have completed at least one year of full-time professional planning or planning-related practice prior to admission to the program. The purpose of this requirement is to enable the students to develop advanced programs which meaningfully link planning theory and practice. In exceptional cases, students may be admitted to the PhD program without exposure to professional practice, with the provision that this deficiency will be removed as prescribed in section 3.1 Requirements for Advancement to PhD Candidacy (ABD Status).

Before an applicant can be admitted to study, they must be sponsored by a member of the regular URPL faculty. A faculty member interested in this role informs the PhD Program Committee of their willingness to work closely with the student in the conduct of their PhD program during the review process of an application. (A student may actively solicit faculty sponsorship; in addition, the PhD Program Committee independently identifies possible faculty sponsors as part of the review process.) The basis for this working relationship lies in a mutuality of research interests. If a faculty sponsor cannot be found for an otherwise qualified applicant, such applicant will be so informed and will not be admitted to the program.

It should be understood that in some circumstances – changes in interests, faculty retirements or departures, or other reasons – a tutorial relationship may be rendered unworkable. If this should occur, the student takes the initiative to find a replacement. In addition, every effort will be made by the PhD Program Committee to help the student find a satisfactory replacement for the original advisor among the members of the Department. If,

however, a new sponsor cannot be found for a student, the student will be required to leave the program.

### 2.1.1 Application Forms and Process

Application for admission to the PLA Department consists of the following material:

- ☐ Application form which covers basic personal information;
- ☐ Official transcripts of all undergraduate and graduate work (to the Graduate School);
- ☐ The results from a recent Graduate Record Exam (GRE);
- ☐ Statement of Purpose. This should be a thoughtful, reflective one- or two-page statement discussing why the student wishes to go into planning;
- ☐ Three letters of reference from people who know the candidate's academic or professional work; and
- ☐ Application fee. See Graduate School website for current fee at https://grad.wisc.edu/apply/.

### 2.1.2 Fall Semester Admission Deadlines

Applicants who wish to be included in the University's fellowship competition must have their completed application to the Department by December 1. The application deadline for all applicants is March 1. Those who wish to be considered for scholarship support is February 1. Late applicants will be reviewed on a space available basis. Applicants who meet the February 1 deadline will be notified no later than March 15.

### 2.1.3 Spring Semester Admission Deadlines

Applications for commencement of full-time graduate study in the Spring semester shall be made by October 15. Applicants will be notified no later than November 15.

### 2.2 Enrollment Requirements

At UW–Madison, all graduate degrees are subject to the requirements of the Graduate School, and the Graduate School has minimum requirements for enrollment each semester. All 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/.

**Continuous Enrollment**

Graduate School policy on Continuous Enrollment may be found at https://grad.wisc.edu/documents/continuous-enrollment-requirement/.

**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/
https://registrar.wisc.edu/residence/

**Transfer of Graduate Work from Other Institutions**

Graduate School policy on Transfer of Graduate Work from Other Institutions may be found at https://grad.wisc.edu/documents/transfer-of-graduate-work-from-other-institutions/

# 3. PHD DEGREE REQUIREMENTS

Completing the PhD degree requires advancing to candidacy (becoming a dissertator) and completing and depositing the dissertation.

**3.1 Requirements for Advancing to PhD Candidacy (aka ABD or Dissertator Status):**
There are two sets of requirements that must be met for advancement to PhD candidacy – those of the Graduate School and those of the Department.

The Graduate School requirements are outlined in the Graduate School Guide, and on the website at https://grad.wisc.edu/documents/preliminary-examinations/.

The Departmental requirements to be met for advancement to PhD candidacy are:

**3.1.0 Pre-Dissertator/Advisory Committee**
**3.1.1 Professional Practice Requirement**
**3.1.2 Minor Field Requirement**
**3.1.3 Required Coursework**
**3.1.4 Preliminary Examinations**
**3.1.5 Prelim Warrant**

This set of requirements is administered by the Department's PhD Program Committee. The order in which the requirements are met is likely to vary for each student in the program.

**3.1.0 Preliminary II Advisory Committee**
Each doctoral student will be required to appoint a three-member advisory committee before the end of the student's Third semester in the program. This Preliminary II Advisory committee will help the student prepare for the Preliminary II exam as well as administer this exam. At least two of these members must be regular or affiliate URPL faculty. The committee membership shall be conveyed to the PhD Program Committee, and this information will be placed in the student's file. This Committee ceases to exist when the Student's PhD Committee is designated (see section 3.2.1 Designation of the Student's PhD Committee).

**3.1.1 Professional Practice Requirement**
The Department expects that students will meet this requirement by completing a minimum of one year of full-time professional planning or planning-related work experience prior to admission to the program. Satisfaction of this requirement will be determined by PhD Program Committee and recorded upon admission. In exceptional circumstances the PhD Program Committee may admit an applicant who has not fulfilled the practice requirement. In such cases the student's advisor must within one year of initiation of the student's program submit a proposal to the PhD Program Committee stating how and when the professional practice requirement will be met. In general, this requirement should be satisfied before a student starts working on the dissertation. This proposal is subject to the approval of the PhD Program Committee.

### 3.1.2 Minor Field Requirement

Because of the interdisciplinary nature of planning, the Department requires all PhD candidates to fulfill the requirements of a minor field. The purpose of the Minor Field requirement is to supplement and support the student's program of study in the major field. There are two options that can be pursued for the minor. Option A requires a minimum of 9 credits in a single department/major field of study. Selection of this option requires the approval of the minor department under the guidelines of that department and on forms developed for that purpose by the selected department. Option B requires a minimum of 9 credits in one or more departments and can include course work in URPL. Selection of this option requires the approval of the Department's PhD Program Committee. Forms for the filing of Option B minors are available from the PhD Program Committee.

PhD students and their advisors are responsible for filing copies of executed minor agreements with the PhD Program Committee. The minor field requirement **must** be satisfied prior to filing the warrant for the Preliminary Examination.

### 3.1.3 Required Coursework

The PhD Program follows Graduate School policy on minimum credit requirements, residency requirements, and graduate-level degree requirements. Please refer to https://grad.wisc.edu/academic-policies/ for details. In addition to completing courses for their PhD minor, students in the program are also expected to participate each spring in the PhD Seminar Course, complete 3 courses exploring structure and processes of cities and regions, and completed at least 9 credits of courses addressing research design and methods.

*Spring Semester PhD Seminar Course:*

Barring occasional conflicts, all students in the URPL PhD Program are expected to participate in the PhD Research Seminar each Spring semester. The course (URPL 932 for 1 credit) provides a forum for sharing student research, explores material relevant to the PhD program, and supports a learning community around the theory and practice that underlie varied doctoral research interests.

*Courses About Structure and Processes of Cities and Regions:*

All doctoral students are required to complete three courses (9 credits) on the structure and processes of cities and regions. These courses shall cover the nature of urban and regional development processes over time and the impact of urban and regional development on the social, economic, environmental, institutional, and physical structure of cities and regions. They should also cover the response of federal, state, and local governments to the issues and problems generated by such development and the planner's role in developing public policy and programs to deal with those problems and issues.

Courses satisfying the requirement for this component of doctoral studies must be approved by the student's PhD advisor and then by the PhD Program Committee and shall be recorded on a form provided by the Committee. Courses satisfying this requirement shall be drawn from a list provided by the PhD Program Committee. Courses not on this list may be submitted for approval to the PhD Program Committee by the student and the advisor. The list as approved can be found in Appendix *I.* The minimum average GPA in courses satisfying this requirement shall be 3.5. If a student does not achieve this GPA in the three courses they identify,

they may continue to take courses (within the general departmental PhD program policies of how long a student may be a pre-dissertator) from the list provided until they have three (3) courses where their average GPA is 3.5.

*Courses for Research Design and Methods:*
Research design includes problem identification, hypothesis generation, logic development, typologies of sampling design, and major issues and concepts encountered in conducting inferential research. Research methods span the array of quantitative and qualitative approaches to gathering data and information necessary to implement a research design. Students are expected to undertake course work on both research design and for specific methods of analysis in support of their dissertation research. Such methods could include systems methods and modeling, decision analysis, risk analysis, survey research, qualitative methods, quantitative method applications in sociologic or economic analysis, as well as analytical techniques particular to specific substantive areas.

Students are required to complete 9 credits of research design and methods coursework. Requirements include at least one course in research design and at least one course in quantitative research methods. Courses should be relevant to a student's research interests and selected conjunction with a faculty advisor. A list of UW-Madison courses is maintained by the PhD Committee. The minimum average GPA in courses satisfying this requirement shall be 3.5. If a student does not achieve this GPA in the three courses they identify, they may continue to take courses (within the general departmental PhD program policies of how long a student may be a pre-dissertator) from the list provided until they have three (3) courses where their average GPA is 3.5.

All coursework must be taken and successfully completed within a student's first five semesters (i.e., two and one-half academic years) in the PhD program. This coursework requirement must be met before the student is advanced to candidacy (awarded dissertator, ABD, status).

Requests for transfer credit should be submitted to the PhD Committee for evaluation.

*Annual Written Assessment on Progress to Degree:*
For the 2024-25 academic year, the Graduate School implemented a new policy requiring annual written feedback for all PhD students. While this policy focuses on academic progress, L&S is also interested in a holistic approach to setting expectations and providing feedback across the broad graduate student experience.

The Department requires PhD students to complete two forms and discuss/revise them with their advisor(s). Both forms are submitted and archived annually with the program chair and academic advisor by May 31st.

Process for student annual reporting:

1. Create or update the student's information in the PhD program Plan of Study Form found here: https://dpla.wisc.edu/wp-content/uploads/sites/1021/2022/04/PhD-plan_of_study.pdf
2. Complete the Annual PhD Student Progress form found here: https://dpla.wisc.edu/wp-content/uploads/sites/1021/2025/08/PhD-URPL-Annual-Update-Form.docx

3. Discuss both forms with their advisors and revise as needed
4. E-mail the final completed forms to program chair and academic advisor, with copies to your advisors.

### 3.1.4 Preliminary Examinations

The Department administers two preliminary field examinations. The purpose of the preliminary examinations is to satisfy the Department that the student (1) is sufficiently knowledgeable about the central theoretical and methodological perspectives common to the field of planning, (2) can read, understand, and review the academic literature of planning and related fields, and (3) is prepared to design and conduct research to complete the dissertation. Preliminary examinations will be written and must be typed. An examining committee may also, at its discretion, ask for an additional written clarification or and oral follow-up to a written examination.

A student whose native language is not English may choose to retain an editor to edit their written preliminary exam for grammar only (not for substantive content or writing style purposes). If the student chooses this course, they will submit two versions of the written exam paper to the Department Administrator (or their designee) on the date the exam is due: (1) an edited copy clearly showing the proofreader's marks on the student's own written exam, and (2) a final version that incorporates the proofreader's edits into the text of the written exam paper.

The preliminary examination is conducted by requiring students to prepare two papers.

1. **The focus of Paper I concerns Planning Theory** and its Relationship to Planning Practice. Material covered in this paper focuses on planning history, theory, justification, and critique. It also covers planning practice including, ethics, institutions, styles & modes, disputes & resolution approaches, and political contexts. The basic material dealt with in Paper I is sufficiently covered in the Urban and Regional Planning M.S. core course URPL 781–Planning Thought and Practice. Taking this course is strongly recommended, but not required. In addition, students are expected to undertake course work on specific theories and practical applications in support of their dissertation research. A file of past questions is available for student review in the departmental office. However, student answers to previous examinations are not public information.

   Students can find the prelim I reading list here: https://dpla.wisc.edu/academics/graduate-programs/phd-urban-and-regional-planning/

   The department (through the PhD Program Committee) will appoint a 3-person Theory Exam Committee whose members would be known to student. Passing the exam requires a 2/3 majority of the committee. The student's advisor may serve on the exam committee. Instead of a fixed exam period, students will develop their essay over time and be expected to complete their theory examination no later than the beginning of their 4$^{th}$ semester in the program; if an initial submission does not meet expectations, students would need to address comments and suggestions from the Theory Exam Committee until 2/3 of the committee deems the exam a pass.

Students shall inform the PhD Program Committee via email 8-10 weeks before they intend to begin the exam. The PhD Program Committee Chair will convene a Theory Exam Committee to meet with the student and begin the process.

2. The **focus and title of Paper II is Research Specialization**. Its intent is to assist students in focusing on their proposed research, and to test them in their knowledge of the substantive literature and methodological approaches that comprise their proposed research area.

   Prior to taking this examination, a student is required to prepare and have approved an annotated bibliography about the examination. The intent of this bibliography is to identify the key literature in the student's proposed field of research (additional specifications on the bibliography may be provided by the student's pre-dissertation/advisory committee; see Pre-Dissertator/Advisory Committee in section 3.1. The Journal of Planning Literature and the Council of Planning Librarians provide one set of models for the construction of such a bibliography. The approval of this bibliography must be by the student's pre-dissertator/advisory committee. Notice of this approval must be provided by the student's advisor to the PhD Program Committee.

   The student's pre-dissertator or advisory committee will select the exam questions(s) for the student. The pre-dissertator/advisory committee will evaluate the student's exam. The time allowed for the Examination shall be one week (7 days). The period of the academic year a student takes this examination shall be negotiated between the student and their pre-dissertator/advisory committee. This examination will be graded as "high pass" "pass," or "fail." The grading decision of a Preliminary Examination Committee is a single consensus jury decision. If the committee cannot reach consensus, they must offer the opportunity for an oral follow-up to the exam. The student's advisor shall notify the PhD Program Committee of (a) when an examination is scheduled for a student, and (b) the outcome of an examination.

Each student must take and successfully complete both preliminary examinations within five regular semesters, i.e., two and one-half academic years of program entry (not counting summer sessions). Prelim I (Planning Theory) is expected to be completed before beginning of the 4th semester; Prelim II is expected to be completed within the first five semesters. Students may work together to prepare for preliminary exams, but once an exam begins, students may not discuss the exam with anyone else. Failure to successfully pass both preliminary exams by the end of the five regular semesters may lead to a student's termination from the program.

**3.1.5 Prelim Warrant – Advances to Dissertator Status**

When the student is within a semester of finishing 3.1.1., 3.1.2, and 3.1.3 in section 3.1 (Professional Practice Requirement, Minor Field Requirement, Required Coursework), they must request a warrant from the Graduate Coordinator by emailing the department's Graduate Coordinator. Warrants cannot be requested if the student has outstanding incompletes on record. This warrant remains in the student's file until the student completes the three aforementioned items in section 3.1, as well as 3.1.4 in section 3.1 (Preliminary Examinations). The warrant will be signed by the student's advisor (major professor) and by the appropriate members of PhD Program Committee. When all the requirements have been met, the

warrant is submitted to the Graduate School and the student is advanced to candidacy (achieves dissertator, ABD, status).

A signed and completed warrant submitted to the Graduate School is valid for five years; see https://policy.wisc.edu/library/UW-1221 for time limit policies. If a student fails to complete their dissertation within five years after the warrant is signed and submitted, the rules of the Graduate School allow for the possibility that this time can be extended upon appeal to the Graduate School.

URPL requires that should such a circumstance arise the student must prepare a memo to the PhD Program Committee a) clearly stating what the student requests in terms of time extension, b) providing a statement as to why and how the student's preliminary examinations should still be considered current, and c) providing any other relevant information (e.g. a CV or resume) demonstrating how the student has remained current in their field of study. This memo from the student should be supported by a memo from the student's PhD committee chair. If the request by the student is approved by the PhD Program Committee, the Committee will formally request the extension from the Graduate School on behalf of the student.

**3.2 The Dissertation**

PhD Candidates are required to maintain continuous registration (i.e., a minimum of three graduate level credits per semester directly related to their research and thesis topic, usually URPL 990, according to the Graduate School) from the time of their admission to candidacy until all degree requirements have been completed. A candidate who does not successfully complete a final dissertation defense five years after being advanced to candidacy (as explained in Section 3.1.5 Prelim Warrant above) is required to take the preliminary examinations again and be admitted to candidacy for a second time (n.b. this is a requirement of the Graduate School). Details about the formal requirements for preparation and filing of the dissertation are available from the Graduate School office.

**Find helpful Graduate School links below:**

Guide to Preparing Your Doctoral Dissertation & Graduate School Degree and Dissertator Eligibility Deadlines: https://grad.wisc.edu/current-students/doctoral-guide/

**3.2.1 Designation of the Student's PhD Committee**

Each student, with the assistance of their sponsor, shall establish a dissertation committee, of which the sponsor is the chairperson. The student is urged to do this while they are completing the minor and taking the preliminary examinations. Relatively early in the student's program, the dissertation committee should be consulted by the student – especially when planning future course work and developing the research proposal.

This committee will consist of a minimum of five members. At least two members (including the chairperson) must be regular faculty in the Urban and Regional Planning PhD Program. A third member must be either a regular faculty member or an affiliate faculty member of the Department. At least one member must represent a field outside the Department, preferably the minor field. The composition of the student's PhD Committee must also conform to requirements specified by the Graduate School.

At the time the committee is established, the student's advisor shall notify the PhD Program Committee of the committee's structure (names and departments of committee members). At any time after this committee has been established, the student may, if they wish, restructure the committee. To do so the student must file with the PhD Program Committee the appropriate form, giving the names and signatures of all members of the original and proposed committees.

The student will work closely with this committee to define their specific area of specialization and dissertation topic. The committee should also be consulted about coursework related both to the substantive area and methods appropriate to the dissertation. The dissertation committee will conduct an oral review and defense of both the dissertation proposal and the finished dissertation.

**3.2.2 Preparation and Defense of the Dissertation Proposal**

The dissertation proposal defines the nature of the student's dissertation research and must satisfy the members of the student's dissertation committee that the candidate can undertake original research appropriate to the field of urban and regional planning. At the discretion of the committee, the proposal defense can also be used to examine the student on a broader substantive area of planning from which the dissertation is being developed.

The dissertation proposal must describe:

1. The rationale for, and the specific aims of, the proposed research;
2. The basic assumptions on which the proposal is based and the hypotheses which are to be developed and/or tested (as this is appropriate, given the methodological structure of the dissertation);
3. The anticipated contribution of the study to the field; and
4. The general design of the research, including the procedures and methods to be used and the techniques to be applied to the analysis of research materials.

In general, the proposal should be prepared in a manner that would meet the submission requirements of extra-mural major research support sources, e.g., NSF, NIH, Ford Foundation, etc.

When the candidate passes the dissertation proposal defense, this fact is recorded on a Departmental form provided by the PhD Program Committee, with the committee members' signatures on it, and kept on file.

**3.2.3 Optional Language Requirement**

The Department does not require that students develop competency in a foreign language for advancement to candidacy. However, students whose dissertation research involves field work in a foreign country will in most instances be required to acquire reading and speaking fluency in the native or official languages of that country or countries.

**3.2.4 Dissertation Defense**

The dissertation document must meet the style and format requirements of the Graduate School, found here: https://grad.wisc.edu/current-students/doctoral-guide/#defend-and-deposit-your-dissertation.

A dissertation is submitted to the full dissertation committee, generally at least 4 weeks in advance of an oral presentation and defense. The oral examination covers the dissertation and may also cover the major and minor fields of study. It is administered by the student's full PhD Committee of five or more members. The time and place are negotiated by student with the members of their committee, though ultimately the responsibility for the time and place is with the major professor. The final oral defense of the dissertation is an open public examination – students, non-dissertation committee faculty, friends and family of the dissertator, and others *may* attend. However, attendance does not allow for participation in the dissertation examination process by anyone other than members of the student's PhD Committee. When the candidate passes the examination, which requires a majority vote of the Committee, this fact is recorded on a warrant provided by the Graduate School.

**3.3 Requirements for Completing PhD Minor in Urban and Regional Planning for Students in Other PhD Programs at UW–Madison**

The minor in the Urban and Regional Planning PhD Program shall consist of nine (9) credits of course work taken in the Department.

Courses shall be taken with those faculty who have some percent of budgeted appointment in the Department (so-called core faculty).

Courses taken shall be at the 600 level and above, excluding 699, and no more than three (3) credits of 999.

The student, in consultation with the Department's minor advisor (the PhD Program Committee Chair unless otherwise designated), shall select the nine (9) credits. To the extent possible, the student shall select a set of courses which give them a breadth of understanding of the theory and methods of the field of urban and regional planning, and which provide some depth in an area of urban and regional planning concentration. Students should consider consulting with a member of the faculty on the selection of these courses, and if possible, should secure a note of endorsement from said faculty member for their course selection.

The student shall execute a minor agreement (on a form to be provided by the PhD Program Committee) specifying the courses which the student will take. On completion of all the agreed-upon courses, the student's warrant will be signed by the Chair of the PhD Program Committee.

A 3.5 grade point average shall be required for minor certification. If a student does not achieve this GPA in the courses they identify, the student may, in consultation with the minor advisor, select additional courses, so that they complete courses where their average GPA is 3.5.

The PhD Program Committee shall review the merits of individual requests for the application of credits from other institutions toward a minor in the Urban and Regional Planning PhD Program. The total number of credits which may be accepted in this manner will not exceed three (3).

### 3.4 Academic Exceptions

Academic exceptions are considered on an individual case by case basis by the PhD Program Committee and should not be considered a precedent. See Committees in section 1.8.1. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances.

# 4. ADVISING

### 4.1 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. Students are encouraged to consult with their advisor about dissertation research early in their program. The advisor also serves as the Chair of the Pre-Dissertator/Advisory Committee and of the student's Dissertation Committee. The 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 PhD URPL 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.

### 4.2 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/), and the Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/academic-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).

### 4.3 Advisor Assignment

Students are admitted to the PhD URPL 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 may see their official advisor listed in MyUW. (The official advisor is entered in SIS by the graduate program coordinator.)

### 4.4 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/academic-policies/) for answers on various program-related questions.

# 5. 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 School 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 3.00 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/

### 5.1 Progress Appraisal and Support

By May 1 of each academic year, each student is required to submit to the PhD Program Committee a two-page statement on their accomplishment for the previous year and their work plans for the upcoming year. If deemed necessary, the Committee will conduct a meeting with the student and/or their advisor.

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.

### 5.2 Criteria for Satisfactory Progress in the PhD URPL Program

#### 5.2.1 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 "[s]tudents 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 Area of Concentration (other than research credits) be taken on a graded (i.e. not "satisfactory/unsatisfactory") basis.

In all Core Courses and all courses in a student's Area of Concentration, a minimum grade of BC is considered satisfactory. Grades of C or below in Core and Concentration courses may not be counted towards degree requirements but are still counted in the cumulative GPA. If a student receives a grade of C or below in a department required Core Course, the student must retake the course and achieve a satisfactory grade. In elective courses, a grade of C or above is considered satisfactory. Any course in which a student receives a grade of D or F may not be used to satisfy any department graduation requirements. However, these courses will still be counted in the cumulative GPA.

**5.2.2 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 MPC regardless of how long the incompletes have been on the student's record.

**5.2.3 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.

**5.2.4 Work Progress**

TIMETABLE FOR A PHD STUDENT IN URBAN AND REGIONAL PLANNING*

| **Requirements** | **Status** | **Duration** |
|---|---|---|
| 1) Satisfy professional practice requirement | Admission to the Program | |
| 2) Form Pre-Dissertator/Advisory Committee<br>3) Satisfy minor field requirements (Option A or B)<br>4) Complete required coursework<br>5) Complete the Graduate School minimum requirements<br>6) Pass preliminary exams I and II<br>File prelim warrant (signed by major professor & PhD Program Committee Chair) | Admission to Candidacy | Varies (max. 2.5 yrs) |
| 7)Form Dissertation Committee<br>8)Defend dissertation proposal<br>File departmental form (signed by dissertation committee)<br>9)Defend dissertation and deposit final copy with UW-Madison<br>File doctoral degree warrant (signed by dissertation committee)<br>10) PhD awarded | Dissertator | Varies (max. 5 yrs after prelims) |

*Note: The maximum time to complete the PhD is 7.5 years. Most URPL PhD students complete the PhD in 3 to 6 years. The Timetable and steps outlined are the "normal" or regular procedures for progress through the PhD program; variation is possible and does occur reflective of the educational and professional background of a student, and as a function of a student's educational goals and opportunities.

# 6. 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/.

**6.1 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 shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critiques, 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.

**Learn more about the American Institute of Certified Planners (AICP) Code of Ethics and Professional Conduct at https://www.planning.org/ethics/ethicscode/**

**6.2 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-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

**6.3 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 extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
6. preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. obstructing a university officer or employee engaged in the lawful performance of duties;
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
10. knowingly disrupting access to university computing resources or misusing university computing resources.

**Additional information regarding Non-Academic Misconduct**

Graduate School Academic Policies & Procedures > Misconduct, Non-Academic:
https://grad.wisc.edu/documents/misconduct-nonacademic/

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

### 6.4 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 8 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

# 7. 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.

**7.1 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. If a student is not making satisfactory progress regarding academic or conduct expectations, the advisor will consult with the URPL PhD Program Committee and Department Chair to determine if disciplinary action, probation, or dismissal is recommended. Students placed on probation will be placed on probation for one semester and will be reviewed by the Steering Committee following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester.

In the case of a required course in which the student earns a grade below a BC, the course must be repeated. Required courses may only be repeated once. Failure to receive a BC 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 conditions must apply for readmission and the student will be admitted only on a space available basis. See the Graduate School Academic Policies & Procedures > Readmission to Graduate School: https://grad.wisc.edu/documents/readmission/
- Suspension from the program. The suspensions may range from one semester to four years.
- Dismissal from the program

- Denial of a degree

**7.2 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

**7.3 Additional Information**

Links for additional information regarding Academic Misconduct:
https://grad.wisc.edu/documents/misconduct-academic/
https://conduct.students.wisc.edu/academic-integrity/
https://conduct.students.wisc.edu/academic-misconduct/reporting-academic-misconduct/
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/
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

# 8. GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

## 8.1 Grievance Procedures

### 8.1.1 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 to 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 8.2.3, 8.2.4, and 8.2.5). 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 Office of Equity and Diversity 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 below 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.**

### 8.1.2 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/

**8.1.3 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 Office of Equity and Diversity (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 8.1.1, as well as section 8.2.5.
- You may choose to seek informal resolution through the Grievance procedures detailed in section 8.1.1 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/mandatory-reporting/. Complaints filed through the UW–Madison Title IX coordinator may lead to an investigation and disciplinary action against the accused. 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 8.1.1 are Title IX responsible employees. For more information, please see the note at the end of section 8.1.1, as well as section 8.2.5.
- 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 – eao.wisc.edu [This resource provides confidential consultation]
    - Ombuds Office – 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.

**8.2 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).

**8.2.1 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/

**8.2.2 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.

### 8.2.3 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 Office of Student Conduct & Community Standards. 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/, or https://doso.students.wisc.edu/report-an-issue/sexual-assault-dating-and-domestic-violence/, or https://www.uhs.wisc.edu/survivor-services/.

### 8.2.4 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://youthsafety.wisc.edu/report-child-abuse/

### 8.2.5 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/.

### 8.2.6 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/

## 8.3 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://kb.wisc.edu/ohr/policies/page.php?id=53039) for assistance in meeting this responsibility.

# 9. FUNDING AND FINANCIAL INFORMATION

### 9.1 Overview: Funding Landscape

Unless offered as a condition of program admittance, funding is not guaranteed for students in the PhD URPL Program. Planning 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), PhD URPL (scholarships and fellowships), and national organizations (such as the American Planning Association). Students should consult the websites for PLA, the Graduate School, the Office of Student Financial Aid, and national organizations such as the American Planning Association 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 graduate admissions coordinator for deadlines for Graduate School and Department administered scholarships and fellowships. The Department's PhD 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.

### 9.2 Program Scholarships

The PhD URPL Program also offers several small scholarships. Application information for the scholarships will be sent to current students only. The scholarships include:

**Richard B. Andrews Scholarship.** This scholarship was established in memory of Emeritus Professor Richard Andrews. Professor Andrews was a nationally known urban and regional planner who retired in 1981. He held appointments in the Department of Urban & Regional Planning and the Department of Real Estate and Urban Land Economics in the UW School of Business. The scholarship award goes to an outstanding student in need of financial support.

**Born Environmental Scholarship.** This fund, established in honor of Emeritus Professor Stephen Born, is used to support graduate students in Urban and Regional Planning and Environmental Studies doing work related to water and environmental planning and policy scholarly activity, and participating in civic engagement with conservation organizations in Wisconsin, the United States and internationally.

**Jerome Kaufman Scholarship.** This fund was established by the Department in honor of Emeritus Professor Jerry Kaufman upon his retirement. The fund is intended to support scholarships for graduate student study in urban and regional planning in issues related to older American cities, food systems, and social justice and equity.

**Loula D. Lasker Scholarship.** This scholarship is intended to support an outstanding student in need of financial support.

The PhD Program Committee shall determine eligibility for Departmental scholarships and fellowships.

### 9.3 Program Fellowship

**URPL Dissertation Fellowship**

The URPL Dissertation Excellence Fellowship is intended to advance graduate study in the field of Planning. This competitive award provides funding to resident doctoral candidates for conducting dissertation research leading to the successful completion of the Ph.D. in Urban and Regional Planning at the University of Wisconsin–Madison.

Find more information at https://dpla.wisc.edu/sites/dpla.wisc.edu/files/inline-files/10URPLDissertationFellowshipfinal.pdf.

### 9.4 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:

#### 9.4.1 University Fellowships

Students intending to pursue a PhD 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.

#### 9.4.2 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 should indicate this on the admission application form.

**9.5 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).

The American Planning Association and many of the divisions within the APA offer scholarships and fellowships targeted at planning students. The APA also has information about scholarships and fellowships offered by other planning-related organizations.

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 on 9-12 months between the time you start your search and the time you may receive funding.

Once you find a fellowship, scholarship, or award to which you want to apply, consider contacting the Writing Center (http://www.writing.wisc.edu). 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.

### 9.6 Work Study, Loans, and Grants

Planning 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 who's 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.

### 9.7 Employment

#### 9.7.1 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 the Planning Department and are encouraged to apply for assistantships offered by other academic departments and the UW-Extension.

If you have a graduate assistantship with DPLA 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 on a monthly basis 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 33.3% or higher (approximately 13 hrs/week) receive remission of their full tuition (in- and out-of-state, as applicable). Students with these appointments are still responsible for paying segregated fees.
- TAs, PAs, RAs, and Lecturers (Student Assistants) with appointments of 33.3% or higher (approximately 13 hrs/week) for at least the length of a semester are eligible to enroll in a health insurance program. Information about health insurance options can be found at http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx
- Current monthly premiums can be found at http://uwservice.wisc.edu/premiums/index.php#sgh.

- Questions about health insurance can be directed to Tori Cooper, the 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/

**Graduate Assistantship Stipend Minimums**
View assistantship stipend rates here: https://grad.wisc.edu/funding/graduate-assistantships/

**9.7.2 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 planning or related part-time employment. Many students can find planning-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 planning 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 DPLA.

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., URPL, Nelson Institute for Environmental Studies, Extension, Campus Planning)
Various local planning departments (e.g., Madison, Monona, Middleton, Dane County)
Various non-profit organizations
Private business (e.g., developers, utilities)
Local and national consultants
Some of these planning 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 planning-related employment suggested above, students will find the normal part-time employment opportunities available in a typical midsized 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/).

**9.8 International Students**
International students should confirm their eligibility for funding opportunities with UW–Madison's International Student Services (ISS) (https://iss.wisc.edu/). Int'l 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.

# 10. 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.

**10.1 Wisconsin Student Planning Association (WSPA)** The Wisconsin Student Planning Association (WSPA) is a social and professional organization run by and for UW–Madison planning students. WSPA organizes social events and service opportunities for students, coordinates career networking opportunities, and works with department faculty to make sure the student voice is represented in department operations. The WSPA Advisor is listed in Staff section 1.8.2.

Anyone is invited to attend WSPA meetings, which are held regularly during the fall and spring semesters to discuss faculty and curriculum issues, plan social events, and host guest speakers and career development workshops. WSPA also delivers a weekly email update to keep students apprised of events, announcements, job opportunities, and the latest in planning news.

WSPA officers are listed on the DPLA website at https://dpla.wisc.edu/wisconsin-student-planning-association/. If you have any questions relating to WSPA, department-student relations, or student life in general, please contact the appropriate representative. For more information on WSPA and its events, connect with WSPA at https://dpla.wisc.edu/wisconsin-student-planning-association/.

See also the Professional Development and Career Planning section 11.

**10.2 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/

**10.3 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** website, https://soli.wisc.edu/, and visit the Registered Student Organization directory. See also https://win.wisc.edu/. 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 in, 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.

**10.4 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 DPLA website: https://dpla.wisc.edu/wisconsin-idea/.

# 11. 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 in our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW–Madison and to thrive professionally in your chosen career.

Beyond traditional academic careers, many PhD URPL graduates pursue non-academic careers in consulting, government, and non-profit work. See the URPL PhD Alumni list at https://dpla.wisc.edu/career/alumni/phd. PLA helps students prepare to enter the job market in several ways. Strategies include: 1) routinely soliciting announcements of available jobs and internships with URPL program alumni, professional planners, 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 URPL program draws upon our alumni, partnerships with local planners, 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 Alumni Relations Council (ARC). ARC works on initiatives aimed toward bolstering career placement among our current student body.

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

### 11.1 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 PhD URPL Program. Learn about SuccessWorks here: https://careers.ls.wisc.edu/.

### 11.2 Meetings and Conferences

An important part of the professional development of a 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/.

Further along in their PhD studies, students are encouraged to attend an Association of Collegiate Schools of Planning (ACSP) annual conference. Students should consult with their advisor and the PhD Program Committee Chair.

**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.

### 11.3 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 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) https://at.doit.wisc.edu/training/software-training-for-students/
- 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/

**11.4 Student Engagement in the Profession**

Students have numerous opportunities to engage in the planning profession. Guest speakers in classes, adjunct instructors for courses, city and campus events, internships and part-time jobs in planning agencies all provide ways for students to interact with professional planners. The Wisconsin Chapter of the American Planning Association (APA-WI), the statewide organization of professional planners, includes a student representative from the URPL program on its governing body. Students can present their work at the annual state planning conference sponsored by APA-WI and the National Planning Conference sponsored by the American Planning Association (APA). Students can also participate in other APA and APA-WI sponsored events throughout the year. These events often include networking opportunities for students with professional planners. APA-WI provides annual financial support to the Wisconsin Student Planning Association (WSPA).

# 12. 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/mental-health/).

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.

**12.1 Securing Health Insurance Coverage**

Graduate students who hold an appointment as an assistant of 33.3% 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 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.

**12.2 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

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

**12.3 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 (https://myuhs.uhs.wisc.edu/login_dualauthentication.aspx) 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 and 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: 608-263-5701.

**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.

# 13. GETTING STARTED

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

Most importantly:

**13.1 Activate your NetID**

You will need your NetID and password to access the My UW–Madison portal at 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.

**13.2 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.

**13.3 Enroll in Classes**

Upon completion of the admissions cycle, incoming PhD URPL 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. See also section 4 Advising in this handbook.

The Office of the Registrar website is a super helpful resource. The RO offers demos and tutorials on enrollment tools and more at https://registrar.wisc.edu/enrollmentoverview/.

**13.4 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 Transportation Services website for more information on Madison Metro bus services: https://transportation.wisc.edu/commuter-solutions/bus/student-bus-pass-program/. Students must pre-order their bus passes and bring your UW Photo ID card to pick them up
Prerequisite: You must be enrolled.

**13.5 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/

**13.6 Attend Program Orientation Events**

The Graduate Coordinator will send communications about PLA and PhD URPL Program orientation and welcome events.

### 13.7 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. 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-phdurpl@lists.wisc.edu). PLA also hosts MS URPL and MSLA listservs (pla-msurpl@lists.wisc.edu, pla-msla@lists.wisc.edu), in addition to 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 Music Hall**
PLA students can check out keys for building spaces (e.g., main/outdoor, lab, etc.) with Dani Langston, the department's Administrative Assistant. See Staff section 1.8.2 for contact information. Students will be required to submit a $25 deposit (in total, not per key) to Dani 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.

**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.

**Student Space in Music Hall**
There is a lounge in Music Hall (Room 110) which can also be used as a study space.

See section 15 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.ssc.wisc.edu/sscc_jsp/account/lab/

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.

# 14. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

### 14.1 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.

### 14.2 Student Visas

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

### 14.3 Documents Required of New International Students

Many students are admitted with the 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.

### 14.4 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.

### 14.5 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/

# 15. POLICIES + PROCEDURES FOR INFORMATION TECHNOLOGY (IT), INSTRUCTIONAL LABS, AND STUDIO SPACES

The Music Hall office (Rooms 110 and 112 Music Hall) 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 Music Hall section 13.7.

**Music Hall, Computer Lab (Rm 109)**

The computer lab will be open to PLA faculty, staff, visiting scholars, students and students taking classes offered in PLA between 8 am to 4:30 pm Monday through Friday unless the lab has been reserved for 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 Majiedah Pasha for a refundable deposit of $25 in cash. See Access to Music Hall section 13.7. 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 & Safetey 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 https://dpla.wisc.edu/ 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, find 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 Music Hall lab**, the release station is on workstation #10 (the PC facing the aisle) and in the **Environmental Health & Safety Building**, it is in the print/copy room 250.

Costs are as follows:
$0.03 per page Letter size Black & White
$0.20 per page Letter size Color laser
(double that for Tabloid or duplex)
$1.00/square foot for Plots

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, Papercut. 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 (#10) 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.

## 16. 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.

## Appendix 1 – Coursework Satisfying Requirement for Structure and Processes of Cities and Regions

| | |
|---|---|
| GEOG/URPL 505 | Urban spatial patterns and geography |
| ECON 475 | Economics of growth |
| ECON 712 | Economic Theory – Macroeconomics sequence I |
| REULE/ECON 420 | Urban and regional economics |
| REULE 720 | Urban economics |
| REULE 978 | Seminar in urban land economics |
| AAE 731 | Macroeconomics of agricultural development |
| AAE 520 | Community Economics |
| URPL/ECON/PUB AFFR 734 | Regional economic problem analysis |
| URPL 751 | Introduction to financial planning |
| URPL 731 | Regional planning |
| PUB AFFR 873 | Introduction to policy analysis |
| PUB AFFR 874 | Policy making process |

## Appendix 2 – Forms/Filings Required for the PhD Program

1. Notice of fulfillment of professional practice requirement
2. Designation of Pre-Dissertator/Advisory Committee
3. Completion of minor field
    a. Proposal for, for Option B
4. Required coursework
    a. Proposal for
    b. Completion of
5. Completion of Preliminary Examination II
    a. Annotated bibliography
    b. Examination
6. Structure of Student's Ph.D. Committee
7. Passage of Ph.D. Proposal Defense