



# Endocrinology and Reproductive Physiology Training Program (MS and PhD)

## **Program Handbook**

2023-2024

School of Medicine and Public Health, [Biomedical Graduate Program Consortium](#)

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the Endocrinology and Reproductive Physiology Training Program.

Last updated: September 25, 2023

# Welcome

On behalf of our faculty, staff, current students, and alumni, welcome to the **Endocrinology and Reproductive Physiology (ERP)** Training Program! We want your time at the University of Wisconsin to be more than a series of techniques you learn in the lab, or information you learn in class—we want you to grow in confidence, leadership, and to develop the skills to be an independent scientist and a good ambassador of science to the community at large.

The ERP program at UW-Madison was formally organized in 1959. We are an interdisciplinary endocrine program with an additional longstanding focus on reproduction.

ERP believes science is for all. No matter how you identify, we are confident in your ability to contribute to our program's research and teaching. We are thrilled to have you in the program and hope to provide you with the resources you will need to have a productive and successful time in graduate school.

**Note:** This handbook revision was substantial. **We welcome your feedback.** The ERP Office will formally consult with ERP Student Committee and Steering Committee in the Fall 2023 semester to consider the need for revisions, if any. In the meantime, ERP students, faculty, and staff are invited to share feedback via this [UW Google Form](#). *(For Google Form permissions issues, close all personal Google apps on your device and log in to UW Google Apps via MyUW using NetID and Duo multi-factor authentication.)*

## Your Health

Mental, emotional, and physical well-being are critical for happy, healthy, and successful training experiences. We recognize that academic and non-academic factors can interfere with your learning. If you are struggling, for whatever reason, please schedule a time to chat. Your well-being is important to us. We are here to listen and provide resources: <https://erp.wisc.edu/contact/>.

Our campus and community have abundant wellness resources for students, including mental health services, most of which are free of charge.

The [Dean of Students Office](#) connects students who are navigating personal, academic, or health issues to supportive resources. <https://doso.students.wisc.edu/> 608-263-5700

[University Health Services](#) (UHS) is an important resource for mental, as well as physical, health services...see more below.

The [McBurney Disability Resource Center](#) is the office for students with disabilities and classroom and laboratory accommodations on the UW-Madison campus. As part of the student accommodation process, the center works collaboratively with students, classroom instructors and research advisors to provide and support effective student accommodations. As a part of the Division of Student Affairs, the McBurney Center creates an inclusive campus environment allowing students to engage, explore, and participate in the Wisconsin Idea. Please contact the McBurney center upon your arrival on campus, or at any time thereafter, to explore accommodations to maximize your learning: <https://mcburney.wisc.edu/> 608-263-2741.

### *Healthcare Options through the University of Wisconsin:*

University Health Services (UHS)  
333 East Campus Mall  
608-265-5600 (option 1, after-hours nurse; option 9, 24-hour mental health crisis line)  
<https://www.uhs.wisc.edu/>

All enrolled students who have paid segregated fees are eligible for University Health Services, which includes personal health and wellness services and medical services. There is no charge to students for many basic services including counseling sessions.

Prescription medications, emergency room visits, and hospitalization are \*not\* included in UHS benefits and supplemental insurance is recommended for all students and is required for international students. (See next page for guidance on securing supplemental health insurance coverage.)

### *Securing Health Insurance Coverage:*

The **UHS Student Health Insurance Plan (SHIP)** is an excellent option for many students. Contact the SHIP office at 608-265-5232 or <https://www.uhs.wisc.edu/ship/> for more information.

Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond University Health Services. See next section “Your Benefits”.

## **Your Benefits**

(refer also to the **Funding & Employment** section of this document)

Some benefits are a function of segregated fees, and are available to all students. Examples include: University Health Services (UHS) (described above) and a free City of Madison Metro Bus Pass: <https://asm.wisc.edu/buspass/>

Graduate students who hold an appointment as a **graduate assistant of 33.33% or more or who have a fellowship** may be eligible for health insurance and other employee benefits. Your appointment letter contains a wealth of information about these benefits and the contact people who administer them. Per UW policy, only benefits coordinators are able to provide advice on payroll and/or benefits.

Contact the staff benefits and payroll coordinator in the unit where you have been hired (*refer to your appointment letter*) to select one of several health care plans within 30 days of your hire date. Note: the enrollment window is strictly enforced, and options for adding health care after 30 days of the hire date are very limited.

The University’s Office of Human Resources holds group and drop/walk-in hours for incoming graduate students throughout August and September. Benefits coordinators can meet at any time to discuss benefits questions. *Your appointment letter specifies your contact person.*

Employee Health Insurance Benefits: [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)

Payroll Information: <https://hr.wisc.edu/pay>

Leave Benefits (Vacation, Sick Leave): <https://hr.wisc.edu/policies/gapp/#leave-benefits>  
*Refer to this link for detailed guidance on sick leave, vacation, and other leave policies. The scheduling of vacation is subject to the approval of the supervisor.*

Transportation and Parking: <http://transportation.wisc.edu>

Disability Accommodations: <https://employeedisabilities.wisc.edu>

SMPH Divisional Disability Representative: [smph-accommodation@med.wisc.edu](mailto:smph-accommodation@med.wisc.edu)

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# Navigating Policy and Resources at UW-Madison

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



[ERP Program Handbook](#)  
[Graduate Guide](#)  
[Graduate School AP&P](#)  
[UW-Madison Policy Library](#)  
[Graduate Student Life](#)  
[Graduate School at UW-Madison](#)

## How to Use This Handbook

This handbook was created for you, a trainee of the Endocrinology and Reproductive Physiology Training Program. The handbook's purpose is to centralize and advertise resources that will contribute to your success during graduate training. One goal of the handbook is to provide you with information about how the graduate program is structured and to define people who can provide information as you navigate through your degree process. The handbook will also serve as a reference for procedures related to graduate education, milestones and requirements for MS and PhD degrees and program expectations. **Note that Appendix 3 highlights content of particular interest to ERP Faculty Trainers.**

**EXPECTATIONS:** ERP students are expected to read this handbook and be familiar with procedures, requirements and expectations listed within the handbook. **Students, not advisors, are expected to initiate certain activities, like conversations about Advising Compacts, committee formation and committee meetings, as well as scheduling annual one-on-one meetings with their faculty advisor for Annual Progress Reporting (due August 1st each year).** Students are expected to know program expectations as listed in this handbook and seek assistance from ERP program staff as needed.

Degrees and course requirements may change over time. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook. The information in this handbook should also be supplemented by individual consultation with your advisor, committee, and the ERP Program Staff so that individual needs/interests and all degree requirements are met. Additional information is available via the [Program Documents link](#) under the Current Students tab of ERP's website (<https://erp.wisc.edu>). Students may also wish to consult the Graduate School's website, *Guide*, and other official resources described in the graphic above.

## Who to Contact for Questions

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

### **Graduate Program Manager**

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

## Director of Graduate Studies

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

Names and contact information of ERP's Graduate Program Manager, Director of Graduate Studies, Associate Director of Graduate Studies, and Grievance Advisor can be found on ERP's page in the *Graduate Guide* ([guide.wisc.edu/graduate](https://guide.wisc.edu/graduate)). Simply navigate to the "Major/Degree" tab, scroll down to select the ERP program of interest (MS or PhD), and look for the contact information box on the right hand side.

ERP program leadership are also listed at: <https://erp.wisc.edu/contact/>.

## Faculty Advisor

Each student will be assigned a faculty advisor in each graduate program in which they are enrolled. Your faculty advisor(s) will be a key source of guidance for your academic development. Further definition can be found here: [policy.wisc.edu/library/UW-1232](https://policy.wisc.edu/library/UW-1232). Guidelines for finding, changing, and working with your advisor can be found in the Advising & Mentoring section (including Rotation Process sub-section) below.

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

## Graduate School Services

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

# Program Overview

The Endocrinology and Reproductive Physiology Program is a unique interdepartmental graduate training program, and above all we are also a community. ERP works in collaboration with the Biomedical Graduate Program Consortium in the School of Medicine and Public Health, and with other bioscience programs at UW-Madison. One of our strengths is that we come from different backgrounds and have been shaped by different experiences.

## Diversity, Equity, and Inclusion

We are committed to ensuring diversity of students and trainers in the program. This is a priority of the ERP program. The efforts of ERP students, faculty, and staff are critical in fostering an environment that promotes the success of everyone and supports a sense of belonging for all.

Refer to the Incident Reporting section of this handbook to learn about reporting hostile and/or intimidating behavior.

## Resources

- [Office of Diversity, Inclusion, and Funding](#)
- [Science and Medicine Graduate Research Scholars \(SciMed GRS\)](#)
- [Mentorship Opportunities in Science & Agriculture for Individuals of Color \(MOSAIC\)](#)
- [Bioscience Graduate Student Justice and Equity Team \(Bio-JET\)](#)
- [McBurney Disability Resource Center](#)
- [Employee Disability Resources](#)
- [Gender and Sexuality Campus Center](#)
- [Graduate Women in Science \(GWIS\) Madison Chapter](#)

## UW Land Acknowledgement Statement:

*The University of Wisconsin–Madison occupies ancestral Ho-Chunk land, a place their nation has called Teejop (day-JOPE) since time immemorial. In an 1832 treaty, the Ho-Chunk were forced to cede this territory. Decades of ethnic cleansing followed when both the federal and state government repeatedly, but unsuccessfully, sought to forcibly remove the Ho-Chunk from Wisconsin. This history of colonization informs our shared future of collaboration and innovation. Today, UW–Madison respects the inherent sovereignty of the Ho-Chunk Nation, along with the eleven other First Nations of Wisconsin.*

## How to Get Involved

(refer also to [Professional Development](#) and [Diversity, Equity, and Inclusion Resources](#) sections of this handbook)

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

## In Our Discipline

The ERP Program is interdisciplinary. Your advisor, committee members, and fellow students will be great resources to learn about professional associations of interest, given your research interests (e.g., Endocrine Society, Society for the Study of Reproduction, etc.)

## In Our Program/Department

The **ERP Student Committee** is open to all ERP students to join at any time and in any stage of their degree. The Student Committee contributes significantly to planning major events for the program, such as recruitment events for incoming students, social events for current students, and our annual Symposium. Meetings generally occur every couple of months throughout the year, with increased involvement during event seasons. We also work with the Steering Committee and faculty leadership on updates within the ERP program, including seminar, curriculum, and other changes that best serve the student body. See the [Mentoring Networks](#) section below to learn about ERP's student-led Peer Mentorship program.

ERP Students are eligible for the following privileges, by virtue of their program affiliation:

- After-hours access to Ebling Library\*
- Access to the SMPH Student Lounge (ground floor of HSLC, room 1207)\*
- Opportunity for complementary professional head-shot/portraits by SMPH Media Solutions (annual appointments scheduled by Graduate Program Manager)
- [ERP Travel Funds](#) (refer to the **Funding, Employment, and Finances** section of this document)

\*requires activation of Wiscard, consult with Graduate Program Manager

## On Campus & In the Community

The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work. <https://www.wisc.edu/wisconsin-idea/>

### The Graduate School's Current Student Page

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

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

### Edward Alexander Bouchet Graduate Honor Society

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

## Getting Started as a Graduate Student

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

### New Graduate Student Checklist

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

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

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

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

## **In Our Program**

Refer to the [Program Documents link](https://erp.wisc.edu) under the Current Students tab of **ERP's website** (<https://erp.wisc.edu>) for a collection of ERP's policies and procedures, as well as ERP's **Incoming Student Checklist** document.

Incoming students are invited to participate in Welcome Week activities hosted by ERP, Biomedical Graduate Consortium, SMPH, and Graduate School before the first week of class. You will receive emails and calendar invitations for these events (these are also detailed in the Canvas course linked above).

Incoming students will receive an email invitation to the **Biomedical Graduate Consortium's New Student Orientation** Canvas Course about 1 month from the start of classes. Please visit and complete this **required** course promptly. You'll find details on Welcome Week events, required trainings, and more.

<https://canvas.wisc.edu/courses/224272>

## **Advising & Mentoring**

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike. The first part of this section focuses on mentorship from the student's primary faculty advisor. Below, in the [Mentoring Networks](#) section, other types of mentoring relationships are described, including ERP's student-driven **Peer Mentoring Program**.

**UW-Madison Graduate School requires every graduate student to have an advisor.** The Graduate School's definition of an advisor can be found here: [policy.wisc.edu/library/UW-1232](http://policy.wisc.edu/library/UW-1232). Advisors are sometimes referred to as a student's "PI" (principal investigator), "primary mentor," "thesis advisor," or "major professor."

Your advisor has two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to chair the thesis/dissertation committee that will determine whether you have performed at an acceptable level in each of your degree milestones (see "Degree Requirements" section below for further information on building your committee). Your advisor will also track your progress in completing your degree requirements (note: this may include use of the Graduate

Student Tracking System at [gsts.grad.wisc.edu](https://gsts.grad.wisc.edu)), assist with course selection and plan your academic path, and help you identify possible research mentors, committee members, and research opportunities.

After you complete your research lab rotations (applicable to PhD students), the advisor you match with will assume responsibility for funding. You will likely be paid on your advisor's research grants or other funds available to your advisor, and you will assume the title of "Research Assistant," reflecting your primary role of conducting research for your laboratory, with your advisor as your research supervisor. Your advisor may also help you identify teaching assistantship and other opportunities, nominate you for training grants and other fellowships, and / or work with you to write, submit, and secure a fellowship.

You and your advisor should discuss and establish clear expectations about your working relationship. You are strongly encouraged to initiate an "[Advising Compact](#)," as listed below, to formalize the expectations of your mutually beneficial relationship as soon as you begin in your advisor's lab.

## Finding & Selecting an Advisor

The ERP Associate Director will serve as your temporary program advisor when you enter the program. Following a rotation period (for PhD students), you will match with your new advisor, a faculty member in the program whose expertise and project / research interests match closely with those that you intend to acquire. To learn more about ERP faculty, consider consulting the following sources:

- Courses and seminars you attend
  - Students currently in a prospective advisor's group/lab
  - Our program website (<https://erp.wisc.edu/erp-faculty>)
  - Faculty publications (Pubmed: <https://pubmed.ncbi.nlm.nih.gov>)
  - Federally funded human health research\* (<https://reporter.nih.gov>)
- \*Does not apply to all faculty (some faculty have USDA and NSF funding and this would not apply to them)

## Rotation Process (for PhD students)

- Refer also to pages 3-4 of ERP's [ERP Incoming Student Checklist & Lab Rotation Info](#) document, available on the Program Documents page of the ERP website (<https://erp.wisc.edu/program-documents>).
- You will participate in three, one-month rotations to:
  - Learn about the lab's culture by working with current personnel
  - Learn about existing and future research projects and assess whether those projects match your interests
- Faculty members are not obligated to accept your request to rotate with them.

- **ERP Fall 2023 Rotation Dates:**
  - Rotation 1: September 11 – October 6
  - Rotation 2: October 9 – November 3
  - Rotation 3: November 6 – December 1
- At the conclusion of each rotation (by Thanksgiving for 3rd rotation), the student and faculty each complete an ERP Rotation Evaluation Form (available on the Program Documents page of ERP website, <https://erp.wisc.edu/program-documents>).
- In late November, you will be matched to an advisor based on mutual interests of you (rank order of faculty with whom you rotated) and the faculty member (rank order of students who rotated with the faculty member).
  - Rotation matches are finalized through the ERP program office (in consultation with students and faculty members).
  - Faculty members are not obligated to accept your request that they serve as your primary advisor.
  - If no suitable match is found, you may be eligible for one or more additional rotations, based on your academic progress and availability of funding.
- **A Mentor-Mentee Expectations Document** is encouraged to clarify specific lab culture, rules, and work expectations. (Sometimes an [Advising Compact](#), discussed below, can be used for this purpose, but general compacts may not fully specify the unique do's and don'ts of a particular mentor / lab.)
  - Some mentors have developed their own documents for this purpose.
  - Here's a [sample Mentor-Mentee Expectations Document](#) from an editorial co-authored by ERP Faculty trainer, Pamela Kreeger: *Ten simple rules for developing a mentor-mentee expectations document*. PLoS Comput Biol 13(9): e1005709. <https://doi.org/10.1371/journal.pcbi.1005709>
  - Examples of such a document will be highlighted in your 1st-semester Responsible Conduct of Research course.
- Following the rotation match, your new advisor will assume responsibility for your funding for the duration of your graduate study.

Many people have found that identifying a compatible advisor is more important to graduate school success than finding a compatible research project – in the right environment, you can enjoy almost any research project.

Below are some questions to consider asking a prospective advisor.

### Questions to Ask of Prospective Advisors

- What thesis projects would be available to me if I were to join your group?
- Would these projects expose me to a variety of different approaches?
- In general, how available will you be to answer questions I might have?
- What is your philosophy regarding the amount of guidance the advisor should provide to a student during preparation of the thesis proposal, literature seminars, thesis writing, etc.?
- What are your expectations for the amount of time I should spend each day/week in your group/lab?
- What regularly scheduled activities (e.g., group meetings, joint group meetings, research clubs) does your group participate in that provide an opportunity to get outside input on my research project and to hear about the work of other students and postdocs?
- Do you encourage your students to attend seminars and journal clubs, including those that may be outside of their narrow field of interest/research?
- Do students in your group/lab have the opportunity to attend professional meetings where they can interact with colleagues/researchers from other institutions?
- Do you include your graduate students in professional activities that will familiarize them with their field of interest/research, such as reviewing manuscripts and meeting with visiting speakers?
- How long do you think it should take me to get my degree?
- What are your former graduate students (if any) doing now?
- What is your general philosophy of graduate training and what goals do you have for your graduate students?

### Changing Your Advisor

The advisor-student relationship is one of mutual agreement, it may be terminated by either party. If you feel you would prefer working with a different advisor, start by discussing this with the Director of Graduate Studies.

**You must notify your Graduate Program Manager and follow any related procedures if you change your advisor. ERP staff and leadership will work to identify a source of funding to prevent a break in your benefits while you identify a new advisor.** You should conduct research to identify new potential advisors before terminating your current advising relationship, and then approach those advisors and complete abbreviated rotations to land a new advisor quickly and minimize delays in your time to degree.

UW-Madison Graduate School requires every graduate student to have an advisor. Follow procedures to re-select a new advisor (described above) prior to finalizing the termination of your current advising relationship. Confirm your new advisor has been updated in the official record in the Student Center on MyUW (my.wisc.edu) under “Academic Progress” and then “Advisors.”

## A Graduate Student Guide to Working with Faculty Advisors

Through [this interactive, self-paced micro-course](#), graduate students learn about the characteristics of functional and dysfunctional relationships with faculty advisors, strategies for communicating effectively and aligning expectations, as well as program grievance processes and Hostile and Intimidating Behavior resources. Completion of the micro-course takes about 20 minutes and is optional but encouraged for all graduate students.

## Advising Compact

Clearly defined expectations for both the student and advisor are a crucial starting point for a strong relationship. “**Advising Compacts**” (*distinct from the Mentor-Mentee Expectations document described in the [Rotation Process](#) section above*) clarify and document mutually agreed upon expectations for both the student and advisor.

Information about advising compacts can be found here:

[kb.wisc.edu/grad/page.php?id=35489](http://kb.wisc.edu/grad/page.php?id=35489).

ERP recommends an Advising Compact between advisor and student. The advisor’s department or lab may have an existing compact. If not, the Department of Animal and Dairy Sciences’ [General Expectations Compact](#) can be used as a model

(<https://erp.wisc.edu/documents/general-expectations-compact-sample-from-dept-animal-dairy-sciences>).

## Mentoring Networks (including Peer Mentors)

In addition to your advisor, you are encouraged to develop a broad network of individuals who can provide academic and professional mentorship during and beyond your time as a graduate student.

Colleagues in your laboratory, your graduate school cohort and other classmates will also serve as a network, a support team, and friends.

## ERP Student Peer Mentorship Program

ERP is fortunate to have a vibrant Student Committee that organizes a Peer Mentorship Program. The Committee pairs each incoming student with a current student to act as their mentor as they navigate starting graduate school, completing rotations, and selecting their research lab. Students are paired after accepting an offer from the ERP program and incoming students are able to email (or meet if local) their mentor prior to the start of the semester any questions they may have. During the fall and spring semester, mentors and mentees will have monthly check-ins and it is heavily encouraged that pairs will attend at least 2 socials together each semester.

## Thesis Committee

Your thesis committee is a critical component of your professional network and is typically **formed in the second semester of the first year for PhD students and as early as the first semester of the first year for MS students.**

This thesis committee monitors your scientific growth, provides assistance when there are difficulties, advises when things are going well, and can serve as a buffer between you and your advisor, should conflicts arise. You will select your committee with the consultation / advice of your advisor and through other connections you make. Committees can be modified as needed and typically change based on changes in your research directions. Your thesis committee will evaluate your progress at annual committee meetings and serve as your evaluators at the Preliminary Exam (for PhD students) and Thesis Defense (for both MS and PhD students). More specifics about thesis committees for both MS and PhD degree tracks appear in the [Degree Requirements](#) section that follows.

## Alumni Connections

We encourage you to connect with ERP alumni during your graduate training and beyond, especially in your first and second years. You are encouraged to contact ERP alumni for informational interviews to learn about the day-to-day details of their various careers. Informational interviews can also help you identify a professional skills inventory needed for your selected career path. You can even integrate these activities into your Individual Development Plan (IDP) to ensure you prioritize gaining these skills during your graduate training.

## Degree Requirements

### Master's Degree

All students in the ERP Master's Program are responsible for keeping aware of the following requirements to complete the degree.

## Requirements

For all current requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) see the ERP program's page in the *Graduate Guide*. Navigate to [guide.wisc.edu/graduate](https://guide.wisc.edu/graduate), then select "Degrees/Majors," your program's name ([Endocrinology and Reproductive Physiology MS](#)), and then "[Requirements](#)" from the navigation bar on the right side. You will be taken to a subsection of ERP's MS *Guide* page that contains all official requirements for your degree. Similarly, see "[Policies](#)" from the navigation bar of ERP's MS *Guide* page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.). Note that when you look at the *Guide* to learn about program requirements, you will be viewing the current year's version.

For prior catalog year policies that may be applicable to you, see the [Guide Archive](#) and search for your ERP program and the year you would like to reference.

## Curriculum

- Curricular Requirements
  - You will be required to complete at least 30 credits to earn your degree, per Graduate School requirements. This will include 15 graded credits of core and elective coursework, as well as research credits.
  - Details are specified in the *Guide* links above.
  - Overall graduate grade point average of 3.0 must be maintained.
- **New changes are being proposed for the ERP curriculum.**
  - Refer to [Appendix 1](#) for details on proposed updates to course requirements.
  - *Sample Course Schedule*: Refer to [Appendix 1](#), Table 2

*A detailed view of existing MS Curriculum Requirements can be found in [Appendix 2](#) as well as on the ERP Program Documents page, <https://erp.wisc.edu/program-documents>. Scroll down to the "Published 2022 and earlier" section to MS Degree Information to the [MS Curriculum Requirements](#) link ([https://erp.wisc.edu/wp-content/uploads/sites/407/2020/10/MS\\_Requirements\\_Aug2020.pdf](https://erp.wisc.edu/wp-content/uploads/sites/407/2020/10/MS_Requirements_Aug2020.pdf)).*

## Committee

### *Committee & Topic*

Master's committees advise and evaluate satisfactory progress, evaluate a thesis, and/or sign a degree warrant. For general guidance from The Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see the following policy page: [policy.wisc.edu/library/UW-1201](http://policy.wisc.edu/library/UW-1201). In addition to this general guidance, this program requires the following of committees:

### MS Committee Formation

Your advisor chairs your committee and provides guidance on how to select committee members.

Timeline: Ideally, your committee is formed by the end of the first semester (by end of second semester at the latest).

Please submit the [ERP Form to Establish Thesis Committee](#) to the ERP Office for approval by ERP Director of Graduate Studies (*available on the [Program Documents](#) page of the ERP website (<https://erp.wisc.edu/program-documents/>)*).

### MS Committee Membership

Minimum Graduate School policy requirements must be satisfied (*refer to [UW Policy link](#) above*).

ERP requires that MS thesis committees have 3 members:

- Committee Chair (your faculty advisor)
  - Appoints the Note-taker (see below)
- Two other members
  - One of these committee members (designated by the Chair) will be the **Note-taker**. Details on the Note-taker's responsibilities follow in the Committee Meetings section below.

Additionally, ERP requires:

- At least 2 committee members, including Chair, must be ERP faculty trainers
- All committee members must be UW-Madison Graduate School faculty

**Committee membership can change** up to the time you request your warrant. To add or eliminate committee members, please submit an updated form to the ERP Office for approval by the ERP Director of Graduate Studies.

Once the warrant has been requested, your committee members will serve as such through your final defense.

## MS Committee Meetings

ERP students are required to hold annual thesis committee meetings with their advisor and advisory committee, beginning as early as the first semester for MS students, but certainly no later than the end of the first year. The goals and expectations of these meetings will change according to your stage of graduate training.

Students are responsible for scheduling committee meetings and reserving meeting rooms.

Beyond the annual formal meetings, you are invited and encouraged to meet regularly and informally with your committee to achieve your goals.

Failure to meet at least annually with your thesis committee is an indication of lack of expected progress and may result in a hold on your registration.

Committee meetings should involve discussion about research and coursework progress. Discussions related to career goals and professional development are also appropriate (*for more on this topic, see also IDP requirement in Annual Progress Reporting section as well as the Professional Development section of this document*).

### **The following 2 documents describe ERP thesis committee meetings in detail.**

*Both of these documents are available on the Program Documents page of the ERP website (<https://erp.wisc.edu/program-documents/>).*

1. [ERP Checklists for Committee Meetings, Prelim Exam & Thesis Defense](#)  
This document details student and committee member responsibilities before, during, and after thesis committee meetings. Special attention is given to the first (Certification) meeting and final (6-month) meeting, as well as the thesis defense itself.
2. [ERP Thesis Committee Meeting Report Form](#)  
In partnership with the committee Note-taker, students will use this form to document each thesis committee meeting. This form serves as a report on your progress in academic, research and professional development. The goal of the form is to provide both you and your committee documentation about expectations, and action steps to achieve these expectations.
  - At every meeting, the committee's Note-taker completes the ERP Thesis Committee Meeting Report Form. (*See Committee Membership section above for more about the Note-taker role.*)
  - Immediately following the meeting, the Note-taker distributes the form to all attendees to check for accuracy.

- Once the student and committee members affirm the accuracy of the notes, the Note-taker sends the final version to advisor and student for their signatures.
- Within 1 week of the meeting, the student emails the signed form to the Graduate Program Manager, to be stored in the student's file.
- The student retains a copy of the form to share at the subsequent meeting.

## Topic

Your advisor can also provide guidance on selecting your topic. The topic will be related to the research specialty of the advisor and the work that is being funded. If you find that your topic and/or mentoring needs no longer align with your advisor, see [Changing Your Advisor](#) section for related information. Note that your committee composition may or may not need to change as well in this scenario, depending upon your new advisor's guidance.

## Research

The research conducted in the laboratory of your advisor should equate to the amount of data necessary to write, submit, and publish a first-author manuscript.

## Thesis

You are required to complete and defend a thesis. The thesis document is typically 3+ chapters and begins with an introduction chapter and ends with a conclusion chapter. The middle chapter(s) represent most of the document and could be a research manuscript. Please note that you should check with the publishing agency about copying research manuscripts and using them in your thesis document if your manuscript has been submitted for publication prior to the thesis defense.

### *Thesis Form & Content*

The rules for creating your thesis document are based upon those required by the Graduate School, <https://grad.wisc.edu/current-students/masters-guide/>

### *Thesis Defense*

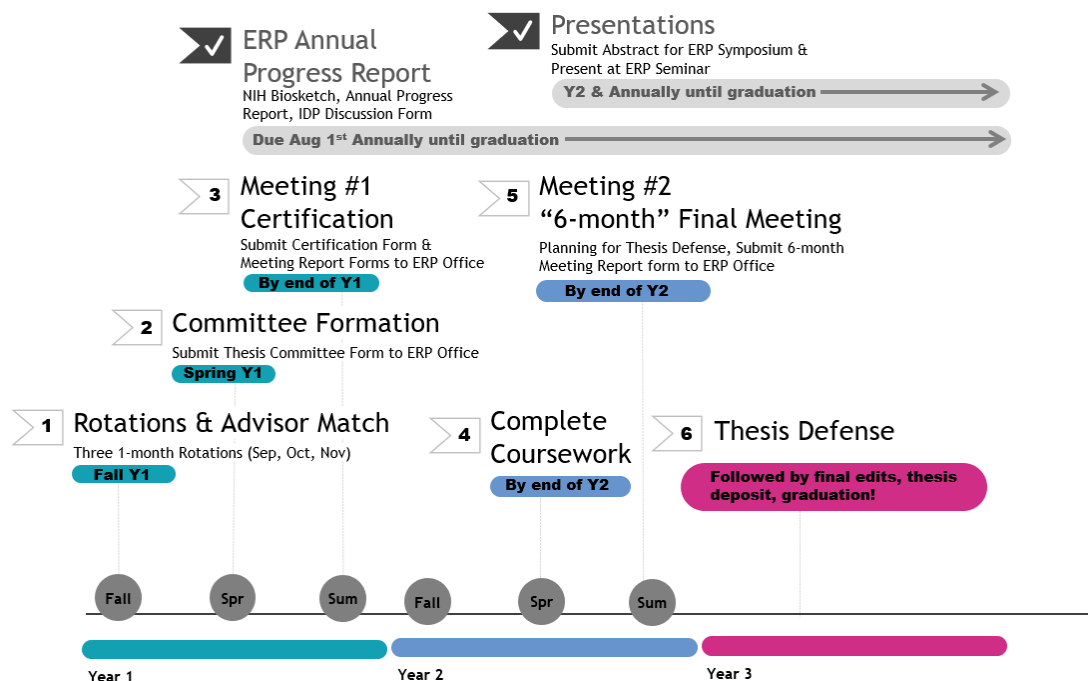
Your final thesis defense will require (1) you to create (and finalize) a thesis document in the style required by the Graduate School, (2) deliver a formal presentation to discuss your findings and answer inquiries on that topic, and (3) respond to further inquiries about the topic to your advisory committee within a closed-door session.

- Thesis Defense Eligibility Requirements - You are eligible to defend your thesis after you have:
  - successfully completed the required coursework

- generated sufficient original research results to present in the form of a thesis and / or first author publication
  - secured formal approval of your thesis committee (usually achieved at the final “6-month” meeting)
- Thesis Defense Scheduling:
- Request your warrant from the Graduate Program Manager **one month** before your presentation / final defense. When making this request, please provide:
    - Date and time of defense
    - Committee member names (identify Chair/Advisor) & their email addresses
    - Title of your thesis (tentative is okay)
    - Details if you completed specific coursework for a minor degree or certificate
  - Email a pdf of your thesis document with your committee **AT LEAST** two weeks before the presentation date (***and cc the Graduate Program Manager***).

## Master’s Degree Checklist: Timeline & Deadlines

### ERP MS Timeline



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

- Degree Completion:
  - Timeline: You should expect to have your degree completed in two-and-a-half years.
  - Eligibility requirements:
    - All coursework has been successfully passed (overall grade-point average 3.0 in graduate coursework)
    - Thesis is to the point that it could serve as a first-author publication
    - Thesis defense passed
  - Associated procedures and/or forms: All related forms can be accessed on the [Program Documents page](#) of the ERP website.

### Transition from MS to PhD Degree Track (when applicable)

It is possible for you to request a transition from the MS to the PhD track. You must provide a copy of your NIH biosketch, the report from your first committee meeting to the program coordinator, and a letter of support from your advisor. You will provide these documents to the ERP Office; the ERP Director of Graduate Studies will determine whether to approve the transition. If approved, you will be able to move to the PhD track as a direct admit into your current thesis advisor's laboratory. Funding is not guaranteed for research rotations if you seek a new advisor. If you are unsuccessful in making the immediate transition to PhD, you are allowed to apply for an upcoming year's admittance to the PHD program. Your merits will be compared against those of the other applicants in that year's pool.

## Doctoral Degree

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

### Requirements

For all current requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) see the ERP program's page in the *Graduate Guide*. Navigate to [guide.wisc.edu/graduate](http://guide.wisc.edu/graduate), then select "Degrees/Majors," your program's name (Endocrinology and Reproductive Physiology PhD), and then "Requirements" from the navigation bar on the right side. You will be taken to a subsection of your program's *Guide* page that contains all official requirements for your degree. Similarly,

see “Policies” from the navigation bar of ERP’s *Guide*’s page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.). Note that when you look at the *Guide* to learn about program requirements, you will be viewing the current year’s version.

For prior catalog year policies that may be applicable to you, see the [Guide Archive](#) and search for your ERP program and the year you would like to reference.

## ERP PhD Curriculum

- Curricular Requirements
  - You will be required to complete at least 51 credits to earn your degree, per Graduate School requirements. This will include 26 graded credits of core and elective coursework, as well as research credits.
  - Details are specified in the *Guide* links above.
  - Overall graduate grade point average of 3.0 must be maintained.
- **New changes are being proposed for the ERP curriculum.**
  - Refer to [Appendix 1](#) for details on proposed updates to course requirements.
  - *Sample Course Schedule*: Refer to [Appendix 1](#), Table 4

*A detailed view of existing PhD Curriculum Requirements can be found in [Appendix 2](#) as well as on the ERP Program Documents page, <https://erp.wisc.edu/program-documents>. Scroll down to the “Published 2022 and earlier” section to PhD Degree Information to the [PhD Curriculum Requirements](#) link ([https://erp.wisc.edu/wp-content/uploads/sites/407/2020/10/PhD\\_MSPHD\\_Requirements\\_Aug2020.pdf](https://erp.wisc.edu/wp-content/uploads/sites/407/2020/10/PhD_MSPHD_Requirements_Aug2020.pdf)).*

## ERP PhD Committee

### *Committee & Topic*

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

### ERP PhD Committee Formation

Your advisor chairs your committee and provides guidance on how to select committee members.

Timeline: PhD thesis committees should be formed by the end of the second semester.

Please submit the **ERP Form to Establish Thesis Committee** to the ERP Office for approval by ERP Director of Graduate Studies (*available on the [Program Documents](https://erp.wisc.edu/program-documents/) page of the ERP website (<https://erp.wisc.edu/program-documents/>)*).

### ERP PhD Committee Membership

Minimum Graduate School policy requirements must be satisfied (*refer to [UW Policy link](#) above*).

ERP requires that PhD thesis committees have a minimum of 5 members:

- Committee Chair (your faculty advisor)
- Four other members
  - One of these committee members (designated by the Chair) will be the **Note-taker**. Details on the Note-taker's responsibilities follow in the Committee Meetings section below.

Additionally, ERP requires:

- At least 3 committee members, including Chair, must be ERP faculty trainers
- At least 4 committee members must be UW-Madison Graduate School faculty

**Committee membership can change** up to the time you request your warrant. To add or eliminate committee members, please submit an updated form to the ERP Office for approval by ERP Director of Graduate Studies.

Once the warrant has been requested, your committee members will serve as such through your final defense.

### ERP PhD Committee Meetings

Thesis committees meet at least once a year. Committee meetings should involve discussion about research and coursework progress. Discussions related to career goals and professional development are also appropriate (*for more on this topic, see also IDP requirement in [Annual Progress Reporting](#) section as well as the [Professional Development](#) section of this document*).

**The following 2 documents describe ERP thesis committee meetings in detail.** Both of these documents are available on the [Program Documents](https://erp.wisc.edu/program-documents/) page of the ERP website: <https://erp.wisc.edu/program-documents/>.

1. The **ERP Checklist for ERP Committee Meetings, Prelim Exam & Thesis Defense** details student and committee member responsibilities before, during, and after thesis committee meetings.

Special attention is given to the first (Certification), (Preliminary Exam), and final (6-month) meetings, as well as the thesis defense itself.

2. The **ERP Thesis Committee Meeting Report Form** documents the meeting outcomes as well as expectations and action items for the following meeting.
  - At every meeting, the committee's Note-taker completes the ERP Thesis Committee Meeting Report Form. (*See Committee Membership section above about the Note-taker role.*)
  - Immediately following the meeting, the Note-taker distributes the form to all attendees to check for accuracy.
  - Once the student and committee members affirm the accuracy of the notes, the Note-taker sends the final version to advisor and student for their signatures.
  - Within 1 week of the meeting, the student emails the signed form to the Graduate Program Manager, to be stored in the student's ERP file.
  - The student retains a copy of the form to share at the subsequent meeting.

### Topic

Your advisor can also provide guidance on selecting your topic. The topic will be related to the research specialty of the advisor and the work that is being funded. If you find that your topic and/or mentoring needs no longer align with your advisor, see [Advising & Mentoring](#) section on how to change advisors. Note that your committee composition may or may not need to change as well in this scenario, depending upon your new advisor's guidance.

### Research Requirements

The research conducted in the laboratory of your mentor should equate to the amount of data necessary to substantially contribute to the scientific body of work within your field.

### Preliminary Exam

ERP preliminary examination documents take the form of a grant proposal. Consult your advisor for the specific format (often in the form of an NIH F31 or USDA predoctoral training grant, but other types of grant formats can be used that are applicable).

The preliminary examination typically takes place at the third formal committee meeting, by the first semester of the third year. By this time, the student will have completed the required coursework (or be close to completion). Students move to dissertator status

(candidacy) when all didactic requirements have been completed and the preliminary exam has been passed.

Review the **ERP Checklist for ERP Committee Meetings, Prelim Exam & Thesis Defense** for guidance on preliminary exam meeting timelines and procedures. Note that as with all formal committee meetings, the **ERP Thesis Committee Meeting Report Form** will be completed by the Notetaker and then the signed copy will be forwarded to the Graduate Program Manager by the student.

Committee Chair will provide feedback to the student via the **ERP Preliminary Exam Reviewer Score Sheet** available on the [Program Documents](https://erp.wisc.edu/program-documents) page of the ERP website: <https://erp.wisc.edu/program-documents>.

A student who has not satisfied the preliminary examination requirement within 36 months of entering the program will be dropped from the program, except by appeal in writing to the Director of Graduate Study, who will make the final decision.

Refer also to the Preliminary Examination Failure section of [Academic Exception Petitions](#) section of this handbook.

## Dissertation & Final Oral Exam/Defense

### *Topic*

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

### *Form & Content*

The rules for creating your thesis document are based upon those required by the Graduate School, <https://grad.wisc.edu/current-students/doctoral-guide/>.

### *Procedures*

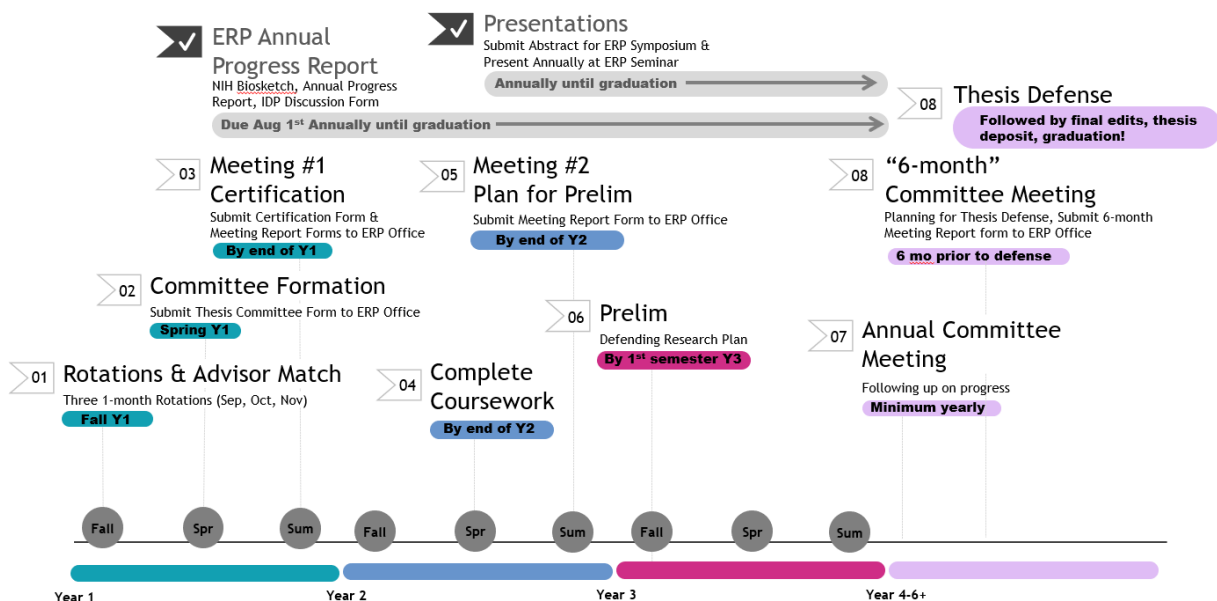
- Review the **ERP Checklist for ERP Committee Meetings, Prelim Exam & Thesis Defense** for guidance on “6-month” meeting (6 months prior to defense) as well as dissertation defense meeting timelines and procedures.
- Eligibility requirements

You are eligible to defend your dissertation after you have successfully completed the required coursework and have generated sufficient data to present a full body of scientific work.

- **Scheduling**  
You should request your warrant one month before your presentation. You should transmit your dissertation document, upon which you will present to your committee at least two weeks before the presentation date.
- **Final oral exam/defense conditions**  
Your final defense will consist of two parts. The first is a public, oral defense to be conducted with your advisory committee in attendance. The second is a closed-door session, where your committee will question you on your knowledge of the topic, understanding of the literature, and other pertinent issues relevant to degree.
- **Access to sample dissertations, defense presentations, etc.**  
Sample dissertations can be accessed through the ERP Office.

## Doctoral Degree Checklist: Timeline & Deadlines

### ERP PhD Timeline



The Graduate School maintains a list of steps to complete your master's degree, including deadlines and important things to know as you progress toward graduation: [grad.wisc.edu/current-students/doctoral-guide](http://grad.wisc.edu/current-students/doctoral-guide). In addition to what is posted on this webpage from the Graduate School, you must meet all required steps of the program (outlined below).

Refer to the **ERP Checklist for ERP Committee Meetings, Prelim Exam & Thesis Defense** document for specific guidance and timelines, available on the [Program Documents page](#) of the ERP website.

- Degree Completion:
  - Timeline: You should expect to have your degree completed in five-and-a-half years. Depending on your research progress this will vary between you and your classmates.
  - Eligibility requirements:
    - All coursework has been successfully passed (overall grade-point average 3.0 in graduate coursework)
    - Preliminary examination passed
    - Research data is to the point that it can substantially contribute to the body of work in the scientific field. Dissertation chapters could serve as 3 first-author publications
    - Thesis defense passed
  - Time limits: You have five years after moving to candidacy to complete your degree, per Graduate School policy.

## Enrollment Requirements

Failure to enroll causes issues with your payroll and funding. You are responsible for following Graduate School policies related to course enrollment requirements and limitations:

### Adding / Dropping Courses

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

### Auditing Courses

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

### Canceling Enrollment

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

### Continuous Enrollment Requirement for Dissertators

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

### Enrollment Accountability

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

### Minimum Enrollment Requirements

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

# Academic Exception Petitions

The ERP program has a local process for handling academic exceptions for program requirements/expectations.

Some academic exceptions may need to be approved by the Graduate School. In these cases, the ERP Office will consult the Director of Academic Services.

[grad.wisc.edu/documents/exceptions](http://grad.wisc.edu/documents/exceptions)

## Review by Director of Graduate Studies/Advisor

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

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. The student's academic advisor must provide written support for the petition.
3. All coursework substitutions and equivalencies will be decided by appropriate area-group faculty or curriculum chair.

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

## Preliminary Exam Failure

If you fail the preliminary examination, you may be offered a second opportunity to pass the examination or may be dismissed from the program. Petitions of a decision by the Thesis/Dissertation Committee must be made to the Director of Graduate Study within two weeks or they will be final. The Director will make the final decision regarding a petition.

A student who has not satisfied the preliminary examination requirement within 36 months of entering the program will be dropped from the program, except by appeal in writing to the Director of Graduate Study, who will make the final decision.

## Extension Requests

Students who have not completed the degree on schedule may request extensions. Requests for a one-semester/year extension can be made to the Director of Graduate Study. They are authorized to approve these requests upon written justification from the student and their advisor. The student must describe the reasons for the request and provide a proposed timetable for completing all program requirements. The advisor must sign the request form and write comments endorsing the request. The request should be made as soon as the need for an extension becomes apparent. The Director may request additional documentation as needed.

## Satisfactory Academic Progress

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

### Definition

Information about how the Graduate School determines satisfactory academic progress can be found at this policy page: [policy.wisc.edu/library/UW-1218](http://policy.wisc.edu/library/UW-1218).

The ERP program also regularly reviews the satisfactory academic progress of its students. This is achieved by 1) Reviews of grade reports and grade point average summaries, 2) Thesis Committee Meeting Report Reviews, and 3) formal Annual Progress Reporting.

### Reviews of Grade Reports and Grade Point Average Summaries

You are expected to hold a “B” average overall and are encouraged to strive to obtain “B” or better marks in your core curricular coursework.

### Expected Timeline for Course Progression

The expected timeline for course completion is not more than 2 years for PhD and MS students.

You may find yourself taking more or less time, depending on when course offerings are made and other factors, such as completion of minor coursework and leave of absence or completion of elective internships. While those are expected timelines, you will not be penalized if you take longer to achieve course completion.

## Thesis Committee Report Reviews

In addition to the ERP Annual Progress Reporting described below, students are expected to meet annually with their thesis committee and promptly submit the signed **Thesis Meeting Report Form** to the ERP program office after each meeting, available on ERP website's Program Documents Page (<https://erp.wisc.edu/program-documents/>).

### Expected Timeline for Preliminary Examination (PhD students)

PhD students are expected to achieve dissertator status by passing the preliminary examination no later than the end of the 5th semester (i.e., first semester of Year 3). Refer also to Preliminary Exam Failure section of this document.

Following the Prelim Exam meeting, thesis committee meets at least annually, with the final "6-month" meeting 6 months prior to the planned thesis defense.

Failure to achieve these milestones may result in the placement of a hold on your enrollment for the following term. Failure to enroll causes issues with payroll and funding.

## Annual Progress Reporting

Additionally, the ERP Program tracks students' progress every academic year with the following (due to ERP Office every August 1st):

- **Updated NIH-style\* Biosketch**
  - Templates available at <https://grants.nih.gov/grants/forms/biosketch.htm>
  - This is a living document; good to update whenever you win an award, present an abstract, publish a manuscript, etc.
- **ERP Annual Progress Report Form\*\***
  - The ERP Annual Progress Report Form is available on ERP website's Program Documents page (<https://erp.wisc.edu/program-documents/>)

- Fill out the top of the form using Adobe Acrobat fill & sign tool
  - Schedule an **annual one-on-one progress meeting** with your advisor
  - Discuss the form with your advisor, who will fill out the rest of the sections.
  - Student and advisor add their signatures after discussing.
  - Email a copy of the pdf to the Graduate Program Manager to keep in the student's ERP file.
  - Information used to complete this form and your biosketch can be used to populate your IDP (see below.)
- **Individual Development Plan (IDP)**
    - Note that the ERP Office *does not actually collect students' IDPs*. Rather, ERP requires that students:
      - Create an IDP, and update it annually
        - Certain funding agencies, such as NIH, also require annual IDPs. The same IDP that satisfies a given funding agency will also satisfy ERP.
        - More information about IDPs can be found at: [grad.wisc.edu/professional-development/individual-development-plan](http://grad.wisc.edu/professional-development/individual-development-plan)
      - Discuss the IDP with their advisor annually (can be done at the same time as ERP Annual Progress Report Form).
      - Confirm with ERP Office that the discussion took place by submitting the **IDP Advisor Discussion Confirmation Form**\*\*\* available on ERP website's Program Documents Page (<https://erp.wisc.edu/program-documents/>).

*\*NIH-style Biosketch replaces previous ERP Biosketch format*

*\*\*NEW: ERP Annual Progress Report Form*

*\*\*\*NEW: ERP IDP Advisor Discussion Confirmation Form*

## Not Meeting Academic Expectations

Student progress will be reviewed through coursework or at annual thesis committee meetings. If the advisor and thesis committee find at the annual meeting or at any other time that you have failed to achieve satisfactory progress in the academic expectations set in this handbook, you will be notified and given an opportunity to submit a response within a set time period (typically 2 weeks). The advisor and Director of Graduate Studies will review the response within 2 weeks and determine if further action is needed. You may be dismissed from the program. You may, alternatively, be placed on probation for one semester and then reviewed by the Director of Graduate Studies following the probationary semester. If you are placed on probation, may be dismissed or allowed to continue based upon review of progress during the probationary semester.

If you wish to appeal any decision stemming from this review process, you can do so within 2 weeks of the date of the decision letter through submitting a letter to

the chair of your thesis committee and requesting a meeting with the ERP Grievance Advisor.

## Personal Conduct Expectations

### Professional Conduct

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

**The ERP Program expects all ERP students to abide by these policies and procedures.**

ERP is a program within the School of Medicine and Public Health. All UW SMPH faculty, staff and students are responsible for upholding the highest standards for professional conduct and ethical behavior in pursuing the School's missions of patient care, education, research, and service. Professionalism includes: 1) demonstrating honesty, integrity, inclusivity, accountability, and fairness; 2) treating everyone, including patients and visitors, colleagues, staff, and learners, with kindness, compassion, and respect; and 3) making a commitment to altruism in all interactions.

Faculty, staff and students are responsible for personally modeling professional conduct as described in the SMPH's **Shared Guidelines for Professional Conduct** (available at <https://go.wisc.edu/sharedguidelines>) and inspiring and expecting professional behavior by others.

**The ERP Program expects all ERP faculty trainers and affiliates, all ERP staff and all ERP students to abide by the principles of professionalism described above, as well as all associated laws and university policies.**

### Academic Misconduct

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

#### The Graduate School

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

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

### **Academic Misconduct Website**

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

### **Academic Misconduct Flowchart**

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

## **Non-Academic Misconduct**

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

### **The Graduate School**

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

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

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

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

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

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

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

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

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

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

## **Research Misconduct**

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

### **The Graduate School**

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

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

### Research Policies

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

## Hostile and Intimidating Behavior (Bullying)

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

See also the “[Incident Reporting](#)” section in this document, below.

## Grievance Process

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program.

[ERP Program’s Grievance and Appeals Policies and Procedures](#) are described in detail on our “Policies” page in *Guide*.

## Process and Sanctions for Violations of Conduct Standards

Possible disciplinary actions might include but are not limited to:

- Written reprimand
- Denial of specified privilege(s)
- Imposition of specific terms and conditions on continued student status
- Removal of funding
- Probation
- Restitution
- Removal of the student from the course(s) in progress
- Failure to promote
- Withdrawal of an offer of admission
- Placement on leave of absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will

be admitted only on a space-available basis. See the Graduate School policy on readmission: [policy.wisc.edu/library/UW-1230](http://policy.wisc.edu/library/UW-1230).

- Suspension from the program, ranging from one semester to four years
- Dismissal from the program
- Denial of a degree

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

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

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

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

### **Dean of Students Incident Reporting**

[dosso.students.wisc.edu/report-an-issue](http://dosso.students.wisc.edu/report-an-issue)

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

### **Human Resources Hostile and Intimidating Behavior Website**

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

### **Sexual Misconduct Resource and Response Program**

<https://compliance.wisc.edu/titleix/>

## **Funding and Employment**

(refer also to the [Your Benefits](#) section of this document)

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

### **UW HR Graduate Assistantship Policies and Procedures**

<https://hr.wisc.edu/policies/gapp/> is a valuable resource for students with graduate assistantships (research assistants, teaching assistants, and project assistants).

### **Over 95% of ERP student’s graduate education is supported by a research assistantship (RA) appointment.**

This type of funding allows you to receive a monthly stipend (2023-2024 rates: \$33,000/year for PhD students; \$28,388 for MS students) for your laboratory work as well as paying for your tuition and a major portion of your health insurance.

The RA does not cover the segregated fees; you must pay these every semester.

Faculty appoint their students up to a 50% maximum RA which provides the benefits mentioned above as long as you remain in good standing and funding permits. Refer to the [Your Benefits](#) section of this document for more details.

As described in the RA Activities section of the UW HR Graduate Assistantship Policies and Procedures <https://hr.wisc.edu/policies/gapp/>, *“It is understood that RAs are engaged in professional activities of such a nature that the output produced or the result accomplished cannot be precisely measured in relation to a given period of time. Fluctuations above and below the hours reflected in the appointment level are expected.”*

**As such, you are expected to establish a mutually agreeable work schedule, to notify your faculty member of any changes in work schedule, and use your time in the laboratory efficiently to accomplish the goals and objectives specified.**

Refer to the Leave Benefits section of the UW HR Graduate Assistantship Policies and Procedures for guidance on sick leave, vacation, and other leave policies <https://hr.wisc.edu/policies/gapp/#leave-benefits>. The scheduling of vacation is subject to the approval of the supervisor. Project and Research Assistants appointed on an annual pay appointment shall earn paid vacation pro-rated based on a full-time rate of 180 hours per fiscal year (e.g., for a 50% appointment, this works out to 90 hours per fiscal year, which runs from July 1 to June 30).

Funding support may change during the years of your study.

### **For each appointment, ask for the following information:**

- type of position (e.g., research assistantship, teaching assistantship, fellowship)
- start and end dates
- percentage of the appointment/number of work hours required

- stipend amount
  - fellow should inquire about tax considerations
- tuition coverage
- enrollment requirements
- eligibility for health insurance
- whether segregated fees are covered
  - 2023-2024 segregated fees are roughly \$781/semester and \$381/summer term
- additional benefits, if any
  - e.g., travel funds, professional development funds, priority for graduate student housing, etc.
- departmental contacts
  - payroll
  - benefits
  - academic coordinator (can assist with enrolling in research credits with your advisor)

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

### **Maximum Levels of Appointments**

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

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

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

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

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

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

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

## **Finding Other Funding**

### **Campus-Wide and External Sources**

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

### **Graduate School: Funding and Financial Aid**

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

### **External Fellowship Database**

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

### **UW-Madison Libraries Grants Information Collection**

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

## **In Our Program (Travel Funds)**

The ERP Program has funds available to offset the cost of students traveling to present at professional meetings. Students who are interested in a travel grant should review the guidelines and then contact the ERP Program Office.

- Travel grant award amount is \$300 per fiscal year (July 1 - June 30).
- Funding is limited to students with abstracts accepted for a regional, national, or international meeting.
- One travel stipend is available per student each fiscal year.
- Contact the Graduate Program Manager well in advance of your trip.
  - Spending must be coordinated between the ERP Office and your PI's department staff to ensure funds are spent in accordance with University travel policies.
  - The Graduate Program Manager provides your PI's department staff with a funding string to apply to expenses
    - Can apply either to expenses which must be paid in advance, like airfare or meeting registration or to reimbursements after travel has been completed.
    - Funds must be used by June 30th, but importantly, must be requested by June 1st to count towards the fiscal year in question.

## **Additional Policies & Resources**

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

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

### **Employee Disability Resources**

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

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

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

## **Professional Development**

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

## On Campus

(refer also to [How to Get Involved](#) and [Diversity, Equity, and Inclusion Resources](#) sections of this handbook)

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

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

### Professional Development from the Graduate School

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

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

### Other Opportunities on Campus

The Delta Program in Research, Teaching, and Learning engages graduate students and postdocs in professional development in teaching, mentoring, outreach, and advising. <https://grad.wisc.edu/delta/>

Catalysts for Science Policy Catalysts for Science Policy (CaSP) has three main goals: 1) Educate graduate students and postdocs about science policy and emphasize the importance of increasing scientist participation in science policy issues, both local and national, 2) Increase graduate student and postdoc awareness of various science policy careers and provide opportunities to help them become better candidates for these positions, 3) Communicate relevant science topics to government and funding agencies, and to the non-scientist community in Madison. <https://casp.wisc.edu>

## In Our Program/Department

### **ERP Student Committee**

ERP has a vibrant student organization. Refer to the [How to Get Involved](#) section of this document for more information.

**Responsible Conduct of Research** training is a critical part of ERP's core curriculum. Refer to MS and PhD Curriculum sections, as well as the [Course Offerings](#) tab of ERP's website for more details about OBS&GYN 955 (Responsible Conduct of Research) and OBS&GYN 956 (Advanced Responsible Conduct of Research).

<https://erp.wisc.edu/course-offerings/>

### **ERP Weekly Seminar**

ERP Seminar, which is a required course each Fall and Spring semester, offers an opportunity to develop presentation skills, and to give and receive feedback in a friendly, collegial setting. Beginning in the 2nd year, ERP students are required to present their research in the ERP Seminar course (OBS&GYN 954) once every academic year.

### **ERP Annual Research Symposium**

Beginning in the 2nd year, ERP students are required to submit an abstract for the ERP Annual Research Symposium. ERP faculty and visiting distinguished guest speakers judge student oral and poster sessions. View past ERP symposia programming at <https://erp.wisc.edu/symposium>.

**Teaching Assistantships** are a great way to get teaching experience. Consult with your advisor before pursuing a TAsip.

### **ERP Student Awards** (announced at Annual Symposium)

- Symposium Awards for best student oral and poster presentation
- Service Award
- Academic Research Excellence Award (dissertators)

## In Our Discipline

The ERP Program is interdisciplinary. Your advisor, committee members, and fellow students will be great resources to learn about professional associations of interest, given your research interests (e.g., Endocrine Society, Society for the Study of Reproduction, etc.)

Refer to the [Travel Funds](#) section for more information about ERP support of student travel to professional meetings.

# Appendix 1

## Proposed New Curriculum for ERP MS & PhD

Unchanged: Half of degree coursework (26 credits out of 51 total credits for PhD; 15 credits out of total 30 credits for MS) must be completed graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in UW's Course Search & Enroll (<https://enroll.wisc.edu>).

### **Proposed Revised Core Course Requirements**

#### **A. Biostatistics, 4 credits (MS and PhD)**

- AN SCI 865 - Design & Analysis of Biological Studies (4 Cr., Spring) - Francisco Peñagaricano (prerequisite STAT 571 or equivalent).
- or one of the following-
- STAT 571 - Statistical Methods for Bioscience I - (4 Cr., Fall)
- STAT 541 - Introduction to Biostatistics (students without prior biostatistics courses may substitute STAT 541 for STAT 571 with consent of Director of Graduate Studies.) - (3 Cr., Fall)

#### **B. Endocrinology Series, (PhD 9 credits all 3 required; MS 6 credits Endo 1&2 required)**

- OBS&GYN 710 "Endo 1" Reproductive Endocrine Physiology (3 Cr., Fall)
- MED 720 "Endo 2" Endocrine and Metabolism (3 Cr., Spring)
- AN SCI 875 Biochemical Concepts in Endocrinology (3 Cr., Fall starting 2024)

#### **C. Professional Development (PhD 3 credits; MS 2 credits)**

- OBS&GYN 955 Responsible Conduct of Research for Biomedical Graduate Students (2 Cr. Fall)
- OBS&GYN 956 Advanced Responsible Conduct of Research for Biomedical Graduate Students (1 Cr. Spring, **PhDs only, to be taken as a dissertator**)

#### **D. ERP Program Seminar (MS and PhD)**

- OBS&GYN 954 Seminar in Endocrinology-Reproductive Physiology (1 Cr., to be taken every fall and spring semester\* while enrolled in the ERP graduate program)

*\* A waiver for ERP Seminar may be granted by the Director of Graduate*

*Studies in rare circumstances (e.g., if taking another seminar approved by thesis committee, or if defending thesis in the same semester).*

**E. ERP-recommended Elective (2-3 Cr.) At least 1 of the following (PhD required, MS optional):**

- MET 801 Scientific Communication in Molecular & Environmental Toxicology (2 Cr. Spring) – Chad Vezina and Laura Hernandez (NOTE: this course is not specific to toxicology. It covers scientific communication, including the drafting, writing, revising, critiquing, and presenting of scientific information in grant proposals.)
- OBS&GYN 711 Advanced Reproductive Endocrine Physiology (2 Cr. Spring odd years) - Aleksandar Stanic-Kostic
- OBS&GYN 712 Critical Thinking in Reproductive Endocrine Physiology (2 Cr. Spring even years) - Derek Boeldt
- AN SCI/DY SCI 875 Advanced Reproduction (3 Cr. Fall even years, Zoom) - Milo Wiltbank
- *Note that AN SCI 875 Biochemical Concepts in Endocrinology (3 Cr., Fall, starting 2024) to be taught by Manish Patankar will be considered an ERP-recommended Elective for MS students.*

**F. Additional Electives as needed & per advisor and committee approval to achieve requirements of graded graduate-level coursework (15 Cr. minimum for MS and 26 Cr. minimum for PhD).**

These can be more specialized courses in Biochemistry, Cell Biology, Endocrinology or Reproduction, Methodology/Analysis or Statistics. Qualifying courses include high-level undergraduate level courses (500 and above) that cover established knowledge, or more cutting-edge advanced graduate courses. Choices will depend on project and career needs, and should be made with the approval of your advisor and thesis committee.

**G. 990 Research Credits (MS and PhD) – variable credit per semester as needed to maintain your enrollment status**

Table 1: ERP MS Degree - Course Requirements (proposed new)

| Table 1: ERP MS Degree<br>Course Requirements (proposed new)                                                                                                                                |                                                                                                                                                                                 |                    |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| Course Code                                                                                                                                                                                 | Course Title                                                                                                                                                                    | Offered            | Credits          |
| <b>Biostatistics – At least 1 of the following is required. ♦=recommended</b>                                                                                                               |                                                                                                                                                                                 |                    | <b>4 total</b>   |
| ♦AN SCI 865                                                                                                                                                                                 | Design & Analysis of Biological Studies (pre-req: STAT 571 or equivalent)                                                                                                       | Spring             | 4                |
| STAT 571                                                                                                                                                                                    | Statistical Methods for Bioscience I (students without a strong biostats foundation may substitute STAT 571 for AN SCI 865)                                                     | Fall               | 4                |
| STAT 541                                                                                                                                                                                    | Introduction to Biostatistics (students without prior biostats courses may substitute STAT 541 for STAT 571 with consent of program director)                                   | Fall               | 3                |
| <b>Professional Development – *=required first year</b>                                                                                                                                     |                                                                                                                                                                                 |                    | <b>2 total</b>   |
| *OBS&GYN 955                                                                                                                                                                                | Responsible Conduct Of Research For Biomedical Graduate Students                                                                                                                | Fall               | 2                |
| <b>Endocrinology Series – BOTH of the following are required</b>                                                                                                                            |                                                                                                                                                                                 |                    | <b>6 total</b>   |
| OBS&GYN 710                                                                                                                                                                                 | “Endo 1” Reproductive Endocrine Physiology                                                                                                                                      | Fall               | 3                |
| MED 720                                                                                                                                                                                     | “Endo 2” Endocrine & Metabolism                                                                                                                                                 | Spring             | 3                |
| <b>ERP Seminar – Required each fall &amp; spring semester</b>                                                                                                                               |                                                                                                                                                                                 |                    | <b>No limit</b>  |
| OBS&GYN 954                                                                                                                                                                                 | Seminar in Endocrinology-Reproductive Physiology (i.e., 1+1=2 Cr annually across 2/3 years = 4/6 Cr towards degree)                                                             | Semester 1 onwards | 1                |
| <b>Research Credits -- add 990 credits to satisfy full-time enrollment requirement every term</b>                                                                                           |                                                                                                                                                                                 |                    | <b>No limit</b>  |
| <DEPT> 990                                                                                                                                                                                  | Enroll w/ your advisor’s dept course code (e.g., CRB 990, AN SCI 990) (e.g., 2 credits per term = 6 Cr annually across 2/3 years incl summer = <b>12-18 Cr.</b> towards degree) | Semester 1 onwards | Varies 2+        |
| <b>Elective credits – (level 500 and above) Specialized courses pertaining to your research. Choices depend on project and career needs, and require approval of advisor and committee.</b> |                                                                                                                                                                                 |                    | <b>As needed</b> |
| <b>ERP-recommended Electives:</b>                                                                                                                                                           |                                                                                                                                                                                 |                    | <b>Optional</b>  |
| AN SCI 875                                                                                                                                                                                  | Biochemical Concepts in Endocrinology                                                                                                                                           | Starting Fall 2024 | 3                |
| MET 801                                                                                                                                                                                     | Scientific Communication in Molecular & Environmental Toxicology                                                                                                                | Spring             | 2                |
| OBS&GYN 711                                                                                                                                                                                 | Advanced Reproductive Endocrine Physiology                                                                                                                                      | Spring odd         | 2                |
| OBS&GYN 712                                                                                                                                                                                 | Critical Thinking in Reproductive Endocrine Physiology                                                                                                                          | Spring even        | 2                |
| AN SCI/DY SCI 875                                                                                                                                                                           | Advanced Reproduction                                                                                                                                                           | Fall even          | 3                |
| <b>TOTAL (minimum)</b>                                                                                                                                                                      |                                                                                                                                                                                 |                    | <b>30 min</b>    |
| Graded courses                                                                                                                                                                              | biostats, endocrinology series, prof. dev., Seminar, electives                                                                                                                  |                    | 15 min           |
| Ungraded credits                                                                                                                                                                            | i.e.; 990 research credits                                                                                                                                                      |                    | Varies           |

Table 2: ERP MS Degree - Sample Course Schedule (proposed new)

| <b>Table 2 - ERP MS Degree</b><br><b>Sample Course Schedule (proposed new)</b> |                                                                                                                                                                                                             |                                                                                                                         |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Proposed Sample Course Schedule MS Year 1                                      |                                                                                                                                                                                                             |                                                                                                                         |
| Semester                                                                       | Fall<br>Year 1 (odd year; e.g., 2023)                                                                                                                                                                       | Spring<br>Year 1 (even year; e.g., 2024)                                                                                |
| Courses                                                                        | *<br>- "Endo 1" (OBS&GYN 710)<br>- Responsible Conduct of Research (OBS&GYN 955)<br>- ERP Seminar (OBS&GYN 954)<br>- Research Credits (OBS&GYN 990)                                                         | - Biostatistics (AN SCI 865)<br>- "Endo 2" (MED 720)<br>- ERP Seminar (OBS&GYN 954)<br>- Research Credits (OBS&GYN 990) |
| Credits                                                                        | 12 Cr total (6 Cr graded courses)                                                                                                                                                                           | 12 Cr total (8 Cr graded courses)                                                                                       |
| Proposed Sample Course Schedule MS Year 2 & onwards                            |                                                                                                                                                                                                             |                                                                                                                         |
| Semester                                                                       | Fall<br>Year 2 (even year; e.g., 2024)                                                                                                                                                                      | Spring<br>Year 2 (odd year; e.g., 2025)                                                                                 |
| Courses                                                                        | **<br>- ERP Seminar (OBS&GYN 954)<br>- Research Credits (OBS&GYN 990)                                                                                                                                       | **<br>- ERP Seminar (OBS&GYN 954)<br>- Research Credits (OBS&GYN 990)                                                   |
| Credits                                                                        | 8 – 12 Cr total                                                                                                                                                                                             | 8 – 12 Cr total                                                                                                         |
| Total Credits by Term                                                          | Fall/Spring 8-15 Cr (recommend add 990 to reach 12)<br>Summer 4-12 Cr (recommend 4 Cr of 990 if not taking classes)                                                                                         |                                                                                                                         |
| Notes                                                                          | *STAT 571/541 are Fall Y1 options for students needing biostat foundation.<br>** Optional Electives, including "ERP-recommended Electives" (1 option in Fall even years, multiple options in Spring terms.) |                                                                                                                         |

Table 3: ERP PhD Degree - Course Requirements (proposed new)

| Table 3: PhD Degree<br>Course Requirements (proposed new)                                                                                                                                                                                                    |                                                                                                                                                                           |                    |                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| Course Code                                                                                                                                                                                                                                                  | Course Title                                                                                                                                                              | Offered            | Credits          |
| <b>Biostatistics – At least 1 of the following is required. ♦=recommended</b>                                                                                                                                                                                |                                                                                                                                                                           |                    | <b>4 total</b>   |
| ♦AN SCI 865                                                                                                                                                                                                                                                  | Design & Analysis of Biological Studies (pre-req: STAT 571 or equivalent)                                                                                                 | Spring             | 4                |
| STAT 571                                                                                                                                                                                                                                                     | Statistical Methods for Bioscience I (students without a strong biostats foundation may substitute STAT 571 for AN SCI 865)                                               | Fall               | 4                |
| STAT 541                                                                                                                                                                                                                                                     | Introduction to Biostatistics (students without prior biostats courses may substitute STAT 541 for STAT 571 with consent of program director)                             | Fall               | 3                |
| <b>Professional Development – *=required first year, **=required of dissertators</b>                                                                                                                                                                         |                                                                                                                                                                           |                    | <b>3 total</b>   |
| *OBS&GYN 955                                                                                                                                                                                                                                                 | Responsible Conduct Of Research For Biomedical Graduate Students                                                                                                          | Fall               | 2                |
| **OBS&GYN 956                                                                                                                                                                                                                                                | Advanced Responsible Conduct Of Research For Biomedical Students                                                                                                          | Spring             | 1                |
| <b>Endocrinology Series – ALL of the following are required</b>                                                                                                                                                                                              |                                                                                                                                                                           |                    | <b>9 total</b>   |
| OBS&GYN 710                                                                                                                                                                                                                                                  | “Endo 1” Reproductive Endocrine Physiology                                                                                                                                | Fall               | 3                |
| MED 720                                                                                                                                                                                                                                                      | “Endo 2” Endocrine & Metabolism                                                                                                                                           | Spring             | 3                |
| AN SCI 875                                                                                                                                                                                                                                                   | Biochemical Concepts in Endocrinology                                                                                                                                     | Starting Fall 2024 | 3                |
| <b>ERP-recommended Elective – At least 1 of the following is required</b>                                                                                                                                                                                    |                                                                                                                                                                           |                    | <b>2+ total</b>  |
| MET 801                                                                                                                                                                                                                                                      | Scientific Communication in Molecular & Environmental Toxicology                                                                                                          | Spring             | 2                |
| OBS&GYN 711                                                                                                                                                                                                                                                  | Advanced Reproductive Endocrine Physiology                                                                                                                                | Spring odd         | 2                |
| OBS&GYN 712                                                                                                                                                                                                                                                  | Critical Thinking in Reproductive Endocrine Physiology                                                                                                                    | Spring even        | 2                |
| AN SCI/DY SCI 875                                                                                                                                                                                                                                            | Advanced Reproduction                                                                                                                                                     | Fall even          | 3                |
| <b>ERP Seminar – Required each fall &amp; spring semester</b>                                                                                                                                                                                                |                                                                                                                                                                           |                    | <b>No limit</b>  |
| OBS&GYN 954                                                                                                                                                                                                                                                  | Seminar in Endocrinology-Reproductive Physiology (i.e., 1+1=2 Cr. annually across 4/5/6 years = 8/10/12 Cr. towards degree)                                               | Semester 1 onwards | 1                |
| <b>Research Credits -- add 990 credits to satisfy full-time enrollment requirement every term</b>                                                                                                                                                            |                                                                                                                                                                           |                    | <b>No limit</b>  |
| OBS&GYN 990                                                                                                                                                                                                                                                  | Research credits for rotating PhD students                                                                                                                                | Rotation           | 6                |
| <DEPT> 990                                                                                                                                                                                                                                                   | Enroll w/ your advisor’s dept course code (e.g., CRB 990, AN SCI 990) (e.g., 2 Cr. per term = 6 Cr annually across 4/5/6 years incl summer = 24/30/36 Cr. towards degree) | Semester 2 onwards | Varies 2+        |
| <b>Additional Elective Credits – (level 500 and above) Specialized courses pertaining to your research. Choices depend on project and career needs, and require approval of advisor and committee. (Note that ERP-recommended Electives can count here.)</b> |                                                                                                                                                                           |                    | <b>As needed</b> |
| <b>TOTAL (minimum)</b>                                                                                                                                                                                                                                       |                                                                                                                                                                           |                    | <b>51 min</b>    |
| Graded courses                                                                                                                                                                                                                                               | biostats, endocrinology series, prof. dev., Seminar, electives (ERP-rec & other)                                                                                          |                    | 26 min           |
| Ungraded credits                                                                                                                                                                                                                                             | i.e.; 990 research credits                                                                                                                                                |                    | Varies           |

Table 4: ERP PhD Degree - Sample Course Schedule (proposed new)

| Table 4 - ERP PhD Degree<br>Sample Course Schedule (proposed new) |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                      |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proposed Recommended Schedule PhD Year 1                          |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                      |
| Semester                                                          | Fall<br>Year 1 (odd year; e.g., 2023)                                                                                                                                                                                                                                                             | Spring<br>Year 1 (even year; e.g., 2024)                                                                                                                                                             |
| Courses                                                           | *<br>- "Endo 1" (OBS&GYN 710)<br>- Responsible Conduct of Research (OBS&GYN 955)<br>- ERP Seminar (OBS&GYN 954)<br>- Research Credits (OBS&GYN 990)                                                                                                                                               | - Biostatistics (AN SCI 865)<br>- "Endo 2" (MED 720)<br>- Spring ERP Rec Elective Option**:<br>Scientific Communication (MET 801)<br>- ERP Seminar (OBS&GYN 954)<br>- Research Credits (OBS&GYN 990) |
| Credits                                                           | 12 Cr total (6 Cr graded courses)                                                                                                                                                                                                                                                                 | 12 Cr total (10 Cr graded courses)                                                                                                                                                                   |
| Proposed Recommended Schedule PhD Year 2                          |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                      |
| Semester                                                          | Fall<br>Year 2 (even year; e.g., 2024)                                                                                                                                                                                                                                                            | Spring<br>Year 2 (odd year; e.g., 2025)                                                                                                                                                              |
| Courses                                                           | - "Endo Biochem" (AN SCI 875)***<br>- Fall ERP Rec Elective Option**:<br>Advanced Repro (AN SCI 875 <i>Fall even years</i> )<br>- ERP Seminar (OBS&GYN 954)<br>- Research Credits (OBS&GYN 990)                                                                                                   | - Spring ERP Rec Elective Option**:<br>Adv Repro Endo Phys (OBS&GYN 711 <i>Spring odd years</i> )<br>- ERP Seminar (OBS&GYN 954)<br>- Research Credits (OBS&GYN 990)                                 |
| Credits                                                           | 8 – 12 Cr total                                                                                                                                                                                                                                                                                   | 8 – 12 Cr total                                                                                                                                                                                      |
| Proposed Recommended Schedule PhD Year 3 & onwards                |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                      |
| Semester                                                          | Year 3 onwards                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                      |
| Electives as needed                                               | - ERP Rec Elective Option***: Crit Thinking Repro Endo Phys (OBS&GYN 712 <i>Spring even years</i> )                                                                                                                                                                                               |                                                                                                                                                                                                      |
| Required                                                          | - Research Credits (<DEPT> 990)<br>- ERP Seminar (OBS&GYN 954)<br>- Advanced Responsible Conduct of Research (OBS&GYN 956) as dissertator                                                                                                                                                         |                                                                                                                                                                                                      |
| Total Credits by Term                                             | Dissertators: EXACTLY 3 credits every term until graduation<br>Non-dissertators: Fall/Spring 8-15 Cr (recommend add 990 to reach 12)<br>Summer 4-12 Cr (recommend 4 if not taking classes)                                                                                                        |                                                                                                                                                                                                      |
| Notes                                                             | *STAT 571/541 are Fall Year 1 options for students lacking biostat foundation.<br>**At least 1 "ERP-recommended Elective" to be taken during course of study (1 option in Fall even years, multiple options in Spring terms.)<br>***"Endo Biochem" (AN SCI 875) to be offered beginning Fall 2024 |                                                                                                                                                                                                      |

## Appendix 2

### Existing Curriculum for ERP MS & PhD

- [MS Curriculum Requirements](#) (August 2020)
- [PhD Curriculum Requirements](#) (August 2020)

## Appendix 3

### ERP Faculty Trainer Resources

#### Becoming an ERP Faculty Trainer

*Send an inquiry to the Director of Graduate Studies and the Graduate Program Manager. Attach a letter of interest, detailing: how your research interests are relevant to the ERP program, your experience with graduate training, and how you look forward to participating in the program -- training new students, teaching relevant coursework, serving on committees (program and/or thesis committees). We also ask for a CV or biosketch, with current funding information.*

#### Expectations of ERP Faculty Trainers

- 1) Active participation in ERP events, when possible (announced via email):
  - ERP seminar (Fall & Spring semesters, Thursdays, 3-4pm)
  - Annual ERP Research Symposium held end of August in recent years)
  - ERP Recruitment events (early spring semester)
- 2) Participation as instructor or guest lecturer/discussant in [ERP course offerings](#)
- 3) Participation in NIH-approved mentor training every 5 years (tracked by Office of Training Grant Support). This is required of faculty advisors of students on T32 fellowships, and **strongly** recommended for all ERP faculty.
- 4) Participation as ERP Student Trainer

All required forms related to advising and training ERP students are available on the [Program Documents](#) page of the ERP website <https://erp.wisc.edu/program-documents>.

## Handy Links for ERP Trainers Within This Document:

- Advising & Mentoring (includes Rotation Process, Advising Compact)
- Satisfactory Academic Progress
  - Annual Progress Reporting (due to ERP Office every August 1)
- ERP Degree Requirements (Curriculum, Committee, Thesis, Prelim, Defense & more)
  - Master's Degree
  - Doctoral Degree
- Funding and Employment (includes ERP stipend amount & Grad Assistantship Policies & Procedures)
  - Grad Assistantship Policies & Procedures  
<https://hr.wisc.edu/policies/gapp/>
  - Guidance on sick leave, vacation, and other leave policies:  
<https://hr.wisc.edu/policies/gapp/#leave-benefits>. The scheduling of vacation is subject to the approval of the supervisor. Project and Research Assistants appointed on an annual pay appointment shall earn paid vacation prorated based on a full-time rate of 180 hours per fiscal year (e.g., for a 50% appointment, this works out to 90 hours per fiscal year, which runs from July 1 to June 30).
- Appendix 1 - Proposed New Curriculum for ERP MS & PhD (includes tables with Sample Course Schedules)