

**Progress Improvement Plan (PIP)**  
**The University of Wisconsin-Madison**  
**Department of Animal and Dairy Sciences**

Date of Meeting: \_\_\_\_\_ Student's Name (Last, First): \_\_\_\_\_

Year in Program:                    2                    3                    4                    5                    6 or beyond

Have the major core curriculum requirements been completed?                    Yes                    No

The Department highly recommends that the PI discusses student progress with the student and the student's Mentor and Examination Committee frequently to develop strategies to improve progress before a PIP is implemented.

The purpose of this plan is to define areas of concern, gaps in performance, reiterate the Department of Animal and Dairy Sciences expectations, and allow the student the opportunity to demonstrate improvement and commitment to their degree progress.

**Areas for discussion** (i.e. the student's ability to: set research goals and deadlines, plan to achieve goals and meet deadlines, obtain new knowledge of the disciplinary field, identify research problems and potential impacts of proposed research, synthesize relevant literature and outline knowledge gaps in the field, formulate research hypotheses, design experiments to test the hypotheses, interpret experimental results and troubleshoot potential problems, present scientific results with clarity):

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**Observations and Details from Previous Discussions:**

**Step 1: Improvement Goals.** List the goals (goals should be **specific, measurable, achievable, relevant, and time-bound**) to improve the above areas of concern.

1.	
2.	
3.	

**Step 2: Action Plan.** List the behavior and/or process changes the student will implement to achieve these goals.

Goal	Behavior/Process Change	How to Accomplish	Begin Date	End Date
1.				
2.				
3.				

**Step 3: Resources.** List the resources available to the student to achieve these goals (examples: lab mates, equipment, lab managers, departments, mental health resources, tutoring services, writing groups, etc.).

1.	
2.	
3.	

**Step 4: Checkpoints.** The following schedule allows evaluation of progress made towards meeting the goals. The Graduate Program Manager will check-in with the student halfway through the PIP for support.

Goal	Follow Up Date	Follow Up Type (email/call/meeting)	Progress Expected (What should be completed?)	Notes
1.				
2.				
3.				

**Step 5: Follow-up Schedule.** Student will receive feedback on progress according to the following schedule:

Date Scheduled	Follow Up Type	Conducted By	Completion Date

**Step 6: Final PIP Report.** The PI will send a final PIP report in writing to the Graduate Program Manager and student. It is recommended that the form be sent to the committee members.

**Timeline for Improvement, Consequences & Expectations:**

Effective immediately, you are placed on a 90-day PIP. During this time, you are expected to make regular progress on the plan outlined above. Failure to meet these expectations may result in further disciplinary action, up to and including discontinuation in this program. Failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action.

*Meghan Smith*

Signature of Advisor (PI)

*OK*

Signature of Student