GRADUATE SCHOOL POLICIES
The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

NAMED OPTION–SPECIFIC POLICIES

PRIOR COURSEWORK
Graduate Work from Other Institutions
With program approval, students are allowed to count no more than 6 credits of graduate coursework from other institutions. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

UW–Madison Undergraduate
Up to 7 credits from a UW–Madison undergraduate degree numbered 300 or above are allowed to count toward the degree, with petition from student. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

UW–Madison University Special
With program approval, students are allowed to count no more than 15 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

PROBATION
The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

ADVISOR / COMMITTEE
The A A E Graduate Faculty Committee makes decisions regarding student progress.

CREDITS PER TERM ALLOWED
15 credits

TIME CONSTRAINTS
A full-time student is expected to complete the M.S. in A A E in two years. The program can be completed part-time but must be completed in five years.

GRIEVANCES AND APPEALS
These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Dean of Students Office (https://doso.students.wisc.edu/) (for all students to seek grievance assistance and support)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

College of Agricultural and Life Sciences: Grievance Policy
In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
b. If the grievance involves a unit in CALS that is not an academic
department, the student should proceed in accordance with item
4 below.

3. The student should contact the department's grievance advisor
within 120 calendar days of the alleged unfair treatment. The
departmental administrator can provide this person's name. The
grievance advisor will attempt to resolve the problem informally
within 10 working days of receiving the complaint, in discussions with
the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance
      in writing to the grievance advisor within 10 working days of
      the date the student is informed of the failure of the mediation
      attempt by the grievance advisor. The grievance advisor will
      provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department
      committee that will obtain a written response from the person at
      whom the complaint is directed, providing a copy to the student.
      Either party may request a hearing before the committee. The
      grievance advisor will provide both parties a written decision
      within 20 working days from the date of receipt of the written
      complaint.
   c. If the grievance involves the department chairperson, the
      grievance advisor or a member of the grievance committee, these
      persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10
      working days from the date of notification of the departmental
      committee action to file a written appeal to the CALS Equity
      and Diversity Committee. A subcommittee of this committee
      will make a preliminary judgement as to whether the case
      merits further investigation and review. If the subcommittee
      unanimously determines that the case does not merit further
      investigation and review, its decision is final. If one or more
      members of the subcommittee determine that the case does
      merit further investigation and review, the subcommittee will
      investigate and seek to resolve the dispute through mediation.
      If this mediation attempt fails, the subcommittee will bring the
      case to the full committee. The committee may seek additional
      information from the parties or hold a hearing. The committee will
      present a written recommendation to the dean who will provide a
      final decision within 20 working days of receipt of the committee
      recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not
an academic department, the student should, within 120 calendar
days of the alleged incident, take his/her grievance directly to the
Associate Dean of Academic Affairs. The dean will attempt to resolve
the problem informally within 10 working days of receiving the
complaint. If this mediation attempt does not succeed the student
may file a written complaint with the dean who will refer it to the
CALS Equity and Diversity Committee. The committee will seek a
written response from the person at whom the complaint is directed,
subsequently following other steps delineated in item 3d above.

OTHER
n/a