ART, MFA

POLICIES

GRADUATE SCHOOL POLICIES
The Graduate School’s Academic Policies and Procedures (https://grad.wisc.edu/acadpolicies/) 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.

MAJOR-SPECIFIC POLICIES

PRIORITY COURSEWORK

Graduate Credits Earned at Other Institutions
With program approval, coursework from a previous graduate program completed within the past ten years may be considered for transfer. Credit transfers will not be granted if the student fails to disclose their intent to transfer credits within their first semester of study. The student must schedule a meeting with the Graduate Program Manager and provide a transcript from the previous institution.

Undergraduate Credits Earned at Other Institutions or UW-Madison
No credits from a UW-Madison or other institution undergraduate degree are allowed to transfer toward the degree.

Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)
Refer to the Graduate School: Transfer Credit for Prior Coursework policy. (https://policy.wisc.edu/library/UW-1216/)

Credits Earned as University Special Student at UW-Madison
With program approval, coursework numbered 300 or above taken as a University Special student at UW-Madison may be considered for transfer. Coursework earned ten or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

Good standing (progressing according to standards; any funding guarantee remains in place).

Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).

Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program)

ADVISOR / COMMITTEE
All students are required to conduct a yearly progress report meeting with the chair and members of their committee. The committee will meet at the end of the student’s sixth semester to review work for the MFA degree.

CREDITS PER TERM ALLOWED
15 credits per semester

TIME LIMITS
The MFA show of creative work must be completed by the sixth semester of the candidate’s studies. Refer to the Graduate School’s Time Limits policy (https://policy.wisc.edu/library/UW-1221/).

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/)
  - 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 Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
  - 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)

School of Education Grievance Policy and Procedures
The following School of Education Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Education.

Any individual student who feels they have been treated unfairly by a School of Education faculty or staff member has the right to file a grievance about the treatment and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except employees whose complaints are covered under other campus policies. The grievance may concern classroom treatment, mentoring or advising, program admission or continuation,
For grievances about, or directed at, faculty or staff in a School of
International Academic Programs (https://studyabroad.wisc.edu/), or
issues not covered by other campus policies or grievance procedures.

For grievances regarding discrimination based on protected bases
(https://compliance.wisc.edu/eo-complaint/) (i.e., race, color,
national origin, sex, disability, age, etc.), contact the Office of
Compliance (https://compliance.wisc.edu/eo-complaint/).

For grievances or concerns regarding sexual harassment or sexual
violence (including sexual assault, dating/domestic violence,
stalking, and sexual exploitation), contact the Sexual Misconduct
Resource and Response Program (https://compliance.wisc.edu/
titleix/) within the Office of Compliance.

For grievances that involve the behavior of a student, contact the
Office of Student Conduct and Community Standards in the Dean of
Students Office at https://conduct.students.wisc.edu/).

For grievances about, or directed at, faculty or staff in a School of
Education department, unit, or program, students should follow these
steps:

1. Students are strongly encouraged to first talk with the person against
whom the concern is directed. Many issues can be settled informally at
this level. If students are unable to resolve concerns directly or without
additional support, step 2 or 3 should be pursued.

2. If unresolved after taking or considering step 1:
   a. If the concern is directed against a teaching assistant (TA),
      and the student is not satisfied, the student should contact the
      TA’s supervisor, who is usually the course professor. The course
      professor will attempt to resolve the concern informally.
   b. If the concern involves a non-TA instructor, staff member,
      professor, academic department, or School of Education office
      or unit, the student should contact the chair of the department
      or the director of the office or unit, or their designee. The chair
      or director, or their designee, will attempt to resolve the concern
      informally. If the concern is about the department chair or office/
      unit director, the student should consult the School of Education
      Senior Associate Dean for guidance.

3. If the concern remains unresolved after step 2, the student may submit
   a formal grievance to the chair or director in writing within 30 business
days’ of the alleged unfair treatment. To the fullest extent possible, a
formal written grievance shall contain a clear and concise statement of
the issue(s) involved and the relief sought.

4. On receipt of a written grievance, the chair or director will notify the
   person at whom the grievance is directed with a copy of the written
   grievance. The person at whom the complaint is directed may submit a
   written response, which would be shared with the student.

5. On receipt of a written grievance, the chair or director will refer the
   matter to a department, office, or unit committee comprised of at
least two members. The committee may be an existing committee or
one constituted for this purpose. The committee, or delegates from
the committee, may meet with the parties involved and/or review any
material either party shares with the committee.

6. The committee will provide a written description of the facts of the
   grievance and communicate recommendations to the department
   chair or office/unit head regarding how the grievance should be
   handled.

7. The chair or director will offer to meet with the student who made
   the grievance and also will provide a written decision to the student,
   including a description of any related action taken by the committee,
   within 30 business days of receiving the formal grievance.

1 For the purpose of this policy, business days refers to those
days when the University Offices are open and shall not include
weekends, university holidays, spring recess, or the period from
the last day of exams of fall semester instruction to the first day
of spring semester instruction. All time limits may be modified by
mutual consent of the parties involved.

If the grievance concerns an undergraduate course grade, the decision of
the department chair after reviewing the committee’s recommendations is
final.

Other types of grievances may be appealed using the following
procedures:

1. Both the student who filed the grievance or the person at whom
   the grievance was directed, if unsatisfied with the decision of the
department, office or unit, have five (5) business days from receipt
of the decision to contact the Senior Associate Dean, indicating the
intention to appeal.

2. A written appeal must be filed with the Senior Associate Dean within
10 business days of the time the appealing party was notified of the
initial resolution of the complaint.

3. On receipt of a written appeal, the Senior Associate Dean will convene
a sub-committee of the School of Education’s Academic Planning
Council. This subcommittee may ask for additional information from
the parties involved and/or may hold a meeting at which both parties
will be asked to speak separately (i.e., not in the room at the same
time).

4. The subcommittee will then make a written recommendation to the
Dean of the School of Education, or their designee, who will render a
decision. The dean or designee’s written decision shall be made within
30 business days from the date when the written appeal was filed with
the Senior Associate Dean. For undergraduate students, the dean or
designee’s decision is final.

Further appealing a School of Education decision – graduate students only

Graduate students have the option to appeal decisions by the
School of Education dean or designee by using the process
detailed on the Graduate School’s website (https://grad.wisc.edu/
documents/grievances-and-appeals/).

Questions about these procedures can be directed to the School of
Education Dean’s Office, 377 Education Building, 1000 Bascom Mall, 608-262-1763.

Resources
- Office of Compliance (https://compliance.wisc.edu/) (for
discrimination based on protected classes, including misconduct) 179A
Bascom Hall, 608-262-2378
- Office of Student Conduct and Community Standards (https://
conduct.students.wisc.edu/) (for conflicts between students, or
academic integrity violations) 70 Bascom Hall, 608-263-5700
- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-
reporting/) (for students who experience or observe bias or hate
incidents) 70 Bascom Hall, 608-263-5700
- Graduate School (https://grad.wisc.edu/) (for graduate students
who need informal advice at any level of review; for official appeals
of program/departmental or school/college grievance decisions, see
Graduate Assistant Policies and Procedures (https://hr.wisc.edu/policies/gapp/) 217 Bascom Hall, 608-262-2433

• Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for UW–Madison employees, including graduate students) 523-524 Lowell Center, 608-265-9992

• Employee Assistance (http://www.eao.wisc.edu/) (for conflicts involving graduate assistants and other employees) 256 Lowell Hall, 608-263-2987

• Office of Human Resources (https://kb.wisc.edu/ohr/policies/search.php?cat=4506) for policies and procedures to address workplace conflict 21 N Park Street Suite 5101, 608-265-2257

• Office of Student Assistance and Support (https://osas.wisc.edu/) (OSAS) (for any students needing advice or support) 70 Bascom Hall, 608-263-5700

• School of Education, Office of Student Services (https://education.wisc.edu/about/student-services/) (for students, particularly undergraduates, in the School of Education) 139 Education Building, 608-262-1651

• School of Education, Office of Equity, Diversity, and Inclusion (https://education.wisc.edu/about/diversity-inclusion/) (OEDI) 145 Education Building, 608-262-8427

OTHER
n/a