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.

MAJOR-SPECIFIC POLICIES

PRIORITY COURSEWORK

Graduate Work from Other Institutions
For well-prepared advanced students, the program may accept prior graduate coursework from other institutions toward the minimum graduate degree credit and minimum graduate coursework (50%) requirement. The minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements. Up to 6 research credits received for the master’s degree may be transferred from another accredited institution. No other research credit may be transferred. Eighteen (18) Master’s course credits earned from another institution may be transferred towards the PhD. Additional credits need to be approved by the BSE Graduate Instruction and Research committee.

UW–Madison Undergraduate
This program follows the Graduate School’s policy for Satisfying Requirements with Coursework from Undergraduate Career at UW–Madison. (https://policy.wisc.edu/library/UW-1216/)

UW–Madison University Special
This program follows the Graduate School’s policy for Transfer from UW–Madison University Special Student Career at UW–Madison. (https://policy.wisc.edu/library/UW-1216/)

PROBATION

This program follows the Graduate School’s Probation policy. (https://policy.wisc.edu/library/UW-1217/)

ADVISOR / COMMITTEE

This program follows the Graduate School’s Advisor policy (https://policy.wisc.edu/library/UW-1232/) and the Graduate School’s Committees policy (https://policy.wisc.edu/library/UW-1201/). In addition, members of the Committee must hold a PhD.

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

This program follows 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/)
- 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