**BIological Systems Engineering, Ph.D.**

**POLICIES**

**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**

**PRIOR 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 maybe transferred towards Ph.D. Additional credits need to be approved by the BSE Graduate Instruction and Research committee.

**UW–Madison Undergraduate**

For well-prepared advanced students, the program may decide to accept up to 7 credits numbered 300 or above completed at UW–Madison toward fulfillment of minimum degree and minor credit requirements. This work would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

**UW–Madison University Special**

The program may decide to accept up to 15 University Special student credits as fulfillment of the minimum graduate residence, graduate degree, or minor credit requirements on occasion as an exception (on a case-by-case basis). UW–Madison coursework taken as a University Special student would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. Coursework earned ten or more years prior to admission to a doctoral 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**

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

**CREDITS PER TERM ALLOWED**

15 credits

**TIME CONSTRAINTS**

Doctoral degree students who have been absent for ten or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; that coursework may not count toward Graduate School credit requirements.

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may by require to take another preliminary examination and to be admitted to candidacy a second time.

**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://facstaffprovost.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

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

Funding decisions are made by faculty supervisors of the admitted
students based on the funding availability and project need.