must identify a primary Biomedical Engineering faculty to serve as co-
advisor; if the advisor is a Biomedical Engineering affiliate, the student
primary Biomedical Engineering faculty or a Biomedical Engineering
in their course program and research oversight. The advisor must be a
advisor. A faculty advisor provides the student with academic guidance
Every Biomedical Engineering graduate student must have a faculty
ADVISOR / COMMITTEE

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 Credits Earned at Other Institutions
Refer to the Graduate School: Transfer Credits for Prior Coursework
(https://policy.wisc.edu/library/UW-1216/) policy. Contact the Graduate
Coordinator for more information.

Undergraduate Credits Earned at Other Institutions or
UW–Madison
A student who has completed their bachelor’s degree at UW–Madison
may transfer 6 credits of coursework with program approval. These
courses must be Engineering or advanced biological sciences coursework
numbered 400 or above. Credits earned at other institutions are not
allowed to transfer. Coursework earned ten or more years prior to
admission to a master’s degree is not allowed to satisfy requirements.
These courses may not be used to satisfy the Graduate School’s minimum
residence credit requirement.

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

Credits Earned as a University Special Student at UW–
Madison
Refer to the Graduate School: Transfer Credits for Prior Coursework
(https://policy.wisc.edu/library/UW-1216/) policy.

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

ADVISOR / COMMITTEE
Every Biomedical Engineering graduate student must have a faculty
advisor. A faculty advisor provides the student with academic guidance
in their course program and research oversight. The advisor must be a
primary Biomedical Engineering faculty or a Biomedical Engineering
affiliate; if the advisor is a Biomedical Engineering affiliate, the student
must identify a primary Biomedical Engineering faculty to serve as co-

CREDITS PER TERM ALLOWED
15 credits

TIME LIMITS
Full-time students take approximately 18–24 months to complete the
Biomedical Engineering MS named option in Research.

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://
edisabilities.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)

Biomedical Engineering Grievance Procedures
If a student feels unfairly treated or aggrieved by faculty, staff, or another
student, the University offers several avenues to resolve the grievance.

Step 1
The student is encouraged to speak first with the person toward whom
the grievance is directed to see if a situation can be resolved at this level.
Students are also encouraged to talk with their faculty advisors regarding
concerns or difficulties, or reach out to the Graduate Student Services
Coordinator or Associate Chair of BME Graduate Advising for additional
assistance. These activities do not rise to the level of a formal grievance;
however, the student is encouraged to keep documentation of these
interactions as they may be useful if a formal grievance is pursued.
Step 2

Should a satisfactory resolution not be achieved, a formal grievance can be filed with the BME Grievance Committee. To do so, the student contacts the Department Administrator, who will provide the student with the name of the current chair of the Grievance Committee. The student will then contact the Chair of the Grievance Committee, who will reply within seven calendar days. If the grievance is with the current Chair of the Grievance Committee, please let the Department Administrator know and they will identify an alternate committee member to contact. It is advised that grievances are filed within 60 calendar days of the alleged unfair treatment to enable a thorough investigation.

Step 3

If the student does not feel comfortable working through the departmental process, they are encouraged to seek out other campus resources including:

• The Assistant Dean for Graduate Affairs in the College of Engineering
• The Graduate School
• UW Division of Diversity, Equity & Educational Achievement (DDEEA)
• McBurney Disability Resource Center
• Employee Assistance Office
• Ombuds Office
• University Health Services

Step 4

At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has ten working days to file a written appeal to the School/College. For more information, students should consult the College of Engineering Academic Advising Policies and Procedures.

Step 5

Documentation of the grievance will be stored for at least seven years. Significant grievances that set a precedent will be stored indefinitely. The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School’s Academic Policies and Procedures.

OTHER

n/a