GRIEVANCES AND APPEALS
policy.wisc.edu/library/UW-1221/

This program follows the
TIME LIMITS
CREDITS PER TERM ALLOWED
stages of their studies.
A committee often accomplishes advising for the students in the early
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. An advisor is a
advisor is assigned to incoming students.

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

POLICIES

PRIOR COURSEWORK
Graduate Work from Other Institutions
No credits of prior coursework are allowed to satisfy requirements.

UW–Madison Undergraduate
No credits from a UW–Madison undergraduate degree are allowed to
count toward the degree.

UW–Madison University Special
No credits of prior coursework are allowed to satisfy requirements.

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

ADVISOR / COMMITTEE
Every graduate student is required to 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.

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. An advisor is a
faculty member, or sometimes a committee, from the major department
responsible for providing advice regarding graduate studies.

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

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://
counseling and workplace consultation around communication and
conflict involving graduate assistants and other employees, post-
doctoral students, faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about
  discrimination)

Any student who feels that they have been mistreated by a faculty
or staff member has the right to lodge a complaint. Complaints may
concern course grades, classroom treatment, program admission, or
other issues. To ensure a prompt and fair hearing of any complaint
and to protect both the student’s rights and the person at whom the
complaint is addressed, the grievance procedures below are used in
the School of Business.

The person whom the complaint is directed against must be an employee
of the School of Business. Any student or potential student may use these
procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student
should first talk with the person against whom the grievance is
directed. Most issues can be settled at this level. If the complaint
is directed against a teaching assistant (TA) and the student
is not satisfied after discussion of the grievance with the TA,
the next step would be to talk to the TA’s supervisor, who is
usually the course professor. If the complaint is still not resolved
satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student
should contact the chair of the department. The chair will
attempt to resolve the problem informally. If this cannot be
done to the student’s satisfaction, the student may submit the
grievance to the chair in writing. This must be done within 60
calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department,
   the procedure outlined in Step 4 below should be followed.
3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.

4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean’s office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean’s office within 60 calendar days of the alleged unfair treatment.

5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.

6. On receipt of such a written complaint, the Chief Diversity and Inclusion Officer will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.

State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: “No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.” In addition, UW–System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School’s Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

**OTHER**

Students in the following programs are not permitted to seek dual degrees. Students must plan to attend on the dates of the academic calendar for the respective year of graduation. Students must take part in the required global learning experience (10 days). Merit scholarships are awarded at admission for the entirety of the academic program as long as student is in good academic standing. Veterans scholarships also available. Contact emba@bus.wisc.edu for details on merit veterans scholarships.