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 Work from Other Institutions
Students may not transfer in credits of graduate course from other institutions.

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

UW–Madison University Special
No credits as a UW–Madison University Special student are allowed to count toward the degree.

PROBATION

The status of a student can be one of two options:

1. Satisfactory progress (progressing according to standards)
2. Unsatisfactory progress (not progressing according to standards; permitted to enroll with a specific plan including dates and deadlines in place in regards to the removal of unsatisfactory progress to avoid dismissal from the program).

ADVISOR / COMMITTEE

All students are required to have an advisor. An advisor is assigned to all incoming students. To ensure that they are making satisfactory progress toward a degree, students should meet with their advisor on a regular basis.

The advisor serves as the primary contact within the program and approves the candidate's capstone project. Students can be suspended from the program if they do not have an advisor.

CREDITS PER TERM ALLOWED

15 credits

TIME CONSTRAINTS

Master's degree students who have been absent for five 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.

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)

Any student who feels that they have been treated unfairly by a faculty or staff member has the right to complain about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. The complaint may concern course grades, classroom treatment, program admission, or other issues. To insure a prompt and fair hearing of any complaint, and to protect both the rights of the student and the person at whom the complaint is addressed, the procedures below are used in the School of Education.

The person whom the complaint is directed against must be an employee of the School of Education. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts. The following steps are available within the School of Education when a student has a grievance:

1. 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, and the student is not satisfied, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is not resolved satisfactorily, the student may continue to step 2.

2. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed. 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.

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 timely written decision to the student on the action taken by the
committee.

4. If either party is not satisfied with the decision of the department,
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 associate dean. If this cannot be done, the complaint can
be filed in writing with the dean's office. 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 associate dean will
convene a subcommittee of the school's Equity & Diversity
Committee. 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 Education who will render a decision. Unless a longer time is
negotiated, this written decision shall be made within 20 working
days from the date when the grievance was filed with the dean's
office.

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

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 (https://compliance.wisc.edu/),
361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.

**OTHER**

Students are not permitted to accept teaching, project, or research
assistants or other appointments that would result in a tuition waiver.
Students also cannot enroll in other graduate programs or take courses
outside the prescribed curriculum.