The Graduate School’s Academic Policies and Procedures 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
With dissertation committee and program chair approval, students are allowed to count up to 24 credits of graduate coursework from other institutions. Students must have at least three UW-Madison credits in each of the three breadth categories, and at least six UW-Madison credits in the individual program focus category (not including Research credits). Coursework completed ten or more years prior to admission to the doctoral degree is not allowed to satisfy graduate degree or graduate coursework requirements.

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

UW–Madison University Special
This program follows the Graduate School’s policy for Transfer from UW–Madison University Special Student Career at UW–Madison. Approval comes from the dissertation committee and program chair.

PROBATION

This program follows the Graduate School’s Probation policy.

ADVISOR / COMMITTEE

All students must assemble a four-member dissertation committee that represents a minimum of three departments, preferably no later than their fourth semester in the program. To meet the interdisciplinary requirement the committee must include members tenured in one of the natural sciences divisions (Biological Sciences, Physical Sciences) and one of the social sciences divisions (Social Studies, Arts & Humanities). Three of the four committee members must be members of the Graduate Faculty. The fourth, subject to approval of the program chair, may be any qualified person, on or off campus, who holds a doctoral degree.

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

This program follows the Graduate School’s Time Limits policy.

Undergraduate students may wish to review information available in the undergraduate course catalog. There they will find this option presented: “For assistance in determining options, students can contact the on-call dean in the Dean of Students Office, 608-263-5700, Room 70 Bascom Hall, Monday–Friday, 8:30 a.m.–4:30 p.m.”

Also, students should know that academic administrators may be required to report instances of sexual harassment or violence in accordance with university policy and the Clery act. (See: http://uwpd.wisc.edu/clery-data/clery-act/ Accessed Oct. 2018).

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 for Equity and Diversity.

Questions about Nelson Institute procedures can be directed to the Associate Dean for Research and Education.

Procedures:
1. If possible, the student (complainant) should first talk with the person against whom the grievance is directed to advise them of their complaint and to determine if resolution is possible.

2. If the student is not satisfied, or if they do not feel comfortable addressing the person to whom the grievance is directed, they should ask to speak to the immediate supervisor of the person involved. If the complaint is directed against a teaching assistant, the student should talk to the TA’s supervisor, who is usually the course professor. If the student grievance concerns a faculty or staff member in Nelson, the next formal step is for the student to meet with the Associate Dean for Research and Education. If the complaint is not resolved at this level, the student may continue to the next step (4).

3. It is recognized that a student may be reluctant to bring their grievance to the person against whom the complaint is directed, or to their supervisor, or to anyone else in the administrative hierarchy. In that case, the student should seek out a person who can guarantee confidentiality to the extent allowed by the law and university policy and provide non-judgmental advice as to appropriate next steps. Note that if criminal activity is involved confidentiality cannot be guaranteed. If a student does not know of any suitable person, they may approach any member of the Nelson Institute Academic Programs staff who will be able either to serve as a confidential discussant or who will be able to direct the student to someone who can assure confidentiality. Their role is to be that of Ombuds, meaning that they are not to take a position with respect to the validity of the grievance. Their role is to advise the student as to appropriate next steps.

4. To start a formal grievance process, the student must submit the grievance in writing to the Nelson Institute Associate Dean for Research and Education (hereafter Associate Dean) as soon as possible. An email for which receipt is acknowledged will be considered a written submission.

5. On receipt of the written complaint, the Associate Dean will acquaint themselves with the issues. This may involve face to face meetings or other means of establishing the facts in dispute. The Associate Dean will have the option of proposing a resolution. If the proposed resolution is accepted by parties directly involved, the matter will be considered settled at this level. Relevant documents will be archived by the Office of the Assistant Dean for Administration. At any point in the proceedings after the receipt and acknowledgement of the grievance by the Associate Dean, the complainant or the compliance will have the option of requesting that the matter be referred to an ad hoc committee. This request must be submitted in writing and acknowledged by the Associate Dean.

6. If the matter cannot be settled through the mediation of the Associate Dean, or if the Associate Dean has concluded that the case merits further attention, or if the complainant has requested that the matter be referred to an ad hoc committee an ad hoc committee will be appointed by the Dean of the Nelson Institute or their designee. The committee will consist of at least three members. Within 10 working days, the student will be allowed to revise the complaint or to add material to the complaint document to be provided to the committee. The complainant may request a change in committee membership, but the final decision on the committee will remain with the Dean. The committee may request a written response from the person toward whom the complaint is directed. This response shall be shared with the person filing the grievance. The ad hoc committee will meet to discuss the case. They are authorized to seek additional information if they feel it is necessary. They will convey their written decision regarding the case including any recommendations for remediation or mediation to the Associate Dean within 30 working days from the charge to the committee. The Associate Dean will provide a copy of the committee’s written decision to the student regarding the case within 10 working days of receiving the committee’s report.

7. The complainant then has the option of taking their grievance to the university level. There are several options available. Consult websites referenced above.

8. The written documents relevant to the grievance will be archived in hard copy and electronic form as appropriate in a “Grievance Record” by the office of the Assistant Dean of Administration and will be maintained for a minimum of five years.

9. The cumulative record involving any of the parties to a grievance will be reviewed each time a formal grievance is presented as in Step 4, above, in order to determine whether the pattern of grievance, such as past filings, indicates any actions are warranted.

OTHER
n/a