**CELLULAR AND MOLECULAR BIOLOGY, M.S.**

**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**

Does not appear on UW–Madison transcript or count toward graduate GPA. The minimum residence requirement can be satisfied only with courses taken as a graduate student at UW–Madison, with the exception being graduate-level work taken as a CIC traveling scholar. These requests evaluated on case-by-case basis.

**UW–Madison Undergraduate**

The program may decide to accept up to 7 credits numbered 300 or above of required or elective courses from undergraduate work completed at UW–Madison toward fulfillment of minimum degree requirements. This is not allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. Work will not appear on the graduate career portion of UW–Madison transcript or count toward GPA. Minimum residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison. All requests evaluated on case-by-case basis.

**UW–Madison University Special**

The program may accept up to 15 University Special student credits as fulfillment of the minimum graduate residence, or graduate degree requirements on occasion. This work would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. All requests evaluated on case-by-case basis.

**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**

The thesis advisor will assist the graduate student throughout the duration of their studies. Upon choosing a thesis advisor, the student should formulate goals and expectations when starting in a permanent lab home. The student and thesis advisor should work together to ensure that mutual goals and expectations are met. The thesis advisor will monitor and guide the student’s progress toward their degree, provide the student with advice about how and when to meet the degree requirements of the program, and help the student decide on appropriate coursework during their studies.

After joining a thesis lab, students are required to form a thesis committee. The purpose of the thesis committee is to: guide the student through the process of earning their degree and meeting all CMB program requirements; assist the student in developing as an independent scientist in the student’s area of research; provide the student with an array of ideas and opportunities regarding the direction of their research and thesis project; and evaluate the student’s research proposal, attend curriculum certification, preliminary exam, annual progress report, and thesis defense.

The thesis committee consists of five faculty members, including the thesis advisor. All committee members must be readers when the student defends their dissertation. Three committee members, including the thesis advisor, must be faculty trainers in the CMB program. Two committee members must be outside the student’s direct area of expertise.

**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://dozo.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)

Overview
If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students’ concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (CMB Program Administration or Chair, Lab Department Administration or Chair, Lab Manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages for more information. If such procedures exist at the local level, these should be investigated first. For more information, see the Graduate School Academic Policies and Procedures. (http://grad.wisc.edu/acadpolicy/#grievancesandappeals)

Procedure
Procedures for proper accounting of student grievances within the CMB Program:
• The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved interpersonally at this level.
• Should satisfactory resolution not be achieved, the student should contact the CMB Office and the CMB Program Chair to discuss the grievance. The program will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help the student informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisor or thesis committee members if appropriate.
• If the issue is not resolved to the student’s satisfaction, the student can submit a formal grievance in writing to the CMB Office and CMB Program Chair. The written formal grievance must be submitted within 60 days of the alleged unfair treatment.
• On receipt of a written complaint, a faculty committee will be convened within 10 working days by the CMB Program to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
• Within 10 working days of being convened, the faculty committee will make a decision regarding the grievance. The CMB Program will report on the committee’s decision and any action taken by the committee in writing to both the student and the party toward whom the complaint was directed.
• 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 within 10 working days of the committee’s decision. The appeal will go to the tenure home School/College of the grieving student’s primary advisor.

The Graduate School has procedures for students wishing to further appeal a grievance decision made 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/)