generally serves as the thesis advisor. In many cases, an advisor is a faculty member, or sometimes a committee, from the major department. Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department. Policies set by the academic degree program can be found below.

**NAMED OPTION-SPECIFIC POLICIES**

**PRIOR COURSEWORK**

**Graduate Work from Other Institutions**

With program approval, students are allowed to count up to 18 credits of graduate coursework taken at other institutions or as a UW–Madison Special student (with a maximum of 9 special student credits as part of the 18). Prior coursework taken at other institutions may not be used to satisfy the minimum graduate residence credit requirement. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements.

**UW–Madison Undergraduate**

With program approval, up to 7 credits numbered 300 or above from a UW–Madison undergraduate degree are allowed to count toward degree credit; undergraduate courses must be numbered 700 or above to count toward the minimum graduate coursework requirement. No undergraduate coursework may count toward the graduate residence requirement.

**UW–Madison University Special**

With program approval, students are allowed to count up to 18 credits of graduate coursework taken at other institutions or as a UW–Madison Special student (with a maximum of 9 special student credits as part of the 18). Coursework must be numbered 300 or above for residence and degree credit and 700 or above to satisfy the minimum graduate coursework (50%) requirement. Credits earned ten or more years prior to admission to a doctoral degree are not allowed to satisfy requirements. Use of Special student credit may require payment of tuition difference.

**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**

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department. 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.

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

**CREDITS PER TERM ALLOWED**

12 credits

**TIME CONSTRAINTS**

Doctoral degree students who have been absent for ten 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.

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may require to take another preliminary examination and to be admitted to candidacy a second time.

**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://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/titlei/) (for concerns about discrimination)

Any student who feels that he or she has been treated unfairly by a Human Ecology faculty or staff member has the right to complain about
the treatment and to receive a prompt hearing of the grievance, following
the grievance procedures outlined below. To ensure 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 Human Ecology.

The person whom the complaint is directed against must be an employee
of the School of Human Ecology. Any graduate student or graduate
applicant may use these procedures unless the complaint is covered by
other campus rules or contracts.

Note: These procedures do not cover appeals of admissions decisions or
other decisions made by departmental or Human Ecology committees.
For information on appeals of decisions, students should contact the
chair of the committee or the chair of the department that made the
decision.

Contacts

Civil Society and Community Studies: Brian McInnes (https://sohe.wisc.edu/staff/brian-mcinnnes/) (Graduate Program Chair), Cynthia
Jasper (http://sohe.wisc.edu/staff/cynthia-jasper/) (Department Chair)

Consumer Science: J. Michael Collins (https://sohe.wisc.edu/staff/j-michael-collins/) (Graduate Program Chair), Nancy Wong (http://sohe.wisc.edu/staff/nancy-wong/) (Department Chair)

Design Studies: Jung-hye Shin (https://sohe.wisc.edu/staff/jung-hye-shin/) (Graduate Program Chair), Roberto Rengel (http://sohe.wisc.edu/staff/roberto-rengel/) (Department Chair)

Human Development and Family Studies: Kristin Litzelman (https://sohe.wisc.edu/staff/kristin-litzelman/) (Graduate Program Chair), Janean
Dilworth-Bart (https://sohe.wisc.edu/staff/janean-dilworth-bart-2/) (Department Chair)

Master of Science in Human Ecology: Sarah Halpern-Meekin (https://sohe.wisc.edu/staff/sarah-halpern-meekin/) (Graduate Program Chair)

Students are encouraged to keep written documentation of their
experience of unfair treatment both before and during the grievance
proceedings.

Graduate Student Grievance Procedures

STEP 1. The student should first consider talking directly with the
person(s) against whom the grievance is directed.

Some issues can be settled at this level, and some cannot be. Although
students are encouraged to talk directly with the person(s) involved, we
recognize that this may not always be possible. If the complaint cannot
be resolved satisfactorily by talking with the person(s) involved, the
student may continue to Step 2.

NOTE: In cases of sexual harassment, sexual misconduct, or racial
discrimination, students may choose to bypass these procedures and
report the conduct directly to either of the following offices:

• SoHE Human Resources Manager. Nancy Andrews (https://sohe.wisc.edu/staff/nancy-andrews/)

• The Office for Equity and Diversity (http://oed.wisc.edu/) (179-A
Bascom Hall, 608-253-2378, Wisconsin Telecommunications Relay
Service: 7-1-1)

STEP 2. Does the complaint involve someone in a Human Ecology
academic department (Civil Society and Community Studies, Consumer
Science, Design Studies, and Human Development & Family Studies)?

• Yes: The student should contact the chair of the department. The
student will submit the grievance to the chair in writing. This must
be done within 60 calendar days of the alleged unfair treatment.
The department chair will refer the matter to the department's
Graduate Program Committee or to another appropriate departmental
committee (standing or ad hoc) for review. The committee will
share the student's written complaint with the person at whom
the complaint is directed, and will obtain a written response from
this person. This response will be shared with the student filing
the grievance. The committee chair will provide a timely written
decision to the student on the action taken by the committee (the
departmental decision). If either party is unwilling to accept the
departmental decision, the department chair will refer the matter to
the Associate Dean for Graduate Studies (see contact information
below). The Associate Dean will bring the grievance to the Human
Ecology Graduate Program Council for review. (NOTE: if the grievance
is against the department chair, the written complaint should
be referred to the chair of the department's graduate program
council; contact information given below.)

• No: The student should contact the Associate Dean for Graduate
Studies (https://sohe.wisc.edu/staff/connie-flanagan/) The student
will submit the grievance to the Associate Dean in writing. This must
be done within 60 calendar days of the alleged unfair treatment.
The Associate Dean will refer the grievance to the Human Ecology
Graduate Program Council for review.

STEP 3. Human Ecology Graduate Program Council review.

To ensure fairness, the Graduate Program Council chair may appoint
a subcommittee to review the complaint (e.g., excluding faculty from
the student's department). The Graduate Program Council may ask
for additional information from the parties involved and may hold a hearing
at which both parties will be asked to speak separately in closed session.
The Graduate Program Council will then make a written recommendation
to the Associate Dean who will render a decision and submit it to the
Dean of the School for final approval. The Associate Dean will provide the
Dean's final decision in writing to the student and to the person against
whom the grievance was filed. Unless a longer time is mutually agreed
upon by the individuals involved, this written decision shall be made
within 30 working days from the date when the written grievance was
filed with the Associate Dean's Office.

Students not willing to accept the final decision of the Dean may appeal
to the Graduate School (https://grad.wisc.edu/documents/grievances-
and-appeals/).

Questions about these procedures can be directed to Connie Flanagan,
Associate Dean for Graduate Studies (https://sohe.wisc.edu/staff/
connie-flanagan/).

State law contains 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 centers 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, the 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 (https://employeedisabilities.wisc.edu/), 179-A Bascom Hall, 263-2378, Wisconsin Telecommunications Relay Service: 7-1-1

OTHER
n/a