

LIFE SCIENCES COMMUNICATION, 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

In consultation with the student's advisor and with program approval, students are allowed to count no more than 6 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master's is not 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

With program approval and payment of the difference in tuition (between Special and graduate tuition), students are allowed to count no more than 12 credits of coursework numbered 600 or above taken as a UW–Madison Special student. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

PROBATION

Students must be in good standing in accordance with the Graduate School Policies and Procedures in order to earn and retain an assistantship within the department. Students who fall out of good standing must meet with the director of graduate studies.

ADVISOR / COMMITTEE

All students are required to meet with their advisor a minimum of once per semester.

CREDITS PER TERM ALLOWED

15 credits (however, 12 credits are highly encouraged)

TIME CONSTRAINTS

Students who pursue the thesis-track master's degree will have a limit of four semesters (including summer semesters) of LSC 990 Research/thesis enrollment. The four-semester limit starts with the first semester a student takes LSC 990 Research credits, whether or not in conjunction with other courses. Students will not be allowed to take leave once their LSC 990 Research enrollment commences. Students who do not produce and defend a thesis at the end of the four semesters will be issued a professional-track thesis.

If a student in good standing encounters extenuating circumstances and wishes to interrupt their program of graduate study, the student can take

a leave of absence but must notify the LSC graduate committee in writing prior to the start of the semester they wish to take leave, and specify the reason and anticipated length of the leave. If the student wishes to extend the leave, the student must again notify the LSC graduate committee in writing to the director of graduate studies and the student services coordinator. The leave of absence guarantees re-entry to the program if the student applies to the Graduate School for readmission within the time period specified. Students whose requests are denied may later apply for readmission, but their acceptance cannot be guaranteed.

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://employee disabilities.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)

Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, various forms of harassment, or other issues. Any student or potential student may use these procedures except those graduate assistants whose complaint is covered by campus policies for teaching assistants.

Procedures for student grievances:

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.

- If this conversation does not yield satisfactory results, the student should consult with the Director of Graduate Studies in the student's home department.
- Should a satisfactory resolution not be achieved at that level, the student should contact their program's Grievance Advisor to discuss the grievance. The Graduate Program Coordinator can provide students with the name of this faculty member, who facilitates problem resolution through informal channels. The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the Office of Compliance website.
- If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor 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.
- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- 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. Either party has 10 working days to file a written appeal to the College.
- Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Guidelines.

OTHER

Teaching (TA), research (RA), and project assistantships (PA) are available. All TA position announcements are distributed to current students, and students with active applications to LSC programs, and are posted on the UW–Madison Student Job Center. RA and PA positions vary and are managed individually by the faculty.