BIOTECHNOLOGY, MS

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

PRIORITY COURSEWORK

Graduate Credits Earned at Other Institutions
No prior coursework from other institutions may be applied toward program requirements.

Undergraduate Credits Earned at Other Institutions or UW–Madison
No prior coursework from UW–Madison undergraduate career may be applied toward program requirements.

Credits Earned as a Professional Student at UW–Madison (Law, Medicine, Pharmacy, and Veterinary careers)
No prior coursework taken as a Professional student may be applied toward program requirements.

Credits Earned as a University Special student at UW–Madison
No prior coursework taken as a UW–Madison University Special student may be applied toward program requirements.

PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

ADVISOR / COMMITTEE

Every graduate student is required to 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.

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

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/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, postdoctoral 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 Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- 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 Policy for Graduate Programs in the School of Medicine and Public Health

Any student in a School of Medicine and Public Health graduate program who feels that they have been treated unfairly in regards to educational decisions and/or outcomes or issues specific to the graduate program, including academic standing, progress to degree, professional activities, appropriate advising, and a program’s community standards by a faculty member, staff member, postdoc, or student has the right to complain about the treatment and to receive a prompt hearing of the grievance following these grievance procedures. Any student who discusses, inquires about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. Each program’s grievance advisor is listed on the “Research” tab of the SMPH intranet (https://intranet.med.wisc.edu/).

Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues.

This policy does not apply to instances when a graduate student wishes to report research misconduct. For such reports refer to the UW-Madison Policy for Reporting Research Misconduct for Graduate Students and Postdoctoral Research Associates (https://research.wisc.edu/kb-article/?id=84924).

Requirements for Programs

The School of Medicine and Public Health Office of Basic Research, Biotechnology and Graduate Studies requires that each graduate program designate a grievance advisor, who should be a tenured faculty member,
and will request the name of the grievance advisor annually. The program
director will serve as the alternate grievance advisor in the event that
the grievance advisor is named in the grievance. The program must
notify students of the grievance advisor, including posting the grievance
advisor’s name on the program’s Guide page and handbook.

The grievance advisor or program director may be approached for possible
grievances of all types. They will spearhead the grievance response
process described below for issues specific to the graduate program,
including but not limited to academic standing, progress to degree,
professional activities, appropriate advising, and a program’s community
standards. They will ensure students are advised on reporting procedures
for other types of possible grievances and are supported throughout the
reporting process. Resources (https://grad.wisc.edu/current-students/
#reporting-incidents) on identifying and reporting other issues have been
compiled by the Graduate School.

**Procedures**

1. The student is advised to initiate a written record containing
dates, times, persons, and description of activities, and to update
this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made
to resolve complaints informally between individuals before
pursuing a formal grievance.
3. Should a satisfactory resolution not be achieved, the student
should contact the program’s grievance advisor or program
director to discuss the complaint. The student may approach
the grievance advisor or program director alone or with a UW-
Madison faculty or staff member. The grievance advisor or
program director should keep a record of contacts with regards
to possible grievances. The first attempt is to help the student
informally address the complaint prior to pursuing a formal
grievance. The student is also encouraged to talk with their
faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student’s satisfaction, the
student may submit a formal grievance to the grievance advisor
or program director in writing, within 60 calendar days from the
date the grievant first became aware of, or should have become
aware of with the exercise of reasonable diligence, the cause
of the grievance. To the fullest extent possible, a grievance
shall contain a clear and concise statement of the grievance and
indicate the issue(s) involved, the relief sought, the date(s) the
incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur.
The final step must be completed within 30 business days from the
date the grievance was received. The program must store
documentation of the grievance for seven years. Significant
grievances that set a precedent may be stored indefinitely.
   a. The grievance advisor or program director will convene
      a faculty committee composed of at least three
      members to manage the grievance. Any faculty
      member involved in the grievance or who feels that
      they cannot be impartial may not participate in the
      committee. Committee composition should reflect
diverse viewpoints within the program.
   b. The faculty committee, through the grievance advisor
      or program director, will obtain a written response from
      the person or persons toward whom the grievance is
directed. The grievance advisor or program director will
inform this person that their response will be shared
with the student filing the grievance.
   c. The grievance advisor or program director will share
      the response with the student filing the grievance.
   d. The faculty committee will make a decision regarding
      the grievance. The committee’s review shall be
      fair, impartial, and timely. The grievance advisor or
      program director will report on the action taken by
      the committee in writing to both the student and the
      person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward
whom the grievance is directed) is unsatisfied with the decision
of the program’s faculty committee, the party may file a written
appeal to the SMPH senior associate dean for basic research,
biochemistry and graduate studies within 10 business days from
the date of notification of the program’s faculty committee. The
following steps will occur:
   a. The grievant will be notified in writing, within 5 business
days of the written appeal, acknowledging receipt of
the formal appeal and establishing a timeline for the
review to be completed.
   b. The senior associate dean or their designee may
request additional materials and/or arrange meetings
with the grievant and/or others. If meetings occur, the
senior associate dean or their designee will meet with
both the grievant and the person or persons toward
whom the grievance is directed.
   c. The senior associate dean or their designee will
assemble an ad hoc committee of faculty from outside
of the student’s graduate program and ask them to
prepare a written recommendation on whether to
uphold or reverse the decision of the program on
the student’s initial grievance. The committee may
request additional materials and/or arrange meetings
with the grievant and/or others. If meetings occur,
the committee will meet with both the grievant and
the person or persons toward whom the grievance is
directed.
   d. The senior associate dean or their designee will make a
final decision within 20 business days of receipt of the
committee’s recommendation.
   e. The SMPH Office of Basic Research, Biotechnology,
and Graduate Studies must store documentation of
the grievance for seven years. Grievances that set a
precedent may be stored indefinitely.
7. The student may file an appeal of the School of Medicine and
Public Health decision with the Graduate School. See the
Grievances and Appeals section of the Graduate School’s
Academic Policies and Procedures (https://grad.wisc.edu/
documents/grievances-and-appeals/).

**Time Limits**

Steps in the grievance procedures must be initiated and completed within
the designated time periods except when modified by mutual consent. If
the student fails to initiate the next step in the grievance procedure within
the designated time period, the grievance will be considered resolved by
the decision at the last completed step.
OTHER
The MS in Biotechnology Program does not offer any financial aid, and graduate students are not permitted to accept any research, project, or teaching assistantship positions that would waive tuition. Students with two or more years work experience after receiving their bachelor’s degree are preferred for admission.