MOLECULAR AND ENVIRONMENTAL TOXICOLOGY, 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
Prior coursework that a student wants to have considered must be presented within the first month of UW–Madison residency. Core courses may be appealed, subject to Graduate Achievement Committee approval. Credit total of core course exemptions will need to be made up as electives. Elective credits may be appealed, subject to Graduate Achievement Committee approval; further electives will not need to be taken.

UW–Madison Undergraduate
Core courses taken as an undergraduate will not need to be retaken, commonly including POP HLTH/M&ENVTOX/ONCOLOGY/PHM SCI/PHMCOL-M 625 Toxicology I and POP HLTH/M&ENVTOX/PATH/PHM SCI/PHMCOL-M 626 Toxicology II from the Pharm/Tox program and M&ENVTOX/AGRONOMY/ENTOM/F&W ECOL 634 Ecotoxicology: Impacts on Populations, Communities and Ecosystems in the F&W Ecol program. Equivalent number of didactic elective credits from graduate-level courses must be taken to fulfill the previously taken credits/courses.

UW–Madison University Special
Core courses taken as a UW–Madison University Special student will not need to be taken, commonly including M&ENVTOX/ONCOLOGY/PHM SCI/PHMCOL-M/POP HLTH 625 Toxicology I and M&ENVTOX/PATH/PHM SCI/PHMCOL-M/POP HLTH 626 Toxicology II, as a student prepares for the toxicology program. Equivalent number of didactic elective credits from graduate-level courses must be taken to fulfill the previously taken credits/courses.

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. 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.

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. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

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

A student’s advisory committee is made up of the thesis advisor and at least two further members, based on the needs of the student and mentor.

CREDITS PER TERM ALLOWED
12 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://dozo.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://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://employedisabilities.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)

Molecular & Environmental Toxicology Grievance Policy
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 (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals: [grad.wisc.edu/acadpolicy/#grievancesandappeals](http://grad.wisc.edu/acadpolicy/#grievancesandappeals)

Procedures for proper accounting of student grievances:

1. Initiate a written record containing dates, times, people, and description of activities. Update this record as needed while completing additional procedures below.
2. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
3. Should a satisfactory resolution not be achieved, the student should contact the program’s Grievance Advisor or Director of Graduate Study to discuss the grievance. The Grievance Advisor or Director of Graduate Study will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is 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, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: [oed.wisc.edu/index.html](http://oed.wisc.edu/).
4. Other campus resources include:
   - The Graduate School - [grad.wisc.edu](http://grad.wisc.edu/)
   - McBurney Disability Resource Center - [mcburney.wisc.edu](http://mcburney.wisc.edu/)
   - Employee Assistance Office - [eao.wisc.edu](http://eao.wisc.edu/)
   - Ombuds Office - [ombuds.wisc.edu](http://ombuds.wisc.edu/)
   - University Health Services – [uhs.wisc.edu](http://uhs.wisc.edu/)
   - UW Office of Equity and Diversity - [oed.wisc.edu/index.html](http://oed.wisc.edu/)
5. 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.
6. 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.
7. 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.
8. 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 School/College.
9. 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 procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School’s Academic Policies and Procedures: [grad.wisc.edu/acadpolicy/#grievancesandappeals](http://grad.wisc.edu/acadpolicy/#grievancesandappeals)

**OTHER**

Students are funded by program dollars to do rotations during their first semester. After having settled on a lab, their research mentor will fund the student, either through his/her research grants, program-available TA- ships, or other fellowships.