CLINICAL NUTRITION, 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
With program approval, students are allowed to count no more than 6 credits of graduate prior coursework from other institutions.

UW–Madison Undergraduate
No credits from a UW–Madison undergraduate degree are allowed to count toward the degree.

*Mayo Clinic School of Health Sciences
With program approval, students may count up to six credits of undergraduate coursework, earned post-baccalaureate, from the Mayo Clinic Dietetic Internship program toward fulfillment of minimum graduate residence credit requirement. These credits cannot be counted toward the minimum graduate residence credit requirement. To request evaluation of prior coursework, a student will need to submit an official transcript from the Mayo Clinic School of Health Sciences to the Graduate Program Manager.

No prior credit will be accepted if it was earned through supervised practice hours in a dietetic internship except those completed through the University of Wisconsin Hospital and Clinics (UWHC) and the Mayo Clinic Dietetic Internship.

UW–Madison University Special
This program follows the Graduate School’s policy for Transfer from UW–Madison University Special Student Career at UW–Madison. (https://policy.wisc.edu/library/UW-1216/)

The final decision of accepting any prior coursework is up to the discretion of the M SCN Executive Committee.

PROBATION

This program follows the Graduate School’s Probation policy. (https://policy.wisc.edu/library/UW-1217/)

ADVISOR / COMMITTEE

This program follows the Graduate School’s Advisor policy (https://policy.wisc.edu/library/UW-1232/) and Committees policy. (https://policy.wisc.edu/library/UW-1201/)

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

This program follows the Graduate School’s Time Limits policy (https://policy.wisc.edu/library/UW-1221/).

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/titleix/) (for concerns about discrimination)

College of Agricultural and Life Sciences: Grievance Policy

In the College of Agricultural and Life Sciences (CALS), any student who feels unfairly treated by a member of the CALS faculty or staff has the right to complain about the treatment and to receive a prompt hearing. Some complaints may arise from misunderstandings or communication breakdowns and be easily resolved; others may require formal action. Complaints may concern any matter of perceived unfairness.

To ensure a prompt and fair hearing of any complaint, and to protect the rights of both the person complaining and the person at whom the complaint is directed, the following procedures are used in the College of Agricultural and Life Sciences. Any student, undergraduate or graduate, may use these procedures, except employees whose complaints are covered under other campus policies.

1. The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.
2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.

偏见或仇恨报告 (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- 研究助理政策和程序 (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- 主导和挑衅行为政策和程序 (https://hr.wisc.edu/hib/)
  - 学术及工作人员事务处 (https://facstaff.provost.wisc.edu/)
- 学生投诉办公室 (https://doso.students.wisc.edu/) (适用于所有学生，寻求投诉援助和支持)
- 员工援助 (http://www.eao.wisc.edu/) (用于个人辅导和工作场所的冲突咨询)
- 员工残疾资源办公室 (https://employeedisabilities.wisc.edu/) (适用于合格的员工或申请者)
- 学术奖学金 (https://grad.wisc.edu/) (适用于任何形式的投诉)
- 合规办公室 (https://compliance.wisc.edu/) (适用于课堂上的行为不当)
- 学生行为和社区标准办公室 (https://conduct.students.wisc.edu/) (适用于内部冲突)
- 资助办公室 (http://www.ombuds.wisc.edu/) (适用于已毕业研究生和博士后，以及教职员工)
- 标题 IX (https://compliance.wisc.edu/titleix/) (适用于歧视)

农业和生命科学学院：投诉政策

在农业和生命科学学院（CALS），任何学生如果认为自己的权利被不公平对待，则有权投诉。某些投诉可能源于误解或沟通问题，可简单解决；其他投诉可能需要正式行动。投诉可能涉及任何事项。

为确保对任何投诉的及时和公平处理，并保护投诉人和被投诉人的权利，CALS采用以下程序。除特定情况下外，有权使用这些程序。

1. 较低一级的投诉应首先与被投诉人讨论。大多数问题可以在这一级解决。
2. 如果学生不满意，且投诉涉及CALS范围外的单位，学生应寻求部门的建议或该部门负责人的建议以确定如何处理。
a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.

b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.

3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person’s name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.

   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.

   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.

   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.

   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional information from the parties or hold a hearing. The committee will present a written recommendation to the dean who will provide a final decision within 20 working days of receipt of the committee recommendation.

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.