HEALTH SERVICES RESEARCH IN PHARMACY, PH.D.

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
If accepted into the HSRP Ph.D. program with a master’s degree equivalent to an M.S. (HSRP) degree and with program approval, students are allowed to count no more than 24 credits of graduate coursework from other institutions (the student must have graduate student status on the other institution’s transcript at the time the courses were taken) towards the Ph.D. at UW–Madison. Such courses should be presented to program faculty prior to one’s first graduate semester and require the review/approval of at least two program faculty members. coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

UW–Madison Undergraduate
No credits earned as a UW–Madison undergraduate may be used toward achieving the 24 credits beyond the M.S. that are required for the Ph.D. in HSRP.

UW–Madison University Special
No credits earned as a UW–Madison Special student may be used toward achieving the 24 credits beyond the M.S. that are required for the Ph.D. in HSRP.

PROBATION
A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full-time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School.

ADVISOR / COMMITTEE
All students in the Ph.D. program are required to have a major professor/advisor through the duration of their studies. Students should select a permanent major professor before the end of the second semester enrolled in the program. Program graduate faculty monitor the progress of Ph.D. students annually.

Composition requirements of the HSRP Ph.D. oral preliminary examination committee are located in the Student Handbook; this same committee typically also serves as the dissertation final oral defense committee.

CREDITS PER TERM ALLOWED
15 credits

TIME CONSTRAINTS
A candidate for a doctoral degree who fails to take the final oral defense and deposit the dissertation within five years after passing the preliminary examinations may be required 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://dosu.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://dosu.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)

Grievance Policy for Graduate Programs in the School of Pharmacy
Any student in a School of Pharmacy graduate program who feels that they have been treated unfairly by a faculty member, staff member, postdoc, or student has the right to have a complaint heard 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. The person whom the complaint is directed against must be an employee of the School of Pharmacy. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts.

Exclusions
Procedures

Graduate School.

on identifying and reporting other issues have been compiled by the

Resources

possible grievances and are supported throughout the reporting process.

appropriate advising, and a program’s community standards. They will

limited to academic standing, progress to degree, professional activities,

types. They will spearhead the grievance response process described

Advisor may be approached for possible grievances of all

use the grievance advisor from the student’s program.

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below for issues specific to the graduate program, including but not

requirements for Programs

The School of Pharmacy requires that each director of graduate studies

(DGS) serve as a grievance advisor for the school. The program must

notify students of the grievance advisors, including posting the grievance

advisor’s names in the program handbook. The student will be able to

select the grievance advisor of the student’s choice and does not need to

use the grievance advisor from the student’s program.

A grievance advisor 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]
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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. If students would like to seek guidance at this
informal step, the student can contact the Assistant Dean of Diversity,
Equity, and Inclusion, the DGS for the student’s program, or the UW
Ombuds Office.

3. Should a satisfactory resolution not be achieved AND the complaint
does not involve an academic program, the procedure outlined in
Step 6 below should be followed. Should a satisfactory resolution not
be achieved in step 2, the student should contact an SOP grievance
advisor of one’s choice to discuss the complaint. The grievance
advisor 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 and should occur
within 10 days of notifying the grievance advisor. 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 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 including individuals, 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 working days from the
date the formal written grievance was received. The program must
store documentation of the grievance for seven years. Significant
grievances that set a precedent may be stored indefinitely.