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.

NAMED OPTION-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Work from Other Institutions

With program approval, students are allowed to count a maximum of 12 credits of graduate coursework taken from other institutions as a graduate student. Coursework earned five or more years prior to admission to a doctoral degree 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, students are allowed to count no more than 12 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

PROBATION

A student not meeting guidelines for satisfactory progress will be placed on probation for one semester and will be reviewed by the steering committee following the probationary semester. Students may be dropped or allowed to continue by the committee based on review of progress during the probationary semester.

ADVISOR / COMMITTEE

Students must meet with their advisor once each semester for academic advising.

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

Dissertation is required. Doctoral students have a maximum of five years from the date of passing the preliminary examination to take the final oral examination and deposit the dissertation.

Doctoral degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence.

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)

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,
bio technology 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

n/a