BUSINESS: REAL ESTATE AND URBAN LAND ECONOMICS: REAL ESTATE, 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.

NAMED OPTION-SPECIFIC POLICIES

PRIOR COURSEWORK
Graduate Work from Other Institutions
No credits of graduate coursework from other institutions is allowed to satisfy requirements.

UW–Madison Undergraduate
Up to 6 credits from courses numbered 500 or above where a grade of B or better was earned will be allowed to apply toward the minimum graduate degree credit requirement. Coursework earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements. In addition, the following required courses (REAL EST 631, REAL EST 632, REAL EST 710, and REAL EST 715) may be waived if the student has already taken the undergraduate equivalent course and received a grade of B or better. These courses can be waived but the credits related to these courses will not apply toward the minimum graduate degree credit requirement so students will need to take additional electives to meet the minimum graduate degree credit requirement.

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/)

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

ADVISOR / COMMITTEE
Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, responsible for providing advice regarding graduate studies.

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)

Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student’s rights and the person at whom the complaint is addressed, the grievance procedures below are used in the School of Business.

The person whom the complaint is directed against must be an employee of the School of Business. Any student or potential student may use these procedures unless other campus rules or contracts cover the complaint:

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA’s supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.
2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will...
attempt to resolve the problem informally. If this cannot be
done to the student’s satisfaction, the student may submit the
grievance to the chair in writing. This must be done within 60
calendar days of the alleged unfair treatment.
a. If the complaint does not involve an academic department,
the procedure outlined in Step 4 below should be followed.

3. On receipt of a written complaint, the chair will refer the
matter to a departmental committee, which will obtain a
written response from the person at whom the complaint is
directed. This response shall be shared with the person filing the
grievance. The chair will provide a written decision within 30 days
to the student on the action taken by the committee.

4. If either party is not satisfied with the decision, they have five
working days from receipt of the decision to contact the dean’s
office (at the number below), indicating the intention to appeal.
If the complaint does not involve an academic department in
the school, the student must contact the dean’s office within 60
calendar days of the alleged unfair treatment.

5. In either case, there will be an attempt to resolve the issue
informally by the appropriate associate dean. If this cannot be
done, the complaint can be filed in writing with the Office of
the Dean. This must be done within 10 working days of the time
the appealing party was notified that informal resolution was
unsuccessful.

6. On receipt of such a written complaint, the Chief Diversity
and Inclusion Officer will convene a subcommittee of relevant
stakeholders pending the nature of the issue. This subcommittee
may ask for additional information from the parties involved
and may hold a hearing at which both parties will be asked to
speak separately. The subcommittee will then make a written
recommendation to the dean of the School of Business who will
render a decision. Unless a longer time is negotiated, this written
decision shall be made within 20 working days from when the
grievance was filed with the Office of the Dean.

Questions about these procedures can be directed to the School of
Business, Office of the Dean, 4339 Grainger, 975 University Avenue,
608-262-7867.

State law contains additional provisions regarding discrimination and
harassment. Wisconsin Statutes 36.12 reads, in part: “No student
may be denied admission to, participation in or the benefits of, or be
discriminated against in any service, program, course or facility of
the system or its institutions or center because of the student’s race, color,
creed, religion, sex, national origin, disability, ancestry, age, sexual
orientation, pregnancy, marital status or parental status.” In addition,
UW–System prohibits discrimination based on gender identity or gender
expression. Students have the right to file discrimination and harassment
complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018,
uwcomplianceoffice@wisc.edu.

The Graduate School has procedures for students wishing to appeal
a grievance decision at the school/college level. These policies are
described in the Graduate School’s Academic Policies and Procedures:
https://grad.wisc.edu/documents/grievances-and-appeals/

OTHER
None