A committee often accomplishes advising for the students in the early responsible for providing advice regarding graduate studies. A faculty member, or sometimes a committee, from the major department from the Graduate School if they do not have an advisor. An advisor is assigned to incoming students. Students can be suspended from the Graduate School if students are making satisfactory progress toward a degree. Every graduate student is required to have an advisor. To ensure that they meet with their advisor on a regular basis. An advisor generally serves as the thesis advisor. In many cases, an advisor 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 Wisconsin 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 advisor notices that a student is academically struggling, the advisor should talk to the student about their progress and discuss strategies to improve performance. If the student is consistently making unsatisfactory progress, the advisor should meet with the student’s major department faculty to discuss the student’s academic performance and to determine if the student needs additional support or academic intervention. This can be in the form of tutoring, additional office hours, or a change in academic load. It is important to have open and honest communication with the student to ensure their academic success. If the advisor determines that the student is not academically prepared to continue in their current program, the advisor should discuss the possibility of the student dropping out or being placed on academic probation. This is to ensure that the student is not at risk of academic failure or legal issues. The advisor should also discuss the possibility of the student finding alternative coursework that is better suited to their academic abilities.

The advisor should also be aware of the University’s policies regarding academic probation and the possibility of academic dismissal. If a student is placed on academic probation, they must meet with their advisor on a regular basis to discuss their academic progress. If the student is not making satisfactory progress, they may be suspended from the Graduate School. The advisor should be prepared to discuss the student’s academic performance and to provide recommendations to the academic department.

The advisor should also be aware of the University’s policies regarding academic dismissal. If a student is not making satisfactory progress, they may be dismissed from the University. The advisor should be prepared to discuss the student’s academic performance and to provide recommendations to the academic department.

In addition to academic considerations, the advisor should also be aware of the University’s policies regarding academic misconduct. If a student is found to be in violation of the University’s academic misconduct policies, they may be suspended or dismissed from the University. The advisor should be prepared to discuss the student’s academic misconduct and to provide recommendations to the academic department.

If the advisor determines that the student is not academically prepared to continue in their current program, the advisor should discuss the possibility of the student finding alternative coursework that is better suited to their academic abilities. This can be in the form of tutoring, additional office hours, or a change in academic load. It is important to have open and honest communication with the student to ensure their academic success. If the student is consistently making unsatisfactory progress, the advisor should meet with the student’s major department faculty to discuss the student’s academic performance and to determine if the student needs additional support or academic intervention. This can be in the form of tutoring, additional office hours, or a change in academic load. It is important to have open and honest communication with the student to ensure their academic success. If the student is not making satisfactory progress, they may be suspended from the Graduate School. The advisor should also discuss the possibility of the student finding alternative coursework that is better suited to their academic abilities.
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/

Students must be enrolled full-time.