MCW

GRADUATE SCHOOL

MISSION STATEMENT – MEDICAL COLLEGE OF WISCONSIN

To be a national leader in the education and development of the next generation of the physicians and scientists; to discover and translate new knowledge in the biomedical sciences; to provide cutting-edge, interdisciplinary and compassionate clinical care of the highest quality; to improve the health of the communities we serve.

MISSION STATEMENT – GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

The mission of MCW's Graduate School of Biomedical Sciences is to provide world-class research and training opportunities for students in the biomedical and health related sciences environment, which cultivates and integrates basic science and clinically oriented research, applied learning and community.

STATEMENTS OF PURPOSE – GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

1. Approve and supervise quality graduate educational programs consistent with freedom of inquiry and student welfare.
2. Recruit and retain excellent graduate students, including minority students, from a large pool of candidates.
3. Financially support graduate students competitively with other institutions.
4. Provide access of students to highly-skilled faculty in adequately-staffed graduate programs.
5. Make supportive academic counseling and research mentoring available to students.
6. Finish course and laboratory work in the biomedical sciences that yield a productive graduate educational experience.
7. Ensure engagement of students in a high quality research program under the supervision of a mentor and committee of graduate faculty.
8. Assess student performance according to defined criteria and standards
9. Facilitate offers of rewarding postdoctoral and employment positions of graduates.
10. In all activities, ensure freedom of inquiry and equity of resource access for all graduate students and members of the graduate faculty.

APPLICATION

Admission Categories

The following programs are available for applicants to apply and gain admission to through the MCW Graduate School:

- **Doctor of Philosophy (PhD)**: The course of study can be achieved in four (4) to six (6) years of full-time student status and must be achieved within a maximum of seven (7) years. Under special circumstances, requests for an exception to the program completion time limit or to student status can be submitted to the appropriate Program Director along with justification and must be approved by the Dean of the MCW Graduate School.
- **Master of Arts (MA)**: The course of study can be achieved in two (2) years through full-time student status or within a maximum of four (4) years through part-time student status. Under special circumstances, requests for an exception to the program completion time limit or to student status can be submitted to the appropriate Program Director along with justification and must be approved by the Dean of the MCW Graduate School.
- **Master of Medical Physiology (MMP)**: The course of study is intended to be achieved in one (1) year with full-time student status in the Fall and Spring semesters. Under special circumstances, requests for an exception to the program completion time limit or to student status can be submitted to the appropriate Program Director along with justification and must be approved by the Dean of the MCW Graduate School.
- **Master of Public Health (MPH)**: The course of study can be achieved in two (2) to three (3) years through full-time student status or within a maximum of five (5) years through part-time student status. Under special circumstances, requests for an exception to the program completion time limit or to student status can be submitted to the appropriate Program Director along with justification and must be approved by the Dean of the MCW Graduate School.
- **Master of Science (MS)**: The course of study can be achieved in two (2) years through full-time student status or within a maximum of four (4) years through part-time student status. Under special circumstances, requests for an exception to the program completion time limit or to student status can be submitted to the appropriate Program Director along with justification and must be approved by the Dean of the MCW Graduate School.
- **Certificate**: The course of study must be achieved within a maximum of two (2) years. Under special circumstances, requests for an exception to the program completion time limit or to student status can be submitted to the appropriate Program Director along with justification and must be approved by the Dean of the MCW Graduate School.
- **Non-Degree**: MCW employees, graduate students from other institutions and individuals considering graduate study may enroll with non-degree seeking status. In this classification, the student may take couresand earn graduate credit at MCW. Under some circumstances, credit earned as a non-degree seeking student may be later transferred to a degree program. Transfer of credits is subject to limitations, and students should consult with the MCW Graduate School if transfer is contemplated. There is no guarantee that credits earned while a non-degree seeking student will be applicable later toward a degree program. Approval for enrollment as a non-degree seeking student is granted by the Dean of the MCW Graduate School and is valid for one (1) academic year.

Priority Application Deadlines

- PhD Degrees (for Fall term enrollment):
  - December 1 (Public & Community Health)
  - December 15 (Biomedical Engineering, Interdisciplinary Program in Biomedical Sciences, Neuroscience, Pharmacology & Toxicology)
  - January 15 (Biophysics, Biostatistics, Phyisology)
- January 15 Master Degrees & Certificates:
  - July 1 (for Fall term enrollment)
  - November 1 (for Spring term enrollment)
  - April 1 (for Summer term enrollment)

(GSC Approved)

Applications are still accepted and reviewed beyond these dates. However, applications submitted beyond these dates may adversely affect the applicant's level of consideration depending on the timing of the submission and when programs issue admission offers.

Application Submission

All required application materials should be submitted directly to the MCW Graduate School. Applications can be submitted electronically through the online admission portal (www.admissions.mcw.edu). An application is considered submitted after all required information is provided and the application fee has been paid. A submitted application will be considered "Complete" once all of the required supplemental documents have been received. The supplemental documents required for an application are dependent on the degree being sought and the applicant's citizenship status and/or educational history. A submitted application that is missing any of the required supplemental documents will be considered "Incomplete" and may adversely affect the applicant's level of consideration. All applications and supplemental materials are compiled by the MCW Graduate School Office and reviewed before the evaluation by appropriate graduate program(s). Once an applicant has been identified as an acceptable candidate for admission by a graduate program, a recommendation for acceptance is sent by the admission or program director to the Dean of the Graduate School. The Dean will review the recommendation for acceptance from the perspective of applicant credentials and program resources. For acceptable candidates, the Dean of the Graduate School extends an offer for admission.

Master's Joint-Program Application Submission

All Master's joint-program applications must be submitted to MCW's partner school (i.e. Marquette University).

	Degree Seeking	Certificate Seeking	Non-Degree Seeking
App Fee	All application submissions require a $50 fee. Application fee waivers are available to qualified individuals (see below for more information).	All application submissions require a $50 fee. Application fee waivers are available to qualified individuals (see below for more information).	All application submissions require a $50 fee.
Transcripts	Prospective or current applicants must make arrangements to have an *official* transcript from any current or previously attended college/university were a baccalaureate degree or higher was earned, or is in the process of being earned, as part of their applicant file. Applications will be considered "Incomplete" until any required transcript is received.	Prospective or current applicants must make arrangements to have an *official* transcript from any current or previously attended college/university were a baccalaureate degree or higher was earned, or is in the process of being earned, as part of their applicant file. Applications will be considered "Incomplete" until any required transcript is received.	Prospective or current applicants must make arrangements to have one *official* transcript from a previously attended college/university were a baccalaureate degree or higher was earned as part of their applicant file. Applications will be considered "Incomplete" until any required transcript is received.
Letters of Recommendation*	Prospective or current applicants are responsible for arranging for and ensuring submission of three (3) letters of recommendation. Each letter of recommendation must be accompanied by a recommendation form. At least two (2) recommendations should be from individuals at academic institutions where the applicant has studied, if recent. It is preferred that letters of recommendation be written on *official* institution letterhead.	Prospective or current applicants are responsible for arranging for and ensuring submission of two (2) letters of recommendation*. Each letter of recommendation must be accompanied by a recommendation form. It is preferred that letters of recommendation be written on *official* institution letterhead. Both the letter and form can be submitted via the admission portal, scan-and-email from the recommenders business account	Non-Degree Seeking applicants do not need letters of recommendation for admission consideration.

	Both the letter and form can be submitted via the admission portal, scan-and-email from the recommenders business account to gradschool@mcw.edu or to the following address: MCW Graduate School 8701 Watertown Plank Road Milwaukee, WI 53226	to gradschool@mcw.edu or to the following address: MCW Graduate School 8701 Watertown Plank Road Milwaukee, WI 53226	
Test Scores**	Prospective or current applicants must make arrangements to take the appropriate standardized test and have their *official* scores submitted to the MCW Graduate School. Educational Testing Service Codes: • Institution: 1519 • Department: 5199 The following do not require submission of a test score: • Bioethics • Clinical & Translational Science • Global Health Equity • Interdisciplinary Program in Biomedical Sciences • Neuroscience • Pharmacology & Toxicology • Physiology • Public & Community Health • Public Health The Medical Physiology program prefers the Medical School Admissions Test (MCAT). A Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score is required for applicants who have not received their baccalaureate or higher degree from a U.S.-based institution and do not use English as their primary language of communication.	Prospective or current applicants do not need to submit GRE test scores when applying for certificate status. Educational Testing Service Codes: • Institution: 1519 • Department: 5199 A Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score is required for applicants who have not received their baccalaureate or higher degree from a U.S.-based institution and do not use English as their primary language of communication.	Non-Degree Seeking applicants do not need to submit *official* test scores.

* The Master of Public Health Program requires three (3) letters of recommendation for certificate seekers

** Programs that require a test score prefer the GRE, but some may accept other test score (i.e. MCAT, LSAT, etc.) as well

Application Fee Waiver

To receive consideration for an application fee waiver, applicants must meet at least one of the following conditions:

- Participated in a MCW research-based program (i.e. SPUR, PURE, DSHREP, etc.)
- Received or can provide proof of eligibility for, a GRE Fee Reduction Certificate
- Attended a MCW open house (Expo) event
- Participated in a local, state or national program that supports underrepresented student populations (i.e. McNair Scholars, WisCAMP, etc.)
- Attended and presented at a regional or national conference/meeting (i.e. ABRCMS, SACNAS, etc.)

A fee waiver does not pertain to non-degree applicants well as applicants to our Master's joint-programs. Please contact MCW's partner school for information regarding their joint-program application fee waiver policy. (Approved Graduate Studies Council June 6, 2016)

Application Re-activation

Applications remain on file for three (3) years. Applicants who have either withdrawn their application or were rejected for admission within that period may request that their retained application be reconsidered, or re-activated, for the next admission cycle. The request for re-activation must be submitted to the MCW Graduate School in writing via email (gradschool@mcw.edu) or sent to the following address:

MCW Graduate School
8701 Watertown Plank Road
Milwaukee, WI 53226

If the applicant would like to add new supporting materials and/or update their application in any way, a new $50 application fee is required. Applicants who re-activate their application are strongly encouraged to update the application with, at the very least, new letters of recommendation and updated information on their candidacy (i.e. new skills and/or experience acquired).

Transfer from another Graduate School

Applicants to the MCW Graduate School are, in general, only accepted upon completion of the degree program in which they are currently matriculated. In special circumstances students may apply for transfer into graduate programs at MCW after having only partially completed requirements for a graduate degree at another university. Transfer will be considered upon recommendation of the program that the applicant is pursuing as long as the following conditions are met:

- At the time of application, the academic status of the student at the other university is clearly documented and the reasons for wishing to transfer are clearly disclosed by the student.
- The student has provided three (3) letters of recommendation: one (1) from their current mentor or research advisor, one (1) from their current Graduate School Dean or Program Director, and one (1) from someone who can appraise the student's work at their current school.

If transfer is allowed, the MCW Graduate School program that the student is pursuing will compare the course work completed at their current school with the curriculum required at MCW. That analysis will determine which courses remain to be taken. The applicant must meet the following requirements of an MCW degree program regardless of whether any have been fulfilled elsewhere:

- Two (2) semesters of full-time study.
- Successful completion of the qualifying examination conducted by members of his/her program.
- Successful completion of the thesis or dissertation under regulations which exist within the MCW Graduate School.
- Successful completion of all other requirements of the program.

Transfer of Credits

The number of credit hours which may be transferred from other institutions is limited to protect the integrity of the MCW Graduate School programs. Only credits directly applicable to a student's MCW program will be considered for transfer. There is no guarantee that all credits previously earned will be approved for transfer. Students should consult their current advisor or program director prior to requesting a transfer of credits earned elsewhere and before taking additional graduate courses for which they may want to transfer credits.

Students seeking to transfer credits earned prior to admission, including any earned at MCW, must file an "Application for Transfer of Credit" form with the MCW Graduate School. If the credits were not earned in the MCW Graduate School, an *official* transcript of the coursework listed on the form must be sent from the transfer institution directly to the MCW Graduate School. Also, syllabi from the transfer courses listing textbooks and other materials used in the course must be submitted with the transfer credit application. Students will be notified in writing by the Graduate School regarding which credits have been accepted for transfer.

Limits on transfer of credits:

- **Certificate Programs**: No credits may be transferred into a certificate program from another institution. A maximum of six (6) approved credits taken at the Medical College of Wisconsin (MCW) as a non-degree candidate may be transferred to the certificate program.
- **Transfer of Credits from a Certificate Program into a Degree Program**: Transfer of appropriate credits from a certificate program into a degree program is automatic if matriculation in the degree program occurs within one (1) year of completion of the certificate program. If the certificate was earned more than one (1) year before matriculation in a degree program, then appropriate credits may be transferred if approved by both the Program Director and the Dean of the MCW Graduate School. In general, credits will not be transferred for courses completed more than three (3) years before matriculation in a degree program.
- **Master's Degree Programs**: With the exception of credits earned in an MCW certificate program (see above), the maximum number of credits that may be considered for transfer to an MCW Graduate School master's degree program is the larger of either ten (10) credits or 1/3 of the total number of graduate credits required for the particular master's degree program. This total includes coursework taken at MCW prior to admission and credits earned at other institutions during enrollment in the MCW degree program.
- **Doctoral Degree Programs**: The maximum number of credits that may be considered for transfer to an MCW Graduate School doctoral program is twenty (20). This total includes coursework taken at MCW prior to admission and credits earned at other institutions during enrollment in the MCW degree program.

Credits are eligible for transfer only if the grade earned is a B or better (3.0 on a 4.0 scale). Pass/Fail courses are not eligible for transfer. Graduate credits earned more than five (5) years before the start of the MCW graduate program are not eligible for transfer. Credits applied to one baccalaureate, graduate or professional degree are not eligible for transfer to an MCW certificate or degree program; however, they may be used to guide alternative course selections to be taken toward a second degree program. Grades do not transfer to MCW.

ADMISSION

Requirements and Process

On the basis of the five factors listed below, the Admission Committees of the individual programs will determine whether an applicant has the intellectual capability, professional commitment, research interest and experience to succeed in their program. The Admissions Committee will also determine if the applicant has the physical, communicative, and behavioral attributes necessary to complete the program's required course of study and research offered by the program. A successful applicant typically will have:

Aptitude and Commitment to Learning	As conveyed in personal statements provided in the application, letters of recommendation, and through an interview (in person or over the phone, if applicable), a successful applicant needs to showcase a passion for knowledge and an eagerness for research.
Experience	Research or professional involvement relevant to the program that the applicant has applied.
An Overall Grade Point Average (GPA) of 3.0 or better	Programs either require an overall and math & science GPA of 3.0 or higher. Foreign transcripts submitted may include an evaluation/translation to determine equivalencies.
Graduate Record Examination (GRE)	If required, an average percentile score of 60% or greater on the verbal and quantitative components of the GRE examination, and a 3.5 or higher on the analytical writing component are desired. Only *official* score reports received directly from ETS of tests taken within the past 5 years from the date of application submission will be accepted. Applicants for whom English is not their native language often have verbal scores lower than 60%. Admission Committees for the individual programs will evaluate the scores and full applications of those applicants to determine if the applicant is likely to be able to meet the specific requirements of that program. Foreign applicants with a verbal GRE below 20% are typically not admitted. The Medical College Admission Test (MCAT), Graduate Management Admission Test (GMAT) and Law School Admission Test (LSAT) scores may be accepted at the discretion of the program that the applicant is pursuing. If required, individuals who have earned a terminal degree may request a waiver of the GRE requirement. Waiver requests must be submitted in writing and sent via email to gradschool@mcw.edu.

Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)	Unless exempt, the MCW Graduate School requires that applicants for whom English is a second language take and satisfactorily pass the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). International student applicants who are in the process of completing or have completed their undergraduate degree or graduate in the United States, United Kingdom, Australia, New Zealand or Canada (excluding Quebec) are not required to take the TOEFL or IELTS unless specifically requested to do so by the MCW Graduate School or the program the applicant is pursuing.

Technical Standards

Technical standards, distinguished from academic standards for admission to the MCW Graduate School, consist of the minimum physical, cognitive, and emotional attributes required to provide reasonable assurance that a student can complete the entire course of study and participate fully in all aspects of their training. Technical standards described here are a prerequisite for admission to, and for graduation from, the MCW Graduate School of Biomedical Sciences.

- **Physical Requirements**: After adequate training and experience, the candidate must be capable of performing the experimental work required by the graduate program which he/she has entered. The specific requirements will vary from program to program, and within the specific research area within a program.
- **Communication**: A candidate must be able to communicate effectively with, and receive communication from, other scholars in relevant biomedical fields. Communication includes speech and writing.
- **Intellectual, Conceptual, Integrative and Quantitative Abilities**: A candidate must have the critical, problem-solving skills required in the proposed field of study. These skills include the ability to measure, calculate, reason, analyze and synthesize.
- **Behavioral and Social Attributes**: A candidate must possess the emotional health, maturity and self-discipline required for full utilization of his/her intellectual ability and for successful participation in and completion of the program of study.
- **Evaluation**: The Medical College of Wisconsin may require that an applicant undergo a skills evaluation. The Medical College of Wisconsin will endeavor to select and administer evaluations that accurately reflect the applicant's or student's aptitude or achievement level rather than the applicant's or student's disability.

The MCW Graduate School is committed to capitalizing on technological advances that create new opportunities for participation by disabled persons and will incorporate changes into its programs where feasible. The MCW Graduate School is committed to providing accommodations for disabled persons in accordance with applicable federal, state and local laws and in conjunction with the policies established by the MCW Department of Human Resources. A qualified, disabled applicant shall not on the basis of his or her disability (except those which would preclude meeting the technical standards outlined above) be excluded from participation in graduate programs of the Medical College of Wisconsin.

Admission Offers

The programs evaluate the overall candidacy of their applicants based on these criteria and subsequently report their admission recommendation(s) of specific applicants to the Dean of the MCW Graduate School. If a program recommends an applicant for admission who does not meet the minimum criteria, the recommending program must provide a written explanation of the rationale for waiving the usual standards. The Dean of the MCW Graduate School will review the explanation along with the application and make the final admission decision.

All offers of admission are made officially and solely by the Dean of the MCW Graduate School of Biomedical Sciences.

International Applicants

International Applicants must provide *official* transcripts from their college and/or university in the native language of instruction and in English translation. Transcripts are also known as academic records or "mark sheets". Documents submitted as *official* transcripts, academic records or mark sheets must include the original seals and/or stamps of the institution and/or signatures of institution officials. If transcripts, academic records or mark sheets do not include proof of degree earned, an official document that declares the degree earned has been earned must accompany the documents. All academic credentials are reviewed and verified by the MCW Graduate School.

Minority Applicants

The MCW Graduate School encourages applications from, as well as the admission and retention of, minority or underrepresented students. To ensure that affirmative action goals are upheld and that all appropriate efforts are made to promote the admission of minority applicants, applications are reviewed by Program Admissions Committees. The MCW Graduate School uses the criteria established by the Department of Education for identifying minority groups.

REGISTRATION

General Information

Students must register during the time periods indicated on the academic calendar. Consent of the instructor is required for all courses.

Students are expected to complete their registration online within the published timeframe. Information regarding registration will be communicated to students via MCW email. Registration after the published add/drop deadline will not be fulfilled.

Full-time & Part-Time Status by Credit

- Registration as a full-time student is specified as:
  - at least nine (9) credits per semester during the Fall and Spring terms, and;
  - at least six (6) credits during the Summer term

- All full-time PhD degree seekers must be continuously enrolled full-time.

- Registration as a part-time student is specified as :
  - One (1) to Eight (8) credits during the Fall and Spring terms, and;
  - One (1) to Five (5) credits during the Summer term

Auditing

An applicant who wants to audit courses without earning credit must apply and be admitted as a non-degree seeking student. Non-degree enrollees and current students have the ability to audit a course without earning credit. Students are allowed to change from credit to audit status during the period extending from the first day of class through the time period that consists of a total of 10% of the length of the course. Please consult the academic calendar for the specific deadline dates. Those enrolled in a class that they are auditing are expected to attend and participate in classes but are not required to complete written course assignments or examinations. Those who are auditing a class but do not attend will have their registration in the course relinquished.

Continuing Status

This form of registration is available to students who have completed all of their required course work including Thesis and Dissertation credits, but have not yet completed the writing of the Thesis or Dissertation. A student may be permitted to register for Continuing Status for a total of 12 consecutive months or 3 terms. During this 1 year period, the student must complete their thesis or dissertation and submit a final copy to the MCW Graduate School within the deadlines established for graduation. While on Continuing Status, students who have received stipends may continue to do so at the discretion of their academic program. Students remaining on stipend will continue to receive health insurance through MCW; students not receiving a stipend are eligible under COBRA regulations to continue at their own expense any pre-existing health insurance provided by MCW.

Tuition scholarships remain in force for students on Continuing Status if they are receiving a stipend and enrollment will be considered full-time. All other Continuing Status students must make full payment ($225) at the time of registration and will be considered enrolled less than half time.

Non-MCW Course Registration

Graduate courses at approved neighboring institutions are available without payment of tuition to full-time, degree-seeking students under the following circumstances:

1. The course is not available at MCW.
2. The course is a graduate level course.
3. The course is relevant to the MCW degree program to which the student has been admitted, and the student's primary advisor recommends that the student take the course.

4. All requests to register for courses must be made through the MCW Graduate School before registration can occur. If a student fails to follow the procedure, tuition charges from the neighboring institution will be incurred by the student.
5. Requests are subject to review by the Dean of the Graduate School for final approval.

Graduate courses taken under the terms described above are recorded on the student's MCW Graduate School transcript, are counted as credits taken off campus, and if awarded a letter grade, affect the student's GPA.

Undergraduate courses, which are prerequisites for admission, should be taken before the student begins their graduate program. Undergraduate courses taken at neighboring institutions are not eligible for tuition waiver or MCW Graduate School credit. In exceptional circumstances, the MCW Graduate School or program may help students enrolled for needed undergraduate courses at neighboring institutions. Tuition charges will be the responsibility of the student.

English as a Second Language (ESL)

If a student requires English language instruction, it may be obtained in the "English as a Second Language (ESL)" program at the University of Wisconsin – Milwaukee. The cost of the program is the responsibility of the student. A MCW Graduate School program may require a student to enroll in an ESL program if English language deficiencies interfere with the student's progress.

Tuition & Fees

Students are responsible for paying tuition according to established deadlines and procedures. All students can view their accounts and make payments online in MCWconnect.

Graduate Students are responsible for paying their fees/tuition by the first day of the month classes are scheduled to begin.

Students who are full-time employees at MCW must pay their tuition at the time of registration. Employees should contact the MCW Benefits Office to initiate tuition reimbursement under the benefits plan.

Payment of tuition is not required under the following stipulations:

- Marquette University and University of Wisconsin-Milwaukee students covered by the tuition reciprocity agreement.
- Student receiving MCW Graduate School scholarships in the amount of the tuition due.
- Students receiving departmental scholarships in the amount equal to or greater than the tuition due. However, documentation must be received by the Office of Student Accounts by the end of the registration period or a late fee will apply.
- Students who have applied for loans through the MCW Student Financial Services Office in an amount equal to or greater than the tuition due (see Financial Aid below).

Late Fees apply as follows:

- $250 Late Payment Fee if payment for registration is not received by the Office of Student Accounts as scheduled per the tuition policy.

Tuition Payments

A student who has submitted a completed application for loans through the MCW Financial Aid Office in an amount equal to or greater than the tuition and fees due is not required to pay tuition until the funds have been made available to him/her. Deferral of tuition and fees payment as described herein is contingent on the student completing all required paperwork for the loan in an accurate and timely manner. Students should consult the MCW Financial Aid Office for procedures and deadlines.

Any difference between the amount of the loan application and the tuition and fees due must be paid according to the tuition policy.

All students receiving loan assistance must participate in an exit interview. A hold will be place on the student's academic record and he/she will not be allowed to graduate if the exit interview is not completed.

Non-Payment of Tuition or Fees

If full payment of tuition and fees, including late fees, is not made within thirty (30) calendar days from the due date, the MCW Graduate School shall withdraw the non-paying student from all course registrations.

A student shall receive no academic credit for classes in which the student was enrolled during a period for which tuition and fees were not paid in full.

Refund Policy

If a student withdraws or is dismissed, tuition will be refunded based upon the amount of tuition due less the percentage of days enrolled up to 60%. With the exception of health, dental and life/disability insurance, all fees are non-refundable. After the 60% time, no refund will be issued. Insurance is refunded based on the number of months the student is enrolled in coverage regardless of the 60% enrollment time.

If a refund is due to a student who received financial aid during the current payment period, the amount of the refund will normally be returned to the financial aid program(s) first according to Federal Regulations. Students who received institutional scholarships will retain, for past and current terms only, the disbursed scholarships upon dismissal or temporary or permanent withdrawal. In the event an overpayment still exists, any remaining funds will be refunded to the student.

Add/Drop

The add/drop period for courses is the Friday of the first week of courses. Change of registration must be made in MCWconnect by the deadline indicated. Students who drop a course within the add/drop period receive no grade and the course does not appear on their transcript.

Course Withdrawal

Students who withdraw from a course after the add/drop period and before the end of the term will receive a "W" grade on their academic transcript. To withdraw from a course, please contact the Graduate School or Office of the Registrar.

Tuition Reimbursement for MCW Staff

The MCW Staff Reimbursement Policy can be found at: https://infoscope.mcw.edu/HR/Benefits/Tuition-Reimbursement-Programs.htm.

Doctoral Program Stipends

It is the policy of the Graduate School and the Graduate Studies council that: (1) All eligible PhD degree candidates in good academic standing receive a graduate stipend and ; (2) that within each department/program, the stipend level should be uniform among all eligible students at a comparable level of training. It is the goal of the MCW Graduate School that all eligible students are compensated equitably.

Stipends for doctoral program graduate students are set as follows:

- The MCW Graduate School monitors stipend levels nationally, particularly at peer schools.
- The Dean of the Graduate School will make a recommendation to Department Chairs as well as the Graduate Studies Council regarding any change in stipend level.
- The Dean conveys the views of Department Chairs to the Graduate Studies Council, and the Graduate Studies Council votes to accept or alter the proposed change.
- The decision of the Graduate Studies Council is submitted by the Dean to the MCW Budget Committee

The Graduate School and Graduate Studies Council acknowledge that in some instances, "market factors" may require setting a higher stipend level to remain competitive with other programs. Therefore, each program has the option of establishing an annual stipend level for any or all of its students who have been advanced to **PhD candidacy** at a level which is no greater than 20% above that established by the Graduate Studies Council. Before a stipend can be increased, the Dean of the Graduate School must certify the student is eligible for such increase and grant approval.

Financial Aid

The MCW Financial Aid Office is available to instruct and counsel applicants and students during the application process and provide on-going guidance and support throughout your enrollment at MCW. Questions or concerns can be directed via phone (414-955-8208) or e-mail (finaid@mcw.edu).

Emergency Loans

Emergency loans are available to full-time degree-seeking candidates at MCW according to a policy approved by the Board of Trustees. The Medical College of Wisconsin will grant emergency loans to full-time registered students during the academic year. The maximum amount that any student can borrow and can be outstanding at any time under the Emergency Loan Program is $1,000. This maximum will be granted twice during the academic year, once during each half of the year. If the student has applied for other loans through the Office of Student Accounts, the emergency loan will come due as soon as these loan funds arrive or by the end of the term, whichever is first. If the student has not applied for other loan funds, the loan will come due by the end of the term. The loans will be interest free until this point. Beyond this point, interest will accrue at the rate of 12% per annum. All emergency loans will come due no later than the last day of the academic year. A student who becomes delinquent on an emergency loan will not receive evaluations and will not be able to register for the next academic year until the loan is paid. All outstanding emergency loans due at the Medical College must be paid before graduation or the diploma will not be presented.

Health Insurance

All full-time MCW degree-seeking students are required to have health insurance. Some students are covered under health insurance policies of their parents, spouses or full-time employer. Proof of insurance coverage is required. Students who are not otherwise covered are required to enroll in the plan offered by MCW. The annual premium for single coverage will be paid by MCW for all full-time, PhD degree-seeking students on stipend. Students, at their own expense, may acquire insurance under the same plan for their spouse and/or family.

Health Services

The Medical College of Wisconsin wishes to ensure that all students have access to excellent, high-quality health care and that they understand the health services available to them.

- Student Health and Wellness Services
- Student Mental Health Services

Additional information on health services is located in the MCW All Student Handbook.

MCW Email Account

All electronic communication to MCW graduate students occurs through the use of MCW email accounts. Students are required to use their MCW email account throughout their enrollment tenure. An exception is made only for students enrolled in our joint degree programs who have been assigned the use of an email account from Marquette University, Milwaukee School of Engineering or University of Wisconsin - Milwaukee.

Microsoft Outlook

Upon admission to the MCW Graduate School, an email account is created on behalf of the student. A user name and password will be communicated to the student's personal email address with explicit directions from the MCW Information Services (IS) Department.

For assistance accessing your MCW email, please contact the MCW IS help desk at 414-955-4357 or help@mcw.edu

Brightspace Learning Management System

Every student will also use Brightspace, the learning management system, for courses. A Brightspace account will be created for you. Directions with username and password will be sent to your MCW email address.

For technical assistance with D2L, please contact Learning Management System help at - lmshelp@mcw.edu

Students are held responsible for communications from within Brightspace and in Outlook.

PROGRAM COMPLETION

Master's and PhD students are required to accomplish the following as deemed by your program in sequential order before defending and/or submitting a paper, thesis or dissertation for graduation.

1. Successfully pass the qualifying examination or comprehensive examination as deemed by your program.
2. Approval of the thesis or dissertation committee. **"Request for Approval of a Thesis or Dissertation Committee"** form.
3. Approval of the research proposal/outline **"Approval of Proposal/Dissertation Outline."** Outline approval must be granted by the Dean of the Graduate School, at least 18 months before the defense is held for PhD degree seeking students.
4. Intent to graduate. **"Intent to Graduate"** form or application for graduation in MCWconnect. The Intent to Graduate includes a graduation payment and a photograph suitable for use in the Commencement Program which must be submitted as outlined in the academic calendar.
5. Submission of the defense program thirty (30) days prior to defense date for PhD candidates.
6. Submission of the preliminary copy of the thesis or dissertation to the Dean of the Graduate School, two (2) weeks before the defense.

Requirements

Below is a table outlining the degree requirements for each of the degree seeking options. Following the table is the explanation and description for each requirement

	Dissertation	Thesis	Non-Thesis
Time Limit	X	X	X
Academic Standing	X	X	X
Comprehensive Examination		X (MA Only)	X (MA Only)
Qualifying Examination	X		
Advisor	X	X	X
Committees	X	X	
Proposal	X	X	
Candidacy Advancement	X		
Preliminary Copy	X	X	
Defense	X	X	
Other Requirements	X	X	X
Approval & Submission	X	X	
Degree Application	X	X	X
Degree Completion Paperwork	X	X	X

Explanation of Requirements

Time Limit

- Doctor of Philosophy Candidates:
  Doctoral degree candidates must complete all degree requirements within **seven (7) calendar years**. During this time, the student must enroll for at least two (2) consecutive semesters of full-time study. A minimum of sixty (60) credits of graduate work must be accumulated during the duration of the graduate program under the direct supervision of the student's academic advisor, either the program director or the research advisor.
  - Doctoral degree candidates who enter a program of study at MCW with a MS degree or who earn the MS degree at MCW and wish to continue study toward the PhD degree must complete all requirements for the PhD degree within five (5) calendar years, unless the graduate program or department determines that the MS degree is in an unrelated field. In that case, the seven (7) year degree completion time interval will apply. In either case, the student must enroll for at least two (2) consecutive semesters of full-time study and accumulate a minimum of sixty (60) credits of graduate work during the duration of the doctoral program.
- Master of Arts & Master of Science Candidates:
  Master of Arts & Master of Science degree candidates must complete all degree requirements within **four (4) calendar years**. During this time, the student must enroll for at least two (2) consecutive semesters with six (6) credits per semester. A minimum of thirty (30) credits of graduate work must be accumulated during the duration of the graduate program.
- Master of Medical Physiology Candidates:
  Master of Medical Physiology degree candidates must complete all degree requirements within **one (1) calendar year.** During this time, the student must be enrolled in full-time study prescribed by the program. A minimum of thirty and one half (30.5) credits of graduate work must be accumulated during the duration of the graduate program.
- Master of Public Health Candidates:
  Master of Public Health degree candidates must complete all degree requirements within **five (5) calendar years**. During this time, the student must enroll for at least two (2) consecutive semesters with six (6) credits per semester. A minimum of forty-two (42) credits of graduate work must be accumulated during the duration of the graduate program.
- Certificate Candidates:
  Certificate candidates must complete all certificate requirements within **two (2) calendar years**. The minimum amount of credits required for certificate completion varies by program, but is no less than twelve (12) credits.
- Under special circumstances, requests for an exception to the program completion time limit or to student status can be submitted to the appropriate Program Director along with justification and must be approved by the Dean of the MCW Graduate School.

Academic Standing

- Doctor of Philosophy Candidates:
  Students must remain in good academic standing, defined as at least a "B" average in courses and an "SD" or better performance in other components of the academic program to be eligible to take the PhD qualifying examination and, subsequently, be eligible for degree award.
- Master Degree Candidates:
  Students must remain in good academic standing, defined as at least a "B" average in courses and an "SD" or better performance in other components of the academic program to be eligible for degree award.
- Certificate Candidates:
  Students must remain in good academic standing, defined as at least a "B" average in courses and an "SD" or better performance in other components of the academic program to be eligible for certificate completion.

Comprehensive Examination

Master of Arts Candidates:

Satisfactory performance on the comprehensive examination is required. Upon successful completion of the examination the student will declare intent to write a thesis or intent to pursue the non-thesis option by writing a publishable paper to complete the degree.

- Non-Thesis Option:
  A Master of Arts student must complete a minimum of thirty (30) credit hours of course work including the core curriculum. In lieu of a thesis, students write a final paper of publishable quality. Upon passing the Comprehensive exam an advisor must be determined to provide feedback throughout the writing process. Once all of the course credit requirements have been fulfilled and the final paper has been submitted, the program will be completed by means of a successful oral public defense.

Qualifying Examination

Doctor of Philosophy Candidates:

Satisfactory performance on the qualifying examination is required. Information about the nature and time of the examination is available from the program director. The examination has written and oral components, and surveys the student's depth of knowledge in the major field and in related scientific areas. The examination may be retaken one time if the initial performance is unsatisfactory. Faculty who serve as a chairperson for a student's qualifying examination need to complete a "Qualifying Examination Chairperson's Report." The examination outcome(s) are forwarded to the Dean of the Graduate School.

Advisor

The research advisor, a full-time MCW faculty and a member of the Graduate School faculty, is selected by mutual agreement between the student, the proposed advisor, the program director, and the department chair. **For doctoral students and master's thesis students, the research advisor must be on the list of approved mentors as established by the Faculty Credentials Committee of the Graduate Studies Council.** Every effort is made to assist students in securing the area of research and research advisor of choice. However, acceptance into a degree program does not commit the MCW Graduate School to find a research advisor for the student. If no faculty member in the program is available or willing to serve as research advisor, the student may not be able to complete the academic program.

Advising students in a graduate program of study at MCW is initially the responsibility of the program director of the student's academic program. This program director is obligated to counsel students in planning for initial coursework and in exploring research opportunities with various members of the graduate faculty.

Within the first 18 months of graduate study, the student is expected to negotiate with a faculty member for participation in the faculty member's research program. This negotiation culminates in assumption by the faculty member of responsibility for continued advising, counseling and funding as the student's research advisor.

Committees

- Doctor of Philosophy Candidates:
  The Dissertation Committee is constituted when the student and the research advisor have secured the consent of five (5) appropriate faculty (including the research advisor) to serve on the Committee, and when the Committee composition has been approved by the Dean of the Graduate School. The Committee must have at least one (1) faculty member from a department outside that of the student's degree program, and may include one (1) individual who is from another institution.
- Master of Art and Master of Science Candidates:
  The Thesis Committee is constituted when the student and the research advisor have secured the consent of three (3) appropriate faculty (including the research advisor) to serve on the Committee, and when the Committee composition has been approved by the Dean of the Graduate School.

Committee composition must be approved by the Dean and by the Graduate Faculty Credentials Committee if there is a question about thesis/dissertation committee appointment(s). A "Request for Approval of a Thesis/Dissertation Committee Form" and a Biosketch is required for each committee member who is not a Graduate School faculty member.

Proposal

Doctor of Philosophy and Master of Arts and Master of Science Candidates:

The student and his/her research advisor should discuss potential areas of research and agree upon a reasonable hypothesis to be tested by the student. Previous research results that are relevant to the hypothesis and further experimental approaches to test the hypothesis should be discussed. These discussions will provide a basis for a written proposal that describes the research project that the student will initially pursue for his/her dissertation research. It is understood and accepted by all concerned that this initial project may be modified significantly or abandoned as a consequence of future developments.

The purpose of the research proposal is:

- To ensure that the student gains an understanding of the current status of research within his or her chosen area;
- To train the student in the scientific method;
- To ensure that both the student and research advisor agree on a research project that has the potential to generate meaningful data.

An outline of the proposed thesis research should be presented to and approved by the Committee, and forwarded to the Dean of the Graduate School for approval prior to initiation of the major portion of the research, or no less than 18 months prior to the dissertation defense date for the PhD candidates.

Submission of the Proposal

Students writing a dissertation/thesis are required to submit an approved Proposal to the Graduate School by the deadline set by the program. For PhD students, this deadline will occur no later than 18 months prior to the PhD dissertation defense date. The Dean of the Graduate School may grant an exception to this deadline under special circumstances. (Graduate Studies Council 12/2003)

The proposal should follow the organization of a grant application to the National Institutes of Health, American Cancer Society, American Heart Association, or other funding agency, depending on the format specified by each particular academic program. It should be typed, single-spaced with 12-point font. Unless otherwise specified by a particular graduate program, the recommended length of the proposal is 20-25 pages, excluding citations and appendices. Figures and tables should be included in the appendix and numbered according to their order of appearance in the text.

- **Specific Aims:** The hypothesis that the student intends to test must be stated. A set of Specific Aims that define the key components of the experimental strategy needed to test the hypothesis should be listed and briefly described. This section should not exceed 1 page.
- **Background and Significance:** This section should consist of a review of the literature that is relevant to the proposed research. The review should include sufficient information to put the proposed research into perspective within the current status of the field. This section should also indicate the scientific merit of the proposed research. There is no page limit for this section, though, in general, five (5) pages should be sufficient for the text portion of this section.
- **Preliminary Results:** This section should include unpublished data obtained by the student that is relevant to the proposed Specific Aims. It may also be appropriate to include unpublished results from other investigators in the advisor's lab, provided credit is given. It is recommended that the text portion of this section not exceed eight (8) pages.
- **Experimental Methods:** This section should consist of a description of the experimental protocols that will be used to achieve the Specific Aims. Experimental details about reagents, cells, environmental conditions, equipment, and controls that are required to establish the feasibility of the experiments should be provided

when possible. Alternative experimental approaches that may be needed to circumvent technical problems should be presented. Methods for analysis of data, including statistical methods, should be included. Sources for critical reagents that are not available commercially or in the advisor's lab should be identified.

- **Literature Cited:** This section should be a list of all published information referred to in the preceding sections. It is recommended that the format for the references follow departmental guidelines.
- **Appendix:** This section should include tables, figures, and diagrams (and their accompanying legends) numbered to correspond with their order of appearance in the text. In some cases a list of abbreviations used in the text may be included in this section.
- **Submission:** The student will give the completed proposal to all members of the Committee at least one (1) week before the Committee meets to discuss the proposal. At this meeting, the student will present an overview of the proposal and address any questions or concerns that the Committee may have. During this meeting, Committee members should identify any potential problems with the proposal and agree upon any modifications that are needed before the proposal is accepted. The student should make these recommended changes in the proposal within two (2) weeks of the Committee meeting and resubmit the revised proposal to Committee members. If necessary, a second Committee meeting may be held to review the changes. Committee members will indicate their acceptance of the final proposal by signing the "Proposal Approval" form. This form and a copy of the completed proposal will be submitted to the department chair and/or program director for approval, then forwarded to the Dean of the Graduate School for final approval.

During the course of the student's research, it may be necessary to modify or change either the hypothesis to be tested or the Specific Aims. These changes should be discussed with the members of the student's Committee. In instances where the Committee determines that major modifications are recommended, the student should prepare a brief document that includes, as necessary, (1) the revised hypothesis to be tested, (2) modified or new Specific Aims, and (3) modified or new methods. This modified document does not need to be approved outside of the Committee, but will become a part of the student's permanent record in the Graduate School Office.

Advancement to Candidacy

Doctor of Philosophy Candidates:

Upon recommendation of the research advisor, program director and/or department chair, and upon receipt of the approved dissertation outline, the Dean of the Graduate School will notify the student of advancement to candidacy for the PhD degree. Continuation of candidacy status is dependent upon continued satisfactory evaluation of the student by the Research Advisor/Program Director and the Dean of the Graduate School

Preliminary Copy

Doctor of Philosophy and Master of Arts and Master of Science Candidates:

A preliminary copy of the thesis or dissertation must be submitted to the Committee and Dean of the Graduate School two weeks prior to the dissertation/thesis defense. Students completing their academic programs should consult the MCW Graduate School Academic Calendar regarding the applicable deadline dates.

Defense Program for a Dissertation/Thesis

Doctor of Philosophy and Master of Arts Candidates:

A program for the defense should be prepared as described below, and distributed thirty (30) days in advance of the date of the defense. The student should provide a copy of the program to all members of their Committee as well as to all faculty in the department/program. Additionally, an electronic copy must be sent via email to gradschool@mcw.edu for electronic distribution to interested parties.

The Format

- Page 1: The information and layout of this page should include the degree the student is seeking, student name, day and date, time of examination, room number, name of building and committee in charge.
- Page 2: Entitled: Graduate Studies: The courses taken during the graduate program should be listed on this page. No grades should be listed.

- Page 3: Entitled: Thesis or Dissertation - Directly under this heading, provide the title of the thesis or dissertation, as it should appear in official MCW information. The title is followed by a 300-600 word abstract of the research which may be continued on an additional page if necessary.
- Page 4: Entitled: Curriculum Vitae of the student - The Curriculum Vitae should be approved by the faculty advisor, who will ensure that it appears in the usual and customary format. The information to be included is:

  Name
  Date and Place of Birth
  Education - institution, degrees, dates of degrees
  Relevant Employment - If any: employer(s) and date(s)
  Fellowships, Awards, Honors
  Publications - divided as follows:

  - Abstracts
  - Publications (in print and in press)
  - Manuscripts submitted (not those in preparation)

<u>Defense</u>
Doctor of Philosophy Candidates:
A defense is required, and should be scheduled by mutual agreement between the student, research advisor, program director, department chair and the committee.
Master of Arts and Master of Science Candidates:
A defense may be required as deemed by the program.

<u>Thesis/Dissertation Organization</u>
Doctor of Philosophy, Master of Arts and Master of Science Candidates:
The general organization of the thesis/dissertation is:

- Title page
- Abstract
- Table of Contents
- List of Tables
- List of Figures
- Acknowledgments (if any)
- Body
- Bibliography
- Signature Page

<u>The Body</u>

The body may take either of two forms below:

- A unified form, as follows:
  - Introduction
  - Materials and Methods
  - Results (including tables and figures)
  - Discussion
  - Conclusions

OR

- A multi-part form, as follows:
    - General Information
    - Individual chapters each consisting of:
        - Introduction
        - Materials and Methods
        - Results (including tables and figures)
        - Discussion
        - Conclusions
        - General Discussion
        - General Conclusions

Specific Instructions

- Paper: The original should be on 20+ pound, 8 x 11 inch bond paper. Additional copies that are good quality photocopies are acceptable.
- Photos: Original photographs must be included in at least three (3) of the bound copies.
- Printing: Word processing must include printing with a laser printer.
- Margins: 1 inch on the top, bottom, and right-hand side. The left-hand side margin must be 1.5 inches, to allow for space required in the binding.
- Page numbering: Number pages, including figures and figure legends, in the upper right-hand corner.
- Each chapter or section should start on a new page.
- All tables, figures and figure legends related to research findings should be in the results section(s) in a location appropriate to the content of the text.
- The Bibliography should contain complete references, including all authors, a complete title, and the inclusive page numbers. The specific format employed should be that appropriate to the journal in which the work would be published.
- Signatures: Original signatures must appear on the "Signature Page" of the original copy; this page may be photocopied for inclusion on the additional copies.
- The final unbound copies must be submitted to the Dean within two (2) weeks after the date of the defense. An alternative submission date may be negotiated if additional time is required.

Binding of Theses and Dissertations

Doctor of Philosophy, Master of Arts and Master of Science Candidates:
The student should submit all copies of the final dissertation/thesis version to the Dean of the Graduate School after the signatures of the Committee members have been obtained. A "Dissertation/Thesis Binding" form must be submitted with the final copy of a student's dissertation/thesis.

- One copy is bound at MCW expense and retained by the College.
- One copy may be bound by the program. See your department business manager.
- One additional electronic copy of the doctoral dissertation or master's thesis is required by the Graduate School office. Include an abstract and CV.
- If you wish your dissertation to be considered for the annual dissertation awards given by the Friends of MCW, each PhD candidate must submit the following items electronically in order to be considered for the dissertation award:
    - An abstract of the dissertation. The abstract should include the hypothesis or goal, a summary of the results, and a statement of the significance of the research.
    - Curriculum Vitae. The CV should include the formal education at this institution, teaching experience, and a list of publications.
    - A copy of the dissertation. A preliminary copy is acceptable.

- Include a letter of support from Graduate Student's mentor that highlights the important findings of the student's research.

Other Requirements
Any additional academic requirements of the department, academic program and/or the MCW Graduate School must be met. This includes financial and library obligations.

Approval & Submission
Doctor of Philosophy and Master of Arts and Master of Science Candidates:
Final copies of the dissertation/thesis, including any changes required by the Committee, must be submitted to the Dean of the Graduate School within two (2) weeks following the defense or of a final Committee meeting. The degree application will then be signed.

Degree Application
When all degree requirements have been met, the degree application may be submitted for approvals and signatures to the department or program chair and then to the Dean of the Graduate School.

Commencement
Graduation dates exist for graduate students at the Medical College of Wisconsin at the end of each month. For each graduating student, the graduation date is the next available date after the student completes all requirements for a degree. Only one formal Commencement exercise is held each year, and is always scheduled for mid-late May. All students receiving their degrees in the preceding May , as well as all graduate students finishing in April, are expected to participate in the Commencement exercise. If distance or other obligations prevent attendance, the Dean should be notified in writing at the earliest opportunity. Dissertation advisors and Master's program directors are expected to attend commencement and hood their students. When this is not possible, the program director or graduating student should designate an alternate and advise the Graduate School office of this arrangement.

Please see the Final Checklist for Graduation and Commencement applicable to your degree program.

Certificate Request
Certificate seekers enrolled in their final term/last course toward certificate completion should complete and submit the intent to graduate in MCWconnect.

POLICIES & PROCEDURES

Family Educational Rights and Privacy Act (FERPA)
Please view the MCW FERPA policy and associated policies in the MCW All Student Handbook.

Authorship on Publications
In cases of a dispute of an original work, a student, research advisor, or any member of the faculty feels that a publication has resulted in improper recognition of the original contributions of a student to the research, and if the problem is not resolved at the department level, a written letter expressing concern should be submitted to the Dean of the Graduate School, who will initiate a confidential review, using the process described in the MCW policy "Authorship on Scientific and Scholarly Publications."

The entire MCW Authorship on Scientific and Scholarly Publications policy is available on Infoscope at: https://infoscope.mcw.edu/Corporate-Policies/Authorship-Scientific-Scholarly-Publications.htm.

Information Sources

- It is essential that all faculty provide accurate information when discussing MCW policies and/or procedures with applicants and matriculated students. Information provided to an applicant or a student by an individual who the student has good reason to believe is authorized to provide information becomes binding to the academic institution.
- Once an applicant has been identified as an acceptable candidate for admission by a graduate program, a recommendation for acceptance is sent by the recruitment or program director to the Dean of the Graduate School. The Dean will review the recommendation for acceptance from the perspective of applicant credentials and program resources. For acceptable candidates, the Dean of the Graduate School will extend an offer of acceptance to the candidate. **Only the Dean of the Graduate School may offer admission to an academic program of the MCW Graduate School.**
  Individuals who are presumed to be authorized to provide accurate information include, among others, members of the academic administration, departmental chairmen, graduate program directors, and members of the graduate faculty. Accurate information also is available in the Graduate School bulletin unless that information has been superseded by recent actions of the Graduate Studies Council.
- Information about the graduate programs can be obtained from the MCW Graduate School. Inquiries and other questions from prospective students will be routed to the appropriate staff member for further correspondence.
- The Dean of the Graduate School and/or their designee can provide Information about policies relating to all graduate programs.

Grading
The progress and performance of each matriculated student is reviewed by the faculty in the student's program at least yearly, at the end of the second semester of the academic year. These evaluations are submitted to the Dean of the Graduate School, who will notify the student if the evaluation is unsatisfactory in any regard.

Both criteria #1 and #2 below must be judged to be satisfactory for the student to continue in good standing:

Criterion #1
All students are expected to maintain a "B" (3.0) cumulative average in course work. All students must have a 3.0 cumulative grade point average (GPA) to be in good academic standing and to be eligible to graduate. In addition, Doctoral Degree Candidates must have a 3.0 cumulative grade point average (GPA) and be in good academic standing to be eligible to take the Qualifying Examination and to be eligible for candidacy and for graduation.

To determine whether a student has met this requirement, all courses taken at MCW, except those numbered 16210 (Intro to Biomedical Research), 20285 (Independent Study), xx295 (Readings and Research), xx299 (Master's Thesis) and xx399 (Doctoral Dissertation) and the Master in Public Health Field Placement and Capstone courses will be included in the GPA calculation. Grades are calculated on a four point scale as follows:

Grading Scale		
A . . . 4.0	B . . .3.0	C . . . 2.0
A- . . . 3.7	B- . . . 2.7	C- . . . 1.7
B+ . . . 3.3	C+ . . . 2.3	F . . . 0
AU . . . reported for student auditing a course at no credit		

Criterion #2

Students who register for 16210 (Intro to Biomedical Research), 20285 (Independent Study), xx295 (Readings and Research), xx299 (Master's Thesis) and xx399 (Doctoral Dissertation) and the Master in Public Health Field Placement and Capstone courses will be evaluated in part on the basis of progress. Progress will be evaluated each semester the student is registered for the course by faculty who hold an appointment in the department or program in which the student is matriculated, and must accurately reflect the student's "progress" as perceived by the faculty.

Evaluation will be made according to policies established by the department or program, and grades will be determined as follows:

E . . . Excellent	G . . . Good
SD . . . Substandard	U . . . Unsatisfactory

E,G,SD,U grading scale - Considerations for evaluating Readings and Research.

Criteria used to evaluate students in Readings and Research should reflect performance related to the student's effort on their dissertation or thesis project. Specifically, it is recommended that faculty mentors evaluate student effort in terms of the Core Qualities and Competencies for Graduate Education. In brief, core Qualities include: Scholarship: the pursuit of knowledge through study and research; Innovation: creativity in the generation of new knowledge; and Professionalism: conforming to the behavioral norms of a profession. Similarly, Core Competencies that students are expected to achieve during their training experience include excellence in: Knowledge and Skills, Communication, and Management, Teamwork, and Leadership.

Criteria Used to Evaluate Readings and Research.

Due to the varying nature of the research experience across different disciplines and mentors, fixed criteria for grading students are not easily established. Mentors should consider performance relative to the student's stage in the program on the following types of activities when evaluating Readings and Research:

- Written research summaries
- Presentations to the department and dissertation/thesis committee
- Motivation and commitment to research
- Data management and record keeping
- Familiarity with the literature
- Collegiality within the laboratory/group
- Ability to establish and meet pre-set deadlines and goals
- Laboratory/research skills and experimental design
- Oral and written communication skills
- Scientific honesty and integrity
- Research accomplishments and progress towards the dissertation/thesis
- Research problem solving and computing skills

- Creative thinking skills

Grading system for Readings and Research.
Student performance in Readings and Research is graded according to the following scale: E (excellent), G (good), SD (substandard), and U (unsatisfactory). Please note that the definition for S has been changed from satisfactory to substandard (SD). Examples of student activities have been provided to help clarify these grading designations:

E (excellent) – Student performance exceeds expectations. The student functions primarily independent from the mentor. For example, a student initiates and manages new collaborations related to their project, establishes a new technique for the laboratory or a new method for the research problem, submits his/her research proposal for outside funding consideration, and/or submits a manuscript for publication consideration. The student successfully troubleshoots a difficult experiment, research or computing problem independent of their mentor, or independently mentors and manages a student.

G (good) – Student performance meets expectations. The student is beginning to function independently but still requires appreciable guidance from the mentor. For example, the student actively participates in a collaboration previously established by the mentor, masters an established technique within the laboratory or problem-solving techniques, works toward initiation, preparation, or completion of their research proposal, and/or prepares a manuscript based on studies from their research project. The student successfully troubleshoots a difficult experiment/research problem with the help of the mentor or works with the mentor to successfully mentor and manage a student.

SD (substandard) – Student performance is below expectation. The student meets the bare minimum requirements established and requires substantial guidance from the mentor beyond what is expected at this point in their training. For example, the student meets deadlines but requires frequent reminders or other input from the mentor or program director. The overall product produced in the laboratory or the progress made on the dissertation/thesis needs improvement in terms of quality, efficiency, and/or timeliness. The student remains unable to successfully troubleshoot an experiment/research problem even with input from the mentor.

U (unsatisfactory) - Student performance is below minimum standards and corrective actions are required. There is a general lack of engagement by the student. The student fails to take ownership of his/her research project even after significant input from the mentor. The student fails to engage in timely communication, and overall student effort suffers from a lack of commitment to research.

Recommendation when assigning an SD grade for Readings and Research – Mentors who assign an "SD" in Readings and Research should plan to meet with their student to discuss the specific activities that have failed to meet expectations. Recommendations on how to improve student performance in these areas should be discussed and/or documented, and when warranted, specific milestones developed and periodically evaluated with the student to improve performance to one that meets expectations.

Policy for assigning a U grade for Readings and Research - Mentors should be aware that a "U" in Readings and Research automatically places a student on probation, and two "U" grades are grounds for dismissal from the Graduate School. Given the significance of this grade, prior to assigning a "U", the Mentor will consult with members of the Dissertation/Thesis Committee and the Director of the Graduate Program for feedback on the appropriateness of the decision. If there is consensus that the student performance is evaluated as Unsatisfactory, a letter explaining the basis for this grade and detailed corrective measures and strategies shall be submitted to the Director of the Graduate Program and to the Dean of the Graduate School in Biomedical Sciences. A student who receives a second evaluation as Unsatisfactory during any subsequent semester of study will be considered for dismissal.

(Approved Graduate Studies Council January 7, 2020)

Reporting Grades

- Information about student registration, grades, and transcripts is handled by the Graduate School office and the Office of the Registrar. Grades are reported electronically through MCWConnect according to the grading policy of the Graduate School. Deadlines for grade submission are found on the Graduate School academic calendar.

- Faculty may submit grades only for students who have registered for a course. Requests for retroactive registration so that a grade can be submitted will not be approved.

- If the course director does not report a grade by the date designated in the academic calendar, the registrar will record an incomplete. Consistent failure of a member of the graduate faculty to report grades by the appropriate date will result in discontinuance of appointment to the graduate faculty.

- For any work not completed by the date specified in the Academic Calendar, an Incomplete ("I") will be recorded on the transcript by the Registrar. Incomplete grade due dates are as follows: Fall: January 31, Spring: July 31 and Summer: September 15. Incompletes revert to failure ("F") or unsatisfactory ("SD") thereafter. [*Approved by the Graduate Studies Council 11/23/2016)*

Academic standing:

At the conclusion of each semester, the Academic Standing and Welfare committee (ASWC) shall be notified by the Graduate School Director of Enrollment concerning any student who has a cumulative grade point average less than 3.0 or who has obtained a 'U' grade in a course graded on the EGSU scale. The ASWC will inform the student, the student's program director, and the student's advisor, of their academic standing as outlined in the graduate school policy below, and will require a statement from the student concerning his/her remediation plan. The ASWC has the authority to insist on a face-to-face meeting with a student placed on academic probation. If a student fails to comply with the requests of the ASWC their further registration will be in jeopardy.

Graduate School Academic Standing Policy:

A student who does not maintain a cumulative grade point average of 3.0 or better or receives an 'unsatisfactory(U)' grade in any course that is graded on the EGSDU scale, will be placed on academic probation. Probationary status will not affect a student's stipend or benefit eligibility.

A Student on probation due to low GPA has up to two semesters to achieve grades sufficient to increase his/her cumulative GPA to 3.0 or better at the end of a semester. A student will be removed from probationary status if his/her cumulative GPA reaches 3.0 or better at the end of a semester. Failure to accomplish this will result in a recommendation for dismissal.

A student will be recommended for dismissal after only one semester of probation if it is mathematically impossible for the student to achieve a cumulative GPA of 3.0 by taking courses approved by the program during a second semester of probationary status.

A student on probation due to an 'unsatisfactory' grade who obtains a second 'unsatisfactory' grade in any course will be recommended for dismissal. A student will be removed from probation if they obtain a 'satisfactory' or better grade in all such courses. Under extenuating circumstances, the period of probationary status may be extended for one semester if approved by the Dean of the Graduate School.

Except under extenuating circumstances, probationary status may only occur once during a student's academic career in the Graduate School. Under no circumstances will a degree or certificate be issued to anyone who does not obtain a 3.0 cumulative grade point average upon completion of their studies.

(Graduate Studies Council Approve September 11, 2017)

Annual Evaluation of Graduate Students

- Every student pursuing graduate studies at MCW is reviewed annually by the student's advisor. This review is provided to the student to facilitate understanding of the student's performance and whether he or she is meeting expectations of the graduate program. A summary of this review is maintained by the program director of the graduate program, and a report of the review is reviewed by the Graduate School Dean and filed in the Graduate School Office.

- The factors to be included include, among others 1) course grades, 2) research progress and aptitude, 3) performance on departmental examinations, and 4) overall professional maturity and proficiency. Comments on the evaluation should reflect views of advisor, and where appropriate, the student's committee, including date(s) of the last committee meeting. The advisor should summarize and evaluate the progress toward degree completion, as well as list any publications or scientific meetings attended by the student in the past twelve (12) months. For students expected to graduate within two (2) years, an anticipated date of degree completion should be indicated.

- Students are to provide comment(s) on advisor's evaluation as well.

- If a student is judged inadequate on the basis of these or other criteria, the Dean of the Graduate School should be notified in writing. Students who have received a less than satisfactory evaluation will be notified by the Dean of the Graduate School.

Repeating Courses

Students are permitted to retake any academic course* with the permission of their program and course directors. This will require registering for that course in a semester/session the course is officially being offered. Tuition will be charged at the current rate at the time of registration.

Both grades will appear on the student's transcript with the first grade having a strike (/) through it. Only the highest grade from a course will be used when calculating the student's grade point average for the purpose of determining probationary status and eligibility for the awarding of a graduate degree.

* This policy does not apply to Reading and Research, Field Experience, Doctoral Dissertation, Master's Thesis, Capstone Project, Seminar, or Journal Club, which are designed to be taken multiple times.

(Approval: Graduate Studies Council, 07/12/95)

Readings and Research Credits can be registered for multiple times by semester/session. Readings and Research is a course designed to provide evaluation and credit for non-didactic educational activities. This may include directed readings and/or laboratory research training. Individual programs may require additional activities. A student may register for this course concurrently in more than one department or program and with more than one faculty member within a department or program. Grades will be assigned individually by each preceptor according to the Graduate School Grading Policy. Registration for Readings and Research must be approved by the preceptor for each Reading and Research registration and by the student's research advisor or the program director if an advisor has not yet been appointed.

(Approval: Graduate Studies Council, 03/16/95)

xx295	Reading and Research	1-9 credits

Master's Thesis or Doctoral Dissertation may be registered for only once (one time) during the course of a student's degree program.

xx299	Master's Thesis	6 credits	(Master's students only)
xx399	Doctoral Dissertation	9 credits	(PhD students only)

NOTE: Most programs offer xx295*-Readings and Research. Depending on the program, xx299-Masters Thesis and/or xx399 Doctoral Dissertation are offered. All graduate school courses are listed in the Graduate School Bulletin.
*xx refers to the program code number; e.g. 31295 which refers to Cell & Developmental Biology

Guidelines for Missed Exams

The following guidelines are provided as guidance to Course Directors in establishing the missed exam policy for their individual courses. Course Directors should inform students at the beginning of the course that these guidelines are the policy for that course or should provide the students, and the Graduate School, with an alternative missed exam policy in writing.

a. If a student misses an examination due to illness, the student will be allowed to make up the examination within seven (7) days of the scheduled examination. To be allowed to make up the examination, the student must present a note from a physician or other health care provider documenting the illness. At the Course Director's discretion, the student may be asked to sign a statement declaring that he/she has not obtained any prior information about the content of the exam.

b. If a student misses an examination due to a death in the family (spouse, parent, sibling, grandparent, aunt, uncle or cousin), the student will be allowed to make up the examination within seven (7) days of the funeral. The Course Director should ask the Graduate School to verify the death. At the Course Director's discretion, the student may be asked to sign a statement declaring that he/she has not obtained any prior information about the content of the exam.

c. If a student misses an examination due to personal travel, the student **will not** be allowed to make up the examination. However, if a student intends to miss an examination to attend a scientific meeting, the Course Director should be informed as early as possible, and the Course Director, in consultation with the student's mentor, can decide to not excuse the student or to allow the student to take the examination before leaving or to make it up after his/her return.

d. If the Course Director and a student are in disagreement over the appropriate course of action in the case of a missed exam due to extenuating circumstances, the Dean of the Graduate School will discuss the situation with both the Course Director and the student and will make the final decision on how to proceed.

(Approved by GSC, December 2007)

Graduate School Course Evaluations

I. Student Evaluation of Courses

A. Procedure

With limited exceptions all Graduate School of Biomedical Sciences courses are evaluated by all students enrolled in the course for credit. The only courses not subject to student evaluation are Seminar courses offered on the E,G, SD,U grading scale, Readings and Research, Dissertation, Thesis, Introduction to Biomedical Research, Capstone, Field Placement Preparation, Field Placement and courses offered off-campus by partnering institutions participating in joint degree programs.

Student evaluations are completed anonymously using OASIS. All students enrolled in the course for credit are required to complete the course evaluation. OASIS keeps track of the students who have completed the evaluation, but that information is not linked to individual students' responses to the evaluation questions; individual responses cannot be associated with a specific student.

The Graduate School sends students instructions for completing their course evaluations at the beginning of the semester and informs them that the evaluations must be completed by two weeks after the end of the course or semester. The Graduate School provides the students with a reminder one week before the evaluations are due.

At the end of the course evaluation period, the responses for all courses are compiled by the Graduate School. The student responses are compiled and copies are provided to (i) the Course Director (ii) the Dean of the Graduate School, (iii) the Director of Enrollment of the Graduate School, and (iv) the Chair of the Course Evaluation Committee (6 faculty members; one student). The Chair of the Course Evaluation Committee will review all of the course evaluation results. A short response to the evaluation results will be requested of Course Directors for courses identified by the Chair as needing further review. The results and Course Director responses for those courses, will be assigned to members of the Course Evaluation Committee for further review. In addition, the Course Evaluation Committee welcomes communication between Course Directors and the Committee and they can contact either the Graduate School Office or the Course Evaluation Committee Chair. In an effort to maintain student anonymity, evaluations having only one or two responses for a given offering will not be forwarded to the Course Director. The Committee Chair will review the responses but will not provide a summary letter to the Course Director. Course Directors will receive aggregated results for these evaluations once the combined total over multiple offerings of the course reaches three or greater.

The Course Evaluation Committee meets as soon as practical after the evaluations are distributed to discuss courses that were identified as needing review. Based on those discussions, the Chair of the Committee drafts a letter to each Course Director summarizing the Committee's assessment of the student evaluations and identifying any issues viewed as particularly meritorious or problematic. The letters are reviewed and cosigned by the Dean of the Graduate School. For courses which have received unfavorable evaluations, or evaluations that identify areas of concern, the letter may request a meeting of the Course Director with the Course Evaluation Committee. At that meeting the Course Director provides his or her perspective on the student concerns, and the Committee and Course Director together devise a plan for addressing whatever genuine problems the course has. The plan is reflected in the minutes of that meeting, and a copy of the minutes is provided to the Course Director.

Courses receiving multiple unfavorable student comments may be identified by the Committee as having "serious problems," in which case that course will receive particular scrutiny by the Committee and Dean of the Graduate School at its next offering.

The Course Evaluation Committee also identifies Course Directors whose courses receive exceptionally favorable evaluations by enrolled students. The Dean of the Graduate School sends a letter recognizing that teaching accomplishment to the faculty member and forwards a copy of the letter to the faculty member's Chair.

B. Student Responsibility to Complete Course Evaluations

All students enrolled in a course for credit are required to complete the evaluation for that course. Achievement of a 100% response rate is important to the Graduate School's course evaluation process and to its continued accreditation. Students not completing one or more course evaluations by the deadline are no longer in good standing and are subject to several penalties including denial of future course registration, graduation, confirmation of enrollment, and access to official transcripts. Payment of stipends may be suspended. The Graduate School may impose a $100 fine for each course evaluation not completed on time. Students may petition to have these penalties lifted by writing to the Dean of the Graduate School.

Course Directors are requested to place the following statement on the syllabus of any course for which course evaluations are required (see first paragraph above for list of courses where evaluations are not required):

"Course Evaluations: All students completing the course for credit are required to complete an online Course Evaluation on OASIS by the end of the course. Participation by all students is important for the Graduate School's course evaluation process and for our continued accreditation. The Graduate School will provide instructions on how to complete the evaluation and you will have until 2 weeks after the end of the course to complete the evaluation. Students who fail to complete the evaluation are no longer in good standing. The Graduate School will not provide transcripts, confirm enrollment, allow enrollment in additional courses, allow graduation, or support payment of stipends for students who are not in good standing. In addition, the Graduate School may impose a $100 fine for each course evaluation not completed on time."

Instructor Feedback: All students enrolled in the course for credit are also required to complete a 4 item form in OASIS for each instructor. You will receive email prompts to direct you to OASIS and to facilitate the task.

C. Confidentiality and Distribution of Course Evaluation Materials

The compiled student responses obtained through the course evaluation process and the letters to the Course Directors prepared by the Chair of the Course Evaluation Committee contain confidential material. All persons having access to those materials are expected to maintain the confidentiality of the materials. The materials may, however, be shared as follows:

Course Directors: Course Directors are expected to use the information in the compiled student responses and in the letter from the Course Evaluation Committee to improve or maintain the quality of their course. To that end Course Directors are encouraged to share the evaluation materials with faculty teaching in the course. Course Directors are also authorized to share at their own discretion the compiled student responses with relevant Program Directors and Department Chairs.

Program Directors and Department Chairs: Program Directors and Chairs of departments hosting the graduate program receive copies of the course evaluation letters drafted by the Course Evaluation Committee for courses in their graduate program. For courses offered through the IDP in Biomedical Sciences or IDP in Neurosciences a copy of the letter is sent to each of the participating basic science Chairs and, in the case of IDPBS, to the curriculum committee Chair for that program. For courses offered as part of Institute for Health & Society-based or CTSI-based programs, the Director of the Institute is sent a copy of the letter. Course evaluation raw data may also be shared with Program Directors for programs who receive a signed release from their course directors.

Program Evaluation Committee: In the process of reviewing Graduate School programs, members of the Program Evaluation Committee may inspect copies of all letters prepared by the Course Evaluation Committee for courses in a program under review.

Dean of the Graduate School: For courses identified as having "serious problems" by the Course Evaluation Committee on two consecutive offerings, the Dean of the Graduate School may share and discuss the compiled student responses and the letters from the Course Evaluation Committee with the relevant Program Director(s) and Chair(s) or Institute Directors in an effort to assure that the course is improved before being again offered.

II. Comprehensive Triennial Course Evaluation

A. Procedure

The Course Evaluation Committee will make a periodic comprehensive evaluation of courses offered through the Graduate School of Biomedical Sciences. Courses will receive comprehensive evaluations every three years or following every third offering, whichever occurs later. Exempted from this process are Seminar courses offered on the E,G SD,U grading scale, Readings and Research, Dissertation, Thesis, Introduction to Biomedical Research, Capstone, and courses offered off campus by partnering institutions.

In making the comprehensive evaluation, the Course Evaluation Committee will consider (i) a Triennial Self-Study Assessment prepared by the most recent Course Director, (ii) the original proposal for the course as approved by

the Curriculum and Programs Committee and Graduate Studies Council (GSC), (iii) any revisions of the course that were approved by the Curriculum and Programs Committee and GSC, (iv) the syllabus for the course from its most recent offering, (v) the report of the previous comprehensive review (if any), (vi) all student evaluation materials obtained since the previous comprehensive review, and (vii) enrollment and awarded grade information since previous comprehensive review. The Committee may also meet with the Course Director or solicit comments in addition to the Triennial Self-Study Assessment. At its discretion, the Committee may solicit any other information it deems relevant including comments from faculty involved in teaching the course, faculty mentors of students who have taken the course, and Graduate School staff.

The Comprehensive Triennial Course Evaluation process begins with the preparation of a Triennial Self-Study Assessment of the course by the faculty member most recently serving as Course Director. In advance of preparing the Self-Study the Course Director will be provided with detailed instructions and data on the course by the Graduate School (contact the Graduate School for current instructions).

Based on their review of the Triennial Self-Study Assessment and other available materials the Course Director will draft a brief report that is responsive to the Self-Study and addresses the key topics covered in the Self-Study including:

i. the extent to which the current syllabus and course mechanics *(e.g.* teaching methods, rank and number of teaching personnel, performance evaluation methods) conform to the original or revised course description that was approved by the Curriculum and Programs Committee,
ii. Course Director, enrollment and grade information,
iii. the student evaluations and recommendations of the Course Evaluation Committee, since the previous comprehensive review,
iv. the strengths and weaknesses of the course, opportunities for improvement, and factors that may threaten success of the course based on factors (i)- (iv) *(i.e.,* a SWOT analysis).
v. Any other pertinent information received from the teaching faculty, faculty mentors of students, Graduate School staff, and other sources.

It is anticipated that thoughtfully prepared Triennial Self-Study Assessments will be critically reviewed by the Course Evaluation Committee and largely endorsed without extensive comment. If the CEC identifies any issues in the report, the course director will be notified, and he/she will have 60 days to provide a response to the issues identified by the CEC. In cases where the Course Evaluation Committee has significant concerns the Committee should meet with the Course Director to discuss and resolve the issues. The Self-Study should then be edited by the Course Director and/or the resolution of the issues should be reflected in the report prepared by the Committee.

The Comprehensive Triennial Course Evaluation reports prepared by the Course Evaluation Committee, including the Self-Study prepared by the Course Director, are forwarded to the Dean of the Graduate School and are distributed by the Dean to the Director of Enrollment, the Course Director and the Program Director.

III. Continuous Quality Improvement

The current course director will be responsible for generating the triennial report, using data provided by the graduate school. After submitting the triennial report to the graduate school, the course evaluation committee (CEC) will review the report and provide a summary statement that will be included in the final report.

It is the responsibility of the Course Director and Program Director to maintain and, where necessary, improve the quality of Graduate School courses. If deficiencies are due to factors beyond the Course Director's control, the Program Director and the Dean and staff of the Graduate School will use their best efforts to help the Course Director make the changes necessary to improve the course.

(Approved by Graduate Studies Council January 5, 2009; Amended March 1, 2016)

Student Access to and Use of Educational Materials

Background:
Members of the Graduate Faculty at the Medical College of Wisconsin (MCW) author or otherwise create educational materials with the aim of providing an excellent education for the MCW's graduate students. However, the transition of educational materials from hardcopy to digital formats has heightened concerns about ownership, fair use and liability for unapproved and perhaps illegal uses of educational materials. More specifically, with the digital nature of the educational materials (e.g., audio files, PDFs, on-line examinations), students can easily download and export, edit/revise and circulate files beyond the intended use by graduate students.

For the purposes of this policy, educational materials include exams, lecture notes, outlines, instructions for homework assignments, Power Point presentations, study guides, audio, video and/or digital files and/or any materials authored or created by MCW faculty for use in courses.

The policy applies to all educational materials spanning all formal courses, as well as other educational venues (e.g. PDA applications and simulations; Apps, presentations to student interest groups).

(1) Under MCW's Patent and Copyright Policies*, copyright rights in educational materials are owned by MCW faculty, and in some cases MCW or other institutions.
(2) Educational materials are provided to students enrolled in MCW solely for students' personal use.
(3) The materials should not to be used for any purpose other than that intended by the faculty member(s) who authored/created the materials.
(4) Educational materials are not to be altered, copied, excerpted, incorporated into other works, shared, exchanged, sold or otherwise distributed to anyone without the written permission of the Course Director and the faculty member(s) who authored/created the materials.

Failure to comply with these use policy will be deemed professional misconduct and will be addressed under the Medical College's existing policy on Professional Misconduct and may result in a disciplinary sanction up to and including dismissal.

(Graduate Studies Council Approval February 3, 2014)

Professional Misconduct

All Graduate students should demonstrate, both individually and collectively, honest, ethical and responsible behavior in academic endeavors, individual and collaborative research, and any other interactions with colleagues, peers and other persons.

Graduate students should uphold high standards of honest, ethical and professional behaviors accumulated into three domains of academic integrity, scientific research rigor and integrity, and professionalism. While faculty and staff have the right to set academic, research and professional requirements, they should also work with students to establish optimal conditions for these requirements.

Students, as members of the MCW community, must be active enforcers of honest, ethical and professional behaviors. As such, if they witness or perceive a violation they should report the incident to a faculty/staff member or Graduate Program Director and/or the Graduate School.

Academic Integrity
Academic integrity is essential, not only to accurately assess the performance of students, but also to respect the faculty and staff who have dedicated their time to teaching. Students have an individual duty to uphold this ideal of integrity and therefore must abstain from cheating and other dishonest behavior in regards to any activity, work, or production which affects the grade or perception of any student. This includes, but is not limited to, examinations, graded assignments, and classwork. Cheating is defined as, but not limited to:

- Copying or discussing answers during examinations, including electronic, written, oral or take-home exams;
- Collaborating during online, written, oral or take-home exercises unless explicitly permitted by faculty;
- Logging into an electronic system and claiming to be someone other than yourself;
- Using non-permitted materials, such as notes, books or electronic devices, during any exercise that impacts students' grades unless explicitly permitted by faculty;
- Copying work that is not one's own, fabricating or falsifying assignments, or other materials;
- Preventing other students' access to reference materials or other study materials;
- Reproducing any part of test material through means including, but not limited to, photography, written copying, reconstruction through memorization and/or dissemination in any form to any person or party;
- Failing to respect copyright and means for distribution within faculty and staff expectations;
- Exploiting technology and/or technological malfunctions for individual or group benefit, colloquially known as "abusing the system".

In addition, staff, faculty and students have an obligation to maintain a non-disruptive environment during examinations to the best of their abilities. By default, students should assume that graded assessments are performed individually unless told otherwise. Faculty and staff also have an obligation to communicate with students when collaboration is or is not appropriate.

Scientific research rigor and integrity

Since graduate students are often heavily involved in scientific research, they need to make every effort to ensure that research uses a robust, unbiased and reproducible study design, a scientifically defensible methodology for data analysis, objective interpretation and reporting of findings. At MCW, the principles of responsible behavior in research are similar to international standards (http://publicationethics.org/) including:

- The research being reported should have been conducted in an ethical and responsible manner and should comply with all relevant legislation;
- Researchers should present their results clearly, honestly, and without fabrication, falsification or inappropriate data manipulation;
- Researchers should strive to describe their methods clearly and unambiguously so that their findings can be confirmed by others;
- Researchers should adhere to publication requirements that submitted work is original, is not plagiarized, and has not been published elsewhere;
- Authors should take collective responsibility for submitted and published work;
- The authorship of research publications should accurately reflect individuals' contributions to the work and its reporting;
- Funding sources and relevant conflicts of interest should be disclosed;
- Misrepresentation of research findings by choosing an unjustified analytic technique to support some findings over others;
- Failing to report unfavorable results (example: selective or partial use of data);
- Stretching study conclusions beyond reasonable generalizations.

Suspected violations of scientific rigor should be reported to the principal investigator of the study Graduate Program director and/or the Graduate School. Suspected Research Misconduct is also subject to corporate policy RS.GN.010.

Professionalism

Professionalism is an important part of maintaining integrity within the graduate school. Below is an outline of how students may maintain professionalism in their responsibilities and relationships. This list is not exhaustive.

- Take responsibility for both good decisions and mistakes in an honest manner and make corrections as needed.
- Accept and consider constructive criticism; take care to recognize one's limitations and seek assistance when in need;
- Be respectful of peers and teachers of differing backgrounds, opinions, values and lifestyles;

Breaches of professionalism include, but are not limited to, the following:

- Being disrespectful or participating in bullying, including cyber bullying, of peers, teachers or staff in any setting, including but not limited to: in-person interactions, online and in social media;
- Shirking responsibilities in the classroom;
- Avoiding addressing one's mistakes or attributing false blame;
- Being late to class, disregarding punctuality, or disrupting class;
- Violating patient's physical privacy or informational privacy as protected by HIPAA.

Suspected violations of professionalism should be reported to the Graduate Program Director and/or the Graduate School Dean.

Any alleged violations of Professional Misconduct brought to the attention of the Graduate School will be investigated following the "Professional Misconduct Policy". The consequences of professional misconduct range depending on the type and severity of the misconduct but can include dismissal from the graduate program and revocation of any awarded degrees or certificates.

(Graduate Studies Council Approved 11/7/2016)

Honest, ethical, and responsible behavior is as essential to the scientific and medical professions as is academic excellence and scholarship. For students, such behavior is necessary in all areas of the educational experience, including, but not limited to: academic course work, scientific research, ethical use of information and relationships with peers. It is incumbent on all members of the academic community to uphold high standards, to monitor these standards, and to bring to appropriate College administrators concerns regarding dishonest, unethical, or irresponsible behavior. With regard to graduate students, alleged violations shall be brought to the attention of the Graduate School Dean.

a. Procedure Relating to Graduate Students

1) When an allegation of professional misconduct (dishonest, unethical or irresponsible behavior) is made, the Dean will, at his or her discretion and with consultation as deemed necessary, investigate the allegations and attempt to determine the merit and validity of the allegations. If, after investigation, the Dean determines that there are insufficient grounds to believe that a student has committed professional misconduct, the complaint will be dismissed and will not be recorded in the academic file.

2) If the Dean determines that there are sufficient grounds to believe that a student has committed professional misconduct, the matter will be handled as follows:

a) If a student admits guilt, the Dean may impose an appropriate disciplinary sanction other than dismissal, including academic probation or suspension, in accordance with paragraph two below. Any suspension imposed by the Dean as a sanction may be appealed by the student to the Admissions and Welfare Committee. If the Dean believes that dismissal may be an appropriate sanction, the case will be referred to the Ad Hoc Disciplinary Committee.

b) If the student does not admit guilt, the Dean shall refer the case to the Ad Hoc Disciplinary Committee for adjudication.

b. Disciplinary Sanctions

1) Reprimand: formal action censuring a student for failure to meet the standards of honest, ethical and responsible behavior of the Medical College of Wisconsin. Reprimands are made in writing and will become part of the student's academic file. A reprimand will include the statement that continuation or repetition of misconduct may result in a more serious disciplinary action.

2) Disciplinary Probation: formal action that establishes conditions upon a student's continued attendance for failure to comply with the Medical College of Wisconsin's standards. The student will be notified, in writing, of the probation and conditions thereof. Disciplinary probation warns the student that any further misconduct may result in more serious disciplinary action, including dismissal and results

automatically in loss of institutional financial support. Probation may be imposed for a specified length of time or until graduation.

3) Suspension (mandatory leave of absence): formal action that defines a specific period of time during which the student may not attend classes or engage in research, consequent to a breach of Medical College of Wisconsin standards. Students will accrue no academic credit for any course work in progress (including Readings and Research) when the suspension becomes effective. Students will be notified, in writing of the suspension and conditions thereof.

4) Dismissal: formal action that results in a student's permanent separation from the Medical College of Wisconsin. Dismissal will only occur following a formal hearing by the Ad Hoc Disciplinary Committee, following the guidelines and procedures specified in the paragraph, formation of the Disciplinary Panel and Ad Hoc Disciplinary Committee.

c. Formation of the Disciplinary Panel an Ad Hoc Disciplinary Committee:

Whenever an Ad Hoc Disciplinary Committee is needed, the Dean of the Graduate School will choose a Committee Chair from among the members of the Graduate Studies Council. The Committee Chair will randomly select six panel members from the Graduate Studies Council, including one student, who together with the chair will constitute the Ad Hoc Disciplinary Committee for the following purposes, related to professional ethics violations:

1) An appeal by a student of a suspension by the Dean of the Graduate School.

2) A hearing for the purpose of imposing a sanction when a student admits a violation, if dismissal is one possible sanction.

3) A hearing to determine whether a professional ethics violation has occurred when the student does not admit guilt, and to impose a sanction, if appropriate.

d. Hearing Procedure

1) The Dean will give a student written notice of the charges, the time and place of the hearing, a list of the Ad Hoc Disciplinary Committee members, a list of witnesses, and copies of any documentary or other evidence that will be presented at the hearing. The notice may be amended at any time prior to the hearing, but if the amendment is prejudicial to the student's case, the hearing shall be rescheduled to a later date.

2) The hearing will be scheduled no earlier than five (5) days after notice is delivered to the student. Every attempt should be made to begin the hearing within fifteen (15) business days after notice is delivered. Time is of the essence.

3) No member of the Ad Hoc Disciplinary Committee will participate in any case in which that member is a complainant or witness, in which the member has a direct or personal interest, or in which the member has acted previously in an advisory capacity. A Committee member's eligibility to participate in a case may be challenged by the Dean or student or by other Committee members. All challenges must be exercised at least 5 working days before the hearing and will be ruled upon by the chair. Replacement Committee members will be named by the chair from the remaining panel members.

4) Five (5) members are necessary to conduct a hearing or take a vote. The chair will preside over a hearing, decide any evidentiary and procedural questions that arise, and inform the student in writing of the action taken by the Ad Hoc Disciplinary Committee.

5) The Dean of the Graduate School or his/her designee will be responsible for presenting the charges and the evidence to the Ad Hoc Disciplinary Committee. The individual who presents the case may question witnesses for both sides, will pursue other data or evidence requested by the Committee, and may make

summary statements to the Committee. This individual will be present throughout the hearing; but will not be present once the Ad Hoc Disciplinary Committee begins its closed deliberations.

6) The student will be entitled to present evidence and witnesses, question the College's witnesses, and make statements to the Committee. The student will provide the chair of the Ad Hoc Disciplinary Committee with a list of witnesses and copies of any documentary or other evidence that will be presented, at least two (2) days prior to the hearing.

7) The Committee may question the witnesses and make whatever other inquiries it deems appropriate. The hearing need not be conducted according to the rules of law or evidence, and the Committee may admit any evidence which is of probative value in determining the issues.

8) No one will be required to give self-incriminating evidence.

9) The student may be represented by legal counsel and/or accompanied by a faculty advisor of the student's choice, and the Dean and the Ad Hoc Disciplinary Committee may be represented by legal counsel, but legal counsel and or the advisor may not question witnesses.

10) The hearing will be closed except for members of the Committee, the student being reviewed, the Dean or designee and his/her staff, appropriate advisors for each of them, the person designated to record the hearing, and witnesses while they are testifying.

11) The Dean or his/her designee will have the burden to prove, by a preponderance of the evidence, that the student committed a professional misconduct violation. Only those matters presented at the hearing will be considered in determining whether the student committed professional misconduct, but the student's past record of conduct may be taken into account in determining disciplinary action.

12) If the student does not appear (personally or through counsel) without any satisfactory explanation for the absence having been made, or leaves the hearing before its conclusion, the hearing should proceed and a decision should be rendered based on the available evidence just as though the student has been present throughout the hearing.

13) The Committee will make a record of the hearing, which may be a tape recording. A copy of the recording will be provided to the student at the student's request and expense.

14) Following presentation of evidence, all other participants except the Committee's legal counsel will withdraw and the Committee will privately consider the evidence and reach a decision. A majority vote of the Committee members present shall be required for a binding decision. In the event that a student is found guilty of professional misconduct, the Committee will determine the appropriate sanction, which may range from reprimand to dismissal, as define in section 2 of this policy.

15) The student will be notified of the Committee's decision in writing by the chair of the Ad Hoc Disciplinary Committee, including a description of any sanction imposed, if applicable. If the student is found guilty, a copy of the chair's letter shall be placed in the student's academic file. If the student is found not guilty, no record will be placed in the permanent academic file.

16) Should the Committee find that dismissal from the Medical College of Wisconsin is warranted, the Committee will promptly prepare a written report which shall contain:

a) A brief summary of the facts found;

b) A finding that the facts found demonstrates that the student failed to meet the honest, ethical and responsible behavior of standards of the College.

c) A statement of the action that the Committee has decided to take and the effective date of the action.

A copy of this report will be delivered promptly to the student, personally or by certified mail, return receipt requested.

d) The decision of the Committee will be treated as conclusive and binding, without right of appeal, unless the Committee decides that dismissal from the Medical College of Wisconsin is warranted. In that instance, the student may appeal the dismissal to the Dean of the Graduate School in accordance with the standard appeals mechanism as described in the document "Appeal of Dismissal from a MA, MPH, MS or PhD. Program".

(Approved by the Graduate Studies Council on September 11, 1995, May 1, 2006)

e. Dismissal from a Graduate School Program

Academic excellence in the classroom and in research, as well as continuing professional behavior, is required of all candidates for all Graduate School degrees. Degrees offered through the Graduate School are viewed by the Medical College of Wisconsin primarily as research degrees, and therefore evaluation by the faculty of the ability of a student to conduct independent scientific investigation is particularly important in the overall evaluation of a student.

A student who is unable to maintain an cumulative average of "B" or 3.0 in courses and/or who is evaluated as having performed at the "U" level in research conducted must be counseled periodically, with such counseling documented in writing, and may ultimately be recommended for dismissal. This recommendation, made by the student's advisor in consultation with the student's graduate program director, should be forwarded to the chairman of the academic department/program. The chair should then promptly forward to the Dean of the Graduate School, the recommendation, along with his or her comments.

The Dean will deliver a written note concerning the proposed dismissal to the student, personally or by registered or certified mail, with return receipt requested. The notice should include the following information:

1) A statement that dismissal is under consideration.

2) A summary of the basis upon which dismissal has been recommended.

3) Notification that if the student wishes to appeal the proposed dismissal, such an opportunity is available.

If the student responds in writing within ten (10) days requesting an appeals hearing, the Dean will then advise the Graduate School Admissions and Student Welfare Committee to conduct a hearing under the following conditions:

a) The hearing should be held not less than five (5) nor more than fifteen (15) days after receipt of the request by the student. An extension of time for the hearing should be authorized by the Dean only for good and compelling reasons.

b) The student's academic file and all correspondence related to the proposed dismissal should be made available to the student in advance of the hearing.

c) The student should be able to present any witnesses of his/her choosing, and should have the right to confront witnesses against himself/herself, if any.

d) If the student does not appear for the hearing (personally or through counsel) without a satisfactory explanation for the absence, or if the student leaves the hearing before its conclusion, the hearing should proceed without the student, and a decision should be rendered based on the available evidence.

e) The Committee should maintain an orderly hearing and permit no person to be subjected to abusive treatment. The Committee may eject or exclude anyone who refuses to be orderly. The Committee may question witnesses. The Committee chair should rule on all questions of procedure or admissibility of evidence and the chair's ruling is conclusive.

f) The hearing is not public and should be closed to everyone other than members of the Committee, the student being reviewed, appropriate legal advisors for each of them, the person designated to record the hearing, and witnesses, while they are presenting evidence.

g) The Committee should make a tape recording and written summary of the hearing.

h) Following presentation of evidence, all other participants will be asked to withdraw, and the Committee will privately consider the evidence and reach a decision. A majority vote of the Committee members is required for a binding decision. The Committee chair will advise the student, at the earliest opportunity, of the decision.

If the Committee finds that dismissal of the student is not warranted, the student will be notified. However, such a finding does not bind the academic program to provide an advisor. If the previous advisor no longer wishes to fulfill that function, the program is not required to provide another member of the graduate faculty to serve as advisor. Neither acceptance nor continuation in an academic program represents a commitment by the College to the availability of a research laboratory for the student's academic program.

If the Committee finds that dismissal from the Graduate School is warranted, the Committee will promptly prepare a written report that contains:

1) A brief summary of the findings.

2) A statement that the facts demonstrate that the student has failed to meet the academic, research, or professional standards of the College.

3) A statement of the action that the Committee has decided and the effective date of that action.

A copy of the Committee's report should be promptly delivered to the Dean and to the student. Delivery may be made personally or by registered or certified mail. The decision of the Committee is final and binding, unless appealed by the student.

f. Appeal of Dismissal

A student may appeal the decision, of the Admissions and Welfare Committee, to dismiss him/her from the College by giving notice, within ten (10) days, in writing, of an intention to do so, specifying the grounds for the appeal. This notice must be delivered to the Graduate School Dean within ten (10) days of the date on which the decision was made accessible to the student at a location specified by the student at the time of the hearing. A student who does not give such notice within ten (10) days shall be deemed to have waived the right to appeal.

In the event of an appeal, the Dean will appoint, within five (5) working days of receipt of the notice of appeal, a subcommittee for the purpose of hearing the appeal of the student. The subcommittee will consist of five (5) members of the Graduate School Council, members of the student's department or program and members of the Admissions and Welfare Committee are ineligible to serve on this subcommittee. An adequate number of alternate members will be designated to ensure that the hearing will be conducted by a full subcommittee.

This Appeals Subcommittee will set a date for hearing the appeal, which shall not be more than ten (10) days after its appointment, and shall give written notice of the time and place of the hearing to the student by personal delivery or by certified or registered mail.

At least three (3) days prior to the appeal hearing, a written report giving the decision of the Admissions and Welfare Committee and the summary of the hearing conducted by that Committee shall be delivered to the Appeals Subcommittee.

At least three (3) days prior to the appeal hearing, the student, or his/her representative shall submit to the chair of the Appeals Subcommittee a written statement detailing the grounds on which the appeal is based.

The chair of the Appeals Subcommittee will distribute a copy of both these documents to members of the Subcommittee at least two (2) days prior to the appeal hearing.

This Appeals Subcommittee will conduct the review hearing subject to the following:

1) In reviewing the decision of the Admissions and Welfare Committee, this Appeals Subcommittee will be confined to the decision of the Committee and the process whereby this decision was reached. Except as provided in paragraph "4" below, no new testimony will be taken. This Subcommittee may affirm the Admissions and Welfare Committee's decision, or may modify, or reverse it, if the substantial rights of the student have been prejudiced by reason of the Committee's decision being:

a) An unfair or incorrect application of the policies of the College concerning student performance, or

b) Arbitrary and capricious

2) Inconsequential irregularities in the deliberations procedure of the Admissions and Welfare Committee shall not be grounds for reversal of the Committee's decision. The test is whether the deliberations conformed to MCW guidelines, and whether the student's rights were compromised by such irregularity.

3) Hearings before this Appeals Subcommittee are not public. Members of the Appeals Subcommittee, the student, the student's advisor or counsel, a representative of the Admissions and Welfare Committee, and the person designated to record the hearing, if any, may be present. The hearing will be recorded upon the order of the chair of this Appeals Subcommittee.

4) The student and the student's legal counsel, and/or a single advocate may appeal for modification or reversal of the Committee's decision. A representative of the Committee, or its counsel, may appear and present a statement explaining the basis for the decision of the Admissions and Welfare Committee. Members of this Appeals Subcommittee may question those present on pertinent matters.

5) Following the presentations and questioning, all other participants shall privately consider the matter. A majority vote of the Subcommittee members present is required for a binding decision.

6) With reasonable promptness, a written report stating the conclusion and underlying reasons affirming or reversing or modifying the decision of the Admissions and Welfare Committee will be prepared. This Appeals Subcommittee shall state its conclusion and the underlying reasons therefore.

7) A copy of the decision shall be delivered, with reasonable promptness, to each of the following:

a) The student: in person, or by certified or registered mail, return receipt requested;

b) The Admissions and Welfare Committee, and;

c) The Dean, who shall distribute the report to the members of the Graduate

8) The decision of this Appeals Subcommittee shall be final and non-appealable.

(Updated and approved, Graduate Studies Council: 09/11/95)

Grievance Procedure

Purpose
The Graduate School of Biomedical Sciences is committed to a policy of treating all members of the Medical College of Wisconsin community fairly in regard to their personal and professional concerns.

The primary objective of a student grievance procedure is to insure that concerns are promptly dealt with and resolutions reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of college administration with the assurance that each will be given fair treatment.

Definition of a Grievance
A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to, the following: Academic problems, (disputes over assignment of grades, decisions about program or degree requirements, or claims that course requirements are unfair), mistreatment by any college employee, wrongful assessment and processing of various fees, records and registration errors, and discrimination because of race, national origin, sex, marital status, religion, age, or handicap. Grievance procedures do not apply to actions involving professional misconduct (dishonest, unethical or irresponsible behavior), sexual harassment, suspension, and dismissal for cause.

Grievance Procedure
This section sets forth the procedures that should be followed by a student who believes that he or she has been unfairly or improperly treated by a faculty member or by staff in connection with the academic process.

All students enrolled in the Graduate School of Biomedical Sciences are eligible to use the Student Grievance Procedure. The Grievance Procedure is designed to provide a formal mechanism whereby students may seek redress of grievances encountered while in pursuit of graduate education.

a. Informal Procedure

The initial step of the student grievance procedure is for the student to first try to seek resolution or redress through discussions with the person(s) alleged to have caused the grievance. This meeting should be held as soon as the student first becomes aware of the act or conditions that are the basis for the grievance. If the student feels that a satisfactory solution or relief has not been provided, the student should discuss the grievance with their advisor, Program Director or Chairman. If the grievance is still not resolved, the student should proceed to the formal grievance procedure.

b. Formal Grievance Procedures

1) Step 1: The grievance and the solution requested must be clearly stated in writing on a "Student Grievance Form". Regardless of who the grievance is with, the Grievance Form must be presented to the student's advisor within fifteen (15) calendar days from the date the student first became aware of the condition or action giving rise to the complaint. An untimely filed grievance is of no effect. The advisor must respond in writing to the grievant within five (5) calendar days of receipt of the Grievance Form.

2) Step 2: If the answer to Step 1 does not resolve the problem, the student may within five (5) calendar days of receipt of the Step 1 answer, file the grievance form with a written request to the Program Director or Chairman. Within fifteen (15) days of receipt of the Step 2 grievance, the Program Director or Chairman will schedule and conduct a meeting with the aggrieved student to discuss the grievance and requested solution. Within five (5) calendar days following this meeting, the Program Director or Chairman will render a written decision to the student.

3) Step 3: If the Step 2 decision does not resolve the problem, the student may within five (5) calendar days of receipt of the Step 2 decision, file the grievance form with a written request to the Dean of the Graduate School, together with all correspondence from Steps 1 and 2. The Dean will refer the matter to the Admissions and Student Welfare Committee which will review all material. Investigatory meetings with the student, advisor, Program Director or Chairman may be held, as appropriate. They will gather data representing all points of view; evaluate the situation and make recommendation to the Dean within thirty (30) calendar days from the date the Step 3 grievance is filed. Within ten (10) days of receipt of the Committee's recommendation, the Dean will prepare a final recommendation. This decision is final.

Special Notes:

The subject and scope of the grievance cannot change at any step in this procedure.

Except when the time limits have been changed by mutual consent of the parties involved the following will be adhered to:

- If a written answer is not received at any step within the specified time frame, the grievance may be appealed to the next step.
- Failure to file a timely appeal of the decision at any step will render that decision final.
- Time limits can be extended with approval of the Dean.

(GSC Approved: 12/9/1996)

Post Graduate Disciplinary Action: Degree

Policy:
The Medical College of Wisconsin Graduate School of Biomedical Sciences believes that "honest, ethical, and responsible behavior is as essential to the scientific and medical professions as is academic excellence and scholarship" and expects compliance with these standards in all areas of the educational experience, including but not limited to: academic course work, scientific research, ethical use of information and relationships with peers. Allegations of professional misconduct (defined as dishonest, unethical or irresponsible behavior) that become known during the course of a student's matriculation will be handled by the Graduate School pursuant to its student Professional Misconduct policy.

The Medical College of Wisconsin recognizes that, on rare occasions, questions may arise about a graduate's professional and/or academic conduct while a student that are sufficient to warrant consideration of a post graduate disciplinary action.

This policy is intended to address allegations including but not limited to professional misconduct (defined as dishonest, unethical or irresponsible behavior), which become known and are brought after the degree has been awarded but the events of which occurred during the matriculation period.

Certain investigations may take longer than others depending on the nature and complexity of the allegations, among other factors. While a reasonable timeframe in which to conduct the investigations provided in this policy is considered to be 120 days, investigation committees shall be afforded the time necessary to conduct thorough

investigations into the allegations. The Dean of the Graduate School of Biomedical Sciences ("DGS") should be kept apprised of the timelines as investigations proceed.

Procedure:

General:

1. Types of allegations:
    a. If the allegation is one of scientific misconduct, the matter will be addressed first through the MCW policy governing allegations of scientific misconduct. If that process concludes with, among other things, questions whether, in light of the findings, the requirements for the relevant degree had been met, the matter will be further evaluated under this policy.
    b. If the allegation is one not addressed by the scientific misconduct policy, such as certain allegations of academic dishonesty, the matter will be referred directly to the DGS.

2. Questions involving the validity of the degree will be coordinated by the DGS, who will have access to the resources needed from MCW, including the Offices of the General Counsel and Corporate Compliance.

Dean of the Graduate School of Biomedical Sciences:

1. Once referred to the DGS, the DGS will consider the type of allegation, the degree in question, and the qualifying requirements for the degree.

2. The DGS will then form an Ad Hoc Committee comprised of no fewer than three (3) members. The qualifications of the Ad Hoc Committee members will be considered by the DGS when he/she appoints them. For example, if the question involves a dissertation or thesis, consideration should be given to appointing one or more members of the former student's dissertation/thesis committee. If the question raised involves a particular scientific subject matter, at least some of the Ad Hoc Committee members should be well versed in that area of scientific inquiry. In addition, the DGS shall consider and avoid if possible any conflict of interest on the part of Ad Hoc Committee members. For example, in general, the former student's advisor should not be an Ad Hoc Committee member; persons with direct or personal interests in the former student or the case should also be excluded from membership. Students shall not be members of the Ad Hoc Committee. Nevertheless, the DGS shall have considerable latitude in constituting the Ad Hoc Committee, so as to address the particular situation at issue. The DGS shall appoint the Chair of the Ad Hoc Committee, who shall be a voting member of the Ad Hoc Committee.

3. Concurrently, the DGS will promptly notify the former student in writing of the allegation(s). The notification shall include the purpose of the Ad Hoc Committee, which is whether post graduate discipline, up to and including revocation of the degree, should be imposed.

The Ad Hoc Committee:

1. The DGS shall charge the Ad Hoc Committee in person. The Ad Hoc Committee will be provided with the allegation(s), the source if known, any report from a Scientific Misconduct Committee or other body which may have considered the matter (including a notice from ORI or another University or employer) and any other reasonably relevant information.

2. Initially, the Ad Hoc Committee shall determine the nature of its inquiry. For example, if the allegation involves who wrote the thesis, rather than the adequacy of its contents, the Ad Hoc Committee shall focus on authorship. If the allegation involves scientific misconduct (fabrication, falsification or plagiarism, for example), focus shall center on whether the misconduct renders invalid all or part of the science on which a dissertation or thesis was based.

3. The Ad Hoc Committee meetings are not public; no one may attend other than Ad Hoc Committee members, staff to the Ad Hoc Committee and any interviewee called by the Ad Hoc Committee.

4. The Ad Hoc Committee shall examine available allegations, data and information. It may interview persons it believes may have relevant information. The Ad Hoc Committee is not required to permit the former student to be present during interviews of others.

5. Meetings and interviews shall not be recorded; staff will produce minutes subject to the approval of the Ad Hoc Committee.

6. The Ad Hoc Committee shall be staffed by the Office of the General Counsel.

7. In the event the Ad Hoc Committee, through the course of its investigation, determines or has reasonable suspicion to believe that some or all of the allegations are true, the Ad Hoc Committee, through the DGS, shall invite and permit the former student to discuss the matter whether in writing, telephonically or in person. The former student may appear with an attorney or with an advisor, but such person may not speak during the appearance. The former student may not be present during other interviews or during Ad Hoc Committee discussions.

8. The Ad Hoc Committee shall produce a written report directed to the DGS, setting forth its findings relevant to the question being posed against the former student in question. If the Ad Hoc Committee has other broader recommendations, they shall be made under separate cover; if the Ad Hoc Committee recommends one or more sanctions, the sanction recommendation(s) will be considered by the DGS and in subsequent proceedings.

9. If the Ad Hoc Committee determines all allegations under investigation to be invalid, or finds that the available evidence is insufficient to validate the allegations and/or proceed with the investigation, the same should be documented in a written report to the DGS. The DGS will determine whether, and how, to proceed.

10. If the DGS determines no further action is necessary, the DGS shall promptly notify the former student in writing of this outcome.

Determination of Sanctions:

1. In the event the DGS determines sanctions are or may be warranted, the DGS shall constitute a Sanctions Committee, typically consisting of no more than three (3) members.

2. The DGS shall promptly notify the former student in writing of the findings and recommendations of the Ad Hoc Committee, along with the function of the Sanctions Committee.

3. This Sanctions Committee shall be charged with determining what, if any, post graduate sanction is appropriate for the matter.

4. If the Sanctions Committee determines sanctions are necessary or desires to discuss certain investigation points with the former student, the Sanctions Committee may invite and permit the former student to discuss the matter whether in writing, telephonically or in person. The former student may appear with an attorney or with an advisor, but such person may not speak during the appearance. The former student may not be present during other interviews or during Sanctions Committee discussions.

5. Meetings and interviews shall not be recorded; staff will produce minutes subject to the approval of the Sanctions Committee.

6. The Sanctions Committee shall be staffed by the Office of the General Counsel.

7. The Sanctions Committee shall make a specific recommendation to the DGS regarding the sanction(s) to be imposed on the former student.

Dean of the Graduate School of Biomedical Sciences:

1. The DGS shall receive and review the report of the Sanctions Committee.

2. If the DGS determines that no sanctions are needed, or determines that one or more sanctions short of degree revocation shall be imposed, the DGS shall promptly notify the former student of the outcome. This decision is final.

3. If the DGS recommends degree revocation, the matter, with the reports of the Ad Hoc and Sanctions Committees shall be referred to the President/CEO of the Medical College of Wisconsin.

President:

1. The President shall review the matter as s/he determines appropriate. This may include discussions the one or more of the Ad Hoc or Sanctions Committees or their members, an interview with the former student, and data review.

2. If the President determines that a lesser sanction than degree revocation is appropriate, the President shall make that finding. This decision is final.

3. If the President determines that degree revocation is appropriate, the President shall make this recommendation to the next MCW Board of Trustees meeting, in Executive Session. The decision of the Board of Trustees shall be final.

Possible Sanctions:

The following sanctions are among those available to the DGS for post graduate discipline:

1. Reprimand noted on the student's transcript.
2. Permit amendment of the thesis/dissertation.
3. Degree revocation.
    a. If the degree is revoked, MCW will contact all identifiable parties who have asked for degree-related information on the former student since the date the degree was granted, and notify each of the revocation.
    b. If the former student has a state license, the state licensing Board will be notified.
    c. ORI and other relevant governmental organization(s) will be notified.
    d. Current employer, if known, will be notified.
    e. Journals in which publications have been made will be notified.
    f. Notify and retrieve the thesis/dissertation as a published work.

Records:

Records of any allegations, investigations and outcomes shall be added by the DGS to the former student's file in the Office of the Graduate School. The Office of the General Counsel shall also maintain records of any allegations, investigations and outcomes in which it has been involved.

Disclaimer:

This policy may not cover all scenarios involving allegations or findings of scientific misconduct. Any scenarios warranting specific guidelines separate from those provided herein shall be considered on a case-by-case basis by the DGS and Office of the General Counsel, as necessary.

(Approved Graduate Students Council: January 21, 2014)

Withdrawal from a Degree Seeking Program

A student wishing to withdraw from a degree seeking program must complete the withdrawal form on the Office of the Registrar website. The effective date of withdrawal should be indicated on the form. The Graduate School will notify the student's Program Director, Advisor, and other officials as necessary.

Administrative withdrawal will occur for any student who has not registered for courses over a 12 month period, unless the student has an approved leave of absence.

Graduate Program Review Guidelines

Each degree program of the Graduate School of Biomedical Sciences of the Medical College of Wisconsin is subject to quality review at intervals not to exceed 10 years and more frequently if needed. The review process consists of three sequential steps: (1) program self-study conducted by program faculty, students and alumni; (2) intramural review conducted by graduate faculty outside the program; and (3) extramural review by persons from outside the institution.

The purpose of the review process is to ensure that:

- Program missions and objectives are being met.
- Student admission standards are satisfied.
- Entering students are provided adequate orientation and direction.
- Program has enough students and faculty to provide collegial interactions.
- Students master their chosen scientific discipline.
- Students engage in meaningful research.
- Students have an understanding of faculty expectations.
- Student progress is regularly monitored.
- Students have the opportunity to succeed in their chosen program.
- Students have access to rewarding positions upon graduation.
- Students are treated fairly and equitably.
- Program has national stature.

Records of the review process, including program responses to review concerns, are maintained in the host department or institute and in the Office of the Graduate School.

Graduate School of Biomedical Sciences Faculty Membership

There are three categories of Graduate School Faculty credentials:

1) Member, Graduate School Faculty,
2) Member, Graduate School Faculty and Qualified Primary Master's Thesis Mentor,
3) Member, Graduate School Faculty and Qualified Primary Dissertation Mentor.

Membership *is required* to direct courses, to act as primary mentor for graduate students, and to serve on graduate school administrative committees. Appointment as either Qualified Primary Master's Thesis Mentor (QPMTM) or Qualified Primary Dissertation Mentor (QPDM) *is additionally required* to act as primary mentor for Master's and doctoral students, respectively. Membership *is not required* to teach graduate courses or serve on thesis and dissertation committees. Graduate School Faculty Membership is contingent upon the faculty member being accepted into an existing graduate program. Application for Graduate School faculty membership should be

coordinated with the Graduate Program of interest. Individual programs may have specific criteria. Please contact the Program Director in the appropriate program prior to submitting application to the Graduate School.

Application to the Graduate School for faculty membership *minimally requires*:

(i) A letter:

- That indicates the category (Member, QPMTM, or QPDM) and graduate program for which appointment is sought;
- That summarizes the applicant's teaching and mentoring experience;
- That describes the qualifications of the applicant to teach and, where applicable, mentor graduate students in the relevant program. For faculty who have had limited prior teaching and/or mentoring experience, the Director of the affiliated graduate program should describe procedures to ensure that the faculty applicant will be able to serve as a competent mentor and/or course director. This may include establishment of a mentoring committee, co-mentoring of graduate students, inclusion of co-directors for courses, etc.;
- That is co-signed by the applicant, the applicant's primary Department Chair and the Graduate Program Director. Where considered appropriate, the additional endorsement of a secondary department Chair may be requested.

(ii) A curriculum vitae*,* in MCW or equivalent format, that includes descriptions of:

- Educational and employment history;
- Research activity and funding;
- Publications;
- Teaching and mentoring experience;
- Committee and other service.

Qualified Primary Master's Thesis Mentor (QPMTM) and Qualified Primary Dissertation Mentor (QPDM).
Appointment as QPMTM or QPDM requires:

- Appointment as a Member of the Graduate Faculty.
- Evidence that the applicant can provide an academically active environment for graduate student training. Evidence may include peer-reviewed publications, competitive research awards, and participation in the conceptualization, design and execution of funded research.
- That any previously mentored graduate students completed training in a successful and timely manner.
- That the applicant has participated in the activities of the graduate program to the satisfaction of the Program Director, and is supported in the application by the Chair of their primary department.

In the event that a graduate student advisor loses their QMPTM or QPDM status, then the Dean of the Graduate School will confer with the Program Director and the student's departmental Chair, to determine whether a change of mentor will best serve the student or be detrimental. If a change of mentor is advised, the Program Director will be charged with identifying an alternative mentor. If a change of mentor is not deemed in the student's best interest, then the student's advisor will continue as Primary Mentor until graduation but will otherwise relinquish all other privileges associated with QMPTM or QPDM status until re-appointed.

For all Appointments:

It is expected that established graduate school faculty should have demonstrated a history of commitment to teaching and, where appropriate, mentoring graduate students. Adjunct faculty and applicants who are not appointed to an MCW Graduate School department or otherwise lack graduate school teaching or mentoring experience commensurate with the appointment sought may substitute related activities, such as medical school teaching, and their appointment will be expected to be justified and strongly supported by the Graduate Program Director. Adjunct faculty must additionally submit the letter of support for their appointment to MCW from their Department Chair or Institute Director that identifies the MCW core missions to which the individual is expected to contribute, as described the Information for Faculty Handbook (Section 2.3A of the17th May, 2013 Edition).

Applications should be sent to the Faculty Credentials Committee (FCC), Graduate School of Biomedical Sciences for review. Information about applicants to the Graduate School Faculty may be solicited by the FCC from other sources, e.g. Course Directors or the Graduate School. A full application is required for all new applicants and from applicants requesting a change in category (from Member to QPMTM or QPDM and from QPMTM to QPDM). Graduate faculty who have current membership as a QPMTM or QPDM and are requesting membership to (an) additional graduate program(s) should send a request letter co-signed by the Program Director and Chair from the Department with which membership is being requested. The FCC will review applications as needed and will make recommendations to the Dean of the Graduate School. The Dean will make the final decision and will convey the final decision to the applicant, the Program Director, the Department Chair and Department Administrator. Unsuccessful applicants may re-apply via the FCC at any time or appeal the decision directly to the Dean.

Appointment covers the period between graduate program reviews, and reappointment requires review by the FCC as a component of the 5-year program review. Program Directors will be requested to submit a list of faculty requesting reappointment along with their CVs to the FCC at the beginning of the program review process. Reappointment at the same level for the same program does not require a letter of support.

(Approved: Graduate Studies Council, June 2, 2014; revised April 2, 2018)

Guidelines for Student Transfer to another MCW Graduate Program

Purpose: The purposes of these guidelines are to protect the student's interest, to foster communication, and to minimize potential conflicts between departments or programs.

On occasion a student may decide that his or her area of research interest is outside the department or program in which the student is currently enrolled. When this happens, the student should discuss the issue with his or her present advisor and/or with the program director to determine whether transfer to another program would be appropriate and beneficial for the student. If a transfer is deemed appropriate, the program director will notify the chairperson of the department.

The student should then consult the program director of the potential department or program as to the possibility of doing graduate research in that department or program. If the program director agrees that there is a good opportunity for the student to be in this department or program, he or she will notify his chairperson of the request. The program director will also contact potential faculty members within the department or program of the student's interest.

A student seeking to transfer from one department to another must make a request to the Dean in writing, obtain written support from the current advisor, and the advisor to whom the student wishes to transfer. Letters of support must include provision for continued stipend funding. All students must complete the degree within the timeframe allowed by policy which begins upon matriculation to the Graduate School of Biomedical Sciences.

(4th revision 7/12/93: Subcommittee on Department/Program Transfer)

Off-Campus Training and Research by PhD-Seeking Graduate Students

The Graduate School of Biomedical Sciences of the Medical College of Wisconsin is committed to providing a complete research experience to all PhD-seeking graduate students. Students will conduct research under the direct supervision and mentorship of a member of the MCW Graduate Faculty. It is expected that this research will be conducted in Medical College of Wisconsin facilities or in facilities provided by an institution affiliated, or contractually related, with the Medical College of Wisconsin. With permission of the research mentor, a student may receive training or conduct research at another institution or organization for a limited period of time. For domestic students, if the period of continuous away time exceeds 60 days, this arrangement must be pre-approved by the student's graduate program and the Graduate School Dean, and must be supervised jointly by an

MCW faculty member and a researcher at the non-affiliated site. For international students, the Dean may approve training experiences that remain in compliance with the Immigration and Naturalization Service regulations requiring continuous direct supervision by MCW Graduate Faculty. Off-campus research may not exceed one calendar year.

(Approved Graduate Studies Council: 2/3/2009)

Graduate Student Postdoc Industry Consultants (PICO)

Since its inception, PICO has accepted applications only from postdocs. Due to the changing nature of academic training, PICO is now accepting applications from Medical College of Wisconsin (MCW) Graduate Students (GS).

GS will be considered *trainee consultants* and will be supervised by PICO consultants. GS will have the opportunity to shadow selected PICO consultants and learn via observation. This shadowing includes *voluntarily* participating in meetings with clients, and with the PICO team to whom the GS is assigned. The amount of time spent volunteering will be based on the student's schedule. Graduate School responsibilities will always take priority. GS will also have the opportunity to attend learning workshops held once per month (Friday evening, 4-9pm).

At all times, the GS will ensure that their graduate school work takes priority over all PICO activities.

Prerequisites:

a. GPA minimum: 3.5
b. Successfully passage of qualifying exam
c. Outline approved by the Dean of the Graduate School
d. Must be in their 3rd or 4th year of training
e. A 1-year time limit will be observed
f. GS must obtain their Advisor's approval (*in writing*). A form will be provided to do so. This form will also include a guarantee that the GS has obtained permission from all thesis committee members to join PICO

(Approved Graduate Studies Council January 15, 2016)

Vacation Policy for Graduate Students on Stipends

Full-time graduate students who are receiving stipends are allowed ten (10) days of vacation per academic year (July 1 to June 30). Vacation days may be used only during the year in which they are accrued; unused vacation days do not carry over to the following year. Additional vacation time may be awarded by the student's designated advisor, subject to review by the Program Director. Use of vacation days after a student has finished his or her graduation requirements is at the discretion of the student's advisor. Days between the end of one semester and the beginning of the next are part of the academic year, and students are expected to be present unless they are using their vacation days. Holidays designated by the Medical College of Wisconsin are separate from vacation days.

Students should discuss their vacation plans with their thesis advisor at least four (4) weeks prior to the vacation. If a student does not yet have a thesis advisor, they should discuss their vacation plans with their Program Director. Vacations cannot be taken unless approved in advance by the student's thesis advisor or by the Program Director if a thesis advisor is not yet selected. Such approval should not be withheld unless the time away will seriously compromise the student's productivity or academic progress. It is strongly recommended that students enrolled in classes not take vacation time while their classes are in session. If a student is planning to be away during classes, he or she should check with the Course Director to determine the policy for absences from that course. In general, personal travel is not an acceptable excuse for missing examinations or assignments.

Students should record use of vacation time on their monthly time sheets. The Graduate School will keep track of vacation days used by students during the time their stipend is paid by the Graduate School. Thereafter it is the

responsibility of the student's Graduate Program to monitor the use of vacation days. Advisors wishing to grant their student additional vacation days should provide to the Graduate School a brief note signed by the advisor and the Program Director stating the number of additional days awarded and the reason they are being awarded; the Graduate School will inform the Graduate Program that additional days have been granted. A student and his or her thesis advisor (or Program Director if a thesis advisor is not yet selected) may jointly decide not to record an absence as vacation time if the time away has been or will be made up through additional effort on other days.

(Approved by GSC February 2, 2009)

Sick Leave for Graduate Students on Stipend

Graduate students do accrue a limited amount of sick leave. The sick time must be recorded on the timesheet. If the sick leave exceeds the amount of accrued sick leave, students must record vacation time if they are away from work due to illness. A student and his or her advisor or Program Director may, however, jointly decide not to record the absence as vacation time if the time away has been or will be made up through additional effort on other days. Notwithstanding the foregoing, if a student is away from work for more than three (3) consecutive days due to illness or injury, he or she should contact the Director of Enrollment in the Graduate School to determine if they qualify for Family Medical Leave.

Leave of Absence from a Graduate Program

In unusual circumstances it may be necessary for a student to request a leave of absence from graduate study. A student wishing to take a leave of absence from a degree seeking program should adhere to the following procedure:

1. Secure the agreement of the graduate program director and the advisor for the proposed leave.
2. Complete the "Temporary or Permanent Withdrawal Form", obtain the required signatures and submit the completed request to the Graduate School. The request must include: starting and ending dates of the proposed leave, the reason for the request, and any additional information which might be needed for an understanding of the implication of the proposed leave on completion of the degree program.
3. The Office of the Registrar will notify the student in writing of approval or disapproval of the Request for a Leave, and will notify the student's program director and other officials as needed.
4. It is the student's obligation to be in communication with the program director and Graduate School of Office of the Registrar in advance of the leave of absence return date regarding whether or not a return to academic study will occur as planned. If the leave expires without such communication, it will be concluded that the student has withdrawn from the program. Reapplication would be required if the student wishes to resume a degree program at a later date.
5. Accumulated time away from a program may not exceed one year. Foreign Nationals are subject to visa restrictions at all times.
6. Health, Dental and Vision monthly premiums become the responsibility of the student and must be pre-paid monthly.

(Approved Graduate Studies Council June 7, 2010, modified August 1, 2018)

Wisconsin Family Medical Leave available for Full-Time Research Assistants

All full-time PhD seeking graduate students are considered research assistants, a unique part time employment category of the Medical College of Wisconsin. The status of graduate students in terms of their academic/employee designation can be complex and confusing. Research assistants 'work' 20 hours per week and receive stipends funded primarily via GSBS for the first year and a half. Stipend continuation is provided through training grant support or departmental funds throughout the degree program. Research assistants are governed by graduate school policies and procedures and are covered by a student health insurance plan.

Wisconsin law provides part time employees who have worked at least 1000 hours in the preceding 52 consecutive weeks, the opportunity to take a leave of absence for

- **Serious Health Conditions**
- **Parental Leave**

Generally research assistants in their second year or beyond of their graduate programs qualify for Wisconsin's Family Medical leave. First year full time PhD seekers do not qualify.

Serious Health Condition: Up to two weeks for your own serious health condition or that of a parent, child or spouse. Serious health condition means a disabling physical or mental illness, injury, impairment or condition involving inpatient care in a hospital, nursing home or hospice, or out-patient care that requires continuing treatment of supervision by a health provider.

Parental Leave: Following childbirth or adoption of an infant, the primary care giver (whether male or female) would be allowed to take 30 work days (6 weeks) of parental leave with full stipend and continued health insurance overage. Vacation days are to be used concurrently beginning with the first day of the leave. This leave can be viewed as composed of the 30 calendar days allowed by NIH training grant policy for parental leave per year, In the event of a graduate student wishes to extend the leave beyond this period she/he has the option of leave without pay, however he/she will need to pre-pay MCW's portion of the health care premium, along with monthly premiums for dental and vision insurance..

To request Family Medical Leave follow the steps for "Leave of Absence from a Degree Program" as above except at step 2 you must talk/meet with the Director of Enrollment in the Graduate School to discuss your leave request. If conditions are met to also apply for Wisconsin's Family Medical Leave you will be provided with information and guided through the remainder of the process by Human Resources. Steps 3 and 4 remain the same as above.

Foreign Nationals are subject to visa restrictions at all times.

(Approved Graduate Studies Council June 7, 2010)

Graduate Student Conference Education Fund

Purpose:
The Graduate Student Conference Education Fund (Travel Fund) is available to help defray the costs of individual degree-seeking students attending a regional, national, or international scientific meeting. The fund is intended to give students an opportunity to present their research before a scientific audience, obtain helpful feedback for future progress, and network with other scientists. The pool of money comes from yearly contributions from the Friends of MCW, the Graduate Student Association (GSA), and annual fund raising. The Development Office assists the GSA with an annual Write-a-Thon and Phone-a-Thon, and offers the Graduate Student Conference Education Fund as a targeted option in solicitation materials used for the Annual Faculty and Staff Fund Drive.

Governance:
The Travel Fund procedures are determined by the GSA in consultation with departmental administrators, the Graduate School Business Manager, the Director of Enrollment, and other faculty advisors.

For full information, the document is located in the Graduate Student Association policies and procedures.

MEDICAL COLLEGE OF WISCONSIN POLICIES

Current information on each of the following policies can be found by visiting the MCW Infoscope Human Resources website: https://infoscope.mcw.edu/Corporate-Policies.htm.

Policies of particular importance include, but are not limited to:

- Family Educational Rights and Privacy Act (FERPA)
- Harassment and Non-Discrimination
- Drug Free Workplace
- Nepotism
- Smoke and Tobacco Free Campus
- Computer usage
- Authorship on Scientific and Scholarly Publications

FACULTY TOOLS

Course Credit Calculations

Graduate course credit is calculated according to the following mechanism:

Each 18 hours of lecture, reading course presentations and other online materials, incorporating instructor feedback, engaging in online discussions/dialogue, interactive tutorials, or computer-assisted instruction and assessments = one (1) credit hour

Each 36 hours of laboratory, conference, demonstrations, clinical conference, other course activities = one (1) credit hour

Ninety (90)non-contact credit hours conducting research, writing papers or other assignments, completing projects,= one (1) credit hour*

*This policy may only be used for new course proposals beginning with the courses approved at the September 13, 1996 GSC meeting. It cannot be chosen for use in existing courses unless approved by the Graduate Studies Council upon recommendation by the Curriculum and Programs Committee. (Approved 12/09/1996 GSC)

Internet-Web Based Courses:

Definition: An Internet-web based course is any course in which student may complete more than 50% of the requirements through internet access to the course web site.

Equivalence: Courses taught in the web-based format must be equivalent to the same course(s) taught in the traditional, face to face format.

During the planning and development of an asynchronous course, faculty should estimate the time a typical student will take interacting with the course content not limited to reading course presentations and other materials, participation in online discussions, conducting research, writing papers or other assignments; taking exams, interactive tutorials, or computer-assisted instruction; engagement with the instructor regarding course content, and completing other assignments or projects. The total time spent on these activities in an online course is equivalent to time spent on comparable activities in a face-to-face, traditional course.

As is the case with traditional, face to face courses, online course syllabi should provide evidence of compliance with the “Course Credit Calculations” (see above).

(Approval: Graduate Studies Council, 08/11/82; Revision approval: Graduate Studies Council 09/12/16

Directions for Proposing New Courses in the Graduate School

Process for Proposals

Proposals for new courses, new certificate programs, new programs or changes in title, content or credit hours must go through this process:

All proposals for new and altered graduate programs and courses must be prepared according to guidelines developed by the Graduate Studies Council and are available in the Graduate School office. These proposals are reviewed by the Director of Enrollment and, if complete, forwarded to the Curriculum and Programs Committee for evaluation. This evaluation concludes in a recommendation for approval, approval with changes, or disapproval. The Committee's recommendation is then discussed and acted upon by the Graduate Studies Council. Not infrequently, the course or program director is interviewed by the Council as part of the review process.

Proposals for new graduate courses should be prepared in the following format:

a. Course title

b. Credit hours. For lecture material, one (1) credit hour = 18 course hours; for laboratory work, one (1) credit hour = 36 course hours. Ninety (90) non-contact hours conducting research, writing papers or other assignments, completing projects = one (1) credit hour.

c. Anticipated frequency at which the course will be offered.

d. Prerequisites.

e. Statement as to the type of student to whom the course will be directed.

f. The need for the course; specific objectives of the course. Describe what skills the student will be expected to attain.

g. Statement as to how student performance in the course will be evaluated.

h. Information regarding relationship of the course to existing Medical College of Wisconsin courses.

i. Statement whether the proposed course replaces or overlaps with other Medical College of Wisconsin courses.

j. Projected enrollment - both within Medical College of Wisconsin and from other institutions. Indicate whether a minimum student enrollment is required for the course to be offered.

k. An outline of the course content; * The course syllabus template should be used to provide detail that enables students to completely understand the expectations of the course.

l. Statement of sponsorship from the department chair of the course coordinator, and where appropriate, of the department chair of other participating faculty. This statement will verify the commitment of the department(s) to faculty time, facilities and necessary financial support.

m. A draft of the copy to be used for the Graduate School bulletin (please refer to the current Graduate School bulletin for style and content). If course is to be listed under more than one program, please so indicate.

n. Please submit the proposal, draft syllabus and support letters requested above to the Graduate School Office along with a cover letter containing the signatures of all participating faculty so that there is certainty that all participants are fully informed concerning the material being submitted. The proposal will be evaluated by the Graduate School Curriculum and Programs Committee. The Committee will report on the agenda for the next regularly scheduled meeting of the Graduate Studies Council.

(Approval: Graduate Studies Council, 08/11/82; Revision approval: Graduate Studies Council 09/12/16)

New Graduate Certificate Program

Certificate Programs are designed to recognize successful completion of predefined coursework in a focused area of study. Completion of a minimum of 12 graduate credits of coursework is required as defined by each Certificate Program. Upon successful completion of the Certificate Program requirements, the Graduate School will issue a Certificate to the student and will record completion of the program on the student's transcript. Certificate Program Proposal Template:

- Statement of sponsorship from the department chair or the course director, and where appropriate, of the department chair of other participating faculty. This statement will verify the commitment of the department(s) of faculty time, facilities and necessary financial support.
- Name of proposed Graduate Certificate Program (not to exceed 18 characters)
- Name of the sponsoring Program and Department or Institute
- Program Director's name
- Identify the specific focus of the Certificate Program and provide a brief description
- Indicate why it is appropriate and desirable for the MCW to offer this Certificate Program. Please include any available data supporting the need for the Program, interest in the Program, and evidence of competing programs. Describe what, if anything sets the proposed MCW Program apart from those offered elsewhere.
- How will the proposed Certificate Program complement and relate to existing graduate programs at MCW?
- What are the anticipated sources for student recruitment? Describe the academic qualifications required of students. What is the anticipated enrollment? Identify the prerequisites for admission into the program, above and beyond those imposed by the Graduate School.
- Identify courses, and /or seminars to be included in the required program of studies. For existing approved courses, list by course name and number. Show the expected Course sequence and the general timeframe in which each course will be offered. Note that new course proposals are considered through the GSC approval process, regardless of their inclusion in a proposed or approved certificate program.
- Provide a general description of the resources available to support the program. List supporting faculty members including a brief description of their expertise relating to the graduate certificate. Discuss the effect of offering the Certificate Program and any new courses on the faculty workload. Identify supplies or other resources needed to support the Program (e.g., space, equipment and funds).
- Describe the relationship of the proposed certificate program to the strategic plans of the department, the Graduate School and MCW.
- What is the anticipated revenue stream? Please meet with the Graduate School to discuss funding of its efforts to register, monitor and graduate students.
- Provide a plan for periodic program assessment. What are the metrics by which student and program success will be measured?
- Please submit the information requested above to the Graduate School Office along with a cover letter containing the signatures of all participating faculty so that there is certainty that all participants are fully informed concerning the material being submitted. The proposal will be evaluated by the Graduate School Curriculum and Programs Committee. That Committee may request additional information or revisions to assure the quality and appropriateness of the course. Once approved by the Committee, the Chair of the Committee will bring the course to the next regularly scheduled meeting of the Graduate Studies Council for consideration and approval.

(Approved, Graduate Studies Council, March 3, 2008)

New Graduate Program

A proposal for a new degree-granting program should include, but need not be limited to, the following information:

- Statement of sponsorship from the department chair or the course director, and where appropriate, of the department chair of other participating faculty. This statement will verify the commitment of the department(s) of faculty time, facilities and necessary financial support.
- A description of the nature and significance of the program.
- An indication of why it is appropriate and desirable for MCW to add this program to the academic offerings of the Graduate School.
- An indication of how the proposed program will complement and relate to existing graduate programs at MCW.
- A description of the resources available to support this program (i.e., space, equipment, funds, teaching faculty).

- Regarding the potential student population, a description of:

1. The sources of students;
2. The academic qualifications of these students;
3. Why these students would be attracted to this program at MCW.

- Regarding administrative procedures and requirements:
  1. Describe any variations from the usual Graduate School application process as described in the Graduate School bulletin;
  2. Specify the process within the department or institute for administration of the program;
  3. Identify the criteria to be used in accepting and in rejecting applicants;
  4. Describe the academic prerequisites for admission.
- Regarding the curriculum of the program, describe:
  1. Required courses (list of courses by name);
  2. Elective courses (list of courses by name);
  3. Provide 1 or more sample program plan(s) which show the expected sequence of courses during the program of study.
- For qualifying, comprehensive, and other types of exams, indicate:
  1. When a student would be expected to take each type of exam;
  2. Who will coordinate the preparation and evaluation of the exam?
  3. General characteristics of the exam;
  4. Criteria to be used in evaluating the exam.
- Provide a detailed description of all new courses which are proposed. Refer to the "Guidelines for Proposing New Courses" for a description of the information requested.

  If instruction is to occur by any method other than classical lecture technique, then, for each course:
  a) Describe the method of instruction;
  b) Describe any special equipment which will be required;
  c) Discuss the arrangements which have been made for use of the equipment
  d) (Hours/week, financial details, etc.)
- Describe the research or project opportunities in the program. Each participating member of the faculty should provide a complete Curriculum Vitae, plus supplementary information where needed to include:
  1. Funded research by project title, duration of the funding, and amount of current funding;
  2. Specific research opportunities for students in this program;
  3. Describe planned mechanism for periodic evaluation of each student's research progress in the program.
- Describe the Graduate Committee which will be formed to direct the student's program, including:
  1. How and when the Committee will be formed;
  2. The composition of the Committee;
  3. How the student's research advisor/primary mentor will be chosen or selected.
- Provide evidence that the eligible, participating faculty have experience in graduate education such that the teaching and research objectives of the program can be met.
- Indicate in detail the anticipated number of faculty hours of effort in each component of the program, and explain how the faculty will meet this time commitment.

- Clarify further any unusual aspects of the program.

(Approval Graduate Studies Council: 09/03/80; updated 09/11/95)

Changes in Title, Content, or Credit Hours

- The official description of a course is the one presented in the Graduate School Bulletin. If a department or program wishes to change any information in that description (title, number of credit hours, prerequisites, or content), it must inform the Director of Enrollment of the desired change and the rationale for the change.

Minor changes do not usually require Graduate Studies Council approval. Substantive changes and questions are referred to the Curriculum and Programs Committee, which reviews the proposed changes and submits a recommendation for action to the Graduate Studies Council.

- If a department or program wishes to change an approved course, refer to the section "New Courses or Programs."

Role of the PhD Mentor

Research Program

1. Identification of Advisor

   During the first 18 months of graduate study each student is expected to explore research opportunities with different faculty members in the graduate program, and to select one member who agrees to serve as the student's research advisor. This individual is required to be an active investigator and is expected to provide financial support for the student over the period of study and research that follows the 18-month period of corporate support. The student's department or institute is required to guarantee financial backup for the student in case the advisor's research support falters. For this reason, the choice of advisor requires approval of a department/institute chair or his or her designee, often the program director for graduate studies in the graduate program. The department or institute is expected to provide a research advisor and financial support for each student who is performing satisfactorily in its graduate program.

2. Approval of Research Protocol

   Within 90 days of passing the qualifying examination, a graduate student, in collaboration with his or her research advisor, is expected to submit to the Graduate School Dean a proposed Dissertation Committee for approval by the Dean. The student is expected to submit to the Committee, no less than 18 months prior to completion of degree requirements, a proposed research protocol that has been approved by the student's advisor. The protocol is intended to outline a research program for the student that is well-conceived, hypothesis-driven, focused and achievable. The protocol is not intended to handicap the student by defining an unalterable course of action for the research. Rather, it is designed to allow the student's advisor and Committee to help the student in the conceptualization of a research program. The protocol must be approved in writing by the Dissertation Committee, and a copy of the approval must be filed in the Graduate School office.

3. Dissertation Committee

   Dissertation Committee members are selected by the student with guidance from the research advisor. Members must be appropriate for the area of research and must agree to serve on the Committee. The Committee should consist of at least five appropriate scientists (including the advisor) and, including at least one who has no faculty appointment in the student's degree-granting unit but may be a member of the MCW faculty. One member may be chosen that has no faculty appointment at the Medical College of Wisconsin. The Dissertation Committee composition must be approved by the Dean of the Graduate School for Biomedical Sciences. At any time the Graduate Faculty Credentials Committee may request documentation regarding the qualifications of the research advisor and/or Committee members as deemed necessary to demonstrate that appropriate conditions for graduate training are provided.

4. Supervision of Research

   Primary responsibility for supervision of the research of a graduate student rests with the student's advisor. This individual is expected to follow the progress of the research closely and to provide guidance and counsel in the research methods employed and in the overall course of the research program. Periodic reviews of the research should be requested of the student, and reports of progress by the student should be provided periodically, either in person or in writing, to the Dissertation Committee. The Dissertation Committee should meet at least twice yearly with the student to assess the student's progress. A written yearly evaluation is

provided to the program director with a copy to the department chair and the Graduate School Dean. It is recognized within the graduate faculty that a student who does well in research reflects positively on the research advisor.

5. Attainment of Specific Knowledge and Skills

Research training consists of many facets, not the least of which is the development of a specific body of knowledge and set of technical skills needed to pursue innovative ideas as a career path in biomedical research. It is the responsibility of the research advisor to ensure that the student acquires this knowledge and skill set as part of the graduate educational experience. Demonstration of these acquisitions to the student's Committee is also an integral part of the evaluation process for each graduate student. The ability to utilize the acquired knowledge and talents is demonstrated each day in the research laboratory, where it can be assessed on an ongoing basis by the research advisor.

6. Handling and Analysis of Research Data

These requirements are integral to the success of anyone engaged in biomedical research. Some elements can be acquired in course work, but much must be learned in practice. This learning process is one of the reasons why intensive research experience is essential in the education of graduate students in the biomedical sciences. Supervision of the process, and frequent assistance and evaluation in the acquisition of necessary skills, are the responsibility principally of the research advisor. The student's Dissertation Committee also contributes to this evaluative process, especially during the review and defense of the student's dissertation. Problems in defending a dissertation because of inadequate analysis of research data is interpreted as a criticism not only of the student, but also of the research advisor.

7. Focusing the Research Effort

One of the principal challenges of working with students in the research environment is in helping them develop a properly designed and well-focused research project that is achievable and has well-delineated objectives. Many persons have some degree of responsibility in working with a student towards this objective. The principal responsibility, of course, rests with the student, but the research advisor is expected to interact closely with the student in the formulation of a proposed project and research protocol. The student's Dissertation Committee must approve the project and submit a written approval form to the Graduate School office signifying their agreement with the project and protocol. The Dean of the Graduate School also may intervene if questions remain about the adequacy of the project or protocol. Finally, the research advisor and periodically the Dissertation Committee are expected to evaluate the student's performance to ensure that the research has remained focused and directed.

Preparation of Dissertation

1. Review of Dissertation Outline

Once a student's research has progressed sufficiently to begin writing, the student submits an outline of the dissertation to the Dissertation Committee for review. The Committee may choose to meet with the student, in which case the research advisor is expected to establish the meeting. After the Committee is satisfied that the outline describes the research project and. follows the format for dissertations at MCW, each member of the Committee signs an approval form which is sent to the Dean of the Graduate School. The Dean reviews the outline and, if satisfied, notifies the student in writing that the outline has been accepted by the Committee and the Graduate School.

2. Monitoring of Dissertation Development

Responsibility for monitoring dissertation development and ensuring that the student's writing is progressing belongs principally to the student's research advisor. Access to the advisor for questions of content, format and style is assumed, and any student who experiences difficulty is encouraged to discuss

concerns confidentially with the Graduate School Dean, who can then intervene on the student's behalf if the concerns are justified. The advisor is encouraged to read parts of the dissertation periodically to ensure that the writing is proceeding satisfactorily.

3. Review of Draft Dissertation

Once the dissertation is in draft form but complete in all of its parts, including illustrations and references, the draft is presented to the Dissertation Committee and the Dean for review. Each member of the Committee is expected to read the draft dissertation and comment on several aspects, including its completeness, succinctness, logic, format and style. These comments are communicated to the student, and are expected to be considered thoughtfully by the student in a redraft with the help of the research advisor. Multiple re-reviews of the draft may be required by the Committee as the draft evolves to its final stage of completion. Two weeks before a defense is to be held, a preliminary copy of the dissertation should be submitted to the Dean.

4. Submission and Defense of Dissertation

Once comments of the Committee have been addressed by the student in a fashion considered satisfactory by the research advisor, the final oral defense of the dissertation is scheduled by the student so that all members of the Dissertation Committee can attend. The defense is announced by the Graduate School and through the program directors of all graduate programs so that interested members of the graduate faculty can attend. A defense typically lasts 1-2 hours and focuses on the student's research and qualities of the final dissertation. The defense is usually chaired by the research advisor serving as chair of the Dissertation Committee. When the defense is finished, the student and all observers are excused, and the Committee deliberates the quality of the research, dissertation and defense. If the student passes these criteria, final editorial changes in the dissertation are collected by the chair to be communicated to the student. If the student's performance is considered deficient according to any of these criteria, a course of remedial action is determined by the Committee. Finally, the chair of the Committee is empowered to notify the student of the Committee's action, which usually occurs immediately after the Committee adjourns.

5. Final Approval and Presentation of the Dissertation

Final changes in the dissertation are to be incorporated into the dissertation within two weeks of the defense, and the dissertation is taken by the student to the Graduate School office for binding. Two copies (one paper copy for the library and one for microfilming) of the final bound version are expected in the graduate office no later than 2 weeks after the date of the defense. Exceptions to this procedure must be approved by the Dean of the Graduate School. A copy of the final dissertation should be given to the research advisor; other copies may be distributed as desired by the student.

6. Publication of Research Results

Each student is encouraged to draft one or more papers for publication in a peer- reviewed journal describing the results of the research. These papers are to be written in close collaboration with the research advisor. Approval of the dissertation and the student's eligibility for graduation are not dependent on the submission or acceptance of a paper for publication.

Awarding of Degree

Once the student has successfully completed the dissertation defense, notice of the successful defense must be communicated in a timely fashion by the chair of the Dissertation Committee to the Dean of the Graduate School. The Dean then verifies that the student has satisfied all requirements for graduation, and submits the student's name to the President for approval for the degree at the end of each month. If approved, the student's name is added to those receiving a degree on the next graduation date.

Role of the Master's Degree Mentor

Research Program

1. Thesis Committee

   Each master's degree student who is writing a thesis is expected to complete a research project under the direction of a faculty member who is identified as the student's research advisor. In most circumstances, the research advisor serves as the chair of a Thesis Committee composed of at least 3 faculty members, one of whom is the research advisor, recruited by the student with approval of the Graduate School Dean.

2. Research Protocol

   An outline of a proposed research project is developed by the student in collaboration with the research advisor. The research protocol is reviewed by the Thesis Committee, and, if approved, is submitted to the Graduate School Dean. The Dean reviews the protocol and, if satisfied that it meets objectives of the Graduate School, notifies the student of its acceptance. With acceptance of the research protocol, the student is authorized to begin work on the research project.

3. Thesis Review and Approval

   A thesis describing the research performed by the student is prepared under the supervision of the research advisor. The format for the paper must be consistent with the accepted protocol for papers published in the student's field of study. When complete, the thesis is submitted to the Thesis Committee for review. At the discretion of the graduate program, review of the thesis may include an oral defense conducted under terms specified in the policies and guidelines document of the Graduate School. The thesis may be approved, approved with changes, or disapproved by the Thesis Committee. If approved with changes, all changes must be considered in a revision before submission to the Dean of the Graduate School. Two copies of the final thesis must be submitted to the Graduate School.

4. Publication of Research Results

   Each student is encouraged to draft one of more papers for publication in a peer- reviewed journal describing the results of the research. These papers are to be written in close collaboration with the research advisor. Approval of the dissertation and the student's eligibility for graduation are not dependent on the submission or acceptance of a paper for publication.

Non-Thesis Degree:

A student must complete the minimum credit hours of course work required by his/her program. Requirements may include a final paper that must be submitted to complete the program. Once all of the course credit requirements have been fulfilled and all other program requirements completed and submitted, the program will be completed.

Awarding of Degree

Notice of an approved thesis, paper or project must be communicated in timely fashion by Program Director to the Dean of the Graduate School. The Dean then verifies that the student has satisfied all requirements for graduation, and then submits the student's name to the President for approval for the degree. If approved, the student's name is added to those receiving a degree on the next graduation date.

APPENDIX: COMMITTEES OF THE GRADUATE SCHOOL

The Graduate Studies Council

Rules and Procedures of the Graduate Studies Council

A. The Graduate Studies Council (GSC). The GSC is the highest approval committee of the Graduate School and is the body responsible for the oversight of all graduate programs and activities. Its responsibilities include approval of admission standards, oversight of academic standing and professionalism, approval of curricular and programmatic changes, evaluation of all aspects of graduate education, including course, programs and faculty, and the nomination of for election to Graduate school positions. The decisions of the GSC are final and not subject to further ratification.

B. Members of the GSC. The GSC consists of two representatives from all PhD programs (usually the Program Director and Recruitment Director) one representative from each Master's degree program (the program director), the president and vice president of the Graduate Student Association, the Dean of the Graduate School, the Associate Deans of the Graduate School, the Chairs of the Curriculum Programs, Course Evaluation and Program Evaluation sub-committees, and other members as appointed by the Dean. Non-voting e*x-officio* members include the Graduate School Director of enrollment, Associate Director of Recruitment and Marketing and the Executive Assistant to the Dean. As membership of this committee is determined by position, the term of service is determined by length of tenure in that position. All members of the GSC, other than student members are required to have a primary or secondary appointment to the MCW graduate school faculty.

C. Meetings of the GSC. The GSC will meet once per month for one hour. This is usually noon to 1 pm on the first Monday of every month. The Executive Assistant to the Dean, or their representative, will record the proceedings of the meetings and compile minutes. The agenda and minutes of previous meetings will be distributed by the Executive Assistant to the Dean prior to meeting, along with any relevant agenda-related material. Any items that members which to be placed on the Agenda should be forwarded to the Dean's Office one week prior to the meeting date. The meetings will be Chaired by the Dean of the Graduate school or his/her representative. With the agreement of the Dean, any member may invite subject-matter expert guests to a meeting of the GSC if pertinent to the discussion at hand.

D. Quorum and voting rules of the GSC. For general business, the quorum of the GSC shall be 50% of all members, and all motions will be deemed passed on the affirmative vote of the majority of members present at any+ meeting. If a quorum is not present all business can be conducted as usual, but any votes will be deferred to an electronic poll of members after the face-to-face meeting, which again will require a majority affirmative vote of at least 50% of the membership. For electronic polls, a voting deadline will be set. If at this deadline a quorum is not met, the Dean may extend the deadline until the 50% quorum is met.

E. Standing Sub-committees of the GSC. Each subcommittee of the GSC consists of appointed and elected members of the MCW Graduate School faculty. Each committee is empowered to develop its own standard operating procedure to execute the policies and procedures of the graduate school.

Academic Standing & Welfare Committee: The committee shall be responsible for recommending actions to the Dean on all academic standing issues. The committee shall

recommend probation and dismissal according to Graduate School policy. The committee may meet with students in academic jeopardy to formulate remediation plans. The committee shall also make recommendations to the Graduate Studies Council on matters concerning student academic standing welfare policy. The committee shall be comprised of two (2) faculty members elected by the Graduate Faculty (3 year terms), two (2) faculty members appointed by the Dean of the Graduate School (3 year terms), and graduate student member identified by the Graduate Student Association (1 year term).

Awards Committee: The committee shall review and approve student applications for travel awards to scientific meetings. The committee shall also review and award prizes for poster submissions at the Annual Research Day and the Dissertation of the year awards. The committee may be commissioned to adjudicate other awards and prizes from time to time. The committee shall be comprised of three (3) faculty members elected by the Graduate Faculty (3 year terms), three (3) faculty members appointed by the Dean of the Graduate School (3 year terms), and one graduate student identified by the Graduate Student Association (1 year term).

Curriculum and Programs Committee: The committee shall review all courses and programs, including certificate programs, proposed as new offerings of the Graduate School. The committee shall recommend to the Graduate Studies Council acceptance, modification, or rejection of the proposed courses and/or programs. Approval by the committee shall be the first step toward accreditation of new programs. The committee shall be comprised of three (3) faculty members elected by the Graduate Faculty (3 year terms), three (3) faculty members appointed by the Dean of the Graduate School (3 year terms), and one graduate student identified by the Graduate Student Association (1 year term).

Course Evaluation Committee: The committee shall review course evaluations completed by the students at the end of each term and communicate findings to the Graduate School and to the Course directors. The committee shall also suggest potential improvements to courses based. The committee will be comprised of four (4) faculty members elected by the Graduate Faculty (3 year terms), three (3) faculty members appointed by the Dean of the Graduate School (3 year terms), and one graduate student identified by the Graduate Student Association (1 year term). (Additional elected member added 2014).

Program Evaluation Committee: The committee shall periodically evaluate all programs of the Graduate School. The committee shall also develop and review appropriate criteria and metrics for this evaluation. The Chair of the committee will report the results of each review to the Dean of the Graduate School and to the Graduate Studies Council. The committee will be comprised of three (3) faculty members elected by the Graduate Faculty (3 year terms), three (3) faculty members appointed by the Dean of the Graduate School (3 year terms), and one graduate student identified by the Graduate Student Association (1 year term).

Nominating Committee: The committee shall obtain from members of the Graduate School Faculty, an expression of interest in participating in the activities of the standing committees of the Graduate School. On the basis of interest and experience, the committee shall prepare a slate of candidates for the various committees of the Graduate School. The slate shall be prepared and voted on by the Graduate School Faculty each Spring. The committee shall be

comprised of two (2) faculty members elected by the Graduate School Faculty (3 year terms) and two (2) faculty members appointed by the Dean of the Graduate School (3 year terms).

Procedures and Policies of the Standing Committees: a) The charge to the standing committee includes development of rules of operation, guidelines for their activities, and the development of criteria to fulfill the function for which these committees were formed. b) The policies of the Standing Committees or changes in the policies of the Standing Committees must be approved by the Graduate Studies Council. c) Each committee chair shall be responsible for ensuring a record of all committee business and actions is forwarded to the graduate school.

Formation of the Standing Committees: Each committee shall consist of 6 graduate faculty and one graduate student except where noted. The Dean of the Graduate School shall appoint the Chair of each committee from among the faculty members elected or appointed to the committee. Student representation, except where noted, shall be from the Representative Council of the Graduate Student Association. All members of a committee shall have voting rights within that committee. Selection of elected members of Standing Committees members will be by ballot of the Credentialed Graduate School Faculty.

F. Ad-Hoc Sub-Committees of the GSC. As needs dictate, the GSC Chair may convene an ad-hoc committee to deliberate or devise policy around a specific issue not directly covered by the remit of one of the standing committees. The members of the committee will be appointed by the Dean. The committee will report to the GSC and any actions recommended will be voted on by the GSC.

G. Graduate School Rank Committee. This special committee serves both the GSC and the MCW faculty council and is considered a committee of both entities. It has a dual role: 1) To recommend changes in rank for MCW graduate school faculty to the Dean of the Graduate School. In this function it serves the MCW Faculty Council and acts according to the rank promotion criteria detailed in the MCW Faculty Handbook. 2) To recommend appropriate Graduate School credentialing level to the Dean. The committee shall review criteria for recognition as qualified primary dissertation/thesis mentors. The committee shall evaluate new faculty members seeking to become recognized as qualified primary dissertation/thesis mentors. The committee will also review the credentials of qualified mentors as part of the periodic review of each Graduate School program. The make-up and operations of this committee are detailed in a separate charter.

H. Items requiring GSC discussion and/or approval. The Graduate studies council oversees all aspects of graduate education at MCW. As such a wide variety of topics will be discussed. Below is an approximate categorization of these topics with a discussion of the required action by the GSC.

a. Changes to the Graduate School Policies and Procedures. Graduate school policies and procedures can be found in the Graduate School handbook and other associated documents. All changes to these Policies and Procedures require approval by a vote of

the GSC. Graduate school handbook changes that involve rewording, rearrangement or typographic correction, or that are made to accurately reflect institutional policy, that do not change Graduate School policy do not require a vote and will be done administratively. In general, a policy change will be submitted to the GSC for discussion, but a vote will be held on the subsequent meeting to allow members to discuss with their representative constituents.

b. Changes to the All-Student Handbook. The All-student handbook contains policies that pertain to all MCW students in all schools. Changes at this level require the consent of the appropriate representative bodies of all schools (with the exception of paragraph c below) and so require an affirmative vote by the GSC.

c. Policy changes dictated by law/compliance. A number of Graduate School policies are required by law and/or compliance with MCW corporate policies. Such policies generally apply to all students and will be detailed in the All-Student handbook. Such changes will be brought to the GSC for discussion and information only and no vote will be required.

d. Course and program approvals. All new or substantially altered courses and programs require and affirmative vote of the GSC before they can be offered. The GSC Curriculum and Programs Committee (CPC) chair will submit such courses to the GSC after deliberation and approval by the CPC. In general, a new course or major change will be presented to the GSC and an electronic vote will be taken shortly thereafter for approval. For new programs, a vote will not be taken until the next GSC meeting to allow greater discussion.

e. Tuition and Stipend levels. Proposed changes in tuition and stipend levels will be submitted to the GSC along with any pertinent information regarding these changes. GSC members will be charged with discussing these changes with their representative constituencies. Proposed changes will be endorsed by the GSC by full vote. This advisory endorsement will be communicated to the Provost and Vice President of Finance who make the final determination of stipend levels.

f. Changes to Existing Graduate Programs. Graduate Programs may make changes to their rules and procedures without a vote of the GSC as long as such changes do not violate graduate school policy. It is recommended that substantial changes be discussed at GSC for informational purposes.

Graduate Student Association Description and Constitution

The Graduate Student Association (GSA)

The GSA was organized in the spring of 1978 and received official recognition in March of that year. A number of students felt that such an organization would lead to increased communication between the administration, faculty, and graduate students. During the past years, we have witnessed a strengthening of relations between these groups and we look forward to even greater rapport in the future.

All degree-seeking graduate students are members of the GSA. The students in each of the departments/programs elect a representative to the Representative Council. This provides a mechanism by which issues concerning the welfare of graduate students can be discussed and acted upon. A President, Vice President, Treasurer, Secretary and Faculty Advisor are selected by general election of the graduate student body, and representatives of each department are elected by the students of that department.

The President and Vice President of the Representative Council serve as student representatives to the Graduate Studies Council and the Dean. The Representative Council meets approximately once each month or as necessary. Meetings are informal and are intended to promote communication between students representing the different departments and students and the administration.

Graduate students have been given representation on a number of Standing Committees of both the Faculty Assembly and the Graduate School.

Constitution
of the Graduate Student Association
Graduate School of Biomedical Sciences
Medical College of Wisconsin

I. Title

The Graduate Student Association of the Graduate School of Biomedical Sciences, Medical College of Wisconsin

II. Purpose

A. To provide a democratic form of self-government by and for the graduate students of the Graduate School of Biomedical Sciences;
B. To provide a mechanism for voicing collective graduate student opinions to the faculty and administration of the Graduate School of Biomedical Sciences;
C. To aid in disseminating information to graduate students;
D. To promote and encourage fellowship among graduate students.

III. Structure

A. Membership of the Graduate Student Association is composed of all degree seeking students in programs administered by the Graduate School of Biomedical Sciences.
B. The Representative Council of the Graduate Student Association is composed of the following:
    1. The Officers of the Representative Council:
        a. President
        b. Vice President
        c. Treasurer
        d. Secretary
    2. One Program Representative from each degree granting program and interdisciplinary programs of the Graduate School of Biomedical Sciences.
    3. The Student Assembly Representative from the (Medical) Student Assembly
    4. (Medical) Student Assembly/Graduate Student Association Liaison Representative:

a. Upon mutual agreement between the (medical) student assembly and the graduate student association, a student seeking both MD and PhD degrees will be elected to serve as a liaison between the two groups in addition to the existing representatives from each organization.
b. The Liaison Representative must have partially completed the MD degree program and be currently in the PhD program.

5. The Advisory Board:
   a. One Faculty Advisor elected by the Representative Council
   b. One Faculty Advisor appointed by the Graduate Studies
   c. Council
   d. The Director of Enrollment for the Graduate School
   e. The Past President of the Representative Council
   f. Any other advisors elected by the voting members of the Representative Council

IV. Responsibilities

A. President
   1. To vote as a member of the Representative Council.
   2. To serve as liaison between the Graduate Student Association and the Administration and Faculty.
   3. To serve as student representative to the Graduate Studies Council of the Graduate School of Biomedical Sciences.
   4. To serve as the Graduate Student Association's representative on the (Medical) Student Assembly.
   5. To call and run the meetings of the Representative Council.
   6. To create standing committees of the Representative Council and designate their chairs.
   7. To create ad hoc committees of the Representative Council and designate their chairs.

B. Vice President
   1. To vote as a member of the Representative Council.
   2. To serve as student representative to the Graduate Studies Council of the Graduate School of Biomedical Sciences.
   3. To serve as the Graduate Student Association's representative on the (Medical) Student Assembly.
   4. To fulfill the President's responsibilities in the President's absence or as required by the President.

C. Treasurer
   1. To vote as a member of the Representative Council.
   2. To act as liaison between the Representative Council and the Business Manager of the Graduate School of Biomedical Sciences.
   3. To keep record of financial transactions and to present a written financial status report of GSA accounts at each GSA meeting.

D. Secretary
   1. To vote as a member of the Representative Council.
   2. To record and disperse minutes of the Representative Council meetings.
   3. To participate in and/or chair public relations activities of the GSA.

E. Program Representatives
   1. To vote as members of the Representative Council.
   2. To represent their respective program's interests on the Representative Council.
   3. To make themselves available to chair or serve on standing and ad hoc committees of the Representative Council.

F. Student Assembly Representative
   1. To vote as a member of the Representative Council.
   2. To represent the (Medical) Student Assembly's interests on the Representative Council.
   3. To act as liaison between the (Medical) Student Assembly and the Graduate Student Association.

G. Student Assembly/Graduate Student Association Liaison Representative
   1. To vote as a member of the GSA Representative Council in the absence of the SA Representative.
   2. To act as liaison between the (Medical) Student Assembly and the Graduate Student Association.

H. Advisory Board: Non-Voting Members Of The Representative Council

Elected Faculty Advisor

- To provide the viewpoint of the faculty of the Graduate School of Biomedical Sciences.

Appointed Faculty Advisor

- To provide the viewpoint of the Graduate Studies Council.

Director of Enrollment

- To provide the history and policy of the Graduate School.

Past President

- To provide continuity for the Representative Council through knowledge of past proceedings.

V. Election Procedures

A. Nomination
   1. All members of the Graduate Student Association that have completed 2 years in a degree granting program administered by the Graduate School of Biomedical Sciences are eligible for election to Officer positions.
   2. All members of the Graduate Student Association are eligible for election to Program Representative of their respective program.
   3. Members of the Graduate Student Association will nominate candidates for the positions of the Officers and Program Representatives of the Representative Council.

B. Election of Officers
   1. Persons accepting nomination for an Officer position will be put on a ballot and a general election held, in which all Graduate Student Association members are eligible to vote.
   2. The new Officers (President, Vice President, Treasurer and Secretary) are the top vote recipients for each position.

C. Election of Program Representatives
   1. Each program holds an election concurrent with the Officer election, in which all degree seeking or interdisciplinary students of that program are eligible to vote.
   2. The new Program Representatives are the top vote recipients in each department.

D. Appointment of the Student Assembly Representative
   1. The (Medical) Student Assembly appoints one Representative to represent their interests in the Graduate Student Association.

E. Election of Advisory Board members
   1. The Faculty Advisor is elected by the Representative Council.
   2. The past President is elected by the Representative Council from among all available previous presidents of the GSA.
   3. Any other advisors are elected by the voting members of the Representative Council.

F. Appointment of Additional Advisory Board Members
   1. A Faculty Advisor will be appointed by the Graduate Studies Council.
   2. The Director of Enrollment will be appointed to the Graduate Student Association.

G. Timing of Elections
   1. The newly elected Representative Council will assume their respective offices on June 1.
   2. The term of office for all Representative Council positions is one year.
   3. 3There are no term limits on offices.

VI. Impeachment & Replacement

A. Impeachment of a member of the Representative Council is to be initiated by a member of the Representative Council, except that impeachment of a Program Representative is to be initiated by that Representative's program and may be carried out by a vote of all students in that program.

B. After the call for impeachment has been seconded, the officer under impeachment will leave the meeting room.

C. The vote on impeachment will take place no sooner than one week after the call for impeachment but no later than the time needed to collect all material evidence after the call for impeachment.

D. A 2/3 majority vote is needed for impeachment.

E. All voting members of the Representative Council will vote.

F. If a 2/3 majority is reached in the vote for impeachment the action is immediate. The impeached officer will turn over all the material related to their former position. If a 2/3 majority is not reached the matter is to be dropped.

G. If a position is vacated for any reason during a term, this position will be filled by a Program Representative who is elected by the voting members of the Representative Council.

H. The newly elected officer will fulfill all obligations of their new position until that position comes up for reelection.

VII. Meetings of the General Memberships

A. Meetings of the Graduate Student Association will be called twice per year, or more often as necessary.
B. Any member of the Graduate Student Association may request through an elected representative that additional meetings be held.

VIII. Amendments to the Constitution and By Laws

A. Any Graduate Student Association member may submit a proposed Graduate Student Association Constitution amendment.
B. Proposed amendments shall be submitted in writing to any member of the Representative Council for presentation at a general meeting.
C. Proposed amendments will be distributed to the Representative Council at the next council meeting.
D. Public posting will be made of the current and proposed amendment in each degree granting department or division within Graduate School of Biomedical Sciences.
E. Representative Council must vote on proposed amendment no sooner than 2 days and no later than 60 days following distribution at the Representative Council meeting.
F. All voting members of the Representative Council must cast a vote.
G. A 2/3 majority vote is needed for ratification.

(February 20, 1978; Amended August 10, 1993; Amended April 25, 1996; Amended April 22, 2002)

FORMS

*All forms can be found on the website at: https://www.mcw.edu/education/graduate-school/current-students

Program Completion Forms

	Dissertation	Thesis	No Thesis
Report of the Comprehensive Examination for the Master's Degree		X	X
Qualifying Examination: Chairman's Report	X		
Doctoral Qualifying Examination Evaluation Form	X		
Committee Approval	X	X	
Proposal/Outline Approval	X	X	
Intent to Graduate	X	X	X
PhD Dissertation Final Checklist	X		
Master of Science Final Checklist		X	
Master of Arts: Thesis Final Checklist		X	
Master of Arts: Non-Thesis Final Checklist			X
Master of Public Health Final Checklist			X
Master of Medical Physiology Checklist			X
Report of the Final Examination	X	X	
Confidential Report of Completion	X	X	X
Binding Form-Dissertation/Thesis	X	X	
Degree Application	X	X	X
Post Graduate Student Information	X	X	X
Request for Graduate Certificate			X

Form Descriptions

An asterisk next to the form name denotes that the Dean's approval is required before proceeding to the next step.*

Report of the Comprehensive Examination for the Master's Degree*
This report is submitted by the student's advisor to the Dean of the Graduate School when that requirement has been met.

Qualifying Examination: Chairman's Report*
Advancement to candidacy for the PhD degree is made by the Dean of the Graduate School after recommendation by the examining committee, and the chairman of the department or program. This form is the official recommendation of the chairman that the student become a candidate for the PhD degree. Advancement to candidacy is also contingent on approval of the student's dissertation committee and research outline/proposal.

Doctoral Qualifying Examination Evaluation Form*
Successful performance on the qualifying examination is required for advancement to candidacy for the PhD degree. Each member of the examining committee completes the form as part of the evaluation of performance during this examination. The forms are then forwarded to the Dean of the Graduate School, along with the Qualifying Examination: Chairman's Report.

Committee Approval*
Thesis and Dissertation Committees must be approved using this form which is placed in the student's file.

Proposal/Outline Approval*
Prior to commencing significant research work, the student is required to submit this form with the research proposal/outline to the Graduate School. Names of the committee members are to be included on the form.

Intent to Graduate
Requirement for Graduate School students to complete this form by December 1st (Winter or Spring Graduates) or August 1st (Summer Graduates). This form can also be found in EASI.

PhD Dissertation Final Checklist
Checklist of all requirements needed upon final submission to complete the degree

Master of Science Final Checklist
Checklist of all requirements needed upon final submission to complete the degree

Master of Arts: Thesis Final Checklist
Checklist of all requirements needed upon final submission to complete the degree

Master of Arts: Non-Thesis Final Checklist
Checklist of all requirements needed upon final submission to complete the degree

Master of Public Health Final Checklist
Checklist of all requirements needed upon final submission to complete the degree

Master of Medical Physiology Final Checklist
Checklist of all requirements needed upon final submission to complete the degree

Report of the Final Examination*

Master's Degree:
A public examination which focuses primarily on the research carried out for the MA or MS degree is required for some students. This report is completed by the advisor, and represents the recommendation of the thesis committee. It is forwarded to the Dean of the Graduate School, along with the Confidential Report.

PhD Degree:

A public examination which focuses primarily on the research carried out for the PhD degree is required of all students. This report is completed by the advisor, and represents the recommendation of the dissertation committee. It is forwarded to the Dean of the Graduate School, along with the Confidential Report.

Confidential Report of Completion
The dissertation/thesis is evaluated independently of the student's performance on the final/public examination. This form is completed by the committee, and represents the committee's evaluation of the dissertation/thesis. It is also forwarded to the Dean.

Binding Form-Dissertation/Thesis
Binding form and all copies of your dissertation/ thesis must be submitted to the Graduate School Office.

Degree Application*
When all requirements for the PhD/Master's program have been met, the student should complete a degree application, and return it to the Dean of the Graduate School.

Post Graduate Student Information
Required form that provides a forwarding address, telephone number, email address, and future job details. This form can also be completed in EASI.

Request for Graduate Certificate
Certificate seekers enrolled in their final term/last course toward certificate completion should complete and submit this form.