2026 – 2027 Graduate School Handbook

MCW
GRADUATE SCHOOL

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Section 1: General Information

Welcome from the Dean

The Medical College of Wisconsin's (MCW) School of Graduate Studies is dedicated to providing a rich and stimulating educational environment with a focus on supporting learners who engage in research. Through state-of-the-art education and world-class research and discovery, we are committed to providing an educational experience that is unique to each learner, with a variety of programs ranging from public and community health to the biomedical sciences.

Our graduate school experience is enhanced by participation of renowned faculty, committed not only to their specific areas of cutting-edge research, but also to mentoring the next generation of researchers, scientists, educators, and health leaders.

MCW's School of Graduate Studies offers over 40 degree-granting programs. These include doctoral programs, post-baccalaureate master's programs, and graduate certificate programs to serve the needs of learners in all stages of their career development. Our student-to-faculty ratio ensures exceptional individual attention, providing structured support that empowers students to emerge as leaders in their chosen fields. Moreover, to complement the educational experience, the Graduate School creates an inclusive environment and provides many services to best support the needs of our learners during their professional development.

I encourage you to take full advantage of the opportunities available to you, both within and beyond the classroom and research spaces. Engage in meaningful discussions to foster collaboration and nurture your curiosity. Network and create friendships that will hopefully last a lifetime. Our dedicated faculty and staff are here to guide and mentor you every step of the way.

As you embark on this journey, I invite you to embrace the challenges and discoveries that lie ahead with enthusiasm, perseverance, and determination. Your contributions to our academic community are invaluable, and I look forward to celebrating your successes and accomplishments.



Daisy Sahoo, PhD
Dean of the School of Graduate Studies

School of Graduate Studies Mission Statement

The mission of MCW's School of Graduate Studies is to provide world-class research and training in biomedical and health-related disciplines, and to cultivate skilled researchers, healthcare professionals, and scientist-entrepreneurs who are prepared to advanced science and serve local, national, and global communities.

Graduate School Oath

I do hereby promise: to conduct myself in a manner deserving of inclusion; in the community of scholars that I join today; by fostering collegiality, and engagement. I will disavow prejudice, never allowing financial gain, competition, or ambition to cloud my judgement in the ethical conduct of my craft; i will act with honesty, integrity, and objectivity, in the pursuit of constructive knowledge that furthers my discipline and benefits society as a whole; finally, I will honor the foundation of knowledge that has come before me, and the promise of new discoveries to come.

Statements of Purpose

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

All Student Policy Guide

The All Student Policy Guide (formerly All-Student Bulletin) contains information, policies, and procedures for all students enrolled at the Medical College of Wisconsin. It is to be used in conjunction with the MCW School of Graduate Studies Handbook which includes information, policies, and procedures specific to the Graduate School.

Handbook Policy

Purpose

The Medical College of Wisconsin (MCW) strives for excellence in the services we provide and in the way we provide them. MCW is dedicated to meeting the highest standards as we serve our patients and conduct research, education, and business activities.

To help us meet and maintain these standards, we have established the School of Graduate Studies Handbook. This Handbook will help ensure that high standards are upheld across the Graduate School of MCW.

The Handbook contains policies and procedures that promote effectiveness, professionalism, and safety. The purpose of the Handbook is to inform Graduate students of the policies and procedures that govern Graduate Student education within the Graduate School.

Policy

Research and education require the highest standards of professionalism and integrity from faculty and students. As a condition of matriculation, each graduate student is required to acknowledge receipt of the Graduate School Handbook.

Procedure

Each graduate student will be provided access to an electronic version of the School of Graduate Studies Handbook before matriculation into their educational program. Components of the handbook will be discussed with students during orientation.

(Corporate Compliance Policy ED.GS.020. Reviewed 08/15/2023.)

Academic Calendar

The academic calendars are published by the Office of the Registrar in consultation with the Academic Calendar Committee.

Terms

The Graduate School offers three terms each academic year: fall (mid-August to mid-December), spring (early January to mid-May) and summer (mid-May to mid-August).

Accreditation

The Medical College of Wisconsin has received accreditation from the Higher Learning Commission (HLC) for graduate and professional studies.

The Master of Science in Genetic Counseling program is accredited by the Accreditation Council for Genetic Counseling (ACGC).

The Doctor of Public Health and Master of Public Health programs are individually accredited by the Council on Education for Public Health (CEPH). The Council on Education for Public Health (CEPH) is an independent agency which accredits schools of public health and public health programs offered in settings other than schools of public health.

Faculty and Staff

A complete listing of faculty can be found in the MCW faculty directory.

List of Programs

Certificate Programs

- Clinical Bioethics
- Clinical Immersion in Medical Device Design
- Clinical and Translational Science
- Community Health Assessment and Planning
- Global Health Equity
- Population Health Management
- Precision Medicine
- Public Health
- Regulatory Science for Facilitating Ethical Research

Master's Programs

- Bioethics (MA)
- Bioinformatics (MS, joint degree with Marquette University)
- Biomedical Engineering (MS, joint degree with Marquette University)
- Biostatistics and Data Sciences (MA)
- Clinical and Translational Science (MS)
- Genetic Counseling (MS)
- Global Health (MS)
- Healthcare Technologies Management (MS, joint degree with Marquette University)
- Medical Physiology (MMP)
- Public Health (MPH)
- Precision Medicine (MS)

Doctoral Programs

- Biochemistry (PhD)
- Biomedical Engineering (PhD, joint degree with Marquette University)
- Biophysics (PhD)
- Biostatistics (PhD)
- Cell and Developmental Biology (PhD)
- Interdisciplinary Biomedical Sciences
- Microbiology and Immunology (PhD)
- Neuroscience Doctoral Program
- Pharmacology and Toxicology (PhD)
- Physiology (PhD)
- Public Health (DrPH)
- Public and Community Health (PhD)

Terminology

Academic Degree - a qualification awarded to a student upon successful completion of a course of study in higher education, usually at a college or university

BME – Biomedical Engineering

BSB – Basic Science Building

Dissertation – an extensive piece of writing that uses research to bring to light an original idea; typically, in order to receive a Doctoral degree

GSA – Graduate Student Association

GSC – Graduate Studies Council

HRC – Health Research Center

HUB – Hub for Collaborative Medicine

IDP – Interdisciplinary Program in Biomedical Sciences

MCW – Medical College of Wisconsin

MEB – Medical Education Building

Mentor - a positive role model of a successful student who supports their mentee by giving academic advice, sharing resources, and caring about their students' success

MMP – Master of Medical Physiology

NDP – Neuroscience Doctoral Program

Professional Degree - a degree that prepares someone to work in a particular profession, practice, or industry sector often meeting the academic requirements for licensure or accreditation

SLC – Student Leadership Collective

TBRC – Translational and Biomedical Research Center

Thesis - scientific research that represents original research and is generally the final requirement for a Master degree

Section 2: Student Government and Student Services

Student Organizations

Graduate Student Association (GSA)

The GSA symbolizes the entire graduate student body through elected representatives from each graduate student programs. Their representative committee also includes two faculty mentors, one elected and one assigned, as well as representation from the Graduate School. The main goal of the GSA is to defend the overall interests, needs, and concerns of all graduate students.
The GSA organizes and co-sponsors events that they believe would be a benefit to current graduate students. The representative council meets monthly to share institutional committee and program updates, plan events, manage its budget that stems from student fees, and to address any emergent issues. Any graduate student at MCW is invited to attend monthly meetings, as well as get involved with the many committees.

Travel Awards

Purpose

The Graduate Student Conference Education Fund (Travel Fund) is available to help defray the costs of degree-seeking students attending a regional, national, international, or virtual 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, student fees, and annual GSA fundraising.

Governance

The Travel Fund procedures and student eligibility are determined by the Graduate School in consultation with departmental administrators, the GSA, and other faculty advisors. For full information, the document is located in the Graduate Student Association policies and procedures.

Kay Award

This award was created in memory of Kayoko "Kay" Ishizuka, a 2010 graduate from the Biochemistry department at the Medical College of Wisconsin. Kay, a citizen of Japan, was the GSA Biochemistry department representative for several years while she earned her PhD. She then began her postdoctoral research at the University of South Florida. Unfortunately, Kay was the victim of a fatal hit and run accident one night after leaving the lab. In recognition of her participation on the GSA, this award will be available to all current graduate students who have earned the opportunity to travel to and present at an international conference. An international conference is defined as a conference held and located outside the continental United States.

Guy Berst Award

Guy Berst worked at MCW for 15 years as Associate Director of Recruitment and Marketing. Guy was a strong advocate for all students and thoroughly enjoyed watching students' careers flourish into lifelong scientific careers. Guy loved listening to student's research projects and how their training was progressing. In memory of Guy's support and advocacy, the GSA will sponsor a training award ($500) to support students' travels to furthering their scientific training. This can take the form of a scientific workshop and/or travel to another lab to learn and improve a new technique.

Paper of the Season

The Graduate School offers a Paper of the Season award. This award is granted to an outstanding original research manuscript. The Awards Committee of the Graduate Studies Council (GSC) reviews all of the applications submitted to determine if all criteria have been met and then scores and votes on a winning paper. Awards are granted 4 times per year – 1 for every season. A monetary award is given to the recipients.

Ravi Misra, PhD, Graduate Student Training Award

Ravi Misra, PhD, a distinguished biochemistry professor, served as the Dean of the MCW School of Graduate Studies from 2010 to 2024. His leadership was characterized by a dedication to student welfare and academic excellence. Recognized for his visionary and thoughtful decision-making, he broadened opportunities, instituted awards, and cultivated a culture of student well-being. Beyond his role as Dean, Dr. Misra is an approachable and empathetic leader, empowering students to thrive, and

leaving a legacy that has shaped MCW's future. The Ravi Misra, PhD, Graduate Student Training Award aims to support the scientific and professional development of graduate students at the Medical College of Wisconsin. Providing financial assistance for impactful workshops or training experiences, this award enhances recipients' educational journeys and contributes to their overall growth as early career researchers by supporting the gaining of technical knowledge. Eligible training experiences include scientific workshops and/or travel to another lab to learn/improve a technique

Student Leadership Collective (SLC)

Purpose

To unify the student government structure at the Medical College of Wisconsin in order to provide equal representation among the three schools and three campuses, and to facilitate room for growth as MCW continues to expand. The Student Leadership Collective serves as the voice of the entire MCW student body and contributes to institutional programming and decision making as appropriate.

Affiliations: Existing student government entities for each school will run independently from the SLC, though relevant collaborations, engagement, and consistent lines of communication are encouraged.

Goals

The focus areas of the SLC are around community building, service outreach, and advocating for students' needs on campus. The students have faculty and staff mentors and meet semi-regularly in order to receive input, advice, and guidance in running their organization. Goals include:

1. Providing information to students about MCW services, resources, initiatives, decisions, and topics of interest.
2. Provide opportunities for student participation in MCW decision-making processes regarding matters which impact the student body.
3. Encourage participation in community building and service outreach opportunities.

Membership

Any student enrolled and in good standing in a formal degree granting program at MCW is eligible for active membership in the SLC. Standing standards to be determined and reviewed by each school

Institutional Student Services

Academic Support and Enrichment Services

The Office of Academic Support and Enrichment is dedicated to enhancing students' academic performance and wellbeing, promoting student excellence, and advancing medical students' career goals. The professionals of this office serve as student advocates, working with individual students to identify and resolve academic or personal issues and problems that may be negatively affecting a student's academic performance, personal health and/or quality of life. In addition, this office advises students on matters of academic standing and may make referrals to appropriate professionals.

Career Services

MCW Career Services provides individual career counseling, relevant career resources, workshops, and professional development programs to all MCW students. Career Services cultivates new and maintains existing campus and employer relations focused on career advancement and establish contacts to meet

the career needs of students. There are services available to all MCW students and information specific to different schools and programs.

Financial Aid

The Financial Aid Office administers MCW's financial aid programs and provides guidance and resources regarding financial literacy. The Financial Aid Office is committed to helping students to better understand the financial aid process and make the financial decisions vital for each student to reach their educational, career, and personal goals.

Libraries

MCW Libraries provide a number of services to MCW faculty, students, and staff; Froedtert Hospital users; Children's Wisconsin users, and other users on the Milwaukee Regional Medical Center campus.

Office of Equal Access

The Office of Equal Access provides guidance and advising services to the Medical College of Wisconsin's (MCW) international scholars. They assist the international community in navigating:

- Employment-based visa classifications
- Institutional policies and federal regulations
- Adjustment to living and working in the United States

To contact this office, please email internationalstudent@mcw.edu.

Registrar

In accordance with institutional policies and federal/state regulations, the Office of the Registrar maintains academic records as well as manages the academic calendar, course catalog, registration, and transcripts. The Office of the Registrar is ethical and professional in all that it does and assures the integrity of degree requirements and the grading process while maintaining confidentiality under the Family Educational Rights and Privacy Act. The Office of the Registrar embraces efficient practices and technology to improve the educational experience for all.

Student Accounts

The philosophy of the Office of Student Accounts is to provide courteous and professional service to students, parents, alumni and the entire MCW community during the billing and collecting of tuition. We assist with counseling students on their federal and MCW-based loans in compliance with terms and conditions and encourage the students to contact our office if they experience problems or concerns with their tuition or loans during their school years and beyond graduation.

Student Health Services

Student Wellness extends an invitation to all MCW students to reach out, seek out resources, and share your needs during this difficult time. Your concerns, requests, questions, and ideas are vital in providing appropriate resources and support. Thank you for your continued interest and actions to improve your personal health and wellbeing.

Section 3: Academic Regulations

Accommodations

Learners who wish to request disability-related accommodations at the Medical College of Wisconsin must complete the accommodation request process through the Office for Student Accessibility. This process ensures equal access and support across the full spectrum of learning environments at MCW, including classroom instruction, labs, assessments, and clinical rotations.

- Step 1: Complete the online Accommodation Request Form, located on MCW Connect.
- Step 2: Submit recent and comprehensive documentation that clearly verifies the impact of your disability. Please note that brief doctor's notes or visit summaries are generally not sufficient. For guidance on what to submit, learners may refer to the documentation guidelines available on MCW Connect.
- Step 3: Participate in a one-on-one initial interview with the Accommodations Manager to discuss the functional limitations associated with your disability and the scope of accommodations needed in academic, lab, or clinical settings.

Early submission, preferably before the start of the term, is strongly encouraged to ensure timely review and implementation of accommodations.

If you have any questions about this process, what qualifies as sufficient documentation, or how accommodations may apply in clinical or hands-on environments, please reach out to:

Jason Anderson
Accommodations Manager, Office for Student Accessibility
Email: jaanderson@mcw.edu

Academic Standing

At the conclusion of each term, the Academic Standing and Welfare committee (ASWC) shall be notified by the Graduate School concerning any student who has a cumulative grade point average less than 3.0, who has obtained a 'U' grade in a course graded on the proficiency scale or who has obtained an 'F*' grade in a course graded on the pass/fail scale. The ASWC will inform the student, the student's program director, and the student's mentor, of their academic standing as outlined in the Graduate School policy below and will require a statement from the student concerning their remediation plan. The ASWC has the authority to require 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, receives an 'unsatisfactory (U)' grade in any course that is graded on the proficiency scale will be placed on academic probation. Probationary status will not affect a student's stipend or benefit eligibility, if applicable.

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

A student will be recommended for dismissal after only one term 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 term of probationary status.
A student on probation due to receiving an 'unsatisfactory (U)' grade has one enrolled term to achieve a passing grade. 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 term 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 Approved June 21, 2024)

Academic Systems

Brightspace

Every student will use Brightspace, the learning management system, for courses. A Brightspace account will be created for you by IS upon accepting an offer of admission and once students have registered for a course. Directions with username and password will be sent to your MCW email address. Students are held responsible for communications within Brightspace.

For technical assistance with Brightspace, contact lmshelp@mcw.edu.

Degree Audit

Students can access their Degree Audit in MCWconnect from the Degree Progress card. The Degree Audit system provides a comprehensive overview of progress toward degree completion, including overall credit requirements, GPA, and program-specific course requirements. Students can also use the Degree Audit to track preliminary requirements (if applicable), degree completion requirements, and their graduation application status.
For technical assistance, contact mcwconnect_support@mcw.edu. For general questions regarding your degree audit, contact degreeaudit@mcw.edu.

MCWconnect

MCWconnect is an integrated system designed for students to update contact information, securely register for classes, view grades, and view financial aid and tuition.
For technical assistance, contact mcwconnect_support@mcw.edu.

Oasis

Oasis is a system used for course and faculty evaluations.

For technical assistance with Oasis, please contact oasis_support@mcw.edu.

Auditing

Current students have the ability to audit a course without earning credit. Students are allowed to change from credit to audit status during the add/drop period. Please consult the academic calendar for the specific deadline dates. Students are expected to discuss specific expectations with course directors prior to auditing a course. Those enrolled in a class that they are auditing are expected to attend courses based on the attendance policy written in the course syllabus. Students 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. Auditing students will receive a grade of AU for the course on their transcript. For more information on how to apply to audit a course, contact acadreg@mcw.edu.

Authorship on Publications

In cases a dispute of an original work, a student, research mentor, 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 of 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.

(Corporate Compliance Policy RS.GN.090. Revised 10/01/2023)

Continuing Status

Continuing status is a form of registration that is available to students who have completed all of their required course work including thesis or dissertation credits but have not yet completed the writing of the thesis or dissertation. A student may be permitted to register for Master's Thesis Continuation or Doctoral Dissertation Continuation for a total of three terms. During this period, the student must complete their thesis or dissertation within the deadlines established by the School of Graduate Studies. While on continuing status, PhD students who have received stipends may continue to do so at the discretion of their academic program. PhD students remaining on a stipend will continue to receive health insurance through 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 at the time of registration and will be considered enrolled less than halftime.

Course Attendance

In-Person Course Attendance Policy

Students are expected to physically attend all required class sessions unless the course director or instructor has specified that attendance is not mandatory. Virtual attendance via recorded livestream is not considered appropriate unless specifically permitted by the course director or instructor. Specific requests should be discussed directly with the course director.

Students are responsible for all materials covered during any class absence. It is the student's responsibility to contact course directors if an extraordinary circumstance prevents them from attending a course, rotation, or mandatory session.

Attendance policies specific to examinations can be found in the Missed Exam Guidelines below.

Virtual Course Attendance Policy

Students are expected to virtually attend all required class sessions unless the course director or instructor has specified that attendance is not mandatory. Specific requests should be discussed directly with the course director.

Students are responsible for all materials covered during any class absence. It is the student's responsibility to contact course directors if an extraordinary circumstance prevents them from attending a course, rotation, or mandatory session.

Attendance policies specific to examinations can be found in the Missed Exam Guidelines below.

Religious Holidays

As a private, not-for-profit, non-sectarian organization, the Medical College of Wisconsin does not promote any religion. MCW does not discriminate against students, staff, or faculty based on religion or lack of religious belief.

MCW recognizes there may, on occasion, be conflicts between educational requirements and the private free exercise of religion. MCW is committed to reducing these conflicts; however, minimizing these conflicts must be accomplished without causing unreasonable interference with the delivery of coursework. A student's claim of sincerely held religious beliefs will be taken at face value and information provided by a student about religious beliefs will be kept confidential to the extent possible.

MCW recognizes there are likely to be periodic conflicts between mandatory academic requirements and religious obligations. A student with a conflict between an academic requirement and a religious holy day may be offered an alternative means of meeting the academic requirement subject to the following:

1. A student who requests an alternative means of meeting an academic requirement due to religious practices must notify the course director of the specific dates that they are requesting the rescheduling of an academic requirement. The course director must be notified as soon as possible.
2. Course directors may set limits on the number of days requested by any one student.
3. Students remain responsible for coursework covered during any absence.
4. Course directors may schedule make-up exams or other mandatory work before or after the claimed religious day.
5. Course directors are permitted to make changes in the arrangements for make-up work.

If the course director believes the number of religious holidays requested by a student is unreasonable or that the conflict cannot be resolved without causing unreasonable interference with the delivery of the coursework or the course, the matter may be referred to the School of Graduate Studies, who shall discuss the matter with the course director, the involved department(s), and with the student, if necessary, and render a decision

Course Cancellations Due to Inclement Weather

On rare occasions, severe external conditions (such as inclement weather or other potentially hazardous or emergency situations) may require MCW to close or delay opening. Announcements pertaining to closures are coordinated through the Office of Communications and shared through the news media, email communications, InfoScope, and MCW's emergency text messaging service.

It is the general policy that MCW will maintain a normal operating schedule. A student should never assume that MCW will close, delay opening, or close early. MCW will open on its regular schedule with the expectation that students will report to class, regardless of the weather condition, unless otherwise officially announced by MCW.

Students are encouraged to make every effort, consistent with their own safety, to arrive to class as scheduled. A student is required to inform the course director by email if they are unable to report to class or anticipate arriving late due to adverse weather conditions or some other emergency.

Attendance policies specific to examinations can be found in the Missed Exam Guidelines below.

Curriculum

Doctorate Degree Programs

- Biochemistry
- Biomedical Engineering
- Biophysics
- Biostatistics
- Cell & Developmental Biology
- Microbiology & Immunology
- Pharmacology & Toxicology
- Physiology
- Public & Community Health
- Public Health

PhD Degree Concentration

- Basic & Translational Science

Interdisciplinary Degree Programs

- Interdisciplinary Program in Biomedical Sciences
- Neuroscience Doctoral Program

Master Degree Programs

- Bioethics
- Bioinformatics
- Biomedical Engineering (MS)
- Biostatistics and Data Science (MA)
- Clinical & Translational Science
- Doctor of Medicine/Master of Science Dual Degree (MD/MS)
- Genetic Counseling
- Global Health Equity

- Healthcare Technologies Management
- Medical Doctor/Master of Public Health (MD/MPH)
- Medical Physiology
- Precision Medicine
- Public Health
- Public Health 4+1 Joint Degree

Certificate Programs

- Clinical & Translational Science
- Clinical Immersion in Medical Device Design
- Community Health Assessment and Planning
- Global Health Equity
- Population Health Management
- Precision Medicine
- Public Health
- Regulatory Science for Facilitating Ethical Research

Degree Requirements

Reference the Graduate School Degree Completion webpage for information about degree completion requirements, guides, forms and submission procedures.

Doctor of Philosophy (PhD) Degree Requirements

Academic Standing

Students must remain in good academic standing, defined as at least a 3.0 grade point average in courses and an "SD" or better performance in proficiency courses to be eligible to take the PhD qualifying examination and, subsequently, be eligible for degree award.

Mentor

The mentor, a full-time MCW faculty and a member of the School of Graduate Studies faculty, is selected by mutual agreement between the student, the proposed mentor, the program director, and the department chair. For doctoral students, the mentor 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 mentor of choice. However, acceptance into a degree program does not commit the MCW Graduate School to find a mentor for the student. If no faculty member in the program is available or willing to serve as their mentor, 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 mentor.

Time Limit

Doctor of Philosophy full-time degree candidates must complete all degree requirements within seven (7) calendar years. Doctor of Philosophy part-time degree candidates must complete all degree requirements within ten (10) calendar years. 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 mentor or program director.

Preliminary Requirements

PhD Qualifying Exam

Satisfactory performance on the PhD qualifying examination is required. Information about the nature and time of the examination is available from the program director. Good academic standing is required to take the PhD qualifying exam. 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 Report. If the result is unsatisfactory, the Unsatisfactory Examination Form is required to be completed and submitted. The examination outcome(s) are forwarded to the School of Graduate Studies.

Committee

The Dissertation Committee is constituted when the student, with guidance and approval from the mentor, secures the consent of appropriate faculty (including the mentor) to serve on the Committee. When the Committee has been formed, the student is required to complete the Committee Approval form for final approval by the Graduate School. Any changes that occur to the committee require a Committee Change form.
The Graduate School requires the following committee composition:

- Mentor (Committee Chair) must be an approved graduate school faculty member
- All members must have a terminal degree in their field
- For any members outside of MCW, you must submit a CV with this approval form
- Five (5) members
- Reference your program handbook for any additional program committee composition requirements

Dissertation Proposal Approval

The student and mentor 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 their 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 proposal is:

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

Students writing a dissertation are required to submit an approved Dissertation or Thesis Proposal Approval form to the Graduate School by the deadline set by the program and prior to initiation of the major portion of research. For PhD students, except for Public & Community Health, this deadline will occur no later than 18 months prior to the PhD dissertation defense date. For Public & Community Health PhD students, this deadline will occur no later than 12 months prior to their PhD dissertation defense date. Waiver request with the Associate Dean of Students is required if proposal was approved less than 18 months from the scheduled defense or 12 months for students admitted prior to Spring 2020.

(Graduate Studies Council 6/2025)

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.

Candidacy Advancement

Upon recommendation of the program director, and upon receipt of evidence of satisfactory performance in the PhD Qualifying Examination, the School of Graduate Studies, with approval of the Dean, 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 mentor, program director, and the Dean of the Graduate School.

Special Circumstances

Under special circumstances, students may be given the option to complete with a master's degree with thesis instead of a PhD degree. Student must get program director, mentor, and Graduate School approval to change their program degree. In addition, the following master's degree requirements must be met: program core courses completed, minimum of 30 credits completed, cumulative 3.0 GPA or higher, in good academic standing in final term, 6 credits of master's thesis completed, and degree completion requirements completed as outlined on the MS Degree Completion Checklist.

Program Specific Requirements

Programs may have additional requirements. Reference Program Handbook for details.

Degree Completion

Reference the PhD Degree Completion Checklist.

Application to Graduate

A student nearing defense and degree completion is required to submit an application for graduation via MCWConnect according to these dates and deadlines. Please note: Joint degree PhD Biomedical Engineering students also need to apply at Marquette University.

Dissertation Defense

A dissertation defense is required and should be scheduled by mutual agreement between the student, mentor, program director, department chair and the committee. For defense set-up, please reference the PhD Dissertation Defense Guide.

Defense Announcement

The PhD Dissertation Defense Announcement is required to be prepared using the PhD Dissertation Defense Announcement Template, and distributed one month prior to the date of the defense.

Preliminary Dissertation

A copy of the dissertation must be submitted to their Committee and School of Graduate Studies (gradcompletion@mcw.edu) two (2) weeks prior to the dissertation defense. Reference the Dissertation Formatting Guide. For supplementary information, please refer to the ProQuest guide.

Approval & Submission

All required documents, including the final dissertation, must be submitted to the School of Graduate Studies within two (2) weeks following the defense.

Committee & Program Director Final Recommendation

This form, Committee & Program Director Final Recommendations, must be completed after the oral public defense and submitted by the degree completion due date.

Final Dissertation

Students are required to send a final PDF version of their dissertation to the Graduate School. Reference the Dissertation Formatting Guide.

Publishing & Binding

Final dissertations are published and bound through ProQuest. Please reference the ProQuest publishing resources and guidelines.

Survey of Earned Doctorates (SED)

Students are required to complete the Survey of Earned Doctorates (SED). The SED gathers information annually from approximately new research doctorate graduates from U.S. universities about their educational histories, funding sources, and post-doctoral plans.

Graduation Exit Survey

Students are required to complete the graduation exit survey. This survey will be provided by the School of Graduate Studies.

Photo for Commencement Book

Students are required to submit a professional photo for the Commencement Book.

PhD Dissertation Award

If a student wishes for their dissertation to be considered for the PhD dissertation awards, eligible applicants will be contacted early spring with deadlines and application requirements.

The awards are as follows:

- Outstanding Contribution to Public Health Award
- Doctor of Philosophy Outstanding Dissertation Award

Special Circumstances

Extension of Degree Completion Requirements

By request of the mentor, the two-week deadline for degree completion after defense may be extended. To request an extension, student and/or mentor should email the Associate Dean of the Graduate School.

Continuing Student Status

Continuing in a paid "student" status beyond your degree completion due date is an option that needs to be discussed with your Program Department Administrator and Advisor. Graduate students can stay on in a paid "student" status up to 60 days after degree completion if funding is provided by the lab/department. This may not be applicable for international students applying for OPT. Student Insurance is covered through the end of the month paid "student" status ends. Notify the Graduate School of new completion dates to ensure student insurance is extended. Note, this is not an extension of degree requirements, it is only an extension of stipend and health insurance.

Program Specific Requirements

Programs may have additional requirements. Reference Program Handbook for details.

Doctor of Public Health (DrPH) Degree Completion

Academic Standing

Students must remain in good academic standing, defined as at least a 3.0 grade point average in courses and an "SD" or better performance in proficiency courses to be eligible for degree award.

Mentor

The mentor, a full-time MCW faculty and a member of the School of Graduate Studies faculty, is selected by mutual agreement between the student, the proposed mentor, the program director, and the department chair. For doctoral students the mentor 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 mentor of choice. However, acceptance into a degree program does not commit the MCW Graduate School to find a mentor for the student. If no faculty member in the program is available or willing to serve as their mentor, 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.

Time Limit

Doctoral degree candidates must complete all degree requirements within five (5) calendar years. A minimum of forty-six (46) credits of graduate work must be accumulated during the duration of the graduate program under the direct supervision of the student's mentor or program director.

Preliminary Requirements

Committee

The Dissertation Committee is constituted when the student, with guidance and approval from the mentor, secures the consent of appropriate faculty (including the mentor) to serve on the Committee. When the Committee has been formed, the student is required to complete the Committee Approval form for final approval by the Graduate School. Any changes that occur to the committee require a Committee Change form.

The Graduate School requires the following committee composition:

- Mentor (Committee Chair) must be an approved graduate school faculty member
- All members must have a terminal degree in their field
- For any members outside of MCW, you must submit a CV with this approval form
- Three (3) members
- Reference your program handbook for any additional program committee composition requirements

Dissertation Proposal Approval

The student and mentor 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 their 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. Please contact the DrPH program for the program-specific dissertation guide.

The purpose of the proposal is:

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

Students writing a dissertation are required to submit an approved Dissertation or Thesis Proposal Approval form to the Graduate School by the deadline set by the program and prior to initiation of the major portion of research. For DrPH students, this deadline will occur no later than 9 months prior to the DrPH dissertation defense date. Waiver request with the Associate Dean of Students is required if proposal was approved less than 9 months from the scheduled defense.

Candidacy Advancement

Upon recommendation of the mentor and program director, and upon receipt of the approved research proposal, the School of Graduate Studies, with approval of the Dean, will notify the student of advancement to candidacy for the DrPH degree. Continuation of candidacy status is dependent upon continued satisfactory evaluation of the student by the mentor, program director, and the Dean of the Graduate School.

Program Specific Requirements

Programs may have additional requirements. Reference Program Handbook for details.

Degree Completion

Reference DrPH Degree Completion Checklist.

Application to Graduate

A student nearing defense and degree completion is required to submit an application for graduation via MCWConnect according to these dates and deadlines.

Dissertation Defense

A dissertation defense is required, and should be scheduled by mutual agreement between the student, mentor, program director, department chair and the committee. For defense set-up, please reference the DrPH program specific guides.

Defense Announcement

The DrPH Dissertation Defense Announcement is required to be prepared using the DrPH Dissertation Defense Announcement Template, and distributed one month prior to the date of the defense.

Preliminary Dissertation

A copy of the dissertation must be submitted to the Committee and School of Graduate Studies two (2) weeks prior to the dissertation defense. Reference the Dissertation formatting requirements provided by the program. For supplementary information, please refer to the ProQuest guide.

Approval & Submission

All required documents, including the final dissertation, must be submitted to the School of Graduate Studies within two (2) weeks following the defense.

Approval & Submission

All required documents, including the final dissertation, must be submitted to the School of Graduate Studies within two (2) weeks following the defense.

Committee & Program Director Final Recommendation

This form, Committee & Program Director Final Recommendations, must be completed after the oral public defense and submitted by the degree completion due date.

Final Dissertation

Students are required to send a final PDF version of their dissertation to the Graduate School.

Publishing & Binding

Final dissertations are published and bound through ProQuest. Please reference the ProQuest publishing resources and guidelines.

Graduation Exit Survey

Students are required to complete the graduation exit survey . This survey will be provided by the School of Graduate Studies.

Photo for Commencement Book

Students are required to submit a professional photo for the Commencement Book.

Special Circumstances

Extension of Degree Completion Requirements

By request of the mentor, the two-week deadline for degree completion after defense may be extended. To request an extension, student and/or mentor should email the Associate Dean of the Graduate School.

Program Specific Requirements

Programs may have additional requirements. Reference Program Handbook for details.

Master of Science (MS) Degree Completion

Academic Standing

Students must remain in good academic standing, defined as at least a 3.0 grade point average in courses and an "SD" or better performance in proficiency courses to be eligible for degree award.

Mentor

The mentor, a full-time MCW faculty and a member of the School of Graduate Studies faculty, is selected by mutual agreement between the student, the proposed mentor, the program director, and the department chair. For Master of Science students, the mentor 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 mentor of choice. However, acceptance into a degree program does not commit the MCW Graduate School to find a mentor for the student. If no faculty member in the program is available or willing to serve as their mentor, 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.

Time Limit

Master of Science degree candidates must complete all degree requirements within four (4) calendar years. The minimum number of credits required varies based on the program.

Preliminary Requirements

Committee

The Thesis Committee is constituted when the student, with guidance and approval from the mentor, secures the consent of appropriate faculty (including the mentor) to serve on the Committee. When the Committee has been formed, the student is required to complete the Committee Approval form for final approval by the Graduate School. Any changes that occur to the committee require a Committee Change form.
The Graduate School requires the following committee composition:

- Mentor (Committee Chair) must be an approved graduate school faculty member
- All members must have a terminal degree in their field
- For any members outside of MCW, you must submit a CV with this approval form
- Three (3) members
- Reference your program handbook for any additional program committee composition requirements

Thesis Proposal Approval

The student and mentor 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 their 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 proposal is:

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

Students writing a thesis are required to submit an approved Dissertation or Thesis Proposal Approval to the Graduate School by the deadline set by the program and prior to initiation of the major portion of research.

Program Specific Requirements

Programs may have additional requirements. Reference Program Handbook for details.

Degree Completion

Reference MS Degree Completion Checklist.

Application to Graduate

A student nearing defense and degree completion is required to submit an application for graduation via MCWConnect according to these dates and deadlines.

Approval & Submission

All required documents, including the final thesis, must be submitted to the School of Graduate Studies by the posted degree requirements due dates.

Committee & Program Director Final Recommendation

This form, Committee & Program Director Final Recommendations, must be completed after the oral defense and submitted by the degree completion due date.

Final Thesis

Students are required to send a final PDF version of their thesis to the Graduate School. Reference the Thesis Formatting Guide. For supplementary information, please refer to the ProQuest guide.

Publishing & Binding

Final dissertations are published and bound through ProQuest. Please reference the ProQuest publishing resources and guidelines.

Graduation Exit Survey

Students are required to complete the graduation exit survey . This survey will be provided by the School of Graduate Studies.

Photo for Commencement Book

Students are required to submit a professional photo for the Commencement Book.

Master of Arts (MA) Thesis Degree Completion

Academic Standing

Students must remain in good academic standing, defined as at least a 3.0 grade point average in courses and an "SD" or better performance in proficiency courses to be eligible for degree award.

Mentor

The mentor, a full-time MCW faculty and a member of the School of Graduate Studies faculty, is selected by mutual agreement between the student, the proposed mentor, the program director, and the department chair. For Master of Arts students, the mentor 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 mentor of choice. However, acceptance into a degree program does not commit the MCW Graduate School to find a mentor for the student. If no faculty member in the program is available or willing to serve as their mentor, 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.

Time Limit

Master of Arts & Master of Science degree candidates must complete all degree requirements within four (4) calendar years. The minimum number of credits required varies based on the program.

Preliminary Requirements

Comprehensive Exam

Satisfactory performance on the comprehensive examination is required for degree completion. Please reference the program handbook for additional information.

Committee

The Thesis Committee is constituted when the student, with guidance and approval from the mentor, secures the consent of appropriate faculty (including the mentor) to serve on the Committee. When the Committee has been formed, the student is required to complete the Committee Approval form for final approval by the Graduate School. Any changes that occur to the committee require a Committee Change form.

The Graduate School requires the following committee composition:

- Mentor (Committee Chair) must be an approved graduate school faculty member
- All members must have a terminal degree in their field
- For any members outside of MCW, you must submit a CV with this approval form
- Three (3) members
- Reference your program handbook for any additional program committee composition requirements

Thesis Proposal Approval

The student and mentor 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 their thesis 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 proposal is:

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

Students writing a thesis are required to submit an approved Dissertation or Thesis Proposal Approval to the Graduate School by the deadline set by the program and prior to initiation of the major portion of research.

Program Specific Requirements

Programs may have additional requirements. Reference Program Handbook for details.

Degree Completion

Reference MA Thesis Degree Completion Checklist.

Application to Graduate

A student nearing degree completion is required to submit an application for graduation MCWConnect according to these dates and deadlines.

Approval & Submission

All required documents, including the final thesis, must be submitted to the School of Graduate Studies by the posted degree requirements due dates.

Committee & Program Director Final Recommendation

This form, Committee & Program Director Final Recommendations, must be completed after the oral defense and submitted by the degree completion due date.

Final Thesis

Students are required to send a final PDF version of their thesis to the Graduate School. Reference the Thesis Formatting Guide. For supplementary information, please refer to the ProQuest guide.

Publishing & Binding

Final dissertations are published and bound through ProQuest. Please reference the ProQuest publishing resources and guidelines.

Graduation Exit Survey

Students are required to complete the graduation exit survey . This survey will be provided by the School of Graduate Studies.

Photo for Commencement Book

Students are required to submit a professional photo for the Commencement Book.

Program Specific Requirements

Programs may have additional requirements. Reference Program Handbook for details.

Master of Arts (MA) Final Paper Degree Completion

Academic Standing

Students must remain in good academic standing, defined as at least a 3.0 grade point average in courses and an “SD” or better performance in proficiency courses to be eligible for degree award.

Time Limit

Master of Arts degree candidates must complete all degree requirements within four (4) calendar years. The minimum number of credits required varies based on the program.

Preliminary Requirements

Comprehensive Exam (Bioethics Only)

Satisfactory performance on the comprehensive examination is required for degree completion. Please reference the program handbook for additional information.

Program Specific Requirements

Programs may have additional requirements. Reference Program Handbook for details.

Degree Completion

Reference MA Final Paper Degree Completion Checklist.

Application to Graduate

A student nearing degree completion is required to submit an application for graduation MCWConnect according to these dates and deadlines.

Approval & Submission

All required documents, including the final thesis, must be submitted to the School of Graduate Studies by the posted degree requirements due dates.

Degree Recommendation

This form, Degree Recommendation, must be completed after the final program specific requirements have been met.

Final Paper

Students are required to send a final PDF version of their final paper to the Graduate School.

Graduation Exit Survey

Students are required to complete the graduation exit survey. This survey will be provided by the School of Graduate Studies.

Photo for Commencement Book

Students are required to submit a professional photo for the Commencement Book.

Program Specific Requirements

Programs may have additional requirements. Reference Program Handbook for details.

Master of Medical Physiology (MMP) Degree Completion.

Academic Standing

Students must remain in good academic standing, defined as at least a 3.0 grade point average in courses and an “SD” or better performance in proficiency courses to be eligible for degree award.

Time Limit

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-two (32) credits of graduate work must be accumulated during the duration of the graduate program.

Degree Completion

Reference MMP Degree Completion Checklist.

Application to Graduate

A student nearing degree completion is required to submit an application for graduation via MCWConnect according to these dates and deadlines.

Approval & Submission

All required documents must be submitted to the School of Graduate Studies by the posted degree requirements due dates.

Degree Recommendation

This form, Degree Recommendation, must be completed after the final program specific requirements have been met.

Post Completion Information Survey

Students are required to complete the post completion information survey. This survey will be provided by the School of Graduate Studies.

Photo for Commencement Book

Students are required to submit a professional photo for the Commencement Book.

Program Specific Requirements

Programs may have additional requirements. Reference Program Handbook for details.

Master of Public Health (MPH) Degree Completion

Academic Standing

Students must remain in good academic standing, defined as at least a 3.0 grade point average in courses and an "SD" or better performance in proficiency courses to be eligible for degree award.

Time Limit

Master of Public Health degree candidates must complete all degree requirements within five (5) calendar years. A minimum of forty-two (42) credits of graduate work must be accumulated during the duration of the graduate program.

Degree Completion

Reference MPH Degree Completion Checklist.

Application to Graduate

A student nearing degree completion is required to submit an application for graduation via MCWConnect according to these dates and deadlines.

Approval & Submission

All required documents, including the final paper, must be submitted to the School of Graduate Studies by the posted degree requirements due dates.

Degree Recommendation

This form, Degree Recommendation, must be completed after the final program specific requirements have been met.

Final Paper

Students are required to send a final PDF version of their thesis to the Graduate School.

Graduation Exit Survey

Students are required to complete the graduation exit survey. This survey will be provided by the School of Graduate Studies.

Photo for Commencement Book

Students are required to submit a professional photo for the Commencement Book.

Program Specific Requirements

Programs may have additional requirements. Reference Program Handbook for details.

Certificate Completion Requirements

Academic Standing

Students must remain in good academic standing, defined as at least a 3.0 grade point average in courses and an "SD" or better performance in proficiency courses to be eligible for degree award.

Time Limit

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.

Completion

Application to Graduate

A student nearing certificate completion is required to submit an application for graduation via MCWConnect according to these dates and deadlines.

Dismissal from a Graduate Program

Dismissal from the Graduate School due to Academic Standing

Academic excellence in the classroom and in research, as well as continuing professional behavior, is required of all candidates for all Graduate School programs. If a student fails to meet these standards they may be recommended for dismissal from the Graduate School.

Recommendation for Dismissal

If a student is recommended for dismissal by the Academic Standing and Welfare Committee (ASWC), program director, or other related academic leadership, the Dean of the Graduate School will assess the merits of the recommendation. This assessment may involve an investigation of the alleged infraction conducted by the Senior Associate Dean of Academic Affairs. If the Dean decides to proceed with dismissal, the Dean will deliver a letter concerning the recommended dismissal to the student, personally, by email, or by registered or certified mail, with return or read 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. An invitation to a dismissal hearing.
4. A notification of available options to the student including all relevant policies regarding the appeals process.

Students have the opportunity to either respond to the recommendation of dismissal by requesting a hearing or accept the dismissal. If accepting the dismissal, it will be placed on the student's transcript and the student will officially be dismissed from the School of Graduate Studies. If the student chooses to request a hearing, please reference the "Dismissal Hearing" section below.

Dismissal Hearing

If the student responds in writing within ten (10) business days requesting a hearing regarding their recommendation of dismissal, the Dean will then advise the ASWC to conduct a hearing under the following conditions:

a. The hearing should be held not less than five (5) nor more than fifteen (15) business days after the request of the student. An extension of time for the hearing should be authorized by the Dean only for 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 their choosing and should have the right to confront witnesses against themselves, 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 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.
In academic programs that include a significant research component, continuation in the program may require the continuous association of the student with a research mentor. It is possible that although the alleged violation does not rise to the level of dismissal, that the mentor/student relationship has been irrevocably fractured. In such cases the decision not to proceed with dismissal

does not bind the academic program to provide an alternative mentor. In such cases the onus of finding a new mentor will be placed on the student, with appropriate assistance from Graduate School.

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, by email, or by registered or certified mail. The decision of the Committee is final and binding, unless appealed by the student. The Dean will send an official dismissal letter following receipt of the Committee's report.

Students have the opportunity to either respond to the dismissal by requesting an appeal hearing or accept the dismissal. If accepting the dismissal, it will be placed on the student's transcript and the student will officially be dismissed from the School of Graduate Studies. If the student chooses to request an appeal, please reference the "Appeal of Dismissal" section below.

(Graduate Studies Council Approved June 21, 2024)

Dismissal from the Graduate School due to Professional Misconduct

Recommendation for Dismissal

Please see the Professional Misconduct Policy.

Dismissal 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) business 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.
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 business 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 their 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) business 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 their staff, appropriate advisors for each of them, the person designated to record the hearing, and witnesses while they are testifying.
11. The Dean or their 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 an audio recording. A copy of the recording will be provided to the student at the student's request.
14. Following presentation of evidence, all other participants except the Committee's legal counsel will exit the hearing 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.
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 committee 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.
    1. Student can appeal any sanction that is not dismissal to the ASWC. Follow the Appeal of Sanction section.
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:
    1. A brief summary of the facts found;
    2. A finding that the facts found demonstrates that the student failed to meet the honest, ethical and responsible behavior of standards of the College.

3. 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.

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 dismissal appeals process below.
(Graduate Studies Council Approved June 21, 2024)

Ad Hoc Disciplinary Committee Formation

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

Appeal of Dismissal

A student may appeal the decision, of the Academic Standing and Welfare Committee (Academic Standing) or Ad Hoc Committee (Professional Misconduct) and the Dean, to dismiss them from the College by giving notice, within ten (10) business 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) business 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) business days shall be deemed to have waived the right to appeal.

In the event of an appeal, the Dean will appoint, within five (5) business 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 Studies Council. Members of the student's department or program and members of the ASWC 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.

The Ad Hoc Appeals Subcommittee will set a date for hearing the appeal, which shall not be more than ten (10) business 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) business days prior to the appeal hearing, a written report giving the decision of the ASWC (Academic Standing) or the Ad Hoc Committee (Professional Misconduct) and the summary of the hearing conducted by that Committee shall be delivered to the Ad Hoc Appeals Subcommittee.

At least three (3) business days prior to the appeal hearing, the student, or their 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) business 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 ASWC or Ad Hoc 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 the previous 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
    b. Arbitrary and capricious
2. Inconsequential irregularities in the deliberations procedure of previous committees 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 Academic Standing 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 ASWC or Ad Hoc 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 ASWC or Ad Hoc 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, by email, or by certified or registered mail, return or read receipt requested;
    b. The ASWC or the Ad Hoc Committee
    c. The School of Graduate Studies Dean
8. The decision of this Appeals Subcommittee shall be final and non-appealable.

(Graduate Studies Council Approved June 21, 2024)

Evaluations

Annual Evaluations

Every student pursuing graduate studies at MCW is reviewed annually by the student's mentor. This review is discussed with the student to facilitate understanding of the student's performance and whether they are meeting expectations of the graduate program. The evaluations are reviewed by the Dean of the Graduate School.

Factors that may be included: 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 mentor, and where appropriate, the student's committee, including date(s) of the last committee meeting. The mentor should summarize and evaluate the progress toward degree completion, as well as list any accomplishments, 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 mentor's evaluation as well.

If a student is judged inadequate on the basis of these or other criteria, the Dean of the Graduate School will be notified in writing.

Course Evaluations

With limited exceptions all School of Graduate Studies courses are evaluated by all students enrolled in the course for credit. The only courses not subject to student evaluation are those graded on a proficiency or pass/fail scales as well as 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. 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 two weeks after the end of the course. 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 and given to each Course Director. 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. Course Directors will receive aggregated results for these evaluations once the combined total over multiple offerings of the course reaches three or greater.

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. 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.

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 or NDP program, a copy of the letter is sent to each of the participating basic science Chairs and, in the case of IDP, to the curriculum committee Chair for that program. For courses offered as part of Institute for Health & Humanity, 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.

Comprehensive Triennial Course Evaluation

The Course Evaluation Committee will make a periodic comprehensive evaluation of courses offered through the School of Graduate Studies. Courses will receive comprehensive evaluations every three years or following every third offering, whichever occurs later. Exempted from this process are course graded on a proficiency or pass/fail scales as well as courses offered off-campus by partnering institutions participating in joint degree programs.

Faculty Evaluations

All students enrolled in the course for credit are also required to complete a four-item form in OASIS for each instructor. You will receive email prompts to direct you to OASIS and to facilitate the task. All students enrolled in a course for credit are required to complete the evaluation for that faculty member. Achievement of a 100% response rate is important to the institution's faculty 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 faculty evaluation not completed on time. Students may petition to have these penalties lifted by writing to the Dean of the Graduate School.

(Approved by Graduate Studies Council January 5, 2009; Reviewed June 26, 2024)

Examinations

Guidelines for Missed Exams

The following guidelines are provided to course directors in establishing the missed exam policy for their courses. Course directors should inform students at the beginning of the course through the syllabus. Information provided in the syllabus regarding missed exams is policy for that course.

- 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 they have not obtained any prior information about the content of the exam.
- If a student misses an examination due to a death, the student will be allowed to make up the examination within seven (7) days of the funeral. At the course director's discretion, the student may be asked to sign a statement declaring that they have not obtained any prior information about the content of the exam.
- 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 professional meeting, the course director should be informed as early as possible. 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 they return.
- If a student misses an exam due to unforeseen extenuating circumstances, the student should contact the course director as soon as possible to discuss potential options.
- If MCW closes due to inclement weather then all examinations scheduled during the period of closure will be postponed. However, it is recognized that weather is not entirely predictable, and severe weather events may occur during times when MCW remains open. In such circumstances, Course Directors and Program Directors are empowered to postpone any examination where it is determined the safety of students may be compromised. If a student misses a scheduled examination, and it is determined after the fact that a severe weather event was the major contributor to why the student missed the examination, then a good faith effort should be made to provide the student with a make-up examination opportunity.
- If an examination requires internet connectivity, either through MCW or through a student's personal provider service then both electrical and internet outages have the potential to disrupt the examination. In such a case the student should make every effort to contact the course director through text, email or phone call. Such an event may lead to an extension or postponement of the examination at the discretion of the Course Director.
- 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 Associate Dean of

the School of Graduate Studies 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, June, 21, 2024)

FERPA

Please view the MCW FERPA policy and associated policies in the MCW All Student Policy guide.

Grade Appeals

Please see the Grievance Procedure Policy.

Grading Scales

The grading scales for the School of Graduate Studies varies based off of the course that is offered.

Standard Grading Scale

Grades are calculated on a four-point scale as follows:

Grading Key	
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0
AU	No Credit (Student Auditing Course)

Proficiency Grading Scale

Students who register for proficiency graded courses will be evaluated in part on the basis of progress. Progress will be evaluated each term the student is registered for the course by faculty who hold an appointment in the program in which the student is enrolled and must accurately reflect the student's progress as perceived by the faculty. Proficiency graded courses will not be included in a student's GPA calculation; however, a "U" grade does impact a student's academic standing.

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

Grading Key	
E	Excellent
G	Good
SD	Substandard
U	Unsatisfactory

Considerations for Evaluating Proficiency Graded Courses

Criteria used to evaluate students in proficiency graded courses should reflect performance related to the student's effort on their dissertation or thesis project. Specifically, it is recommended that 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;
- Professionalism: conforming to the behavioral norms of a profession.

Core Competencies that students are expected to achieve during their training experience include excellence in:

- Knowledge and Skills
- Communication
- Management
- Teamwork
- Leadership

Criteria Used to Evaluate Reading 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 Reading 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

Rubric for Reading and Research

Student performance in Reading and Research is graded on a proficiency scale as shown above. 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 their 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 their 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 Reading and Research

Mentors who assign an “SD” in Reading and Research should plan to meet with the 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 Reading and Research

Mentors should be aware that a "U" in Reading 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 School of Graduate Studies. A student who receives a second evaluation as Unsatisfactory during any subsequent term of study will be considered for dismissal.

Pass/Fail Grading Scale

Students who register for pass/fail courses will be evaluated based off of satisfactory completion of a course by the Course Director. Pass/fail courses will not be included in a student’s GPA calculation.

Grading Key	
P*	Pass
F*	Fail

Incomplete Grades

A grade of "I" for incomplete is used only when a student has completed at least 75% of the course and is otherwise not able to complete course requirements for some acute and unexpected circumstances beyond the student's control. The Course Director must grant an incomplete for the student to receive additional time to complete the course. Incomplete coursework for the fall term is due January 31st of the following year. Incomplete coursework for the spring term is due July 31st. Incomplete coursework for the summer term is due September 15th. A pending graduate with an incomplete grade on their record in the last term of enrollment must complete the coursework by the established deadlines. The date of graduation will reflect the graduation date for the term in which the course began, not the term in which the coursework was completed. A student may not receive an incomplete if they begin a permanent or temporary withdrawal during the course.

(Graduate Studies Council Approved June 24, 2024)

Laboratory Safety

Laboratory safety policies and procedures can be found at the Environmental Health and Safety website. Questions and information regarding lab-specific guidance can be directed to the principal investigator.

Off-Campus Training & Research

The School of Graduate Studies 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 School of Graduate Studies Dean and must be supervised jointly by an MCW faculty member and a researcher at the non-affiliated site. For international students, the Dean of the School of Graduate Studies in conjunction with the Office of Equal Access 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.

(Graduate Studies Council Approved February 3, 2009; Reviewed August 3rd, 2026)

Technical Standards

Technical standards, distinguished from academic standards for admission to the MCW School of Graduate Studies, 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 School of Graduate Studies.

- Physical Requirements: After adequate training and experience, the candidate must be capable of performing the experimental work required by the graduate program which they

have 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 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 their 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 School of Graduate Studies 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 School of Graduate Studies 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 the 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.

Technology Requirements

Technology and student laptop requirements can be found at the linked document.

Transfer

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.

Policy

On occasion, a student may need, or be required, to change research mentor. If the student remains within the same graduate program, then this transfer should be managed by the Program Director in consultation with the graduate school. Once a new permanent research mentor has been established, then the Program Director should inform the graduate school so that the records can be adjusted.
If the new mentor is a member of a different graduate program, then a change of program is likely necessary and the new program's program director should be informed and engaged in the process. When such a change is contemplated, the student should discuss any issues associated with this change with the Program Director of the new program. Such issues include: i) any outstanding requirements for the new program; ii) status of the qualifying exam, if already taken, with the new program; iii)

alterations that need to be made to the dissertation committee, if one has been established; and iv) any additional expectations for students in the new program.
Any transfer of mentor is contingent on the new mentor accepting financial responsibility for the student to commensurate with graduate school expectations. Transfer of mentor does not alter maximum allowable time to degree.

For international students, program transfer is restricted to that which is allowable under immigration law.

(Graduate Student Council Approved July 12, 1993; Reviewed September 15, 2026)

Transfer from another Graduate School

Applicants to the MCW School of Graduate Studies 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 submitted and completed a full application, including an official transcript from their current institution and three (3) letters of recommendation. We recommend that one (1) be from their current mentor or research mentor, and one (1) be from someone who can appraise the student's work at their current school.

If transfer is allowed, the MCW School of Graduate Studies 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) terms of full-time study (for degree granting programs).
- Successful completion of the qualifying examination conducted by members of their program for programs that require a qualifying examination.
- Successful completion of the thesis or dissertation under regulations which exist within the MCW School of Graduate Studies
- Successful completion of all other requirements of the program.

If a transfer student is an international student, contact the Office of Equal Access (internationalstudent@mcw.edu) to receive more information.

Transfer of Credits

The number of credit hours which may be transferred from other institutions is limited to protect the integrity of the MCW School of Graduate Studies 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 mentor 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 Office of the Registrar. If the credits were not earned in the MCW School of Graduate Studies, an official transcript of the coursework listed on the form must be sent from the transfer institution directly to the Office of the Registrar. 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 MCW Office of the Registrar 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 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. 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 School of Graduate Studies 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.
- Doctor of Philosophy Degree Programs: The maximum number of credits that may be considered for transfer to an MCW School of Graduate Studies 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.
- Doctor of Public Health Degree Program: The maximum number of credits that may be considered for transfer to the Doctor of Public Health Program is the larger of either eighteen (18) credits or 1/3 of the total number of graduate credits required for a doctorate level program. 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 or Proficiency scale 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 graduate or professional credential completed at MCW are eligible for transfer to a second MCW graduate credential at the discretion of the receiving Program Director. Credit transfers may not exceed 1/3 of the receiving program's total credit requirement. Grades do not transfer to MCW. All transferred courses receive a grade of TR and are not included in the GPA calculation.

Turnitin

The Graduate School offers a plagiarism detection tool through Turnitin and can be added to a class assignment in Brightspace by faculty in an instructor role for classes in Brightspace. The Turnitin Faculty Guide (PDF) explains how to use Turnitin.

Reading & Research

Reading and Research credits can be registered for multiple times by term. Reading and Research is a course designed to provide evaluation and credit for experiential education. This may include directed readings and/or 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 Reading and Research must be approved by the preceptor for each Reading and Research registration and by the student's mentor or the program director.

(Graduate Studies Council Approved March 16, 1995; Reviewed June 26, 2024)

Registration

Students must register during the time periods indicated on the academic calendar.
Students are expected to complete their registration online via MCWConnect 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. Course director has final approval for all registrants.

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 on the academic calendar. Students who drop a course within the add/drop period receive no grade and the course does not appear on their transcript. Students who withdraw after the add/drop period will be considered a course withdrawal.

Guest Students

Guest applicants will need to provide documentation from their primary institution indicating approval to enroll in the course(s) they are seeking admission to. The process is handled by the Office of the Registrar (acadreg@mcw.edu). Be mindful of the course dates that you wish to enroll in and submit your application by the priority deadline date associated with the program that offers the course. No additional documentation is needed except for your online application submission and permission from your home institution to enroll in the course you are seeking. Applications are accepted/reviewed on a rolling basis.

Non-MCW Course Registration

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

- The course is not available at MCW.
- The course is a graduate level course.
- The course is relevant to the MCW degree program to which the student has been admitted, and the student’s primary mentor or program director recommends that the student take the course.
- All requests to register for courses must be made through the MCW Office of the Registrar before registration can occur. If a student fails to follow the procedure, tuition charges from the approved institutions will be incurred by the student.

- Requests are subject to review by the School of Graduate Studies for final approval.

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

Time Status

Full-time & Part-Time Status by Credit

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

Undergraduate Courses

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 School of Graduate Studies credit. In exceptional circumstances, the MCW School of Graduate Studies or program may help students enrolled for needed undergraduate courses at neighboring institutions. Tuition charges will be the responsibility of the student.

Repeating Courses

Students are permitted to retake any academic course* with the permission of their program and course directors. Students may retake the course in a subsequent offering. Tuition will be charged at the current rate at the time of registration.

Both grades will appear on the student's transcript with the lower grade having an "E" for exclude and the higher grade having an "I" for include. 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 those courses that are designed to be taken multiple times.*

(Graduate Studies Council Approved July 12, 1995; Reviewed June 26, 2024)

Student Access to and Use of Educational Materials

MCW Graduate Faculty Members author or otherwise create educational materials with the aim of providing an excellent education for 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.

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).

- 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.
- Educational materials are provided to students enrolled in MCW solely for students' personal use.
- The materials should not be used for any purpose other than that intended by the faculty member(s) who authored/created the materials.
- 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 the 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 Approved February 3, 2014; Reviewed June 26, 2024)

Withdrawal

Course

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, submit the Single Course Withdrawal form to the Office of the Registrar. Information regarding tuition implications can be found on the Office of the Registrar website.

Program

A student wishing to withdraw from a degree seeking program must complete the Request for Temporary or Permanent Withdrawal form. The effective date of withdrawal should be indicated on the form. Students are expected to notify their Program Director and Mentor. The completed form should be submitted to the MCW School of Graduate Studies for approval. The MCW School of Graduate Studies will coordinate with the Office of the Registrar and other school officials. International students must contact the Office of Equal Access prior to formally withdrawing.

Administrative Withdrawal

Administrative withdrawal will occur for any student who has not registered for courses for three consecutive terms unless the student has an approved temporary withdrawal.

Temporary Withdrawal

Under certain circumstances, it may be necessary for a student to request a temporary withdrawal from graduate study. A student wishing to take a temporary withdrawal should adhere to the following procedure:

- Notify the Program Director or mentor of the proposed leave.

- Complete the Temporary or Permanent Withdrawal Form, obtain the required signatures and submit the completed request to the School of Graduate Studies. 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.
- 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.
- It is the student's obligation to be in communication with the program director, Graduate School, and Office of the Registrar by completing the Request to Return from Temporary Withdrawal form in advance of the temporary withdrawal return date.
- 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.
- Accumulated time away from a program may not exceed one year.
- International students are subject to visa regulations at all times. Prior to submitting the temporary withdrawal form, international students should contact internationalstudent@mcw.edu.
- Insurance impacts must be discussed with the School of Graduate Studies prior to their temporary withdrawal.

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

- Serious Health Conditions
- Parental Leave

Please refer to the FMLA policy if this is applicable to your leave.
(Graduate Studies Council Approved June 7, 2010, Reviewed August 3rd, 2026)

Section 4: Non-Academic Regulations

Anonymous Reporting

If a student wishes to report a perceived injustice or instance of professional misconduct, that they have witnessed or been subjected to, in an anonymous way, then they should file a report using the third-party MCW reporting hotline or anonymous student concerns and complaints report form. Complaints will be routed through the office of the Associate Provost to the relevant school for appropriate action.

Attire

Please reference the MCW All Student Policy guide.

Background Checks

The School of Graduate Studies requires criminal background checks for students as a condition of their admission and/or continued enrollment at the Medical College of Wisconsin. Information regarding completing the background check is sent to admitted students via their MCW email prior to matriculation.

Commencement

Please reference the MCW All Student Policy guide.

Conflict of Interest Policy Statement

All students of the Medical College of Wisconsin are expected to abide by the institution's Code of Conduct at all times. This includes a responsibility for all members of MCW to conduct themselves in an ethical manner and demonstrate transparency and integrity in all dealings.

(Corporate Compliance AD.CC.010; Reviewed 09/06/2022)

Corporate Policies

Corporate policy information can be found on the Corporate Compliance Infoscope page.

Drug-Free Workplace, School, and Campus

Please reference the MCW All Student Policy guide.

Financial Aid

The MCW Financial Aid Office is available to instruct and counsel students throughout your enrollment at MCW. Questions or concerns can be directed via phone (414-955-8208) or e-mail (finaid@mcw.edu).

Emergency Loans

MCW offers emergency loans to approved, registered students in need of temporary funds. Students do not need to be aid recipients to qualify for an emergency loan.

Maximum Amount

Students meeting the criteria noted above may apply for emergency loans by contacting the Office of Student Accounts. Students are eligible for one emergency loan per term. A term is defined as July 1-December 31 and January 1-June 30 each academic year. The graduate school also has a summer term, defined as mid May-mid July of each year. The maximum amount that can be outstanding at any time under the Emergency Loan Program is $2,000 per term.

Repayment

If students have applied for other financial aid (federal or institutional) through the Financial Aid Office, the emergency loan will come due within fourteen days of these aforementioned funds disbursing or after 90 days, whichever is first. If the student has not applied for other financial aid funds, the loan will come due after 90 days. Emergency loans will be interest-free for the first 90 days, after which interest will accrue at the rate of 12% annually.

Any outstanding emergency loans must be paid back upon leave/withdrawal. Students will not be allowed to register for a new academic year until their loan and accrued interest are repaid.

Students who become delinquent on an emergency loan will have a hold placed on their account. If they have not yet done so, they will not be able to register for the next academic term until the loan and

accrued interest are paid. All outstanding emergency loans due to MCW must be paid for students to receive their diploma.

Contact finaid@mcw.edu for more information.

Family and Medical Leave Act (FMLA)

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 who receive stipends funded primarily via the School of Graduate Studies 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 temporary withdrawal for

- Serious Health Conditions
- Parental Leave

Generally, research assistants in their second year or beyond 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 workdays (6 weeks) of parental leave with full stipend and continued health insurance coverage. 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 these steps:

1. Request a meeting with the Graduate School (gradschool@mcw.edu)
2. Fill out the Request for Temporary or Permanent Withdrawal form.
3. Contact Human Resources for additional steps (LOA@mcw.edu)

Foreign nationals are subject to visa restrictions at all times.

If accommodations are needed for students before or after returning from leave, please refer to the accommodations policy.
(Graduate Studies Council Approved June 7, 2010; Reviewed August 3, 2026)

Grievance Procedure

Purpose

The School of Graduate Studies 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 ensure 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 them 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 they have been unfairly or improperly treated by a fellow member of the MCW community.

All students enrolled in the School of Graduate Studies are eligible to use the 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.

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(s) or condition(s) 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 mentor, Program Director, and/or Chair. The Associate Dean of Academic Affairs is available to help mediate and negotiate an equitable resolution to any grievance. If the grievance is still not resolved, the student should proceed to the formal grievance procedure.

Formal Grievance Procedures

1. The grievance and the solution requested must be clearly stated in writing to the Graduate School. Regardless of who the grievance is with, the must be presented to the student's mentor within fifteen (15) business 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 mentor must respond in writing to the grievant within five (5) business days of receipt of the Grievance Form.
2. If the answer to Step 1 does not resolve the problem, the student may within five (5) business 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) business 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) business days following this meeting, the Program Director or Chairman will render a written decision to the student.

3. If the Step 2 decision does not resolve the problem, the student may within five (5) business 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 Academic Standing and Welfare Committee which will review all material. Investigatory meetings with the student, mentor, Program Director or Chairman may be held, as appropriate. They will gather data representing all points of view; evaluate the situation and make a recommendation to the Dean within thirty (30) business days from the date the Step 3 grievance is filed. Within ten (10) business 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.

(Graduate Studies Council Approved December 9, 1996; Reviewed August 3rd, 2026)

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 employers. Proof of insurance coverage is required. Students who are not otherwise covered are required to enroll in the plan offered by MCW. Please contact gradschool@mcw.edu with any questions.
The annual premium for single coverage will be paid by MCW for all full-time, PhD degree-seeking students on a stipend. Students, at their own expense, may acquire insurance under the same plan for their spouse and/or family. Optional dental, vision, and life insurance are available at the student's expense.

Immunization Requirements

Please reference the MCW All Student Policy guide.

DISA Healthcare Technology (formerly CastleBranch)

For all Master of Science in Genetic Counseling students, all required immunization records, background checks, necessary testing (titers, PPD, etc.), CPR certification, and related health requirements for matriculation will be stored in DISA for ongoing monitoring throughout the duration of enrollment. Access to DISA will be available to students beyond their education at MCW. It is the responsibility of all students to submit all required health and background information in DISA by the specified due dates.

Failure to submit items by the due dates is considered unprofessional behavior and may also result in students being prohibited from participating in clinical rotations and other related activities.

Leave Policies for Stipend Students

The Medical College of Wisconsin School of Graduate Studies has established the following leave policy for full-time PhD students receiving a stipend. Full-time graduate students on a stipend are eligible for campus holidays, vacation, sick leave, and parental leave. Detailed below are the amounts of leave time allowable for students to maintain full-time student status, as well as leave reporting requirements.

Holidays

Graduate students shall receive all Medical College of Wisconsin campus holidays. Graduate students shall continue to receive stipends during holidays.

Vacation

Full-time graduate students who are receiving stipends are allowed ten (10) days of vacation per academic year (July 1 to June 30), with no year-to-year accrual. Graduate students shall continue to receive stipends during approved vacation time. Additional vacation time may be awarded by the student's designated mentor, subject to review by the Program Director. Use of vacation days after a student has finished their graduation requirements is at the discretion of the student's mentor. Graduate students taking courses are expected to attend all classes and take all exams as scheduled, vacation is not an acceptable excuse for missing an assignment or examination. The times between academic terms are considered active parts of the training period and leave must be taken in accordance with this policy.

Graduate students supported via extramurally funded projects or training grants must comply with sponsor requirements regarding effort.

International students who wish to use vacation days for travel outside of the United States should contact internationalstudent@mcw.edu.

(Graduate Studies Council Approved February 2, 2009; Reviewed August 3, 2026)

Sick Leave Policy

Graduate students on a stipend accrue a limited amount of sick leave, with no year-to-year accrual. 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 their mentor 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, they should contact the Graduate School to determine if they qualify for Family Medical Leave. Absences needed to address chronic health conditions and/or disabilities as part of an Office of Disability, Access, and Inclusion (ODAI) formal accommodation plan may be treated separately from sick leave. Graduate students supported via extramurally funded projects or training grants must comply with sponsor requirements regarding effort.

Parental/Medical Leave

Please refer to the FMLA policy.

Bereavement Leave

Graduate Students may receive bereavement leave in accordance with the Medical College of Wisconsin bereavement leave policy for faculty and staff.

Unpaid Leave

Individuals needing an unpaid leave should contact the Graduate School to discuss options and leave requirements (gradschool@mcw.edu).

Unused Leave

Upon completion or withdrawal, a graduate student forfeits all unused vacation, sick, and parental leave; there is no payout for remaining leave balances. Remaining leave balances cannot be transferred to other positions within the Medical College of Wisconsin.

Leave Requests and Reporting

Graduate students are required to report leave requests (vacation, sick, and parental leave) in accordance with program-defined, as well as MCW Graduate School-defined, reporting processes. Reporting processes may include reporting requests to:

1. their mentor
2. the program in which they reside, and/or
3. the MCW Graduate School

It is the graduate student's responsibility to identify the process for reporting leave. Graduate students who have not yet joined a thesis lab (e.g., first-year graduate students) are advised to discuss with potential mentors' expectations regarding vacation and leave. After a graduate student has selected their mentor and joined the mentor's research program, they must request and receive approval for vacation leave from their mentor in advance of taking vacation leave. The graduate student must make all necessary arrangements in advance to cover any responsibilities that the graduate student has for the research program or for maintaining their ongoing experiments and/or resources (e.g., cell lines, animals). In all cases, graduate students supported via extramurally funded projects or training grants must comply with sponsor requirements regarding effort.

Leave Disputes

All leave disputes between graduate students and their mentor should be directed to the Program Director. If the dispute remains unresolved, the Program Director will contact the MCW Graduate School.

MCW Email

All electronic communication to MCW graduate students occurs through the use of MCW email accounts. All students are required to use their MCW email account throughout their enrollment tenure, including joint-degree students.

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

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

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) and/or academic dishonesty which become known and are brought after the degree has been awarded but the events of which occurred during the matriculation period.

(Corporate Compliance ED.GS.010; Reviewed August 15, 2023)

Professionalism

Professionalism is an important part of maintaining integrity within the School of Graduate Studies. 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, laboratory, or any educational space.
- 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 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 institutional Professional Misconduct Policy and/or the Graduate School's Professional Misconduct Policy (see below). 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 June 21, 2024)

Graduate School Professional Misconduct Policy

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 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 graduate Program director and/or the Graduate School. Suspected research misconduct is also subject to this corporate policy.

Please note, the Dean of the Graduate School is able to recommend a sanction of a student at any time, when extenuating circumstances warrant such action.
(Graduate Studies Council Approved June 21, 2024; Reviewed September 15, 2026)

Procedure Relating to Graduate Students

1. When an allegation of professional misconduct (dishonest, unethical, or irresponsible behavior) is made, the Dean will, at their 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 the disciplinary sanctions below. Any sanction imposed by the Dean may be appealed by the student to the Academic Standing and Welfare Committee (apart from dismissal).
b. If the Dean believes that dismissal may be an appropriate sanction, the case will be referred to the Ad Hoc Disciplinary Committee.
c. If the student does not admit guilt, the Dean shall refer the case to the Ad Hoc Disciplinary Committee for adjudication.

d. If a student's sanction includes or could include dismissal and/or the student has not admitted guilt, please refer to the dismissal hearing policy.

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. See policy on dismissal below.

Appeal of Sanction (Not Dismissal)

If the student responds in writing within ten business (10) days requesting a hearing regarding their sanction, the Dean will then advise the Academic Standing and 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) business days after receipt of the request by the student. An extension of time for the hearing should be authorized by the Dean only for compelling reasons.
b. The student's academic file and all correspondence related to the proposed sanction should be made available to the student in advance of the hearing.
c. The student should be able to present any witnesses of their choosing and should have the right to confront witnesses against themselves, 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 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 sanction of the student is not warranted, the student will be notified. If the Committee finds that the sanction was warranted, the student will be notified that the sanction will be imposed.

Service Animal

Please reference the MCW All Student Policy guide.

Stipends

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

Stipends for doctoral program graduate students are set as follows:

- The School of Graduate Studies monitors stipend levels nationally, particularly at peer schools.
- The Graduate Studies Council makes a recommendation to the Dean of the School of Graduate Studies regarding any changes in stipend level
- The decision of the Graduate Studies Council is submitted by the Dean to the MCW Budget Committee and Provost. Final approval is by the MCW Board of Trustees based upon the recommendation of the aforementioned individuals.

Student Called to Military Service

Please reference the MCW All Student Policy guide. Students who are called to military service should immediately notify the Graduate School (gradschool@mcw.edu).

Tuition & Fees

Please reference the MCW All Student Policy guide.

Tuition Reimbursement for Staff

The MCW Staff Tuition Reimbursement Policy is available on InfoScope.

(Corporate Compliance HR.BN.140; Approved August 1, 2023)

Section 5: Faculty Information

Graduate Studies Council

The members of the Graduate Studies Council (GSC) consist of MCW's Program Directors and Recruitment Directors from each of the Graduate School programs, the President and Vice President of

the Graduate Student Association, the Dean of the Graduate School, the Chairs of the GSC sub-committees, and other members appointed by the Dean. Membership terms are determined by the length of time the member(s) remain in the position they currently hold (i.e., as program or recruitment director, as President and Vice President of the GSA, etc.)

Terms are determined by the length of time the member(s) remain in the position they currently hold i.e.: as program or recruitment director, as President and Vice President of the GSA, etc.

Academic & Standing Welfare Committee

The committee shall make recommendations to the Graduate Studies Council on matters concerning student welfare and shall guide students on academic probation. The committee shall normally be comprised of three (3) 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 all student applications for travel awards to scientific meetings and award monies as funded by the Friends of MCW and the Graduate Student Travel Fundraiser. The committee shall also review and award monies for poster submissions at the Annual Research Day. 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. 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).

Program Evaluation Committee

The committee shall review appropriate criteria and metrics and shall periodically evaluate all programs of the Graduate School. 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).

Graduate School Rank Committee

The GSRC serves a dual role, as the official Rank committee of the Graduate School, under the aegis of the University Rank and Tenure Committee and ultimately the MCW Faculty Council, and as the Graduate School Faculty Credentialing Committee, as a sub-committee of the Graduate Studies Council. The chair of this committee serves as a member of the University Rank and Tenure Committee. The committee shall be responsible for developing and maintaining a Standard Operating Procedure (SOP) that details how the GSRC will interpret MCW policies regarding faculty appointment and promotion criteria, for review and maintenance of the Graduate School credentialing policy, for reviewing applications for promotion in rank for Graduate School appointed faculty and determination of the appropriate credentialing category for appropriate Graduate School faculty members and reviewing such credentials on a 5-year basis. The Chair of the committee will report the results of the committee's deliberations to the Dean of the Graduate School. The committee will be comprised of three (3) faculty members elected by the Graduate Faculty (3-year terms), and two (2) faculty members appointed by the Dean of the Graduate School (3-year terms). **(Note: Service on this committee is restricted to Associate and Full Professors).**

Section 6: Forms

General

All general forms can be found on the Graduate Student Forms webpage.

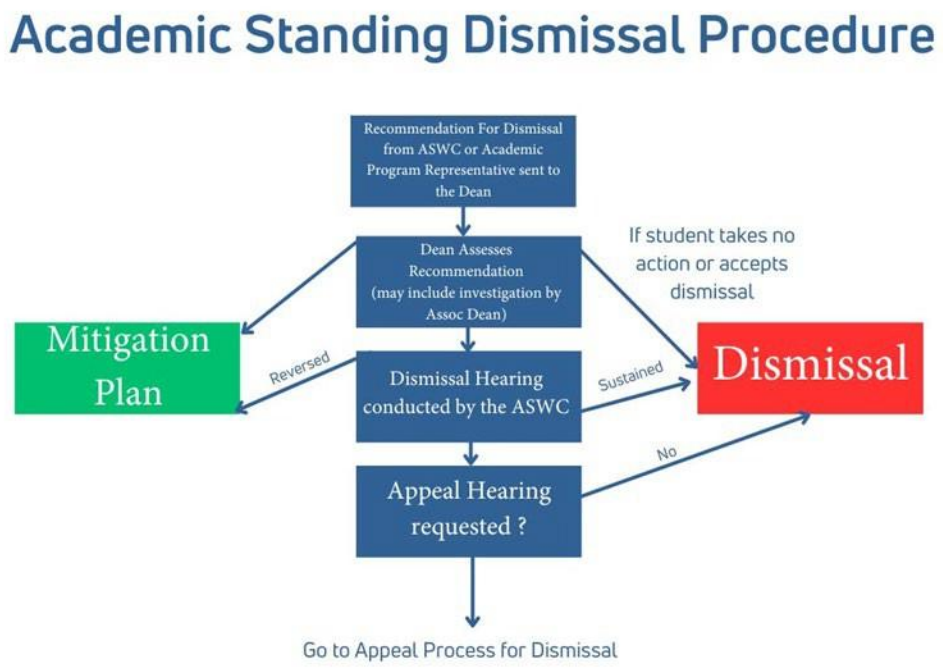
Degree Completion Preliminary Requirements

All preliminary requirement forms can be found on the Graduate Student Forms webpage.

Degree Completion

All degree completion forms can be found on the Degree Completion webpage.

Section 7: Appendix



Text version: Academic Standing Dismissal Procedure

1. A recommendation for dismissal from the Academic Standing and Welfare Committee (ASWC) or an academic program representative is sent to the Dean.
2. The Dean assesses the recommendation. The assessment may include an investigation by the Associate Dean.
3. If the student takes no action or accepts the dismissal, the student is dismissed.
4. Otherwise, a dismissal hearing is conducted by the ASWC. If the recommendation is sustained, the student is dismissed. If it is reversed, a mitigation plan is put in place.
5. After a dismissal hearing, the student may request an appeal hearing. If no appeal is requested, the dismissal stands. If an appeal is requested, the Appeal Process for Dismissal applies.



Text version: Professional Misconduct Allegation Procedure

1. An allegation of professional misconduct is made to the Dean.
2. The Dean assesses the allegation and, at the Dean's discretion, may choose not to investigate. If there is no investigation, no action is taken.
3. If an investigation is conducted, it determines whether the allegation is credible and a violation of professional policy. If not, no action is taken.
4. If the allegation is credible and a violation, the student is asked whether they admit guilt. If the student admits guilt, a sanction other than dismissal is decided, or dismissal is proposed if dismissal is the sanction.
5. If the student does not admit guilt, an Ad Hoc Disciplinary Committee holds a hearing. The outcome is either a proposed dismissal or a decided sanction other than dismissal.
6. For a sanction other than dismissal, the student may appeal. If the student appeals, the ASWC holds an appeal hearing. If the sanction is reversed, no action is taken; otherwise the sanction is imposed. If the student does not appeal, the sanction is imposed.
7. For a proposed dismissal, the student may request an appeal hearing, and the Appeal Process for Dismissal applies.