



**MEDICAL
COLLEGE
OF WISCONSIN**

Master of Science in
Genetic Counseling
Program

2022-2023

Program Student Handbook

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Section I: Program Information

Program Mission

The Master of Science in Genetic Counseling program's mission is to cultivate exceptional genetic counseling leaders who reflect the visible and invisible diversity of the communities we serve.

The mission will be achieved through the following aims:

- Create *compassionate*, academically minded genetic counselors with a curiosity for *life-long learning*.
- Demonstrate *responsibility to the communities we serve* by prioritizing *health equity, advocacy, and cultural humility*.
- Foster authenticity, integrity, and resilience through a *culture of belonging*.
- Nurture skills to inspire our students to become *future leaders* in the profession.

Purpose of this Handbook

The Master of Science in Genetic Counseling (MSGC) Student Handbook provides information for current and prospective students regarding the program's mission, degree requirements, and expectations for students. This handbook is considered a supplement to the [Graduate School Handbook](#) as well as the [All Student Handbook](#). **It is the responsibility of all students enrolled in the MSGC Program to be aware of and comply with all requirements, policies, procedures and deadlines in all three Handbooks.** The MSGC Program Student Handbook is updated annually and available on the program [website](#). The Genetic Counseling program reserves the right to update this Handbook during the academic year as needs arise.

Program overview

The MSGC program offers a Master of Science degree in Genetic Counseling through the Graduate School at the Medical College of Wisconsin (MCW). The program is a full-time, day program with one cohort of 10 students beginning each fall semester. It is recommended that students become familiar with the academic calendar of the Graduate School which can be found on the [Office of the Registrar website](#). The duration of the program is 21 months, consisting of fall, spring and summer terms in the first year, followed by a fall and spring term in the second year. The program curriculum consists of 56 term credits, including coursework, clinical & laboratory practicums, and a research thesis. Students who successfully complete the program will be eligible for the [American Board of Genetic Counseling](#) certification examination.

Administration

The Medical College of Wisconsin is a health sciences university comprised of the Medical School, the Pharmacy School, and the Graduate School. The MSGC program is offered by the [Graduate School](#) and housed within the [Institute for Health Equity](#). The program partners with several Institutes, Centers and Clinical and Basic Science Departments across MCW in addition to affiliate organizations. MCW is part

of an academic medical center located on the Milwaukee Regional Medical Center which is shared with Froedtert Hospital, Children’s Wisconsin, Curative Care Network, and Versiti Blood Center of Wisconsin.

The administrative program faculty and staff consist of the following individuals:

Jenny Geurts, MS, CGC	Program Director
Erin Syverson, MGC, CGC	Assistant Director
John Meurer, MD, MBA	Institute for Health & Equity Director
Donald Basel, MD	Medical Director, Division of Genetics Chief
Alison La Pean Kirschner, MS, CGC	Director of Research
Morgan Depas, MS, CGC	Director of Fieldwork Training
Amy Donahue, MLIS, MGCS, CGC	Director of Student & Curriculum Inclusion
Theresa Shuck, MS, MA, CGC, LPC	Director of Counseling

Governance

The program receives governance and oversight from the following committees:

Advisory Board

- Provides guidance to the program on alignment to the program’s mission along with the mission and values of the Institute for Health & Equity and the Medical College of Wisconsin.
- Reviews summarized program evaluation results and makes recommendations for program improvement
- Provides input into program policies specific to admissions, curriculum, student assessment and faculty and program evaluation
- Advises changes and enhancements to support compliance with accreditation standards
- Reviews and provides guidance on educational goals and objectives, curriculum planning and program outcomes
- Provides guidance on adequate learning and administrative resources necessary to achieve program goals
- Provides guidance and consultation to program leaders to support program success

Admissions Committee

- Promotes the mission and vision of MCW and the MSGC Program through the entire admissions process
- Reviews applications, interviews, and ranks applicants for Program matriculation
- Reports status and activities to the Advisory Board and Program Leadership Committee on a routine basis
- Adheres to MCW’s [Student Diversity Policy](#)

Program Leadership Committee

- Formulates educational goals consistent with program requirements
- Implements procedures to evaluate program educational goals
- Uses feedback from Advisory Board and evaluation results to develop and implement policy changes and program improvement
- Ensures accreditation compliance
- Reviews educational goals and objectives, course content and sequencing, and instructional methods
- Plans for adequate learning resources necessary to achieve instructional goals
- Establishes and reviews student clinical performance criteria
- Reports proceedings to the Advisory Board on a routine basis

Academic Progress & Professionalism Committee

- Operates under the guidance and direction of Graduate School policies on academic progress, professional misconduct and remediation
- Follows Committee and Graduate School procedures
- Provides input to the Graduate School for all decisions regarding 1) disciplinary sanctions of individual students for academic or professionalism reasons and 2) the determination of whether a student has satisfied the requirements for the MSGC degree program
- Reports the proceedings to the Advisory Board and Program Leadership Committee on a routine basis

Graduate Studies Council

- Membership to the Graduate Studies Council (GSC) shall consist of the program directors and recruitment directors from each of the doctoral Graduate School programs, the program director of each master's degree Graduate School program, the President and Vice-President of the Graduate Student Association, the Dean of the Graduate School, the Associate Dean, Office of Postdoctoral Education, chairs of all Standing Committees, and other members as appointed by the Dean. Several standing committees of the GSC are involved in programmatic evaluation.

Accreditation

The Accreditation Council for Genetic Counseling (ACGC) has granted Accredited New Program accreditation status to the MCW MSGC program effective October 20, 2020. To maintain accreditation, the MSGC program must submit a Report of Current Status and an annual accreditation fee each year by June 15th. Program accreditation will be reviewed and renewed annually following submission of a complete Report of Current Status, providing there are no points that, in the Board's judgement, seriously compromise the education of MSGC students. Accredited New Program status remains in effect for 4 years at which time a determination must be made regarding the program's application for Accredited program status. A program achieving Accredited New Program status may admit students, who, upon successfully completing their degree, will be deemed to have graduated from an ACGC-accredited program.

Diversity

As part of the MSGC Program's mission "to reflect the visible and invisible diversity of the communities we serve," our program leadership strives to provide our students, staff, faculty, educators and other stakeholders with an understanding of various types of diversity while celebrating our differences. Additionally, we seek to raise awareness of related MCW efforts and resources as well those from the broader genetic counseling profession.

In our mission, visible diversity describes observable differences between individuals, while invisible diversity is not directly observed. Examples of visible diversity may include race, ethnicity, gender, and age, while examples of invisible diversity may include sex, sexual orientation, socioeconomic status, country of origin, culture, language, religion, spiritual beliefs, immigration status, health history, and disability/differing ability. Of note, some "visible" diversity may be invisible, and some "invisible" diversity may be observable, depending on context and perspectives.

Within MCW, the [Student Diversity Policy](#) provides MCW department chairs and administrative leaders with the rationale, definitions, and institutional practices intended to address the need for increased demographic diversity and inclusion of the next generation of students into MCW educational and

training programs. The [Office of Diversity and Inclusion](#) is an excellent resource for all faculty, staff and students, while the [Office of Student Inclusion and Academic Enrichment](#) exists to recruit students who are Under-Represented in Medicine and supports diversity of all types in medical education. The rationale for the MCW Student Diversity policy speaks to the importance of diversity efforts across our campus: “An educational environment with people from diverse backgrounds provides an enriched environment for learning in which students gain critical preparation for professions that increasingly require the ability to manage ambiguity and complexity, work effectively in diverse teams, and engage in life-long learning. Increasing the demographic diversity of our student population is vital to redressing historical injustices, improving healthcare equity, addressing health disparities, and ensuring quality and equity in scientific research.”

The National Society of Genetic Counselors has also issued a [statement](#) on Justice, Equity, Diversity, and Inclusion (JEDI) that speaks to historical inequities, the need for a diverse genetic counseling workforce, and ways to take action. The MCW MSGC Program expects that our students, faculty, staff, educators, and other stakeholders will recognize the value of this statement and participate in JEDI efforts. These individuals will also be encouraged and supported in joining genetic counseling-related affinity and advocacy groups such as [the Minority Genetics Professional Network](#) and [Genetic Counseling Trainees for Racial Justice](#) (more info on these and other groups can be found under “Genetic Counseling Affinity & Advocacy Groups” in the Student Resources section of this handbook).

Enrollment

The MSGC Program participates in the [Genetic Counseling Admissions Match](#) through National Matching Services (NMS). The Match results constitute a binding commitment from which neither the applicant nor the program can withdraw without mutual written consent. Therefore, the program does not allow deferred admission; an applicant must enroll during the year they are accepted. Please visit the NMS website review detailed information about the matching process and policies. Students must register through [MCWConnect](#) during the registration period indicated on the academic calendar. Course registration for the fall begins in April, and registration for the spring and summer terms begins in October. Information regarding registration will be communicated to students via MCW email. Students are expected to complete their registration online within the published timeframe.

Orientation

The program will hold a mandatory annual orientation prior to the first week of the academic year for all students and new program faculty/staff. Orientation will include a combination of in-person sessions and on-line modules. Orientation provides verbal and written information on the following topics:

- Welcome and overview of the program
- Institutional and program commitments to diversity, equity and inclusion
- Introduction to program faculty, staff and students
- General information about the MCW campus, schools, departments and resources
- Review of All Student Handbook, Graduate School Handbook and MSGC Program Handbook
- Detailed review of curriculum including coursework, practicums and research thesis.
- Campus maps, way-finding and obtaining identification badges
- Trainings on institutional systems and applications
- Completion of all required forms and immunization requirements
- Preparing for graduate studies: Academic Support & Enrichment and Student Health & Wellness
- Professionalism, leadership and mentorship
- Professional organizations, relevant events & communication platforms

Section II: Academics

Curriculum Overview

The foundation of the curriculum is rooted in the [ACGC Practice Based Competencies](#) for genetic counselors. The curriculum was designed so that students will progress from building genetic counseling knowledge, to initial learning of clinical applications of that knowledge, to clinical implementation of the knowledge, and finally refining the practice and preparing to transition to the workforce. This will be accomplished through a combination of didactic classwork with practice-based learning (in and out of the classroom) in the first year, growing into active involvement in clinical practicums in the second year. Additionally, research thesis development and supplementary activities will be incorporated spanning the entire curriculum.

MSGC Curriculum Overview

<i>1st Year</i>		<i>2nd Year</i>	
<i>Fall Term</i>		<i>Fall Term</i>	
Molecules to Cells for GCs	3	Bioethics in Precision Medicine (online)	3
GC1: Skills & Practice	2	GC3: Psychosocial Issues	2
Research Methodologies	2	GC Seminar	1
GC Seminar	1	Clinical Practicum II (8 weeks)	3
Laboratory Practicum	3	Clinical Practicum III (8 weeks)	3
		Research Thesis	2
Total Term Credits	11	Total Term Credits	14
<i>Spring Term</i>		<i>Spring Term</i>	
Human Development & Prenatal Genetics	2	GC4: Advanced Topics	2
GC2: Theory & Practice	2	GC Seminar	1
Translational Genomics	3	Clinical Practicum IV (8 weeks)	3
Cancer Genomics	2	Clinical Practicum V (8 weeks)	3
GC Seminar	1	Research Thesis	3
Research Thesis	1	Total Term Credits	12
Total Term Credits	11		
<i>Summer Term</i>			
Medical Genomics (11 weeks online)	3		
Clinical Practicum I (8 weeks)	3		
Research Thesis	2		
Total Term Credits	8		

Clinical Practicums

Students are required to complete five clinical rotations within the program. There are 4 core clinical specialty placements and 1 elective rotation. The core clinical placements are in pediatrics, prenatal, oncology, and other adult specialty. The one elective rotation is for students to identify an opportunity that aligns with their professional interests (specialties, patient populations, geographies, etc) which may include application to an emerging specialty realm, industry, laboratory, and/or other virtual/telehealth experiences not within the MCW health system or their partners. Alternatively, the elective rotation may include an additional core clinical specialty placement.

Each rotation will be 8 weeks in length, 16 days in clinic, schedule to be determined based on coursework schedule, supervisor availability and clinical schedule. Based on course load, students are expected to have at least 2 full clinical days per week. It may be possible for students to spend more than 2 full days per week in their clinical rotation if needed to help improve skills and competencies and complete the appropriate number of core cases for their ABGC board eligibility.

Many clinical sites are offered on campus; however, several sites are located throughout Southeastern and Eastern Wisconsin. Students are expected to arrange for their own transportation to clinical practicum sites. The rotation placements will be facilitated by the Director of Fieldwork Training and will be based on curriculum schedule along with clinic and supervisor schedule. Other factors that may influence student placement include the student's residency location at the time of enrollment, student's preference of location, exposure to desired specialty, student's professional interests, student's family, work and non-academic commitments, and socioeconomic concerns.

Second Year Clinical Practicum Schedule Example

	Summer* Practicum I	Fall Practicum II	Fall Practicum III	Spring Practicum IV	Spring Practicum V
1	Elective	Pediatrics	Prenatal	Oncology	Multispecialty
2	Oncology	Pediatrics	Multispecialty	Prenatal	Elective
3	Multispecialty	Oncology	Pediatrics	Elective	Prenatal
4	Elective	Prenatal	Pediatrics	Oncology	Multispecialty
5	Elective	Multispecialty	Oncology	Pediatrics	Prenatal
6	Elective	Multispecialty	Prenatal	Pediatrics	Oncology
7	Pediatrics	Oncology	Multispecialty	Prenatal	Elective
8	Oncology	Prenatal	Multispecialty	Elective	Pediatrics
9	Pediatrics	Elective	Oncology	Prenatal	Multispecialty
10	Prenatal	Multispecialty	Elective	Oncology	Pediatrics

* Students are encouraged to complete their summer clinical practicums as their elective rotation when possible, as more opportunities exist during the summer term for travel, industry rotations, and other emerging specialty realms. Some sites may require approval from the Program Director and Director of Fieldwork Training (requires affiliation agreement). In addition, international students who desire to participate in an away rotation in the summer term need to contact the Graduate School International Student Advisor at gradschool@mcw.edu to ensure compliance with Federal Regulation.

Current Second Year Training Sites & Specialties

- MCW-Froedtert Health: Oncology, Prenatal, Multispecialty
- MCW-Children's Wisconsin: Pediatrics

- Advocate-Aurora Healthcare in WI: Oncology, Prenatal, Multispecialty
- Ascension Wisconsin: Oncology
- ThedaCare Appleton, WI: Oncology
- Versiti Blood Center: Hematology, lab
- Hospital Sisters Health System: Pediatrics, Oncology, Prenatal, Multispecialty
- ProHealth Care: Prenatal and Gynecological cancers

Research Thesis

The culminating experience for students in the MSGC Program is a formal written thesis research project on a topic related to genetic counseling. Working on the research thesis allows students to develop skills that enhance intellectual development and critical, flexible thinking. Our research program is driven by the interests of the individual student and takes advantage of the wide variety of genomics initiatives across our MCW community and the State of Wisconsin.

The timeline for the thesis project begins in the Fall of the first year in the Research Methodologies Course when students identify a research question they are interested in studying, complete a comprehensive literature review on the subject, and identify a thesis advisor(s). Continuation of the research process happens within the research thesis course credits throughout the remainder of the program. Students will secure a Thesis Committee comprised of their primary thesis advisor (Committee Chair) and at least two additional committee members. The Committee will approve the project in advance, will provide guidance and supervision of the project, and will critique and approve the final thesis. In addition to Thesis Committee approval, project approval also needs to be obtained by the MSGC Program Research Director, MSGC Program Director, MCW Graduate School, and Institutional Review Board(s) as appropriate. No data collection may begin prior to these approvals.

Each student will schedule a “Closed Assessment” Thesis Committee Review, in which the student will present their completed written work to their full thesis committee along with an abbreviated oral presentation of their materials. The Thesis Committee will perform a final review of the research and question the student on their topic of study. The Thesis Committee will privately discuss and decide whether the student meets requirements for the Master of Science thesis. Student will also present their work at the year-end Genetic Counseling Program Colloquium (open to students, faculty, staff, family/public).

The final product of the research thesis is a publication-ready manuscript, acceptable for submission to a peer-reviewed journal. The specific details of the style of the manuscript (i.e., length, format, reference style) will be determined by the requirements of the selected journal. The manuscript should be written as if the target readership includes genetic counselors and genetic counseling students. Submission of research results appropriate for publication to a peer-reviewed journal is expected. In addition, abstract submission to a national and/or regional academic meeting is strongly encouraged for each student.

Assessment of Student Performance

The comprehensive approach to assessment is designed to evaluate if the student is progressively meeting the aims of the program. Evaluations are based on the practice-based competencies and measure the student’s ability to meet the defined learning objectives. Summative and formative evaluations are provided throughout the course instruction, fieldwork training, and research thesis. Formal evaluations are documented in writing, maintained in the student record, reviewed by program leadership, and discussed with the student.

Students will be required to meet once per fall and spring term with the Program Director and additional program leadership as needed. These regular meetings will provide an opportunity for students to discuss their overall progress, individual educational needs, and goals. The discussion will be documented using the Student Progress Communication Form with a general summary of the topics discussed, and a copy will be kept in the student record.

Grading

The MSGC Program follows the grading policy from the [Graduate School Handbook](#).

Grading scale for classroom coursework:

A . . . 4.0	B+ . . . 3.3	C+ . . . 2.3
A- . . . 3.7	B . . . 3.0	C . . . 2.0
	B- . . . 2.7	C- . . . 1.7
		F . . . 0

Grading scale for Research Thesis, Clinical Practicum(s) and Genetic Counseling Seminar:
Satisfactory/Unsatisfactory (S/U).

Please see the [All Student Handbook](#) for information on student withdrawals, incomplete grades, and grade appeals. Since the Genetic Counseling courses are offered in sequence, a student who temporarily withdraws from the program must keep in mind that opportunity for re-entry is oftentimes one year later. Additional policies regarding auditing, incomplete courses, withdrawals and grade appeals can be found in the Graduate School Handbook.

Students will be assessed based on:

- Coursework** – Course directors will be responsible for monitoring students’ academic performance and reporting any concerns to program leadership. Students will be graded on an A-F scale based on their exams, coursework, participation, and other criteria outlined in the course syllabi. Formative assessment (such as exams and final projects) will be evaluated using a grading rubric. Individual assessment grades will be completed within 2 weeks of assessment due date. Assessment grades will be assigned and displayed in Brightspace and final grades will be displayed in MCW Connect. Students are encouraged to discuss any individual concerns regarding their coursework and assessments with each course director as appropriate. Additionally, students will discuss their broader academic performance and any concerns they may have during their semesterly meeting with the Program Director and/or Director of Curriculum. All students are expected to maintain a "B" (3.0) cumulative average in coursework.
- Clinical Practicum Rotations** – Students will work with their supervisors to set reasonable goals for each of their rotations. Students will be evaluated on their practicum performance by keeping a case log demonstrating that they are making progress towards meeting the required number of “participatory” cases (minimum of 50 before graduation) and that they are working towards gaining experience in all the practice-based competencies. Students will complete a written self-evaluation after each rotation, and each supervisor will provide a written evaluation of the student at the mid-point and final week of the rotation. Supervisors will discuss each evaluation with the student directly. Students will meet with the Director of Fieldwork at the end of the rotation to discuss the evaluation, their experiences and feedback. Students can request a mid-point meeting with the Director of Fieldwork Training if there are more urgent concerns that need to be addressed. Evaluations are maintained by the program as part of the student record. Students are graded on

the Satisfactory/Unsatisfactory (S/U) scale based on measure of professionalism, assessment of clinical knowledge and skill in the practice-based competencies, timely and complete submission of all clinical site evaluations and cases maintenance of the electronic portfolio logging all casework.

- **Thesis Research** - Students must complete a Masters-level thesis, as outlined above in the “research requirement.” Throughout the process, the student will be responsible for having regular meetings with their thesis committee and updating the committee as to their progress. If a student is at risk of not completing their thesis or is struggling in this requirement, the program leadership must be made aware to discuss the appropriate course of action. Students are graded on the Satisfactory/Unsatisfactory (S/U) scale based on assessment from the Primary Thesis Advisor and Thesis Committee.

Academic requirements

Per the Graduate School Student Handbook, students are expected to maintain a "B" (3.0) cumulative grade point average in courses and “S” or better performance in other components of the academic program. Students must receive a passing grade for all courses; a passing grade is defined as a B- or better. Students must have a 3.0 cumulative grade point average (GPA) to be in good academic standing and to be eligible to graduate. Students must successfully complete all required program courses, practicums and thesis credits. Course completion requirements are defined in the course syllabus. A student who does not maintain a cumulative grade point average of 3.0 or better will be notified by the Program Director that they are on academic probation. A student can be on probation for up to two semesters, during which time they must achieve grades sufficient to return their overall GPA to 3.0 or better. Under extenuating circumstances, the period of probationary status may be extended. Failure to rise above probationary status will result in the student not being permitted to continue in the program. 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 be issued to anyone who does not meet a 3.0 cumulative grade point average.

Academic Progress & Professionalism Committee

Student progress will be monitored by regular meetings of the Academic Progress & Professionalism Committee. Course directors, practicum supervisors and thesis advisors who are not members of the committee should discuss concerns regarding student performance or professionalism with the Program Director. Recurring or serious issues will then be referred to the Academic Progress & Professionalism Committee for review and remediation planning. Remediation planning will be individualized based on the particular circumstance and the needs of the student. All remediation involves detailed documentation of deficiencies identified, the agreed upon remediation plan, and the outcome of the remediation. Additional information regarding academic standing, the appeal process, disciplinary procedures and sanctions can be found in the [Graduate School Handbook](#).

The Academic Progress & Professionalism Committee refers cases of professional or academic misconduct to the Graduate school for investigation and corresponding disciplinary sanctions as outlined in the Graduate School Handbook. Reports of professional misconduct should be reported to the Graduate Program Director and/or the Graduate School Dean. The consequences of professional misconduct range depending on the type and severity of the misconduct but may include reprimand, disciplinary probation, suspension, dismissal from the graduate program and/or revocation of any awarded degrees/certificates.

Attendance

Students are required to attend all course lectures, discussions, case conferences/seminars, and other supplemental activities as well as their clinical observations and practicums. Virtual attendance via

recorded livestream is not considered appropriate professional behavior unless specifically permitted by the course director and/or supervisor. Students should not schedule personal appointments during these times. If sick, students should inform their instructor or supervisor as soon as possible if they will not be attending an activity. Program leadership is aware there may be scheduling conflicts between clinical practicum cases of particular interest/value and a regularly scheduled class, or there may be other personal extenuating circumstances that would cause a student to miss class. If this is the case, the student must receive approval from the Program Director and Course Director. Students are responsible for all materials and coursework during any class absence. Make-up assignments, quizzes, or graded activities are not offered for unexcused absences. With the exception of unforeseen illness or emergency, failure to attend scheduled course activities will be considered unprofessional conduct. Students who miss more than 3 individual classes for unexcused reasons within a single semester will be referred to the Academic Progress Committee. Should a student be absent from classes or practicum for more than two consecutive weeks of an academic session, it may be recommended that the student consider a leave of absence in an effort to prevent long-term negative effects on the student's academic performance and academic record.

Program Completion

By the end of their curriculum, students must be able to demonstrate all the [ACGC Practice Based Competencies](#). Students will demonstrate these competencies through satisfactory completion of their coursework, practicums and research thesis. Students will also need to pass a comprehensive exam at the end of their final semester (as part of their GC4: Advanced Topics course), which encompasses material from all aspects of the program. If a student does not pass this comprehensive exam, remediation will be available; if students demonstrate sufficient remediation, they will be considered to have passed.

If a student cannot successfully demonstrate these competencies, the student's program may be extended or otherwise altered to ensure successful performance as a genetic counselor. Changes to the course of study are at the discretion of Program Director and the Academic Progress & Professionalism Committee and may include course repeat, remedial course requirements, and additional clinical rotation requirements. The Academic Progress & Professionalism Committee will determine if a student has satisfied the requirements for the MSGC degree program. Three months prior to graduation this committee will review all student records and preparedness for graduation and communicate outcomes to the student in writing. Readiness for graduation is also discussed in detail during the semesterly meetings with the Program Director and additional program leadership. Within 2 weeks prior to graduation the student will meet with the Program Director or Assistant Program Director to complete the Graduation Readiness Assessment Form.

If students successfully complete all requirements, including obtaining the required number of "participatory" cases for their log book, they will be conferred with the Master of Science in Genetic Counseling, and will be eligible to sit for the American Board of Genetic Counseling exam.

All graduating students must apply for graduation by the published deadline and must pay the \$50 graduation fee. Please see the Graduate School Handbook for more information.

Section III: Policies

Evaluation of Program

Students are required to complete the following evaluations throughout the course of the program:

- **Course evaluations:** Per the Graduate School policies and procedures outlined in the Graduate School Handbook, student evaluations are completed anonymously using the Graduate School's online platform, OASIS. All students enrolled in the course for credit are required to complete the course evaluation. OASIS keeps track of the students who have completed the evaluation, but that information is not linked to individual students' responses to the evaluation questions; individual responses cannot be associated with a specific student.

The Graduate School automatically sends students instructions for completing their course evaluations at the beginning of the semester and informs them that the evaluations must be completed by two weeks after the end of the course or semester. The Graduate School provides the students with a reminder one week before the evaluations are due. At the end of the course evaluation period, the responses for all courses are compiled by the Graduate School. The Graduate School will issue a fine of \$100 for each incomplete.

- **Instructor evaluations:** All students enrolled in a course for credit are also required to complete a standard evaluation form for each instructor, also in the online system OASIS. The timing of these instructor evaluations is up to the course director; however, it is routine that the evaluations will be deployed to the students after any given instructor's last lecture for the course. Students may have to evaluate an instructor more than once in a semester if that instructor teaches in more than one course.
- **Clinical Practicum Supervisor evaluations:** Students will be providing evaluation of supervisors through an end of rotation supervisor evaluation. The Director of Fieldwork Training communicates with each student at the end of each rotation to review the site and supervisor's evaluation provided by the student. The feedback is provided back to the supervisors anonymously and as an aggregate once 3 or more have been collected. The collective written feedback will be shared with supervisors and discussed during their annual review with the Director of Fieldwork Training.
- **Leadership evaluations:** All students participate in an anonymous end-of-year survey to provide overarching feedback about the Program and Program Leadership. Aggregate and/or summarized data from this survey is reviewed by Program Leadership and the Advisory Board annually.
- **Program Feedback:** Students are encouraged to share feedback with program staff, faculty, and leadership. Students will partake in a peer-led discussion group once a month to discuss their experience in the program. If problems or feedback are identified, a summary of the feedback should be shared with program leadership. Additionally, if students have personal or private feedback, they are encouraged to meet with program leadership to discuss this. Students will also have a chance to share feedback about their overall experience in the program during their exit interview.

Professionalism

All students are required to abide by the [MCW Code of Conduct](#) and the [NSGC Code of Ethics](#).

All students are expected to exhibit professional behavior at all times, including but not limited to the following areas: classroom, simulation, clinical rotations, verbal and written communications, social media presence, successful completion of all program and curricular requirements, and maintaining a negative drug screen. Failure to do so may negatively impact student grades and lead to academic probation.

Attire

Student attire is a reflection of professional and personal identity. Students are expected to maintain a professional appearance at all times. The program trusts students' judgement in discerning what attire is suitable and allows for an authentic expression of themselves. Students may be counseled if their appearance interferes with safety or the learning environment. When in practicums, students are expected to comply with the guidelines for attire at each fieldwork site. These guidelines will be provided to each student prior to the start of their clinical practicum rotation.

For security purposes, MCW issued ID badges must be worn and visible at all times while on MCW campus and in clinical practicum rotations. The ID badge also allows access to secured hospital and academic buildings as needed.

Other MCW Policies and Procedures

Current information on each of the following policies can be found by visiting the MCW Infoscope [Human Resources website](#). Policies of particular importance include, but are not limited to:

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

Section IV: Student Resources

Student Well-Being

Well-being is the state of being comfortable, healthy and/or happy. In the pursuit of obtaining your own personal well-being, there are a number of resources at MCW to help you achieve that. The office of [Academic and Student Services](#) works closely across different sectors to connect you with the tools necessary for your personal and professional well-being. The following important information can also be found in the [All Student Handbook](#).

Mental health and wellness

The Medical College of Wisconsin recognizes our learners work hard, long and responsibly. Personal problems, planning for life events or simply managing daily life can affect your mental health, educational goals, and relationships. We are aware the demands of education training and service to patients can produce a variety of stressors for individuals and their families. We acknowledge that the transition to an intensive graduate program can be difficult. Through the MCW Student Assistance Program (SAP) ComPsych GuidanceResources, students and their family members have access to confidential support, resources, and information to provide guidance through life's challenges.

ComPsych offers guidance resources at no charge to students, including confidential counseling, school-life solutions, legal support, and financial information. Benefits include 10 unbilled counseling sessions through ComPsych and 10 unbilled sessions through the Student & Resident Behavioral Health clinic. For 24/7 assistance, contact GuidanceResources either [online](#) or call (833) 927-1860. The intake coordinator there will guide you to the right resource for you. Many safeguards are in place to ensure privacy and confidentiality regarding inquiries and treatment.

We encourage students to proactively seek out mental health resources. We value your dedication and hope you find these resources helpful.

Health insurance

It is the policy of the Medical College of Wisconsin that all students must have insurance coverage. Students are free to choose their own health insurance, or they can choose to obtain health insurance through MCW.. Please see the [All Student Handbook](#) for details on health insurance.

Student Concern Navigation

At MCW, we strive for excellence. Our success depends on our commitment to hold ourselves to the highest possible standards and provide the best and safest educational experience for our learners.

Students may have questions or concerns that need to be addressed to optimize their learning. The [Student Concern Navigation Tool](#) available on MCW Intranet provides a quick and efficient way for students to locate the right office to provide the service they need. This resource helps to identify the appropriate contacts for concerns regarding:

- Health & Safety
- Unfair treatment, discrimination, sexual harassment and retaliation
- Enrollment and academic issues
- Anonymous and confidential reporting

Financial Aid

Students must maintain acceptable academic progress to be eligible for Title IV financial aid programs, as set forth by federal regulations. Students who fail to maintain acceptable academic progress will lose

financial aid eligibility. Please refer to the [All Student Handbook](#) for the current Financial Aid Satisfactory Academic Progress Policy.

The [Financial Aid Office](#) is available to assist students with services ranging from budgeting to securing financial aid.

Emergency Loan

The Medical College of Wisconsin will grant Emergency Loans to full-time registered students during the academic year for a maximum of 90 days. The maximum limit of \$1,000 is available and may be granted to students twice during the academic year, once during each half of the year. The loans will be interest-free for the first 90 days, after which, interest will accrue at the rate of 12% per annum. All outstanding Emergency Loans due the Medical College of Wisconsin must be paid before graduation for the diploma to be presented. Please refer to the [All Student Handbook](#) for the full policy.

Campus Resources

- [MCW Information Services Help Desk](#)
- [MCW Libraries](#)
- [Student Health & Wellness](#)
- [Office of the Registrar](#)
- [Graduate School-Graduate Student Association](#)
- [Matthews MCW Bookstore](#)
- [Ruth & Reid Tonkens Exercise Center](#)

Genetic Counseling Affinity & Advocacy Groups

This alphabetical list is not all-inclusive; other groups both formal and informal may exist. Students who are interested in identifying additional groups should feel empowered to do so and may contact the Director of Student and Curriculum Inclusion for help and to share additional resources. Additionally, these groups are not formally endorsed or vetted by the MCW MSGC program; they are listed here as external resources students may wish to learn about further. In addition, there are several MCW [Student Organizations & Interest Groups](#) in which MSGC students may participate.

Name of Group: Dare To Be Aware

- Purpose/Mission: Raising awareness, promoting inclusion, striving for equity for disabled, chronically ill and neurodiverse genetic counsellors, current students and future students.
- Website: <https://awaredare.wixsite.com/daretobeaware>
 - Email: awaredare@gmail.com
 - Twitter: [@AwareDare](#)

Name of Group: GC Trainee Platform for Racial Justice (GCRJ)

- Purpose/Mission: to foster a community of genetic counseling trainees of all races, backgrounds, and identities that is grounded in becoming actively anti-racist. To facilitate self-reflection, self-education, and community learning about anti-racism among all members. To empower members to cultivate an enduring culture of genetic counselors who work towards dismantling systemic racism.
- Who Should Join: Current GC training program classes and recent graduates up to 1 year after graduation are invited to the membership.
- How to Join: <https://sites.google.com/view/gcrj/join> (includes info on joining GCRJ committees as well) or contact gcrjteam@gmail.com
- Other contact info: <https://twitter.com/gcrjtweets>

Name of Group: Minority Genetic Professionals Network

- Purpose/Mission: To create a place for racial and ethnic minority medical genetic professionals and those training to enter such professions to connect with one another for the purposes of mutual support and community outreach.
- Who Should Join: Medical genetic professionals and those training to be medical genetic professionals including medical geneticists, genetic counselors, genetics nurses, and physician assistants in genetics.
- How to Join: Link to join can be found at the website <https://www.westernstatesgenetics.org/mgpn-resources/>
- Other contact info:
 - Twitter: @minoritygenetic
 - Instagram: @minoritygenetics
 - Facebook: <https://www.facebook.com/minoritygenetic/>

MCW All Student Handbook

See the [All Student Handbook](#) for additional information on the following:

- Disability accommodations
- MCW Leadership and Organizational Chart
- Student Health
- Code of Conduct and Non-Academic Regulation
- Academic Regulations
- Federal Educational Rights & Privacy Act (FERPA)
- Technology Requirements and Services
- Honor Code and Professionalism
- Immunization Requirements

Graduate School Handbook

See the [Graduate School Handbook](#) for additional information on the following:

- Registration
- Tuition and Financial Aid
- Student Government/Graduate School Student Association
- Academic Regulation and Grading
- Evaluation Policies
- Grievances
- Committees of the Graduate School