







Applications are still accepted





### Transfer of Credits

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

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

Limits on transfer of credit are as follows: 1. A maximum of 12 credit hours may be transferred from other institutions. 2. Only credits directly applicable to the student's MCW program will be considered for transfer. 3. There is no guarantee that all credits previously earned will be approved for transfer. 4. Students should consult their current advisor or program director prior to requesting a transfer of credits earned elsewhere and before taking additional graduate courses for which they may want to transfer credits.

# ADMISSION

## Requirements and Process



Test of English as Foreign Language (TOEFL)  
International English Language Testing System (IELTS)

Unless exempt, the MCW Graduate School requires that applicants for whom English is a second language take and satisfactorily pass the Test of Tw 19.719Q0 10.0saactoS

### International Applicants

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

### Minority Applicants

The MCW Graduate School encourages applications from, as well as the admission and retention of, minority or underrepresented

# REGISTRATION

## General Information

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

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

## Fulltime & Part-Time Status by Credit

- x Registration as a full-time student is specified as:
  - o at least nine (9) credits per semester during the Fall and Spring terms, and;
  - o at least six (6) credits during the Summer term
  
- x All full-time PhD degree seekers must be continuously enrolled full-time.
  
- x Registration as a part-time student is specified as :
  - o One (1) to Eight (8) credits during the Fall and Spring terms, and;
  - o One (1) to Five (5) credits during the Summer term

## Auditing

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

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

**Non-Payment of Tuition or Fees**

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

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

#### Financial Aid

The [MCW Financial Aid Office](#) is available to instruct and counsel







## Explanation of Requirements

### Time Limit

- x Doctor of Philosophy Candidates:  
Doctoral degree candidates must complete all degree requirements within **seven (7) calendar years**. During this time, the student must enroll for at least two (2) consecutive semesters of full-time study. A minimum of sixty (60) credits of graduate work must be accumulated during the duration of the graduate program under the direct supervision of the student's academic advisor, either the program director or the research advisor.
  - o Doctoral degree candidates who enter a program of study at MCW with a MS degree or who earn the MS degree at MCW and wish to continue study toward the PhD degree must complete all requirements for the PhD degree within five (5) calendar years, unless the graduate program or department determines that the MS degree is in an unrelated field. In that case, the seven (7) year degree completion time interval will apply. In either case, the student must enroll for at least two (2) consecutive semesters of full-time study and accumulate a minimum of sixty (60) credits of graduate work during the duration of the doctoral program.
- x Master of Arts & Master of Science Candidates:  
Master of Arts & Master of Science degree candidates must complete all degree requirements within **four (4) calendar years**.

### Comprehensive Examination

Master of Arts Candidates:

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

x Non-Thesis Option:

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

### Qualifying Examination

Doctor of Philosophy Candidates:

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

### Advisor

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

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

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

### Committees

x Doctor of Philosophy Candidates:

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

x Master of Art and Master of Science Candidates:

The Thesis Committee is constituted when the student and the research advisor have secured the consent of three (3) appropriate faculty (including the research advisor) to serve on the Committee, and when the Committee composition has been approved by the Dean of the Graduate School.

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

### Proposal

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

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

The purpose of the research proposal is:

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

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

### Submission of the Proposal

Students writing a dissertation should submit a proposal to the Graduate Faculty Credentials Committee for approval. The proposal should be submitted to the Graduate Faculty Credentials Committee (GFC) at least 18 months prior to the dissertation defense date for the PhD candidates. The proposal should be submitted to the GFC at least 18 months prior to the dissertation defense date for the PhD candidates. The proposal should be submitted to the GFC at least 18 months prior to the dissertation defense date for the PhD candidates.



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

Name

Date and Place of Birth

Education - institution, degrees, dates of degrees

Relevant Employment - If any: employer(s) and date(s)

Fellowships, Awards, Honors

Publications - divided as follows:

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

### Defense

Doctor of Philosophy Candidates:

A defense is required, and should be scheduled by mutual agreement between the student, research advisor, program director, department chair and the committee.

Master of Arts and Master of Science Candidates:

A defense may be required as deemed by the program.

### Thesis/Dissertation Organization

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

The general organization of the thesis/dissertation is:

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

### The Body

The body may take either of two forms below:

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

OR

- x A multi-part form, as follows:
  - o General Information
  - o Individual chapters each consisting of:
    - o Introduction
    - o Materials and Methods
    - o

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

#### Other Requirements

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

#### Approval & Submission

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

Final copies of the dissertation/thesis, including any changes required by the Committee, must be submitted to the Dean of the Graduate School within two (2) weeks following the defense or of a final Committee meeting. The degree application will then be signed.

#### Degree Application

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

#### Commencement

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

## POLICIES & PROCEDURES

### Family Educational Rights and Privacy Act (FERPA)

Please view the MCW FERPA policy and associated policies in the [MCW All Student Handbook](#).

### Authorship on Publications

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

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

### Information Sources

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

### Grading

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

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

#### Criterion #1

All students are expected to maintain a "B" (3.0) cumulative average in course work.



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

**Grading system for Readings and Research.**

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

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

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

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

## Reporting Grades

- x Information about student registration, grades, and transcripts is handled by the Graduate School office and the Office of the Registrar. Grades are reported electronically through MCWConnect according to the grading policy of the Graduate School. Deadlines for grade submission are found on the Graduate School academic calendar.
- x Faculty may submit grades only for students who have registered for a course. Requests for retroactive registration so that a grade can be submitted will not be approved.
- x If the course director does not report a grade by the date designated in the academic calendar, the registrar will record an incomplete. Consistent failure of a member of the graduate faculty to report grades by the appropriate date will result in discontinuance of appointment to the graduate faculty.
- x For any work not completed by the date specified in the Academic Calendar, an Incomplete ("I") will be recorded on the transcript by the Registrar. Incomplete grade due dates are as follows: Fall: January 31, Spring: July 31 and Summer: September 15. Incompletes revert to failure ("F") or unsatisfactory ("SD") thereafter. (Approved by the Graduate Student Council 11/23/2016)

Academic standing:

### Annual Evaluation of Graduate Students

- x Every student pursuing graduate studies at MCW is reviewed annually by the student's advisor. This review is provided to the student to facilitate understanding of the student's performance and whether he or she is meeting expectations of the graduate program. A summary of this review is maintained by the program director of the graduate program, and a report of the review is reviewed by the Graduate School Dean and filed in the Graduate School Office.
  
- x The factors to be included include, among others 1) course grades, 2) research projects A (of )6.9EMC BT/LBody AMCID 1a/s. to3.0 214th



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





the Curriculum and Programs Committee and Graduate Studies Council (GSC), (iii) any revisions of the course that were approved by the Curriculum and Programs Committee and GSC, (iv) the syllabus for the course from its most recent offering, (v) the report of the previous comprehensive review (if any), (vi) all student evaluation materials obtained since the previous comprehensive review, and (vii) enrollment and awarded grade information since previous comprehensive review. The Committee may also meet with the Course Director or solicit comments in addition to the Triennial Self-Study Assessment. At its discretion, the Committee may solicit any other information it deems relevant including comments from faculty involved in teaching the course, faculty ment(ng.8 ( f)1.67 (n)-110he)3 (,)0.5 i.7 (s

## Student Access to and Use of Educational Materials

### Background:

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

For the purposes of this policy, educational materials include exams, lecture notes, outlines, instructions for homework assignments, Power Point presentations, study guides, audio, hspedu6s(a)-2 ( pe)3 (u)

- x Copying or discussing answers during examinations, including electronic, written, oral or take-home exams;
- x Collaborating during online, written, oral or take-home exercises unless explicitly permitted by faculty;
- x

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

x

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)** is a formal action that defines a specific period of time during which the student must not attend classes. Suspension is a more serious action than probation and is usually imposed for a specified length of time or until graduation.

summary

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

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

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

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

#### e. Dismissal from a Graduate School Program

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

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

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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





b) The Admissions and Welfare Committee, and;

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

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

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

### Grievance Procedure

#### **Purpose**

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

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

#### **Definition of a Grievance**

A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to,

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- 2) Step 2: If the answer to Step 1 does not resolve the problem, the student may within five (5) calendar days of receipt of the Step 1 answer, file the grievance form with a written request to the Program Director or Chairman. Within fifteen (15) days of receipt of the Step 2 grievance, the Program Director or Chairman will schedule and conduct a meeting with the aggrieved student to discuss the grievance and requested solution. Within five (5) calendar days following this meeting, the Program Director or Chairman will render a written decision to the student.
- 3) Step 3: If the Step 2 decision does not resolve the problem, the student may within five (5) calendar days of receipt of the Step 2 decision, file the grievance form with a written request to the Dean of the Graduate School, together with all correspondence from Steps 1 and 2. The Dean will refer the matter to the Admissions and Student Welfare Committee which will review all material. Investigatory meetings with the student, advisor, Program Director or Chairman may be held, as appropriate. They will gather data representing all points of view; evaluate the situation and make recommendation to the Dean within thirty (30) calendar days from the date the Step 3 grievance is filed. Within ten (10) days of receipt of the Committee's recommendation, the Dean will prepare a final recommendation. This decision is final.

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

Procedure:

General:

1. Types of allegations:
  - a. If the allegation is one of scientific misconduct, the matter will be addressed first through the MCW policy governing allegations of scientific misconduct. If that process concludes with, among other things, questions whether, in light of the findings, the requirements for the relevant degree had been met, the matter will be further evaluated under this policy.
  - b. If the allegation is one not addressed by the scientific misconduct policy, such as certain allegations of academic dishonesty, the matter will be referred directly to the DGS.
2. Questions involving the validity of the degree will be coordinated by the DGS, who will have access to the resources needed from MCW, including the Offices of the General Counsel and Corporate Compliance.

Dean of the Graduate School of Biomedical Sciences:

1. Once referred to the DGS, the DGS will consider the type of allegation, the degree in question, and the qualifying requirements for the degree.
2. The DGS will then form an Ad Hoc Committee comprised of no fewer than three (3) members. The qualifications of the Ad Hoc Committee members will be considered by the DGS when he/she appoints them. For example, if the question involves a dissertation or thesis, consideration should be given to appo

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

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

Dean of the Graduate School of Biomedical Sciences:

1. The DGS shall receive and review the report of the Sanctions Committee.
2. If the DGS determines that no sanctions are needed, or determines that one or more sanctions short of degree revocation shall be imposed, the DGS shall promptly notify the former student of the outcome. This decision is final.
3. If the DGS recommends degree revocation, the matter, with the reports of the Ad Hoc and Sanctions Committees shall be referred to the President/CEO of the Medical College of Wisconsin.

President:

1. The President shall review the matter as s/he determines appropriate. This may include discussions the one or more of the Ad Hoc or Sanctions Committees or their members, an interview with the former student, and data review.
2. If the President determines that a lesser sanction than degree revocation is appropriate, the President shall make that finding. This decision is final.
3. If the President determines that degree revocation is appropriate, the President shall make this recommendation to the next MCW Board of Trustees meeting, in Executive Session. The decision of the Board of Trustees shall be final.

Possible Sanctions:

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

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

Records:

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

Disclaimer:

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

(Approved Graduate Students Council: January 21, 2014)

### Withdrawal from a Degree Seeking Program

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

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

### Graduate Program Review Guidelines

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

The purpose of the review process is to ensure that:

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

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

### Graduate School of Biomedical Sciences Faculty Membership

There are three categories of Graduate School Faculty credentials:

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

Membership is **required** to direct courses, to act as primary mentor for graduate students, and to serve on

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

Application to the Graduate School for faculty membership minimally requires

(i) A letter:

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

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

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

**Qualified Primary Master's Thesis Mentor (QPMTM) and Qualified Primary Dissertation Mentor (QPDM).**

Appointment as QPMTM or QPDM requires:

- x Appointment as a Member of the Graduate Faculty.
- x



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

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

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

### Guidelines for Student Transfer to another MCW Graduate Program

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

On occasion a student may decide that his or her area of research interest is outside the department or program in which the student is currently enrolled. When this happens, the student should discuss the issue with his or her present advisor and/or with the program director to determine whether transfer to another program would be appropriate and beneficial for the student. If a transfer is deemed appropriate, nt..o.o.o. ( i)0. (o).( ( i)4)8 ( o)2(o)(.)1.758 -2c am ste,n

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

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

### Graduate Student Postdoc Industry Consultants (PICO)

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

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

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

#### Prerequisites:

- a. GPA minimum: 3.5
- b. Successfully passage of qualifying exam
- c. Outline approved by the Dean of the Graduate School
- d. Must be in their 3<sup>rd</sup>











- x Statement of sponsorship from the department chair or the course director, and where appropriate, of the department chair of other participating faculty. This statement will verify the commitment of the department(s) of faculty time, facilities and necessary financial support.
- x Name of proposed Graduate Certificate Program (not to exceed 18 characters)
- x Name of the sponsoring Program and Department or Institute
- x Program Director's name
- x Identify the specific focus of the Certificate Program and provide a brief description
- x Indicate why it is appropriate and desirable for the MCW to offer this Certificate Program. Please include any available data supporting the need for the Program, interest in the Program, and evidence of competing programs. Describe what, if anything sets the proposed MCW Program apart from those offered elsewhere.
- x How will the proposed Certificate Program complement and relate to existing graduate programs at MCW?
- x What are the anticipated sources for student recruitment? Describe the academic qualifications required of students. What is the anticipated enrollment? Identify the prerequisites for admission into the program, above and beyond those imposed by the Graduate School.
- x Identify courses, and /or seminars to be included in the required program of studies. For existing approved courses, list by course name and number. Show the expected Course sequence and the general timeframe in which each course will be offered. Note that new course proposals are considered through the GSC approval process, regardless of their inclusion in a proposed or approved certificate program.
- x Provide a general description of the resources available to support the program. List supporting faculty

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- x Regarding the potential student population, a description of:
  1. The sources of students;
  2. The academic qualifications of these students;
  3. Why these students would be attracted to this program at MCW.
- x Regarding administrative procedures and requirements:
  1. Describe any variations from the usual Graduate School application process as described in the Graduate School bulletin;
  2. Specify the process within the department or institute for administration of the program;
  3. Identify the criteria to be used in accepting and in rejecting applicants;
  4. Describe the academic prerequisites for admission.
- x Regarding the curriculum of the program, describe:
  1. Required courses (list of courses by name);
  2. Elective courses (list of courses by name);
  3. Provide 1 or more sample program plan(s) which show the expected sequence of courses during the program of study.
- x For qualifying, comprehensive, and other types of exams, indicate:
  - 1.



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

#### 5. Attainment of Specific Knowledge and Skills

Research training consists of many facets, not the least of which is the development of a specific body of knowledge and set of technical skills needed to pursue innovative ideas as a career path in biomedical

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

### 3. Review of Draft Dissertation

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

### 4. Submission and Defense of Dissertation

Once comments of the Committee have been addressed by the student in a fashion considered satisfactory by the research advisor, the final oral defense of the dissertation is scheduled by the student so that all members of the Dissertation Committee can attend. The defense is announced by the Graduate School and through the program directors of all graduate programs s-3.9 y(r)0.5 (s)9..64 (d)-Td(t) (o)2 (f) .1 (r)1.75 .1 (r)c1.7 (a)7.b2 (f) 6hrof alenree-2 (u

Role of

### The Graduate Studies Council

#### Rules and Procedures of the Graduate Studies Council

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

**B. Members of the GSC.** The GSC consists of two representatives from all PhD programs (usually the Program Director and Recruitment Director) one representative from each Master's degree program (the program director), the president and vice president of the Graduate Student Association, the Dean of the Graduate School, the Associate Deans of the Graduate School, the Chairs of the Curriculum Programs, Course Evaluation and Program Evaluation sub-committees, and other members as appointed by the Dean. Non-voting *ex-officio* members include the Graduate School Director of enrollment, Associate Director of Recruitment and Marketing and the Executive Assistant to the Dean. As membership of this committee is determined by position, the term of service is determined by length of tenure in that position. All members of the GSC, other than student members are required to haemb M8 (n)-6.10.002 Tc.







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

b. **Changes to the All-Student Handbook**The All-student handbook contains policies that pertain to all

## Graduate Student Association Description and Constitution

### The Graduate Student Association (GSA)

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

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

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

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

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

I. **Title**

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

II. **Purpose**

A. To provide a democratic form of self-government by and for the graduate student aidh S5.2 (r)1.1 ljEMC /P 61Wi7 (ov)2.9 (i5



x To provide the viewpoint of the Graduate Studies Council.

**Director of Enrollment**

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

**Past President**

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

**V. Election Procedures**

**A. Nomination**

1. All members of the Graduate Student Association that have completed 2 years in a degree granting

program administered by the Graduate School of Biomedical Sciences are eligible for election to

Officer positions.

2.

2.

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

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### **Report of the Comprehensive Examination for the Master's Degree\***

This report is submitted by the student's advisor to the Dean of the Graduate School when that requirement has been met.

### **Qualifying Examination: Chairman's Report\***

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

### **Doctoral Qualifying Examination Evaluation Form\***

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

### **Committee Approval\***

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

### **Proposal/Outline Approval\***

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

### **Intent to Graduate**

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

### **PhD Dissertation Final Checklist**

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

### **Master of Science Final Checklist**

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

### **Master of Arts: Thesis Final Checklist**

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

### **Master of Arts: Non-Thesis Final Checklist**

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

### **Master of Public Health Final Checklist**

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

### **Master of Medical Physiology Final Checklist**

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

### **Report of the Final Examination\***

#### **Master's Degree:**

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

#### **PhD Degree:**

