

BIOMEDICAL ENGINEERING, PHD

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (<https://policy.wisc.edu/>). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Credits Earned at Other Institutions

A student may transfer graduate coursework from other institutions with program approval. These courses may not be used toward the Graduate School's minimum residence credit requirement (32 credits). Coursework earned ten years or more prior to admission to the PhD program is not allowed to satisfy requirements. Reach out to the Biomedical Engineering Graduate Coordinator for more information.

If a student earned a master's degree at another institution, the following guidelines apply:

1. If the previous degree was a master's in biomedical engineering, the program may transfer up to 18 credits of PhD pathway coursework requirements. Students must fulfill the remaining pathway requirements and then meet the minimum credit requirement to advance to dissertator status (research credits satisfy this minimum).
2. Those with a master's in other fields can earn a Master of Science in Biomedical Engineering at UW-Madison. Only 7 credits of coursework will transfer in this case.
3. All students with a prior master's will still need to complete the Qualifying Exams and Preliminary Exam but may be able to do so at an accelerated pace.
4. Master's degree credits earned ten or more years prior to the initiation of the PhD program cannot be transferred.
5. Students should develop a list of course equivalents between their chosen pathway and courses taken at their prior institution. This list, the syllabi for all courses from the prior institution, and a copy of the unofficial transcript should be provided to the Associate Chair of the PhD Degree for determination of equivalency.

Undergraduate Credits Earned at Other Institutions or UW-Madison

A student who has completed their bachelor's degree at UW-Madison may transfer 6 credits of coursework with program approval. These courses must be coursework numbered 400 or above. Credits earned at other institutions are not allowed to transfer. Coursework earned ten or more years prior to admission to a PhD degree is not allowed to satisfy requirements. These courses may not be used toward the Graduate School's minimum residence credit requirement.

Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

PROBATION

Refer to the Graduate School: Probation (<https://policy.wisc.edu/library/UW-1217/>) policy.

ADVISOR / COMMITTEE

Advisor: Every Biomedical Engineering graduate student must have a faculty advisor. A faculty advisor provides the student with academic guidance in their course program and research oversight in their thesis. The advisor must be a primary Biomedical Engineering faculty or a Biomedical Engineering affiliate; if the advisor is a Biomedical Engineering affiliate, the student must identify a primary Biomedical Engineering faculty to serve as co-advisor within their first semester. Graduate students should always seek advice from their advisor and/or co-advisor prior to enrolling for courses.

Doctoral Committee: In addition to the committee requirements put forth by the Graduate School, Biomedical Engineering has department-specific criteria that PhD students must meet when forming their committees:

- Committees consist of at least 5 members (one more than the Graduate School's requirement of four)
- The student's advisor(s) must be on the committee
- A minimum of two primary Biomedical Engineering faculty must be on the committee
- The PhD committee chair must be a primary Biomedical Engineering faculty - either the student's advisor or their co-advisor (if the advisor is an affiliate)
- At least one member must be from outside of the primary Biomedical Engineering faculty.
- The PhD committee chair must approve the other members of the committee and any committee changes.
- Students must have a yearly committee meeting after passing the preliminary exam.

CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (<https://policy.wisc.edu/library/UW-1228/>) policy.

TIME LIMITS

Students typically complete their degree within six years of entering the program.

Within two years of entering their program, students are required to pass a comprehensive qualifying examination.

Within three years of entering their program, students are required to prepare for a preliminary examination.

GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (<https://doso.students.wisc.edu/bias-or-hate-reporting/>)
- Graduate Assistantship Policies and Procedures (<https://hr.wisc.edu/policies/gapp/#grievance-procedure>)
- Hostile and Intimidating Behavior Policies and Procedures (<https://hr.wisc.edu/hib/>)
 - Office of the Provost for Faculty and Staff Affairs (<https://facstaff.provost.wisc.edu/>)
- Employee Assistance (<http://www.eao.wisc.edu/>) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (<https://employeeedisabilities.wisc.edu/>) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (<https://grad.wisc.edu/>) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (<https://compliance.wisc.edu/>) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (<https://osas.wisc.edu/>) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (<https://conduct.students.wisc.edu/>) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (<http://www.ombuds.wisc.edu/>) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (<https://compliance.wisc.edu/titleix/>) (for concerns about discrimination)

BME Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance.

Step 1

The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, or reach out to the Graduate Student Services Coordinator or Associate Chair of BME Graduate Advising for additional assistance. These activities do not rise to the level of a formal grievance; however, the student is encouraged to keep documentation of these interactions as they may be useful if a formal grievance is pursued.

Step 2

Should a satisfactory resolution not be achieved, a formal grievance can be filed with the BME Grievance Committee. To do so, the student contacts the Department Administrator, who will provide the student with the name of the current chair of the Grievance Committee. The student will then contact the Chair of the Grievance Committee, who will reply within seven calendar days. If the grievance is with the current Chair of the Grievance Committee, please let the Department Administrator know and they will identify an alternate committee member to contact. It is advised that grievances are filed within 60 calendar days of the alleged unfair treatment to enable a thorough investigation.

Step 3

If the student does not feel comfortable working through the departmental process, they are encouraged to seek out other campus resources including:

- The Assistant Dean for Graduate Affairs in the College of Engineering
- The Graduate School
- UW Division of Diversity, Equity & Educational Achievement (DDEEA)
- McBurney Disability Resource Center
- Employee Assistance Office
- Ombuds Office
- University Health Services

Step 4

At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has ten working days to file a written appeal to the School/College. For more information, students should consult the College of Engineering Academic Advising Policies and Procedures.

Step 5

Documentation of the grievance will be stored for at least seven years. Significant grievances that set a precedent will be stored indefinitely. The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures.

OTHER

n/a