

# CELLULAR AND MOLECULAR BIOLOGY, 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

On a case-by-case basis, refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

##### Undergraduate Credits Earned at Other Institutions or UW-Madison

On a case-by-case basis, refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

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

On a case-by-case basis, 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

On a case-by-case basis, 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

The thesis advisor will assist the graduate student throughout the duration of their PhD studies. Upon choosing a thesis advisor, the student should formulate goals and expectations when starting in a permanent lab home. The student and thesis advisor should work together to ensure that mutual goals and expectations are met. The thesis advisor will monitor and guide the student's progress toward the PhD degree, provide the student with advice about how and when to meet the degree requirements of the program, and help the student decide on appropriate coursework during PhD studies.

After joining a thesis lab, students are required to form a thesis committee. The purpose of the thesis committee is to: guide the student through the process of earning the PhD degree and meeting all Cellular and Molecular Biology program requirements; assist the student in developing

as an independent scientist in the student's area of research; provide the student with an array of ideas and opportunities regarding the direction of the research and thesis project; and evaluate the student's research proposal, attend curriculum certification, preliminary exam, annual progress report, and thesis defense.

The thesis committee consists of five faculty members, including the thesis advisor. All committee members must be readers when the student defends their dissertation. Three committee members, including the thesis advisor, must be faculty trainers in the Cellular and Molecular Biology program. Two committee members must be outside the student's direct area of expertise.

### 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

Refer to the Graduate School: Time Limits (<https://policy.wisc.edu/library/UW-1221/>) policy.

### 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://employeeabilities.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)

### Overview

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly

with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (CMB Program Administration or Chair, Lab Department Administration or Chair, Lab Manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages for more information. If such procedures exist at the local level, these should be investigated first. For more information, see the Graduate School Academic Policies and Procedures. (<http://grad.wisc.edu/acadpolicy/#grievancesandappeals>)

## Procedure

Procedures for proper accounting of student grievances within the CMB Program:

- The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved interpersonally at this level.
- Should satisfactory resolution not be achieved, the student should contact the CMB Office and the CMB Program Chair to discuss the grievance. The program will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help the student informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisor or thesis committee members if appropriate.
- If the issue is not resolved to the student's satisfaction, the student can submit a formal grievance in writing to the CMB Office and CMB Program Chair. The written formal grievance must be submitted within 60 days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened within 10 working days by the CMB Program to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
- Within 10 working days of being convened, the faculty committee will make a decision regarding the grievance. The CMB Program will report on the committee's decision and any action taken by the committee in writing to both the student and the party toward whom the complaint was directed.
- 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 within 10 working days of the committee's decision. The appeal will go to the tenure home School/College of the grieving student's primary advisor.

The Graduate School has procedures for students wishing to further appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures. (<https://grad.wisc.edu/documents/grievances-and-appeals/>)

## OTHER

Cellular and Molecular Biology students all earn a stipend that is set by the program each year, and tuition is covered. First year rotating students are funded through the Cellular and Molecular Biology program during the first semester. After the first semester, students are typically funded by their thesis advisor. In some cases, students earn individual fellowships or training grant slots and are funded through these mechanisms. Contact the Cellular and Molecular Biology program for specific questions about stipend level, etc.