

# BIOMEDICAL ENGINEERING, PH.D.

## POLICIES

### GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

### MAJOR-SPECIFIC POLICIES

#### PRIOR COURSEWORK

##### Graduate Work from 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 Graduate Residence Credit at UW-Madison (32 credits). Coursework earned five years or more prior to admission to the PhD program is not allowed to satisfy requirements. Reach out to the BME 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 BME the program may transfer up to 18 credits of PhD pathway coursework requirements. Students must fulfill the remaining pathway requirements and then meet the 32 credit minimum at UW-Madison in order to advance to dissertator status (research credits count towards this minimum).
2. Those with a master's in other fields can earn a Master of Science in BME at UW-Madison; only 7 credits of coursework will be transferred 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 five 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.

##### UW-Madison Undergraduate

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. Coursework earned five or more years prior to admission to a Ph.D. degree is not allowed to satisfy requirements. These courses may not be used toward the Graduate School's Minimum Graduate Residence Credit.

##### UW-Madison University Special

This program follows the Graduate School's policy for Transfer from UW-Madison University Special Student Career at UW-Madison. (<https://policy.wisc.edu/library/UW-1216/>)

##### PROBATION

This program follows the Graduate School's Probation policy. (<https://policy.wisc.edu/library/UW-1217/>)

##### ADVISOR / COMMITTEE

**Advisor:** Every BME 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 BME faculty or a BME affiliate; if the advisor is a BME affiliate, the student must identify a primary BME 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, BME has department-specific criteria that Ph.D. 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 BME faculty must be on the committee
- The Ph.D. committee chair must be a primary BME 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 BME faculty.
- The Ph.D. 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 credits

##### 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/>)

- Dean of Students Office (<https://doso.students.wisc.edu/>) (for all students to seek grievance assistance and support)
- 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://employee disabilities.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 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)

- 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

### 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