

# HUMAN ECOLOGY: DESIGN STUDIES, MFA

## 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.

### NAMED OPTION-SPECIFIC POLICIES

#### PRIOR COURSEWORK

##### Graduate Work from Other Institutions

With program approval, students are allowed to count up to 20 credits of graduate coursework taken at other institutions or as a UW–Madison Special student (with a maximum of 9 special student credits as part of the 20). Prior coursework taken at other institutions may not be used to satisfy the minimum graduate residence credit requirement. Credits earned five or more years prior to admission to an MFA degree are not allowed to satisfy requirements.

##### UW–Madison Undergraduate

With program approval, up to 7 credits numbered 300 or above from a UW–Madison undergraduate degree are allowed to count toward degree credit; undergraduate courses must be numbered 700 or above to count toward the minimum graduate coursework requirement. No undergraduate coursework may count toward graduate residence requirement.

##### UW–Madison University Special

With program approval, students are allowed to count up to 20 credits of graduate coursework taken at other institutions or as a UW–Madison Special student (with a maximum of 9 special student credits as part of the 20). Special student coursework must be numbered 300 or above for residence and degree credit and 700 or above for minimum graduate coursework (50%) credit.

Credits earned five or more years prior to admission to an MFA degree are not allowed to satisfy requirements. Use of Special student credit may require payment of tuition difference.

### PROBATION

The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

### ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned

to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

### CREDITS PER TERM ALLOWED

12 credits

### TIME CONSTRAINTS

Master's degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; that coursework may not count toward Graduate School credit requirements.

### 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://employeedisabilities.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)

Any student who feels that he or she has been treated unfairly by a Human Ecology faculty or staff member has the right to complain about the treatment and to receive a prompt hearing of the grievance, following the grievance procedures outlined below. To ensure a prompt and fair hearing of any complaint, and to protect both the rights of the student and the

person at whom the complaint is addressed, the procedures below are used in the School of Human Ecology.

The person whom the complaint is directed against must be an employee of the School of Human Ecology. Any graduate student or graduate applicant may use these procedures unless the complaint is covered by other campus rules or contracts.

Note: These procedures do not cover appeals of admissions decisions or other decisions made by departmental or Human Ecology committees. For information on appeals of decisions, students should contact the chair of the committee or the chair of the department that made the decision.

## Contacts

**Civil Society and Community Studies:** Brian McInnes (<https://sohe.wisc.edu/staff/brian-mcinnis/>) (Graduate Program Chair), Cynthia Jasper (<http://sohe.wisc.edu/staff/cynthia-jasper/>) (Department Chair)

**Consumer Science:** J. Michael Collins (<https://sohe.wisc.edu/staff/j-michael-collins/>) (Graduate Program Chair), Nancy Wong (<http://sohe.wisc.edu/staff/nancy-wong/>) (Department Chair)

**Design Studies:** Jung-hye Shin (<https://sohe.wisc.edu/staff/jung-hye-shin/>) (Graduate Program Chair), Roberto Rengel (<http://sohe.wisc.edu/staff/roberto-rengel/>) (Department Chair)

**Human Development and Family Studies:** Kristin Litzelman (<https://sohe.wisc.edu/staff/kristin-litzelman/>) (Graduate Program Chair), Janean Dilworth-Bart (<https://sohe.wisc.edu/staff/janean-dilworth-bart-2/>) (Department Chair)

**Master of Science in Human Ecology:** Sarah Halpern-Meekin (<https://sohe.wisc.edu/staff/sarah-halpern-meekin/>) (Graduate Program Chair)

Students are encouraged to keep written documentation of their experience of unfair treatment both before and during the grievance proceedings.

## Graduate Student Grievance Procedures

**STEP 1.** The student should first consider talking directly with the person(s) against whom the grievance is directed.

Some issues can be settled at this level, and some cannot be. Although students are encouraged to talk directly with the person(s) involved, we recognize that this may not always be possible. If the complaint cannot be resolved satisfactorily by talking with the person(s) involved, the student may continue to **Step 2**.

NOTE: In cases of sexual harassment, sexual misconduct, or racial discrimination, students may choose to bypass these procedures and report the conduct directly to either of the following offices:

- SoHE Human Resources Manager: Nancy Andrews (<https://sohe.wisc.edu/staff/nancy-andrews/>)
- The Office for Equity and Diversity (<http://oed.wisc.edu/>) (179-A Bascom Hall, 608-263-2378, Wisconsin Telecommunications Relay Service: 7-1-1)

**STEP 2.** Does the complaint involve someone in a Human Ecology academic department (Civil Society and Community Studies, Consumer Science, Design Studies, and Human Development & Family Studies)?

- **Yes:** The student should contact the chair of the department. The student will submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment. The department chair will refer the matter to the department's Graduate Program Committee or to another appropriate departmental committee (standing or ad hoc) for review. The committee will share the student's written complaint with the person at whom the complaint is directed, and will obtain a written response from this person. This response will be shared with the student filing the grievance. The committee chair will provide a timely written decision to the student on the action taken by the committee (the departmental decision). If either party is unwilling to accept the departmental decision, the department chair will refer the matter to the Associate Dean for Graduate Studies (see contact information below). The Associate Dean will bring the grievance to the Human Ecology Graduate Program Council for review. (NOTE: if the grievance is against the department chair, the written complaint should be referred to the chair of the department's graduate program committee; contact information given below.)
- **No:** The student should contact the Associate Dean for Graduate Studies. (<https://sohe.wisc.edu/staff/connie-flanagan/>) The student will submit the grievance to the Associate Dean in writing. This must be done within 60 calendar days of the alleged unfair treatment. The Associate Dean will refer the grievance to the Human Ecology Graduate Program Council for review.

### STEP 3. Human Ecology Graduate Program Council review.

To ensure fairness, the Graduate Program Council chair may appoint a subcommittee to review the complaint (e.g., excluding faculty from the student's department). The Graduate Program Council may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately in closed session. The Graduate Program Council will then make a written recommendation to the Associate Dean who will render a decision and submit it to the Dean of the School for final approval. The Associate Dean will provide the Dean's final decision in writing to the student and to the person against whom the grievance was filed. Unless a longer time is mutually agreed upon by the individuals involved, this written decision shall be made within 30 working days from the date when the written grievance was filed with the Associate Dean's Office.

Students not willing to accept the final decision of the Dean may appeal to the Graduate School (<https://grad.wisc.edu/documents/grievances-and-appeals/>).

Questions about these procedures can be directed to Connie Flanagan, Associate Dean for Graduate Studies (<https://sohe.wisc.edu/staff/connie-flanagan/>).

State law contains provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part:  
 "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or centers because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status."

In addition, the UW-System prohibits discrimination based on gender identity or gender expression.

Students have the right to file discrimination and harassment complaints with the Office for Equity and Diversity (<https://>

employeeedisabilities.wisc.edu/), 179-A Bascom Hall, 263-2378, Wisconsin  
Telecommunications Relay Service: 7-1-1

**OTHER**

n/a