

THE HANDBOOK

The Biophysics Handbook contains relevant information for current Biophysics graduate students and faculty. If there are any questions related to the Biophysics Program and you are unable to find the answer by searching through the Biophysics Handbook, feel free to contact the Biophysics Office at any time (biophysics@bocklabs.wisc.edu).

ADMINISTRATIVE STRUCTURE

The Biophysics Graduate Degree Program is an interdepartmental program administered by the Institute of Molecular Virology and supervised by the Biophysics Steering Committee. The Steering Committee is made up of the Biophysics Chair, the Assistant Chair, staff, faculty, and students. The committee advises the chair on matters of program policy, planning and coordination of activities. Major responsibilities of the Steering Committee include curriculum decisions, new trainer selections, advising students, and serving on thesis committees. See the contacts section of this handbook for a list of Steering Committee members.

The Biophysics Graduate Degree program consists of over 50 faculty members that span multiple departments and colleges across UW-Madison. The interdisciplinary nature of Biophysics generates interaction among traditional areas of science and allows students to choose a Thesis Advisor from a wide range of areas. In addition, state-of-the-art facilities are available within the Biophysics Program for research topics such as x-ray crystallography, fluorescence spectroscopy, microscopy and imaging, and computational chemistry.

TIMELINE OVERVIEW

YEAR 1

- Biophysics Graduate Program Orientation (week before Labor Day)
 - submit benefits forms, sign up for classes, arrange lab rotations
- Complete 3 lab rotations
- Choose a thesis advisor and start working in their lab by the end of the fall semester
- Attend an ethics seminar in April
- Form a thesis committee and hold an introductory meeting by the end of August

YEAR 2

- Register for classes and complete required coursework
- Attend an ethics seminar in April
- Submit a completed Curriculum Certification form to the Biophysics Office by the end of May
- Complete your oral preliminary exam by the end of August

YEAR 3

- Register for and complete any additional classes
- Attend an ethics seminar in April
- Schedule and complete a Progress Report Meeting by the end of August
 - Submit Progress Report Form to the Biophysics Office

YEAR 4 & 5

- Attend an ethics seminar in April
- Schedule and complete a Progress Report Meeting by the end of August
 - Submit Progress Report Form to the Biophysics Office

FINAL YEAR

- Write and defend thesis
 - Notify the Biophysics Office of date, time, room location and title of defense 4 weeks in advance
- Submit necessary paperwork to the Graduate School and celebrate your graduation!

NEW STUDENT INFORMATION

A. Overview

There are many things that new students must complete before and soon after arriving at the University of Wisconsin-Madison. New students will receive an email notification instructing them to activate their UW email address, NetID, and to register for some courses prior to arriving at UW-Madison. If there are any questions, please feel free to email the Biophysics office: biophysics@bocklabs.wisc.edu

B. Wisemail and NetID

- To establish a UW email account (Wisemail), visit www.wisc.edu, click on “My UW”
- Students will need a student ID number and their date of birth to activate their Wisemail account
- Follow the instructions to create a NetID and password
- Students should notify the Biophysics Office (biophysics@bocklabs.wisc.edu) of their wisc.edu email address
- If problems occur, contact the [DoIT Office](#) (608-264-4357)

C. Registering for courses

Incoming rotation students will register for credits of 990 research with Dr. Alessandro Senes (Biophysics Program Chair). Incoming students will also be advised if they need to sign up for Chem 668, Biophysical Spectroscopy in the fall semester of the first year. Additionally, all students are encouraged to enroll in an ethics seminar their first semester in the program. All students must take an ethics class in their first year of studies. Students will receive a detailed email in August letting them know which classes to sign up for with the appropriate class

numbers. Please note that you will need to be signed up for at least one class to be able to get a UW ID card (Wiscard).

D. Health Insurance

- During orientation, incoming rotation students will be provided with benefits information and instructions on how to apply for benefits
- Benefits packets must be completed and submitted within 30 days of the start of your appointment (the first day of orientation)

E. UW ID Card

- A UW ID card ([Wiscard](#)) is a student's campus photo ID
- To obtain a Wiscard, students must be registered for at least one class
- Students will be able to pick up obtain their Wiscard during Orientation
- Personal ID (drivers license, passport, or state issued ID) must be presented when requesting an initial or replacement Wiscard

F. Bus Pass

- Graduate students are eligible for a free City of Madison Metro unlimited ride bus pass
- A valid Wiscard must be presented in order to pick up a bus pass
- New fall [bus passes](#) are typically available the last week of August. Visit the link for details about where to pick up your bus pass.

G. Biological Safety at UW-Madison

There are various safety trainings that a student may need to take when working in a lab on campus. If a student is working with animals or radiation, UW-Madison requires that the student complete the necessary training. For each lab rotation, the student should check with each faculty trainer about which training sessions he/she will need to attend for that specific lab. Below are the various training courses offered by the UW Office of Biological Safety.

- **Biological Safety Training:**
- All training is administered through the UW Office of Biological Safety
- For more information, see the [Biological Safety Training](#) website
- [Additional training](#) is offered for lab animal certification, chemical safety training, hazardous materials, and radiation safety

FINANCIAL/HEALTH INSURANCE

A. Financial Support Overview

All Biophysics students will receive a yearly stipend and UW Graduate Student health insurance benefits. The stipend rate is set each year in July for the upcoming year. For 2021-22, the stipend is \$30,000. Any student receiving a fellowship or training grant less than the current Biophysics stipend rate is required to be supplemented to reach the current Biophysics stipend rate.

First-Year Students:

- **Stipend:**

- All Biophysics students are awarded a gross, pre-tax stipend of \$30,000 for the 2021-22 year for a 12-month appointment. The Biophysics program will cover rotations costs; after that, responsibility for paying the stipend will fall to the home department of the professor's lab you join
- For new students, the first paycheck will be electronically deposited in your bank account in mid-September
- Students will receive a paycheck every other week from that point forward
- **Tuition:**
 - Tuition is remitted; thus, students should not receive a tuition bill
 - If a student receives a tuition bill, they should contact the Biophysics Office immediately (biophysics@bocklabs.wisc.edu, 608-262-3203)
 - If the Biophysics Office is not contacted about the bill, the student will be charged a \$100, non-refundable late fee (Biophysics is not responsible for any late fees)
- **Segregated Fees:**
 - Each semester, students with a Research Assistant title will need to pay segregated fees, a UW-Madison mandated fee
 - Segregated fees cover the cost of the University Health Services, bus passes, use of the Wisconsin Unions, etc.
 - See the Registrar's Office [Segregated Fee Information](#) webpage for the exact amount of segregated fees to be paid each semester
 - Students can check their [My UW](#) financial account to view segregated fee charges
 - Fees can be paid online through [My UW](#) or at the Bursar's Office
 - If this fee is not paid by the deadline, students will be charged a \$100 non-refundable late fee (Biophysics is not responsible for any late fees)

Research Assistants:

- **Stipend:**
 - The Thesis Advisor is fully responsible for the stipend
- **Tuition:**
 - Tuition is remitted
- **Segregated Fees:**
 - Research Assistants pay [segregated fees](#) at the beginning of each semester

Fellows/Trainees:

- **Stipend:**
 - The majority of the stipend is paid by the fellowship/training grant
 - If a fellowship/training grant funding rate is below the current Biophysics stipend rate, the student's fellowship/training grant will be supplemented to bring the stipend up to the current Biophysics stipend rate
 - The Biophysics Program will supplement a fellowship/training grant stipend for first-year rotating students until they have joined a thesis lab
 - The Thesis Advisor will supplement a fellowship/training grant stipend once the student has joined a thesis lab

- **Tuition:**
 - Tuition is remitted
- **Segregated Fees:**
 - Paid by the fellowship/training grant

B. Health Insurance:

- Graduate students including research assistants, fellows, and trainees are eligible for health insurance plans offered by UW-Madison
- Single and family health care coverage plans are available
- Benefits premiums are automatically deducted from the student's monthly paychecks
- Benefits forms must be completed and submitted online during orientation week to ensure insurance coverage begins on September 1st
- There is an open enrollment period every October if you want to make changes to your health care coverage plans
- [Graduate Assistant Health Insurance](#): includes health insurance descriptions and contact information for each plan
- [General Employee Benefits](#): includes information about health insurance, life insurance, and other benefits

COURSE REQUIREMENTS

The Graduate School requires PhD students to complete a minimum of 32 graduate-level credits in order to obtain a PhD Degree. These 32 credits are fulfilled via core curriculum courses, an ethics course, seminar courses, 990 research credits, and specialty courses. Please keep in mind that all major course requirements must be completed before a student undergoes their oral preliminary examination.

Core Curriculum

All students are **required** to take:

- Chem 665, Biophysical Chemistry
- Chem 668, Biophysical Spectroscopy

Because Chem 668 is only offered every other year, students will be advised upon joining the program when they will need to take the course.

Additional Courses

In addition to the required classes, students must take at least **two** other elective courses that are related to their thesis work. The following list of courses have all been approved as elective courses by the Biophysics Steering Committee. If you are interested in a different course, in order for it to count as an elective course towards your Biophysics graduate degree, the course needs to be approved by the Steering Committee. Please email the coordinator a syllabus from the course and a short paragraph detailing why the class is relevant to your research.

Approved Elective Courses

- Structure Courses:
 - Biochem 601: Protein and Enzyme Structure and Function
 - Biochem 625: Mechanism of Action of Vitamins and Minerals
 - Micro 668: Microbiology at Atomic Resolution
 - Chem 622: Organic Analysis by Mass Spectrometry
 - Chem 675: Introduction to Quantum Chemistry
 - Oncology 673: Purification and Characterization of Protein and Protein Complexes
- Modeling Courses:
 - Chem 661: Chemical and Statistical Thermodynamics
 - Math 609: Mathematical Methods for Systems Biology
- Molecular Biology Courses:
 - Biochem 612: Prokaryotic Molecular Biology
 - Biochem 620: Eukaryotic Molecular Biology
- Neuroscience Courses:
 - Physiology 610: Cellular and Molecular Neuroscience
- Spectroscopy/Microscopy Courses:
 - BME 619: Microscopy of Life
 - BME 751: Biomedical Optics and Biophotonics
 - Chem 860: Spectroscopy of Individual Molecules and Particles (3 credit option)
- Computational Courses:
 - Oncology 778: Bioinformatics for Biologists
 - BMI: Advanced Bioinformatics

Ethics Course

All students are required to take an ethics course. It is recommended that students take this course in their first semester, but it must be completed in their first year in the program.

Seminar Course

- The biophysics seminar remains a requirement for 1st, 2nd and 3rd year students
- After the 3rd year, students are required to attend **four** more seminar classes in total before their graduation. These are typically a 900-level one-credit course based on presentation and discussion of journal article or individual research.
- Informal journal or research talk clubs that meet weekly but are not formally offered as a class may count towards this requirement, if approved by the Steering Committee

990 Research Credits

These are the courses in which students will be conducting their independent research. First semester students will register for 990 research credits in the department of the Biophysics Program Chair, Alessandro Senes. Once a thesis lab is selected, these credits will be conducted in the Thesis Advisor's home department.

Specialty Courses

To fulfill the remainder of required credits, students can take specialty courses. It is recommended to take courses in areas such as biotechnology, computer science, electrical and computer engineering, molecular biology, or physics. Students should consult with their Thesis Advisor and thesis committee members about appropriate specialty courses to take pertaining to individual training goals.

GRADES

The Graduate School requires that the overall grade point average (GPA) of non-research courses be 3.0 (B average) or better. In addition, the Biophysics Program requires a cumulative Biophysics GPA of 3.0 or better in the core, ethics, and specialty courses. Research and seminar course grades are not included in the Biophysics GPA.

Credits are not counted from courses in which a grade of BC or below is obtained for either of the Biophysics core courses. In the event of an unsatisfactory grade, the student must repeat the course and obtain a grade of B or better in order to graduate.

The Biophysics Graduate Degree Program Coordinator will monitor course enrollment and completion. Any deficiencies will be discussed with the Biophysics Steering Committee and could lead to academic probation.

SEMINAR REQUIREMENT

The goal of the seminar requirement is to give each student training and experience in oral presentations and to help keep students up to date on new technologies and ideas. Students are required to give an oral presentation beginning the second year of the Biophysics Program and each year thereafter. Students who have not yet reached dissertator status must take the Biophysics Seminar course (Chem 872) each fall and spring semester. Dissertators may ask for permission from the Biophysics Steering Committee to enroll in a different seminar course they feel will help inform their thesis work. Students must be enrolled in a seminar course every Fall and Spring semester in which they are enrolled.

REGISTRATION

First-Year Rotating Students

In early July, new students will receive an email from the Registrar's Office inviting them to enroll. At this time, students will register for both 990 research credits and other courses. The number of research credits is selected to bring the total to a full-time load of 8-15 credits (typically this is 3 or more 990 research credits). During the first semester, students register for research credits under the Biophysics Program Chair, Dr. Alessandro Senes.

To register, the student needs an active 'My UW' account (www.wisc.edu) and student ID number. Registration can be completed at the student's 'My UW' page, under the student services tab, click student center.

Continuing Students:

- Non-Dissertator Status (has not passed prelim exam):
 - Students must register for a full-time credit load in the fall and spring semesters (8-15 credits). It is recommended that students apportion these credits between courses, seminar and 990 research. 990 research credits are registered under the department of the Thesis Advisor.
 - You must be registered for at least 8 credits of graduate level work
 - During the summer session, students must register for 2 credits (usually 990 research credits).
- Dissertator Status (has passed prelim exam):
 - Students must register for 3 credits directly related to their dissertation research in each fall, spring and summer terms until graduation.
 - Audits and pass/fail do not satisfy Dissertator Status requirements

For key registration deadlines, see the Registrar's Website: <http://registrar.wisc.edu/index.htm>

LAB ROTATIONS

A. Overview

During the first semester, incoming students rotate in three laboratories for a period of four to five weeks per rotation. Rotations allow students to gain a vast amount of knowledge about research in the Biophysics Program. This knowledge will allow them to better choose a thesis lab for completion of their PhD degree.

B. Lab Rotations Provide:

- An introduction to biophysics research and techniques
- Exposure to the actual working environment of a laboratory
- Hands-on research experience
- Exposure to the variety of biophysics research being conducted on the UW-Madison campus
- A chance to meet various students and faculty trainers

C. Selecting Lab Rotations

- Review each faculty trainer's lab research (see the faculty directory on the Biophysics website)
- Attend biophysics faculty trainer talks during Advising and Orientation Week, where each faculty trainer will discuss research being conducted in their lab
- Identify faculty trainers of interest for possible fall lab rotations or future Thesis Committee members
- Note questions to ask each faculty trainer
- Arrange a time to meet with each faculty trainer of interest to discuss questions and obtain more information about their lab

- Students are advised to meet with at least six faculty trainers before deciding on three lab rotations
- Update the Biophysics office throughout the semester when you have scheduled your rotations. The first rotation should be scheduled to start the week after the start of classes. Other rotations may also be scheduled at that time, but they may also be scheduled later during the semester.

D. Selecting a Final Thesis Lab

- Upon completion of three lab rotations, the student will identify their final thesis lab choice
- Students are required to complete all 3 rotations. Students may discuss joining a lab at any point during their rotations, but cannot start in their thesis lab until all three rotations have been completed.
- Complete the Choice of Thesis Lab form, available on the Biophysics website, and return it to the Biophysics Office in December of their first semester

E. Lab Rotation Concerns

- If the student experiences lab rotation difficulties or is unable to determine an appropriate thesis lab at the end of their third rotation, the student should contact the Biophysics Office immediately

THESIS ADVISOR

A. Overview

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.

B. Purpose of a Thesis Advisor

- Monitor and guide the student's progress toward their PhD degree
- Provide the student with advice about how and when to meet the degree requirements of the program
- Help the student decide on appropriate coursework during their PhD studies
- Act as the head of the student's Thesis Committee
- Help the student establish the members of their Thesis Committee

C. Selecting a Thesis Advisor

- Consider the amount of contact, pressure, support, and direction the student might prefer
- Attend Biophysics faculty trainer talks during Advising and Orientation Week where each Biophysics faculty trainer taking rotators will discuss research being conducted in his/her lab

- Review each faculty trainer's lab information found on their website and arrange a time to meet with faculty trainers of interest to discuss questions and obtain more information about their lab
- Ask for copies of grant proposals or published papers about the faculty trainer's research
- Interview other Biophysics graduate students in the faculty trainer's lab

D. Student-Thesis Advisor Concerns

- If a problem between a student and Thesis Advisor develops, the following steps should be taken:
 - The student and Thesis Advisor should discuss and attempt to resolve any differences, request changes within a specified time period, note concerns on the Progress Report form, follow up with a letter to the student, and send a copy of the letter to the Biophysics Office
 - If either party is not satisfied with the result, they may present the situation to a member of the Thesis Committee and notify the Biophysics Office
 - If the problem is not readily resolved, the student or Thesis Advisor may seek the guidance of the Biophysics Program Chair
 - If a solution suggests a laboratory change, the Thesis Advisor may be expected to fund the student for a one-month rotation
 - The [Employee Assistance Office \(EAO\)](#) at UW-Madison is available to faculty trainers and graduate students as a useful resource when dealing with student-Thesis Advisor concerns

THESIS COMMITTEE

The Thesis Committee is comprised of at least 5 members, including the Thesis Advisor. The committee will help guide the student throughout their independent research until completion of their PhD Degree. The student and Thesis Advisor will choose four other faculty members to serve on the committee. At least one of the four additional members must be in a different department than the Thesis Advisor. Three of the five committee members must be trainers in the Biophysics Program. It is recommended that students form their Thesis Committee soon after beginning in their lab, but this should be done by the end of the spring semester of the student's first year in the Biophysics Graduate Degree Program.

Once a committee is formed, the student should schedule a meeting with all committee members that should be completed by the end of the summer after their first year of graduate school. The purpose of this first meeting is to introduce everybody, to discuss the student's research area and determine appropriate steps to complete the program requirements, including suggesting courses for the student to take. The next formal meeting is typically when the student is defending their oral prelim (the written prelim does not require a face-to-face meeting with the thesis committee). After a successful oral prelim defense, students should continue to meet regularly with their committee throughout their progression in the Biophysics Graduate Degree Program. These meetings must happen at least annually, and are to be accompanied by a Progress Report (see Yearly Progress Report tab, form is available under Current Students tab)

PRELIMINARY EXAM

Oral Exam

The oral exam is taken after successfully completing the second year in the program. The oral exam should be completed no later than the end of the student's third fall in the program. This exam consists of an oral defense of a written research proposal. The format of the research proposal is based on the format for an NIH F31 predoctoral grant application. If the student feels they need more time to complete the oral exam, they must request an extension from the Biophysics Office.

- Four weeks prior to the exam, the student should notify the Biophysics Office of the exam date so a warrant can be obtained from the Graduate School. The warrant will be sent to the student who should a copy to their oral prelim defense
- One week prior to the exam date, the student must distribute a copy of their proposal to each committee member and to the Biophysics Office
- The Biophysics Office will designate a chair for the committee and provide them with the rating forms prior to the exam
- At the exam, the student will give a 25-30 minute uninterrupted presentation about their research project. Afterwards, the floor is opened for questions from the thesis committee members
- After the defense, the committee meets in a closed session and grades the exam using an NIH-style rating system with 1 being the best, 5 the worst. A score of 1-2.5 constitutes a pass, and after the defense, the committee chair submits the rating forms to the Biophysics Office
- After the defense, the student returns the signed warrant to the Biophysics Office. Upon approval from the Graduate School, the student will be promoted to dissertator status. Students will be notified of this via email from the graduate school containing instructions
- Students are given one opportunity to retake the oral exam in the event of a non-passing grade
- Format of the exam:
 - Title or Cover Page (include your name, a title, and the name of your advisor)
 - Summary/Abstract (1-2 paragraphs)
 - Specific Aims (limit 1 page, singled spaced)
 - Research Strategy (limit 6 pages, single spaced, including figures)
 - Background and Significance
 - Preliminary Data
 - Research Design and Methods
 - Timetable for completion of the project (be concise)
 - Bibliography (no page limit)

THESIS DEFENSE

A. Overview

The Thesis Defense is a presentation of the student's independent research topic including an overview of the experiments completed and a summary of the analyzed data and results. Most students are able to complete their PhD within five to six years after entering the Biophysics Program. The Thesis Defense must be completed within five years after achieving dissertator status. For more information on this policy, see the Graduate School [Academic Policies and Procedures](#) website.

B. Process

At Least Four Weeks Prior to the Thesis Defense:

- Schedule the Thesis Defense with the Thesis Committee
- Send an email notification with the scheduled date, defense location, defense time, thesis title, and listing of thesis committee members to the Biophysics Office
- The Biophysics Office will request a warrant from the Graduate School, and they will let the student know when they can pick it up from the Biophysics Office
- Read through the Graduate School's page on "Completing Your Degree" <http://grad.wisc.edu/currentstudents/degree/>
- If changes in the Thesis Committee are made after a warrant has been requested, then a new request must be made to the Graduate School for approval and issuance of a new warrant

At Least Two Weeks Prior to the Thesis Defense:

- Submit a copy of the Thesis Defense to all members of the Thesis Committee
- The Biophysics Office will create a Thesis Defense flyer and distribute this announcement to the current Biophysics faculty trainer and graduate student email list
- Notify your departmental payroll coordinator of the date you are expecting to defend and deposit your thesis

At the Thesis Defense:

- All five committee members must be present
- Present your independent thesis research project
- Defend and answer questions asked by the Thesis Committee
- Obtain signatures of all Thesis Committee members on the Thesis Defense warrant

Following the Thesis Defense:

- Submit to the Biophysics Office:
 - A copy of the signed warrant
 - The forwarding address form
 - Thesis Abstract
 - A copy of the thesis cover page
- Pay the dissertation deposit fee required by the Graduate School
- Complete the doctoral exit surveys from the Graduate School
- Submit your thesis dissertation electronically to the Graduate School. All corrections and revisions must be complete before submission.

- When you submit, you will need proof of payment of the fee, an electronic copy of your signed warrant, and proof of exit survey completion
- Contact the Graduate School (262-2433) to schedule an appointment for the final review (optional)
- For more information, see: <https://grad.wisc.edu/currentstudents/doctoralguide/>

GRIEVANCE PROCEDURE

A. 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 (Biophysics 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: Grievances & Appeals at <http://grad.wisc.edu/acadpolicy/#grievancesandappeals>

B. Procedure

Procedures for proper accounting of student grievances within the Biophysics 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 at this level.
- Should satisfactory resolution not be achieved, the student should contact the Biophysics Office and the Biophysics 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. University resources for sexual harassment, discrimination, disability accommodations and other related concerns can be found on the UW Office of Equity and Diversity website: <http://www.oed.wisc.edu/index.html>
- Other campus resources include:
 - The Graduate School: grad.wisc.edu
 - McBurney Disability Resource Center: mcburney.wisc.edu
 - Employee Assistance Office: eao.wisc.edu
 - Ombuds Office: ombuds.wisc.edu
 - University Health Services: uhs.wisc.edu
 - UW Office of Equity and Diversity: <http://www.oed.wisc.edu/index.html>

- If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Biophysics Office and Biophysics Program Chair in writing, within 60 days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Biophysics 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.
- The faculty committee will determine a decision regarding the grievance. The Biophysics Program will report on the 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. Either party has 10 working days to file a written appeal to the School/College.

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.: <https://grad.wisc.edu/acadpolicy/#grievancesandappeals>