



University of Wisconsin  
**SCHOOL OF MEDICINE  
AND PUBLIC HEALTH**

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Department of Population Health Sciences  
**MASTER OF PUBLIC HEALTH**

# **STUDENT HANDBOOK**

## **2017-18**

**Master of Public Health Program**  
740 WARF, 610 Walnut Street  
Madison, WI 53726  
(608) 263-4889

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## **INTRODUCTION**

The MPH Student Handbook serves as a tool for navigating the MPH experience. It includes the answers to many of your questions and some tips to help you maximize your time in the MPH Program. Please take the time to become familiar with our policies and procedures and remember to reference your handbook as you have questions.

Your time in the program will go quickly. Augment your experience by joining student organizations, participating in departmental, school, and campus educational events, and applying what you learn in your classes and fieldwork.

Here are some specific things you can do to be successful:

- Get involved outside of your classes by networking with classmates and faculty, participating in student organization activities, attending Population Health Monday Seminars, and participating in the many educational offerings, seminars and activities provided on the UW-Madison campus.
- Exceed expectations in your course work and field experience. The relationships you make today may result in the job of your dreams tomorrow!
- Customize your degree with one of our approved certificate programs.
- Reach out for help if you find yourself struggling in your classes or fieldwork. We are here to help you. We want you to succeed!

## **KEY MPH PERSONNEL & CONTACT INFORMATION**

The MPH faculty and staff members welcome the occasion to meet with you and discuss your personalized educational plan, career goals, and learning opportunities.

### **Ajay Sethi, MPH Faculty Director**

601 WARF  
608-263-1756  
[ajay.sethi@wisc.edu](mailto:ajay.sethi@wisc.edu)

The MPH Faculty Director provides overall leadership for the MPH Program, including admissions, instructional quality, faculty recruitment and collaboration, and student affairs and services.

### **Barbara Duerst, Director of Public Health Education and Training and Deputy Director of the MPH Program**

736 WARF  
608-263-4215  
[barbara.duerst@wisc.edu](mailto:barbara.duerst@wisc.edu)

The Deputy Director provides general oversight to the MPH Program, by assuring that the Program operates smoothly through supervision of staff, curriculum oversight, monitoring the governance structure and accreditation status. She also advises all current MPH students who are not in a dual degree.

**Debbie Siegenthaler, Community Engagement Coordinator**

734 WARF  
608-263-3036  
[dssiegenthal@wisc.edu](mailto:dssiegenthal@wisc.edu)

The MPH Community Engagement Coordinator helps students facilitate their field experience projects and provides guidance to students on fieldwork and Capstone Projects.

**Mindy Schreiner, MPH Student Services Coordinator**

740A WARF  
608-263-2298  
[schreiner3@wisc.edu](mailto:schreiner3@wisc.edu)

The Student Services Coordinator provides academic advising to current MPH students who are enrolled in a dual degree program and oversees the recruitment and admissions efforts of the MPH Program.

**Terrie Howe, PHS Administrative Assistant/Curricular Services Rep**

740 WARF  
608-263-4889  
[thowe2@wisc.edu](mailto:thowe2@wisc.edu)

The Administrative Assistant is the first point of contact when students express interest in the MPH Program. She is responsible for maintaining student records and the MPH Program's listserves. She coordinates the Program's meetings and events, and the admissions process. As the Curricular Representative for the Department of Population Health, she is responsible for maintaining the Schedule of Classes and facilitates class permissions, credit overrides, and grade changes.

**Taylor Matrisch, Student Assistant**

740 WARF  
608-263-4889

The Student Assistant assists with many of the administrative aspects of the Program.

## **2017-2018 IMPORTANT ACADEMIC DATES**

August	MPH Orientation, August 29, 2017 Population Health Day of Service, August 30, 2017
September	Labor Day, September 4, 2017 Classes Begin, Wednesday, September 6, 2017
October	
November	Thanksgiving Recess, November 23 – 26, 2017
December	Last Class Day, December 13, 2017 Study Day, December 14, 2017 Exams, December 15 – 21, 2017 Winter Commencement, December 17, 2017
January	Martin Luther King Jr. Day, January 15, 2018 Classes Begin, Tuesday, January 23, 2018
February	MPH Application Deadline for Fall 2018 Cohort, February 1, 2018
March	Spring Recess, March 24 – April 1, 2018 Population Health Sciences Poster Session, Monday, March 19, 2018
April	Classes resume, Monday, April 2, 2018
May	Last Class Day, May 4, 2018 Study Day, May 5, 2018 Exams, May 6 – 11, 2018 Commencement, Friday, May 11, 2018
Summer	8-week Summer Session, June 18 – August 10, 2018

## **THE PROGRAM**

### **MPH PROGRAM'S VISION AND MISSION**

The vision of the University of Wisconsin-Madison's MPH Program is:

***Healthy people living in healthy communities***

The mission is:

***To develop a sufficient, competent, and diverse public health workforce through excellence in interdisciplinary education, research, and community service***

MPH stakeholders, including the MPH Steering Committee, faculty, staff, preceptors, and students collaboratively developed the mission and vision statements for the MPH Program. The Program's courses, activities, and events are planned and executed with these guiding principles in mind.

### **PUBLIC HEALTH PRINCIPLES AND COMPETENCIES**

The University of Wisconsin-Madison Master of Public Health (MPH) program takes an interprofessional, practice-oriented approach to provide educational training in public health. The MPH program works across all levels of community, government, private industry, and other institutional settings to achieve core competencies and promote health equity in Wisconsin communities and beyond. We are committed to advancing the Wisconsin Idea, a concept that espouses sharing university resources and knowledge beyond the campus, through didactic and experiential learning. After completing the MPH program, students will be able to:

1. Translate and apply public health knowledge gained through didactic and experiential learning, research and practice at the University to improve the health of the population and promote health equity.
2. Utilize a global health perspective to improve the health and wellness of underserved and minority communities.
3. Employ theory and evidence-based methodologies to inform interdisciplinary public health practice and research.
4. Employ a socio-ecological model to recognize system-level properties that result from dynamic interactions among human and social systems and how they affect community health.
5. Utilize a community health assessment framework to analyze and evaluate the health status of populations on the basis of multiple determinants of health.
6. Identify strengths and limitations of current public health models and approaches and develop effective solutions for today's public health challenges.
7. Communicate effectively using various modalities across settings and audiences in order to achieve public health goals.
8. Practice public health with honesty and integrity using a respectful and collaborative approach that responds to the needs of the communities we serve.
9. Demonstrate leadership in public health, striving for excellence and lifelong learning.

In addition, the MPH Program provides courses and experiences that fulfill competencies established by the Association of Schools and Programs of Public Health (ASPPH). These competencies address in detail the five core discipline areas (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy Management, and Social and Behavioral Health Sciences) as well as integrating interdisciplinary cross-cutting competency domains (Communication and Informatics, Diversity and Culture, Leadership, Professionalism, Program Planning, Public Health Biology, and Systems Thinking. Details on these competencies can be found at: <http://www.aspph.org>.

## **PROGRAM ACCREDITATION**

The University of Wisconsin-Madison's MPH Program is accredited by the **Council on Education for Public Health (CEPH)**, a professional accrediting agency recognized by the U.S. Department of Education. The Program was initially accredited in July 2009, and reaccredited in September 2014. Accreditation materials (self-study and final accreditation report) are available on the MPH Program's website. The University of Wisconsin-Madison School of Medicine and Public Health (SMPH) is accredited by American Association of Medical Colleges.



## MPH CURRICULUM

The MPH degree is a 42-credit program. Students may enroll full-time or part-time. Full-time students complete the program in approximately two years. Part-time students may take up to five years to complete the Program. The Program may also be completed as part of an approved dual degree program.

All students are required to complete 20 credits of required core courses and seminars, 3 credits of methods, 13 credits of electives and a 6-credit field experience. A non-credit Capstone Project is also required.

**The curriculum is as follows:**

### **CORE COURSES (20 cr.)**

B M I 511	Introduction to Biostatistical Methods for Public Health (3 cr.)*
POP HLTH 795-001	Introduction to Population Health (1 cr.)
POP HLTH 780	Public Health: Principles and Practice (3 cr.)
POP HLTH 797	Introduction to Epidemiology (3 cr.)
POP HLTH 785	Health Systems, Management & Policy (3 cr.)
POP HLTH 786	Social and Behavioral Sciences for Public Health Practice (3 cr.)
POP HLTH 789	Principles of Environmental Health Practice (3 cr.)
POP HLTH 787	MPH Field Experience Seminar (1 cr.)

\*Students may take POP HLTH 551 Introduction to Biostatistics for Population Health in lieu of BMI 511 but only in rare instances and with special permission by the MPH Program and the BMI 551 instructor.

### **METHODS COURSE (3 cr.)**

MPH students are required to complete one three-credit methods course. Students choose from a list of methods courses that have been approved by the Program's Curriculum Committee. A list of the approved methods courses can be found on the second page of your program plan and on the MPH website.

### **ELECTIVE COURSES (13 cr.)**

MPH students expand their knowledge and skills through elective courses and graduate certificates. See the MPH website for a list of approved electives.

Students who wish to take an elective course that does not appear on the *Approved Electives List* may request approval from an MPH staff member. Approval must be documented on the student's Program Plan. **Only graduate level courses (courses numbered 500-level or above) will be considered for possible elective credit.**

## **Graduate Certificates**

Courses taken as part of an approved graduate level certificate will count towards the MPH Program's elective credits. All courses taken as part of the graduate certificates must be a 500 level course or above. More information on certificates can be found on the MPH Program's website.

## **Summer Electives**

The Department of Population Health Sciences offers several courses during the Summer Session. Many are one-credit short courses that are offered during a one-week period. Students may take no more than two, one-credit elective courses during the summer.

## **Independent Reading**

Students may choose to take Independent Study Reading or Research credits to fulfill elective credit requirements. Students should plan to complete an Independent Study Approval Form and have it signed by their Instructor. The form should include a description of the scope of the independent study, the products or projects, method of assessment, and how the independent study applies to the student's MPH Program. Contact your advisor to obtain this form. **Students may count no more than three (3) credits of Independent Study coursework toward their degree requirements.**

## **FIELD WORK (6 cr.)**

All MPH students complete 400 hours of fieldwork. Students must complete seven of their eight core courses before they can begin their MPH fieldwork. More information about the fieldwork can be found in the Fieldwork and Capstone Handbook.

## **CAPSTONE PROJECT**

A non-credit Capstone Project is a requirement for graduation. Details about the Capstone Project can be found in the Fieldwork and Capstone Handbook.

## **GRADING**

*All courses taken for degree credit, regardless of the manner by which they are graded, must meet the requirements of the MPH Program.*

### **Courses for Degree Credit**

It is strongly recommended that all courses taken for the purpose of meeting degree requirements for the MPH Program be taken for a letter grade (A-F). In some cases, approved electives or required seminars, such as independent study and research courses, may be offered for a grade of Credit/No Credit, or Satisfactory/Unsatisfactory. **Students may take no more than 6 credits of coursework for degree credit which are graded in this manner.**

### **Credit/No Credit Grades**

Courses that have been designated in the Schedule of Classes as credit/no credit are entered on your transcript as CR if you earned the credits for which the course was offered, or N if you did not earn any credit, even though you were enrolled for the course.

**Satisfactory/ Unsatisfactory**

Satisfactory/Progress/Unsatisfactory are valid grades for graduate students in seminars and independent study classes. As of summer of 1999, graduate students enrolling in a research or thesis course can only be assigned S, P, or U. The top of the grade roster indicates that the course is to be graded on a Satisfactory/Unsatisfactory basis.

## **ADVISING**

Students in the MPH Program receive advising in three ways:

**MPH Programmatic/Academic Advising** – Students are advised on academic issues (course requirements, electives, degree progress, graduation, transfer courses, dual degree process) and personal issues (leave of absence, withdrawal) by one of two MPH advisors. Your advisor is available to help you with issues related to your success in the MPH Program. It is important that you regularly inform your advisor about your progress and any issues you are encountering. You will be assigned an advisor at the ***New Student Orientation***.

**Field Experience Advising**– The Community Engagement Coordinator advises students on field experience opportunities and site details, preceptors, and capstone projects.

**Capstone Advising**– Students receive input about the field experience, Capstone Project, career goals, and campus resources from the Capstone Chair.

### **ADVISING TIMELINE**

#### **Orientation (Prior to starting MPH):**

Your first advising session is held during our mandatory ***New Student Orientation***. This an important time to meet your new cohort. We will provide you with detailed information regarding your coursework, fieldwork and program policies to lay a foundation for your success.

#### **Academic advising (Year 1 through graduation):**

Each semester, you will be asked to update your MPH Program Plan and submit it to your MPH Programmatic Advisor. It is recommended that you meet with your Advisor each semester to check in about your progress and to ascertain that you are completing all programmatic requirements.

#### **Fieldwork advising (PHS 787 through Capstone completion):**

Students may begin fieldwork once you have completed seven of the eight core MPH courses. Schedule a meeting with the Community Engagement Coordinator to discuss ideas for your MPH fieldwork during the first semester of MPH Program. Having some ideas about your personal interests or any potential contacts for fieldwork will greatly improve the efficiency of this advising. See the Field and Capstone Project Handbook for details.

**Capstone advising (Duration of fieldwork and Capstone):** Identify your Capstone Chair by the end of your first semester in the MPH Program. Your capstone chair will provide feedback and suggestions regarding the development and finalization of your Capstone Project. To ensure a successful Capstone Project, plan to stay in regular contact with your capstone chair. See the Field and Capstone Project Handbook for resources to assist in planning.

## **MAXIMIZING YOUR MPH**

### **COMMUNICATION**

The MPH Program relies on various traditional and social media communication methods to communicate with students.

#### **Email**

All students are assigned a wisc.edu email address which will be used by the MPH Program to communicate with and update students. We limit our emails to information that is important and relevant to students. It is important to **read ALL emails** you receive from us and **respond as requested**.

#### **Facebook**

The MPH Program has a Facebook page called the “UW Madison Master of Public Health Program.” This page is used to share information about events and general updates about the Program, faculty, staff, students, and preceptors. Be sure to “Like” us on Facebook so you receive the updates we post.

#### **LinkedIn**

The MPH Program utilizes LinkedIn to build a network of faculty, staff, students, alumni, and preceptors. Our LinkedIn group, “UW-Madison MPH Program,” is a private group for individuals associated with our Program. Developing a LinkedIn account is a basic form of preparing for your professional career. By joining our LinkedIn group, you join a growing network of public health professionals, create a professional online presence for yourself, and remain aware of all jobs that are communicated to the MPH Program.

#### **MPH Program Website ([mph.wisc.edu](http://mph.wisc.edu))**

The MPH Program’s website contains our policies and procedures, information, events, deadlines and documents relevant to our students. The site is updated often with upcoming events, programmatic deadlines, and jobs postings. Be sure to check the site often and use it as a reference as your questions arise.

### **MPH STUDENT ORGANIZATION (MPHSO)**

The MPH Student Organization (MPHSO) is a registered student organization on the University of Wisconsin-Madison campus. This organization meets once each month and is intended as a networking and social organization, while also giving students a voice in program issues and concerns. We strongly encourage students to participate with the student organization to develop relationships with classmates. All students are considered members of the MPHSO and are invited to participate in events and meetings.

### **POPULATION HEALTH SCIENCES MONDAY SEMINARS**

MPH Students are encouraged to attend the Department of Population Health Sciences weekly seminars on Mondays at 12:00 noon in the Health Sciences Learning Center (HSLC) during the academic year. Speakers from all areas of public and population health are invited to present their research topics. These seminars provide a great opportunity to meet faculty from the Department and across campus

and learn about innovative and ongoing public health research and activities. The schedule of speakers is available on the Population Health Sciences website: [pophealth.wisc.edu](http://pophealth.wisc.edu).

## **DEPARTMENT OF POPULATION HEALTH SCIENCES POSTER SESSION**

The Department of Population Health Sciences Poster Session is held every spring to showcase the work of all Population Health Sciences students, faculty, and staff. Presenting a poster during this event is one of the options MPH students may use to fulfill their Capstone Oral Presentation requirement. This is an excellent opportunity to learn about the work being done by your peers and mentors. The poster session also includes the Phillip M. Farrell Distinguished Alumni Lecture and serves as an opportunity for incoming MPH students to visit the Department and interact with students, faculty and staff.

## **GAMMA XI CHAPTER DELTA OMEGA HONORARY PUBLIC HEALTH SOCIETY**

The UW-Madison MPH Program created a chapter (Gamma Xi) of the Delta Omega Honorary Society in Public Health in January 2013. Delta Omega is a national honor society existing to encourage research and scholarship among graduate students of public health and to recognize attainment and achievement in the field of public health. Students, faculty, alumni, and honorary members are elected each year based on meeting high academic standards and outstanding performance in scholarship, teaching, research, and community service. Election of membership in Delta Omega is intended to recognize merit and to encourage and expand excellence in and devotion to public health work.

Each spring, the academic advisors identify students who meet the eligibility criteria for Delta Omega. Once eligibility has been determined, Public Health Program Faculty nominate students for induction into the Society. The MPH Promotions Committee reviews all complete nominations to determine which students are selected for induction, not to exceed 10% of the graduating student body. The Gamma Xi Chapter of Delta Omega holds an annual induction ceremony to recognize new members.

## **DUAL DEGREES**

The MPH Program has several dual degree programs that are approved by the University as well as some programmatically approved dual degrees. These programs are described in greater detail on the MPH Program's website. Being a dual degree student provides additional complexities in planning an MPH degree program. Students in the dual degrees are encouraged to meet with the MPH Student Services Coordinator and the Student Services personnel from the home program early and often throughout the degree completion. The dual degree programs are as follows:

- MD-MPH (Medicine)
- DVM-MPH (Veterinary Medicine)
- MPA-MPH (Public Affairs)
- PharmD-MPH (Pharmacy)
- JD-MPH (Law School)
- DPT-MPH (Physical Therapy)
- MPAS-MPH (Physician Assistant)
- BS Nursing to MPH Advanced Degree Option

## **FUNDING**

### **FINANCIAL AID**

Please contact the University of Wisconsin-Madison Financial Aid Office for information regarding loans and scholarships available to MPH students.

Financial Aid Office  
333 E. Campus Mall #9701-1382  
Madison, WI 53715  
608-262-3060  
[finaid@finaid.wisc.edu](mailto:finaid@finaid.wisc.edu)  
<http://www.finaid.wisc.edu/>

### **ASSISTANTSHIPS**

Project, teaching, and research assistantships are the primary form of financial assistance for graduate/professional students outside of student loans. Approximately 20% of the students in the MPH Program are funded through TA, PA, or RA positions. Project assistants, teaching assistants, and research assistants are required to work a minimum of at least thirteen hours per week (a 33-1/3 percent appointment) to receive a waiver of tuition, comprehensive health insurance, and a stipend. Stipend values vary based on the type and percentage of appointment.

Most assistantships are filled through informal networking. To maximize your opportunity to acquire one, thoroughly pursue these channels:

- Network with faculty, mentors, staff support people and other graduate students in areas where you may possess appropriate skills, teaching experience, and/or technical expertise.
- Look outside of the Population Health Sciences Department. Your skills may be valuable in other departments. If you completed your undergraduate work here, consider reaching out to that department's faculty or staff.
- Check all sources of postings for campus positions, including the UW Student Job Center: <http://jobcenter.wisc.edu/>, GradConnections newsletter, GradLink@Madison newsletter, and listservs.

### **TRAVEL GRANTS**

A limited amount of support (usually \$100-\$250) is available from the MPH Program for current students who will be traveling to conferences to present the results of public health research or practice. All recipients must be enrolled in the MPH Program or a dual degree program at the time of the conference in order to be eligible to receive funding.

#### **Preference will be given to students who:**

1. Do not have a funded project assistant or research assistant position;
2. Have not received another scholarship; or
3. Have not previously received a MPH Travel Grant.

Travel Grant applications will be reviewed on a rolling basis with decisions being issued within two weeks of the request date. There is a limited amount of funding available and it will be awarded on a first come-first served basis. When funding has been allocated there will be no additional awards.

### **Travel Grant Application Process**

To request funding for research or conference travel, please submit the following application materials to Master of Public Health Travel Grant, c/o Mindy Schreiner, MPH Program Office, 740A WARF Office Building, 610 Walnut Street, Madison, WI 53726:

- Cover letter describing your need for travel and a brief overview of your research or conference paper
- Campus mailing address, phone number(s), and e-mail address
- Abstract of your paper or presentation
- Letter of documentation that confirms the acceptance of your abstract by the conference sponsors
- Itemized budget that outlines your travel expenses and related conference costs
- Conference brochure

## **OPTIONAL RESOURCES**

### **UWSMPH STUDENT LOUNGE IN 1207 HSLC**

All SMPH students have access to a student lounge located at 1207 HSLC. This is a great place for student to play games, watch TV, and connect with friends. You can gain access to this space with your Wiscard.

### **STUDENT LOCKERS IN THE SCHOOL OF PHARMACY**

There are a limited number of lockers available for MPH students in the School of Pharmacy. The School of Pharmacy is located adjacent to the WARF Building and is connected by walkway to the HSLC. Stop by Rennebohm Hall, Room 2220 and complete a request form.

### **STUDENT MAILBOXES**

Student mailboxes are available in Room 729 WARF near the MPH and Department of Population Health Sciences administrative offices. If you would like a mailbox, please email your request to [mph@mailplus.wisc.edu](mailto:mph@mailplus.wisc.edu).



## **MPH PROGRAM POLICIES AND PROCEDURES**

This section of the Student Handbook contains the MPH Programs policies and procedures. The MPH Program shares policies with the other Health Professional Programs in the School of Medicine and Public Health.

The policies included here are:

1. Student Identification Badges
2. Influenza Vaccines
3. Leave of Absence
4. Academic Standards
5. Student Conduct and Professional Behavior
6. Academic and Non-academic Misconduct
7. Grievance Policy
8. Student Appeals
9. Transfer Policy
10. Conflict of Interest Policy

### **POLICIES:**

#### **1. STUDENT IDENTIFICATION BADGES**

To enhance security and ensure that individuals in SMPH facilities are authorized to access these facilities, all SMPH faculty, staff, and students must have their Wiscard visible and displayed at chest-high level while in all SMPH facilities (e.g. HSLC and WARF), UW Health facilities and other non-SMPH facilities at which SMPH workforce members provide services (e.g. Meriter). The Wiscard will serve as an electronic access card for SMPH facilities that have electronic badge access control.

The MPH Program has a limited number of lanyards and badge holders available for students. They are also available for purchase at the UW Bookstore.

To obtain information about a Wiscard, visit <https://wiscard.wisc.edu/get-your-wiscard.html>

#### **2. INFLUENZA VACCINATIONS**

All School of Medicine and Public Health students, staff and faculty, are required to receive an influenza vaccination. Only those with a completed medical waiver for a medical contraindication or religious conviction waiver will be exempt from receiving the vaccine. While many of us do not direct patient care, we work at and are in contact with agencies and organizations that do. In addition, since influenza can be a devastating health issue that is highly preventable, it is good public health practice for us to comply with this policy. Students may need to provide evidence of having received the vaccine. Any documentation that has the student's name and evidence of receiving a vaccination will be accepted. Examples include a copy of a MyChart page, a note from a health care provider, a copy of a clinic visit sheet, the receipt from a campus flu clinic. Please contact the MPH Student Services Coordinator if you have any questions or concerns about this policy or to obtain a medical or religious waiver form.

### 3. LEAVE OF ABSENCE

Students, in good standing, are permitted to take a leave of absence from the Program by submitting a letter of intent to the MPH Program Office. The Student Promotions Committee will then review the letter, determine approval, and notify the student. All students who take a leave of absence will be subject to any new MPH Program requirements that have been developed during the time of the leave. Leaves of absence are granted for up to one year. The student will need to resubmit the general application and residency form for the term he or she wishes to re-matriculate into the Program. No other portions of the application will be required to be resubmitted.

### 4. ACADEMIC STANDARDS

#### I. Purpose

This policy outlines the Academic Standards of the UW School of Medicine and Public Health (SMPH) Health Professional Programs. In addition to the requirements outlined in this policy, students must meet the academic standards set by the applicable Health Professional Program. Continuation in a Health Professional Program is at the discretion of the Program and the School of Medicine and Public Health. Failure to meet the Program's academic expectations can result in disciplinary action, up to and including dismissal from the Program. If a student is not making satisfactory progress in regards to academic expectations, the Program will determine if remediation or dismissal is recommended.

#### II. Definitions

Health Professional Program: Any of the SMPH Doctor of Physical Therapy, Master of Genetic Counselor Studies, Master of Physician Assistant Studies, and Master of Public Health Programs (each, a "Program").

#### III. Policy

1. The minimum standards to remain in good academic standing are as follows:
  - Maintain a cumulative grade-point average (GPA) of 3.00 (on a 4.00 scale) or better for courses used to meet degree requirements during and at completion of the Program
  - Earn a GPA of 3.0 or better each semester
  - Earn a grade of Credit in all courses graded Credit/No Credit

**Note:** Grade minima for required courses are program-specific.

2. Grades of Incomplete, Unsatisfactory, Fail/No Credit, or that otherwise fail to meet conditions set by the Health Professional Program may result in required remediation activities, academic probation, a hold on future enrollment, or suspension or dismissal from the Program.
3. Students who have been dismissed from a Program for academic reasons may petition for appeal as set forth in the Health Professional Programs Appeals Process.

#### IV. Links to Related Procedures

1. Health Professional Program (non-MD) Student Appeals Process

2. University of Wisconsin School of Medicine and Public Health (SMPH) Health Professional (non-MD) Student Appeals Hearing Committee: Structure, Function and Operation

## 5. STUDENT CONDUCT AND PROFESSIONAL BEHAVIOR

### I. Purpose

This policy outlines the Professional Behavior Code of the UW School of Medicine and Public Health (SMPH) Health Professional Programs and outlines Academic and Non-Academic Misconduct. This includes professional conduct, academic misconduct, and non-academic misconduct. The purpose of this policy is to create guidelines to assist Health Professional Program students to make good judgments and ethical decisions in academic and professional environments.

### II. Definitions

Health Professional Program: Any of the SMPH Doctor of Physical Therapy, Master of Genetic Counselor Studies, Master of Physician Assistant Studies, and Master of Public Health Programs (each, a “Program”).

### III. Professional Behavior Code:

The Programs expect the highest level of academic integrity and professional, ethical, and respectful conduct in all interactions. Students should avoid even an appearance of improper behavior or lack of ethical standards in their role as health professional students, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the health profession to which they aspire. Students may be disciplined or dismissed from their Program for misconduct or disregard for professional conduct expectations regardless of their academic standing.

All Program students are subject to the rules and regulations contained in chapters 14, 17, and 18 of the University of Wisconsin System Administrative Code governing student academic and nonacademic disciplinary procedures and conduct on university land, and to all other applicable state and federal law and Program-specific policies. In addition to penalties for violation of this Code of Conduct, a student may face UW disciplinary action for the same offense as noted in UWS 14, 17 and 18 including disciplinary probation, suspension, or expulsion.

The Professional Behavior Code includes examples of violations; however, it is important to understand that these examples are not all-inclusive, and in fact represent a few brief illustrations. Not all violations are considered equal and the severity of the penalty will determine the sanction. A serious breach of ethics, including dishonest acts, unethical behavior, discrimination, or confidentiality, may lead to prompt dismissal from the program. Every attempt will be made to fairly and consistently apply the Professional Behavior Code in all situations.

1. Honesty and Integrity: Students shall demonstrate honesty and integrity as shown by challenging themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and documenting research activities, protect subject/client confidentiality and HIPPA regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is

not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.

**Examples of violations:**

- a. Plagiarism
  - b. Falsifying application materials to the university or the professional program
  - c. Making an assertion that intentionally deceives or misleads
  - d. Obtaining assistance with coursework submitted as one's own, copying the answers of another student on an examination or using unauthorized print or technology-assisted resources during an exam
  - e. Providing another student with unauthorized materials or answers on an examination to aid that student with his/her coursework
  - f. Denying other students authorized preparatory material
  - g. Feigning illness or crisis to postpone an examination
  - h. Accessing or having possession of unauthorized medical records when not directly involved in patient care
  - i. Falsifying patient records
  - j. Discussing patients in public, including public areas of hospitals and clinics
  - k. Failing to be truthful and forthright in all dealings with patients, faculty, fellow students, staff, and the public
2. *Interpersonal and Workplace Relationships*: Students shall interact with peers, faculty, staff and those they encounter in their professional capacity (e.g. patients) in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/ resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and students shall show respect for a diversity of opinions, perspectives and cultures.

**Examples of Violations**

- a. Interfering with the learning process by belittling a presenter or classmate, carrying on an audible conversation during a lecture or making or receiving cell phone calls
- b. Discriminating against, stalking or harassing patients, fellow students, faculty, or staff
- c. Making comments, or using humor, with fellow students, instructors, staff, patients and the public in a manner that could be considered offensive or intimidating
- d. Engaging in violent, abusive, indecent, profane, unreasonably loud, or other behavior that causes a disturbance on university property, in a clinical setting, or in public
- e. Arguing for a higher grade after an instructor or clinical preceptor has made a final decision.
- f. Interacting with the program or dean's office staff in a rude or demanding way

- g. Dating a patient or otherwise exploiting the trainee/patient relationship
  - h. Making inappropriate or demeaning references about patients or others, such as appearance, ethnicity, physical appearance, background, intelligence, mental status, etc.
3. ***Commitment to Learning:*** Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work. Students must meet all obligations for participation in program-based orientations and activities during the clinical rotations or fieldwork experiences. During preceptorships, clinical rotations or fieldwork, students are expected to participate at the level required by the preceptors to whom they are assigned. They can anticipate required attendance beyond the usual classroom/clinical schedule in order to fully participate in all patient-care activities.

**Examples of Violations**

- a. Missing or being late for an examination; failure to contact the instructor
  - b. Attendance or punctuality behaviors for classes, orientations, or End of Rotation activities that violate standards set by instructors or preceptors
  - c. Being under the influence of alcohol or non-prescription drugs while participating in any educational activities
  - d. Creating a disturbance in the classroom or clinical setting
  - e. Failing to contact your clinical preceptor and program faculty/staff for permission to take care of personal business that interrupts your clinical duties
4. ***Professional Appearance in the Classroom and Professional Setting:*** Students represent their Program and profession in the classroom and the professional/clinical setting. They shall maintain a physical appearance and personal hygiene that is conducive to developing effective relationships with instructors, physicians, staff, fellow students, and patients. In the classroom, dress may be casual, but should promote a positive image of the Program. In fieldwork/clinical settings, clothing and appearance should be appropriate for the work environment and professional duties (including safety protocols and protective clothing in environments that require them).

**Examples of violations:**

- a. Wearing wrinkled, dirty, or inappropriate clothing
- b. Having offensive body odor
- c. Having an odor of cigarette smoke or other tobacco products
- d. Continuing to wear jewelry or perfume/cologne despite being notified that it is potentially offensive to patients

## 6. ACADEMIC AND NON-ACADEMIC MISCONDUCT

The Programs uphold the UW-System policies and procedures in place for academic and non-academic misconduct. Students are expected to comply with the rules and regulations of the Wisconsin Administrative Code (UWS 14, 17 and 18) that governs student academic and nonacademic conduct, as well as all other applicable state and federal laws. Students may be disciplined or dismissed from the Program for academic or non-academic misconduct regardless of their academic standing in the program. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

### **Academic misconduct**

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. cheats on an exam;
5. intentionally impedes or damages the academic work of others;
6. engages in conduct aimed at making false representation of a student's academic performance;
7. assists other students in any of these acts.

### **Examples of violations:**

- a. cutting and pasting text from the Web without quotation marks or proper citation;
- b. paraphrasing from the Web without crediting the source;
- c. using notes or a programmable calculator in an exam when such use is not allowed;
- d. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
- e. stealing examinations or course materials;
- f. changing or creating data in a lab experiment;
- g. altering a transcript;
- h. signing another person's name to an attendance sheet;
- i. hiding a book knowing that another student needs it to prepare for an assignment;
- j. collaboration that is contrary to the stated rules of the course; or
- k. tampering with a lab experiment or computer program of another student.

### **Non-Academic Misconduct**

The university may discipline a student in non-academic matters in the following situations:

1. conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. stalking or harassment;

3. conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
4. conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. unauthorized possession of university property or property of another member of the university community or guest;
6. acts which violate the provisions of UWS 18, Conduct on University Lands;
7. knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

**Examples of violations:**

- a. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
- b. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
- c. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
- d. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
- e. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
- f. preventing or blocking physical entry to or exit from a university building, corridor, or room;
- g. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
- h. obstructing a university officer or employee engaged in the lawful performance of duties;
- i. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
- j. knowingly disrupting access to university computing resources or misusing university computing resources.

Continuation in a Program is at the discretion of the Program and the School of Medicine and Public Health. Students may be disciplined or dismissed from their Program for any type of misconduct (academic, non-academic, or professional) regardless of their academic standing in the Program.

Students who have been dismissed from a Health Professional Program for failure to meet Professional Conduct expectations may submit a petition for appeal as set forth in the Health Professional Program Appeals Process.

#### **Links to Related Procedures**

1. Health Professional Program (non-MD) Student Appeals Process
2. University of Wisconsin School of Medicine and Public Health (SMPH) Health Professional (non-MD) Student Appeals Hearing Committee: Structure, Function and Operation

#### **Links to Related Guidelines**

#### **References**

**University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures:**  
[http://students.wisc.edu/doso/docs/uws\\_chapter\\_14.pdf](http://students.wisc.edu/doso/docs/uws_chapter_14.pdf)

**University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:**  
<http://students.wisc.edu/doso/docs/NewUWS%2017.pdf>

**University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:**  
<http://students.wisc.edu/doso/docs/NewUWS%2018.pdf>

**Dean of Students Office: Non-academic Misconduct Process**  
<https://www.students.wisc.edu/doso/nonacademisconductprocess/>

**Dean of Students Office: Academic Misconduct Process**  
<https://www.students.wisc.edu/doso/misconductflowchart/>

**Dean of Students Office: Academic Misconduct Information for Students**  
<https://www.students.wisc.edu/doso/students/>

## **7. GRIEVENCE POLICY**

### **I. Purpose**

This document states the policy granting UW School of Medicine and Public Health (SMPH) Health Profession Program students the right to request a grievance hearing in the event that the student feels he or she was graded or evaluated unfairly. This document further provides the formal procedures for objective, consistent review and adjudication of such grievances if they cannot be resolved through preliminary informal measures.

### **II. Definitions**

**Health Profession Program:** Any of the SMPH Doctor of Medicine, Doctor of Physical Therapy, Master of Genetic Counselor Studies, Master of Physician Assistant Studies, and Master of Public Health Programs (each, a “Program”).



Grievance: a complaint made by a student alleging that the student received a grade or academic evaluation that was arbitrary, capricious, or discriminatory – *i.e.*, unfairly based on race, gender, religion, personal animus, or any other factor(s) other than objective assessment of the student’s academic performance and/or the student’s compliance with his or her Program’s Professional Behavior Code.

Grievance Board: the committee of SMPH faculty and staff that provides formal review and adjudication of Grievances when informal resolution measures are unsuccessful.

### **III. Policy**

1. SMPH students have the right to expect fair and equitable treatment with respect to grading and evaluation, and may dispute a grade that they feel was awarded unfairly.
2. Students are expected to make reasonable efforts to resolve Grievances informally and directly, but if those efforts fail, any student may file a request for a Grievance hearing.
3. The student and Program will follow the SMPH Health Profession Program Grievance Procedure for formal resolution of any Grievance.

### **Related Procedures**

1. SMPH Health Profession Program Grievance Procedure

### **References**

- i. Conflict of Interest in Student Related SMPH Committees

## **8. STUDENT APPEALS**

### **I. Purpose**

This Policy codifies the right of any student appeal their dismissal from a Health Profession Program (non-MD) at the UW School of Medicine and Public Health (SMPH) for failure to meet academic standards or for professional/academic misconduct.

### **II. Definitions**

Health Profession Program: Any of the SMPH Doctor of Physical Therapy, Master of Genetic Counselor Studies, Master of Physician Assistant Studies, and Master of Public Health Programs (each, a “Program”).

Review Committee: An *ad hoc* committee of at least four (4) faculty or staff members of a Program, including the Program Director. The Review Committee is charged with reviewing the appeal of any student dismissed from that Program who has petitioned for appeal, and with determining whether the student shall be reinstated.

### **III. Policy**

1. Students who are dismissed from a Program have the right to appeal that decision for review at the Program level by the Review Committee.
2. The student and Review Committee will follow the “SMPH Health Profession Program Appeals Procedure.”
3. Students who are denied reinstatement after a Program level appeal may file an SMPH level appeal in accordance with the procedure set forth in the “Health Profession (non-MD) Student Appeals Hearing Committee: Structure, Function and Operation.”

### **Related Procedures**

- j. Health Profession Student (non-MD) Program Level Appeals Procedure
- k. Health Profession (non-MD) Student Appeals Hearing Committee: Structure, Function and Operation

### **References**

1. Conflict of Interest in Student Related SMPH Committees

## **9. TRANSFER POLICY**

### **I. Purpose**

The University of Wisconsin School of Medicine and Public Health (SMPH) Health Profession Programs offer innovative and highly integrated courses of study that are not conducive to accepting transfer students. This document sets out the policy that transfer students are generally not accepted by SMPH Health Profession Programs except in rare instances, to be considered on a case-by-case basis.

### **II. Definitions**

Health Profession Program: Any of the SMPH Doctor of Medicine, Doctor of Physical Therapy, Master of Genetic Counselor Studies, Master of Physician Assistant Studies, and Master of Public Health Programs

Transfer Student: Any student seeking to gain admission to a SMPH Health Profession Program when not admitted as an entering first year student and /or having completed one or more years of the program at a different institution

### **III. Policy**

1. Due to the highly integrated and longitudinal natures of the SMPH Health Profession Programs’ curricula, that begin immediately upon matriculation, transfer students are not accepted.

2. Written petition for exception must clearly document that the transferring student's education can only be completed at SMPH and must state why the student's original institution cannot fulfill the training needs of the student.
3. **Master of Public Health (MPH) Students:**
  - a. Due to the interdisciplinary nature of the MPH Program, certain coursework may be eligible for transfer of credit, waiver, or substitution.
  - b. Requests for transfer, waiver, or substitution must be made to the MPH Student Services Coordinator for consideration by the Curriculum Committee.
  - c. Students must follow the approval process set out by the MPH Program, and courses submitted for transfer, waiver, or substitution must meet the Curriculum Committee's stated criteria.

## 10. CONFLICT OF INTEREST POLICY

### I. Purpose

Conflicts of interest, real or perceived, may arise when members of University of Wisconsin School of Medicine and Public Health (SMPH) committees participate in decision making processes involving a student or applicant with whom they have a personal, professional, or academic relationship. This policy addresses potential conflicts of interest for members of student related SMPH committees, and defines those instances where committee members shall recuse themselves from official proceedings.

### II. Definitions

Health Profession Program: Any of the SMPH Doctor of Medicine, Doctor of Physical Therapy, Master of Genetic Counselor Studies, Master of Physician Assistant Studies, and Master of Public Health Programs.

Committee Member: A participant on any committee concerning Health Profession Program student admissions, promotions, grievances, appeals, or other student-related matters. Committee Members may include, but are not limited to, SMPH faculty, staff, and students; honorary/adjunct faculty; and members of the community.

Conflict of Interest: A Conflict of Interest occurs when a Committee Member has an Academic Relationship, Personal Relationship, or Professional Relationship with a student or applicant being evaluated by that committee. *Current or past associations other than those enumerated may constitute a Conflict of Interest and are evaluated on a case-by-case basis in consultation with the chair of the relevant committee.*

Academic Relationship: An academic relationship may exist if a Committee Member has: 1) served as a formal mentor to the student or applicant; 2) evaluated or assessed the student or applicant for reasons other than those necessary for the work of the committee, and that evaluation or assessment is relevant to the issue at hand; or, 3) provided the student or applicant with advice on personal matters.

Personal Relationship: A personal relationship exists if the Committee Member is the spouse, partner, parent, sibling, child or other relative of the student or applicant or other relative.

Professional Relationship: A professional relationship exists if: 1) the Committee Member has provided healthcare services to the student or applicant or 2) there is or was a direct reporting relationship between the Committee Member and the student or applicant.

### **III. Policy**

1. On an annual basis, Committee Members shall attest in writing that they have reviewed and agree to the “Conflict of Interest Agreement for SMPH Student Related Committee Members.”
2. In accordance with the Agreement, Committee Members shall recuse themselves from voting or decision making with respect to any student or applicant if the Committee Member has a Conflict of Interest.

### **Related Procedures**

1. Recusal Procedure for SMPH Student Related Committee Members

### **References**

UW School of Medicine and Public Health – Conflict of Interest Agreement for Committee Members template

## **PROCEDURES**

The following procedures are outlined in this section of the handbook:

1. Student Progress
2. Transfer, Waiver, or Substitution Procedure
3. Graduation Procedure
4. Health Programs Appeal Procedure (Program Level)
5. Health Profession (non-MD) Student Appeals Hearing Committee: Structure, Function and Operation
6. Recusal Procedure for SMPH Student Related Committee Members

### **1. STUDENT PROGRESS**

The MPH Program reviews the progress of students on a regular basis. Advancement to the next semester is dependent upon satisfactory academic performance and professional conduct. Failure to meet the above criteria will result in the student being: 1) placed on probation, 2) allowed to remediate by completing additional requirements or course work, 3) allowed to decelerate, or 4) dismissed from the program.

#### **Probation**

Academic probation is a very serious matter and acts as official notice to the student that improvement in performance is required for progression in the Program. A semester or cumulative GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of

3.0 is not attained during the next semester of full time enrollment (or 12 credits of enrollment if enrolled part-time) the student will be dismissed from the Program.

### **Incomplete Grades**

Incomplete (I) grades must be resolved within one semester or by the time specified by the course instructor if special circumstances warrant an extension. Students may also be placed on probation for failure to resolve incompletes in a timely fashion. Students may not graduate with incomplete grades on their transcript.

### **Academic Performance Review**

At the end of each semester, the Student Services Coordinator reviews the academic performance of all students on probation. Based on academic performance, the Student Services Coordinator may: 1) remove probationary status, 2) continue probation, or 3) if a probationary student's progress fails to adequately address the deficiency, may refer the student to the MPH Program's Student Promotions Committee for further disciplinary action, including dismissal from the program.

### **Remediation and Deceleration**

Remediation and/or deceleration will be recommended by the Student Promotions Committee as a result of academic or professional reasons or at the request of a student in the event of exceptional personal need. Any student required to remediate a course or to decelerate may be delayed in the timing of graduation.

### **Dismissal from the Program**

Dismissal is the immediate termination of student status. If a student has been dismissed, he/she has no active standing as an MPH student during the reconsideration process. A student who has been dismissed from the MPH Program may appeal the decision. Please refer to the Program Level Student Appeals procedure outlined below.

## **2. TRANSFER CREDITS, WAIVERS, AND SUBSTITUTIONS PROCEDURE**

Students may petition the Curriculum Committee through the MPH Student Services Coordinator in order to transfer credits, waive courses, or substitute courses.

The Curriculum Committee must approve the use of transfer credits, waivers and substitutions toward MPH degree requirements. Students will complete a Course Transfer, Waiver & Substitution Form and submit it to the MPH Student Services Coordinator. Students can obtain this form from the Student Services Coordinator.

The Curriculum Committee will review and consider the request where the student provides compelling evidence for wanting to substitute a course from another institution for one of the UW-Madison's core courses. Reasons such as scheduling conflicts are NOT considered to be compelling.

### **Core Courses:**

The MPH Program strongly encourages all MPH students to take their core courses at UW-Madison. It is rare that the Curriculum Committee allows the substitution of one or more core courses.

However, students who wish to substitute a core course may submit the paperwork for a previous course to be considered for approval.

**Criteria for Consideration:**

- Courses must have been taken within the past five years in order to be considered for transfer, substitution or waiver into the MPH Program
- Courses must have received a B or higher
- Total courses transferred into the MPH Program may not exceed 12 credits
- Courses must have been taken as a graduate student or special student

**Approval Process:**

- For each course being considered, submit the following to the MPH Student Services Coordinator:
  - A cover letter
  - Request for Transfer Substitution or Waiver Course form
  - Copy of the syllabus for each course to be reviewed
- **Core course transfer requests.** Course transfer request documentation will be distributed to the core course instructor who will make a recommendation to the Curriculum Committee.
- **Elective course transfer requests.** Course transfer request documentation will be reviewed by the Curriculum Committee.
- **Course substitution requests.** Course substitutions will be considered by the Curriculum Committee.

### 3. GRADUATION PROCEDURES

Be sure to plan ahead for the completion of all your degree requirements, graduation paperwork, and Capstone completion. Students must notify the MPH Program office of graduation no later than 2 weeks after the start of the term in which they will complete all degree requirements. Students who will not formally graduate, but who plan on participating in the commencement ceremonies must notify the MPH Program office by email within two weeks of the start of the spring semester. At the time of graduation all degree requirements must be completed, including coursework, field experience, and Capstone Project. A completed program plan and Capstone Project completion form must be filed with the MPH Student Services Coordinator before a warrant will be issued. All "I" incomplete grades must be resolved and satisfactory grades received.

### 4. HEALTH PROFESSION STUDENT (NON-MD) PROGRAM LEVEL APPEALS PROCEDURE

Note: Terms used in this procedure document are defined in UW SMPH Policy (number): Health Profession Program (non-MD) Student Appeals Policy.

1. Any student wishing to appeal a dismissal decision must submit a petition for appeal within seven (7) calendar days of receiving written notification of dismissal from the Program Director. Written notification of dismissal may be provided by the Program Director either by hand or by certified letter. Petitions for appeal must be submitted via email, by hand, or by certified letter. Petitions submitted after 7 days will not be considered. For clarity, a student receiving written dismissal notification on a Tuesday has until midnight on the following Tuesday to submit their petition.

2. Petitions for appeal must outline the student's basis for appeal, including a statement of the specific reason(s) for disagreement with the dismissal or explanation of the extenuating circumstances that interfered with the student's academic performance and/or professionalism.
3. The student's status shall remain that of dismissed throughout the appeals process, and they shall have no active standing in SMPH during the appeal process.
4. The Review Committee shall be comprised of members selected by the Program.
5. The student's in-person attendance at the appeal hearing is mandatory. The Program Director will endeavor to schedule the hearing within four (4) weeks of the student's request for an appeal and at a time that is mutually agreeable to the student and all Review Committee members.
6. A quorum of at least two-thirds (2/3) voting Review Committee members must be able to attend the appeal hearing in person.
7. At least three (3) full business days before the appeal hearing, the student must submit a written statement, maximum three (3) pages (excluding relevant appendices) to the Program Director, describing the basis of the appeal, steps taken to alleviate the circumstances that led to dismissal, and a proposed plan for improvement along with any supporting documentation or evidence.
8. The student may be accompanied by one support person during the appeal hearing. This person and his or her relationship to the student must be identified in the written statement.
9. The Program Director will provide the Review Committee members with copies of the student's notification of dismissal, a summary of the basis of the dismissal, the student's petition for appeal, and any materials provided by the student at least one full business day before the hearing. The Review Committee members shall have access to the student's relevant SMPH records before the hearing.
10. The student's support person may speak to the student during the appeal hearing to provide support and consultation, but not address the Review Committee.
11. Only voting and *ex officio* members of the Review Committee and the student and his or her support person may be present during the appeal hearing.
12. The Program Director shall act as Chairperson of the Review Committee. The appeal hearing will proceed as follows:
  - a. Introduction of the student and committee members
  - b. Chairperson assigns one person to take minutes and describes the basis of the dismissal, including applicable policy
  - c. The student has a reasonable amount of time (15 minutes) to make a statement to the Review Committee and present supporting evidence
  - d. The Review Committee has the opportunity to ask the student relevant questions
  - e. The student may make a final statement and is then dismissed

- f. The Review Committee deliberates in closed session
13. Appeals determinations are made by simple majority vote of the Review Committee. The Program Director does not vote except in instances when the Review Committee is otherwise tied on whether to grant the appeal. The Program Director cannot overrule a majority decision of the Review Committee.
  14. If the appeal is granted, the Review Committee will establish the student's obligations for reinstatement in the Program.
  15. The Program Director will notify the student of the Review Committee's decision by telephone and/or email within 24 hours of the appeal hearing, to be followed within five (5) business days by a written letter. The Program Director shall also notify the student's faculty advisor and the Senior Associate Dean for Academic Affairs, or their designee.
  16. Details discussed during the appeal hearing and the outcome are private and will only be disclosed as permitted by the Family Educational Rights and Privacy Act ("FERPA") 20 U.S.C. s. 1232g. Written documentation of the Review Committee's decision will be summarized in minutes for the meeting and will include:
    - Brief Summary of Events
    - Brief description of the Process
    - Findings of the Review Committee
    - Decision of the Review CommitteeMinutes will be reviewed for accuracy by the chair within one week of the hearing and maintained confidentially by the Health Professional Program, with a copy in the student's secure record.
  17. If the Review Committee denies the appeal for reinstatement, the student may file an appeal in accordance with the process set forth in the "University of Wisconsin School of Medicine and Public Health (SMPH) Health Professional (non-MD) Student Appeals Hearing Committee: Structure, Function and Operation."

## **5. HEALTH PROFESSION STUDENT (NON-MD) APPEALS HEARING COMMITTEE: STRUCTURE, FUNCTION AND OPERATION**

Note: Terms used in this procedure document are defined in UW SMPH Policy (number): Health Profession Program (non-MD) Student Appeals Policy.

1. A student who appeals a dismissal from their Program per the Health Profession Student (non-MD) Program Level Appeals Procedure and is denied reinstatement may request a hearing to appeal the Review Committee's decision by contacting in writing the SMPH Senior Associate Dean for Academic Affairs, or their designee, within fifteen (15) business days of the date of the decision. The written appeal request must specifically identify the basis for appeal, such as specific reason(s) for disagreement with the dismissal or explanation of the extenuating circumstances that interfered with the student's academic performance and/or professionalism.



2. A Case-Specific Appeals Hearing Meeting will be convened within fifteen (15) business days of the student's request for an Appeal Hearing to minimize disruption to their desired course of study in the event of a successful appeal. However, a student may request up to fifteen (15) additional business days to prepare their appeal at the time of their request. Exceptions may be considered by the committee chair due to emergency circumstances upon consultation with university legal counsel.
3. Voting members for a Case-Specific Appeals Hearing Meeting will be drawn from an appointed SMPH At-Large Appeals Hearing Committee that consists of two academic leaders representing each of the Programs (academic leaders include SMPH Associate Deans, Assistant Deans, Program Directors, Associate Program Directors, and Student Service Directors). Members from the At-Large Appeals Hearing Committee will be contacted to identify a working cohort that can be convened in a timely fashion for a Case-Specific Appeals Hearing Meeting when appeals from students are requested.
4. Three (3) voting members from the At Large Appeals Hearing Committee will be convened for a Case-Specific Appeals Hearing Committee meeting. The voting members will represent three (3) different Programs (including Doctor of Medicine) for each case. There will be NO representation on the convened Case-Specific Appeals Hearing Committee from the Program that the student is or has been recently enrolled in. For example, if a student from Physical Therapy is recommended for dismissal by that Program due to academic standing and/or professionalism issues based on existing policies and procedures as outlined in its student handbook, Physical Therapy faculty/staff will NOT be members of the convened Case-Specific Appeals Hearing Committee for that particular student's appeal.
5. The Senior Associate Dean for Academic Affairs or their designee will serve as the non-voting chair for the At-Large Appeals Hearing Committee. The office of the Senior Associate Dean for Academic Affairs will serve as the coordinating office to convene the Case-Specific Appeals Hearing Committee and as the neutral contact for the convened committee members, the Program leadership, and the student.
6. At least three (3) full business days (excluding weekends and holidays) prior to the Case-Specific Appeals Hearing Committee Meeting, the Program recommending dismissal must submit to the office of the Senior Associate Dean for Academic Affairs a document describing the basis of the decision to dismiss the student. The Program's document will be distributed to members of the convened Case-Specific Appeals Hearing Committee and to the student for review. The document may not exceed three (3) pages but relevant appendices may be attached. Related policies from the student handbook must be attached if they are being used as a basis for dismissal.
7. At least three (3) full business days (excluding weekends and holidays) prior to the Case-Specific Appeals Hearing Committee Meeting, the student should submit to the office of the Senior Associate Dean for Academic Affairs a document outlining the basis for their appeal. The document will be distributed to members of the convened Case-Specific Appeals Hearing Committee and to the Program leadership for review. The document may not exceed three (3) pages but relevant appendices may be attached. Related policies from the student handbook must be attached if the student's appeal alleges that policies were not followed.

The Case-Specific Appeals Hearing Committee will still convene and render a decision even if no materials are received from the student regarding the appeal or in the event the student does not attend the hearing. The student may appear in person to present information at the Case-Specific Appeals Hearing Committee Meeting even if materials are not submitted in writing prior to the meeting.

8. The Student may bring one advisor or representative of the student's choice to the Case-Specific Appeals Hearing Committee Meeting. The advisor may be a lawyer. The advisor may counsel the student but may not address the committee except as authorized by the non-voting chair. The student is expected to present their own case and respond directly to any questions asked during the meeting.
9. The student, and their advisor or representative will be invited to attend a portion of the Case-Specific Appeals Hearing Committee Meeting. The student may present their appeal orally and will be expected to answer questions from committee members. The student will have the opportunity to provide any additional information they have to support the appeal. The student, and the student's advisor, may be present when the Program leadership presents its position to the committee.
10. The involved Program leadership will provide its case for dismissal to the convened committee and will be available to answer questions. They may discuss appendix information used to support its decision. They may be present for the student presentation to the committee.
11. After the student and the Program leadership have presented their information to the committee, they (and the student's advisor) will be excused from the meeting. The committee and the chair will discuss the case. The committee will vote to make a recommendation to the chair in closed session. The non-voting chair will accept the committee's recommendation based on majority committee vote unless the non-voting chair finds that 1) the information in the record does not support the findings and recommendation of the committee; 2) appropriate procedures were not followed by the committee; or 3) the decision was based on factors proscribed by state or federal law. The non-voting chair may return the matter for reconsideration by the same committee or a different committee, or may modify the decision on their own. The decision by the non-voting chair is final with no further right of appeal.
12. The non-voting chair will inform the student, the Dean of the SMPH, and the relevant Program Director of the final decision. Initial notification may be by email or phone and will be confirmed within seven (7) calendar days of the decision in a follow-up letter summarizing the outcome of the meeting and the basis for the decision.
13. Written documentation of the final decision will be summarized in minutes for the meeting and will include: a brief Summary of Events (student's position and Program's position); brief description of Process; and the Final Decision. Minutes will be reviewed for accuracy by the Chair and maintained confidentially in the office of the Senior Associate Dean for Academic Affairs. Details of the Case-Specific Hearing Committee Meeting and the outcome are private and will only be disclosed as permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. s. 1232g.

## 6. RECUSAL PROCEDURE FOR SMPH STUDENT RELATED COMMITTEE MEMBERS

Note: Terms used in this procedure document are defined in UW SMPH Policy (number): Conflict of Interest in Student Related SMPH Committees.

- 1. Attestation:** The “Conflict of Interest Agreement for SMPH Student Related Committee Members” will be provided to all Committee Members for review and signature at the beginning of each Committee Member’s term. Thereafter, all Committee Members will sign the Agreement no later October 30<sup>th</sup> of each year served.
- 2. Disclosure:** When a Committee Member becomes aware of an existing or potential Conflict of Interest concerning a student or applicant who will be evaluated by the committee, the Committee Member shall promptly disclose the Conflict of Interest to the committee and/or the committee chair. Disclosure must occur prior to any action on the matter.
- 3. Procedure after Disclosure:** Committee Members who disclose a Conflict of Interest shall recuse themselves from any discussion, voting, or decision-making concerning the student or applicant. However, the committee may first ask the Committee Member to answer relevant questions. Following questions from the committee, the Committee Member shall leave the room until discussion and voting on the matter relating to the student or applicant have concluded. If the committee requires a quorum, the conflicted Committee Member may be counted in determining whether a quorum is present, but may not be counted in calculating the majority of the quorum necessary to carry the vote.
- 4. Minutes of Meeting:** The minutes will reflect when Committee Members recuse themselves due to a Conflict of Interest. Additional details concerning the Conflict of Interest will be included in the minutes when appropriate.
- 5. Failure to Disclose:** If a Committee Member or other SMPH faculty or staff has reasonable cause to believe that a Committee Member has failed to disclose apparent or actual Conflict(s) of Interest, the chair of the committee must be immediately informed. The Committee Member will be afforded the opportunity to explain to the chair the alleged failure to disclose. The chair will seek the advice of the committee regarding the disposition of the matter. If the committee determines that the Committee Member has failed to disclose an apparent or actual Conflict of Interest, it shall take appropriate corrective action, including removal from the committee.

## **UNIVERSITY POLICIES**

### **1. DISABILITY REASONABLE ACCOMMODATION POLICY**

The University of Wisconsin-Madison supports the right of all enrolled students to a full and equal educational opportunity. The Americans with Disabilities Act (ADA), Wisconsin State Statute (36.12), and UW-Madison policy (Faculty Document 1071) require that students with disabilities be reasonably accommodated in instruction and campus life. Reasonable accommodations for students with disabilities is a shared faculty and student responsibility. Students are expected to inform faculty of their need for instructional accommodations by the end of the third week of the semester, or as soon as possible after a disability has been incurred or recognized. Faculty will work either directly with the student or in coordination with the McBurney Center to identify and provide reasonable instructional accommodations. Disability information, including instructional accommodations as part of a student's educational record, is confidential and protected under FERPA.

Contact McBurney Disability Resource Center to discuss your options. You can visit their website at [mcburney.wisc.edu](http://mcburney.wisc.edu) or by phone at (608)-263-2741.

### **2. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended, requires that you be advised of your rights concerning your education records and of certain categories of public information which the University has designated "directory information." It is UW-Madison policy to comply fully and fairly with the Act. Basic University policy concerning compliance with the Act is contained in a document adopted April 1999 and titled UW-Madison Policy on Student Records. You may obtain a copy of the policy from:

Customer Services, Registrar's Office  
123 A.W. Peterson Building, 750 University Avenue  
Madison, WI 53706-1490  
<http://registrar.edu/ferpa>

### **3. MILITARY SERVICE POLICY**

Upon presentation of their active duty papers, students have several options:

- **Withdrawal:** At any point in the semester, a student called to active duty may withdraw from school by filing a withdrawal form in their dean's office. The student will receive a full refund of tuition. The form should identify the current date as the "date of withdrawal," and give "called to active duty" as the withdrawal reason. This must be written on the form because the web form does not offer this reason as an option. The Registrar's Office will process the withdrawal and arrange for the full refund. An online form is available at <http://registrar.wisc.edu>.
- **Selective Drops:** A student may drop one or more courses and elect to complete remaining course work according to option 3 or 4 below. A full refund of dropped courses will be honored.

- Incompletes: Students who have successfully completed the majority of work for a course can be awarded a grade of I at the discretion of their instructors. If the student will be gone for an extended period of time during the semester, this may be an option to consider discussing with the professor teaching the class.
- Final Grades: This option becomes available if the following requirements are met: 1) the instructor determines that a sufficient amount of the course has been completed, and 2) sufficient information about a student's performance in the course has been obtained. Students must consult with their instructor to determine whether these two requirements have been met in order for a final grade to be awarded.

The intention of this policy is to permit students to select whichever option fits their particular circumstances.

#### **4. INTERNATIONAL STUDENTS**

Students who are not citizens or permanent residents of the United States must comply with certain rules and requirements in order to remain in status and eligible to be in the United States and attend classes. Students who are not citizens or permanent residents should contact International Student Services (ISS) for information about requirements they must meet prior to coming to the United States as well as during their time here as students. The ISS web site contains some useful information and can be found at: <http://www.intstudents.wisc.edu>

University of Wisconsin-Madison, International Student Services  
 716 Langdon St, Madison, WI 53706  
 Tel: (608) 262-2044  
 Fax: (608) 262-2838  
 E-mail: [intstudents@redgym.wisc.edu](mailto:intstudents@redgym.wisc.edu)

#### **5. AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY**

True learning requires free and open debate, civil discourse and tolerance of many different individuals and ideas. We are preparing students to live and work in a world that speaks with many voices and from many cultures. Tolerance is not only essential to learning; it is an essential to be learned. The University of Wisconsin-Madison is built upon these values and will act vigorously to defend them. We will maintain an environment conducive to teaching and learning that is free from intimidation for all.

In its resolve to create this positive environment, the University of Wisconsin-Madison will ensure compliance with federal and state laws protecting against discrimination. In addition, the University of Wisconsin-Madison has adopted policies that both emphasize these existing protections and supplement them with protections against discrimination that are not available under either federal or state law.

Federal and state laws provide separate prohibitions against discrimination that is based on race, color, creed, religion, sex, national origin or ancestry, age, or disability. State law additionally prohibits discrimination that is based on sexual orientation, arrest or conviction record, marital status, pregnancy, parental status, military status, or veteran status. The

application of specific state prohibitions on discrimination may be influenced by an individual's status as an employee or student.

University policies create additional protections that prohibit harassment on the basis of cultural background and ethnicity. Inquiries concerning this policy may be directed to the appropriate campus admitting or employing unit or to the Equity and Diversity Resource Center, 179A Bascom Hall, 500 Lincoln Drive, Madison, WI 53706, (608)-263-2378 or (TDD) (608)-263-2473.

## **6. SEXUAL HARASSMENT**

### **Sexual Harassment Statement and Policy Information**

The University of Wisconsin-Madison is committed to preventing sexual harassment and will take prompt and appropriate corrective action whenever it learns that sexual harassment has occurred. We encourage you to bring concerns to any resource to help prevent and eliminate sexual harassment at our university. You may report an incident to your supervisor, manager, department chair, director, or dean for appropriate action and resolution. In addition, the campus has a network of people trained to assist with concerns about sexual harassment. You should feel free to contact any one of them.

### **Sexual Harassment Contact Information**

Sexual harassment contact persons have been appointed by deans/directors to assist in responding to sexual harassment concerns. They are available to anyone wishing to inquire about harassment, discuss an incident, or receive information about options for resolving complaints. They are equipped to address initial concerns and refer appropriately.

Population Health Sciences  
Karen Cruickshanks (262-4032)  
1038 WARF Office Building

Equity & Diversity Resource Center (EDRC)  
Stephen Appell  
Luis Pinero  
179A Bascom Hall  
Ph. 263-2378

Wisconsin Telecommunications Relay Service: 7-1-1  
Western Tower Building  
8383 Greenway Blvd, Suite 90  
Middleton, WI 53562  
1-947-6644 Relay Service-Voice  
1-800-395-9877 Customer Service-Voice

The Equity & Diversity Resource Center (EDRC) is available to receive complaints of sexual harassment and other forms of discrimination or prohibited harassment. While many persons prefer to have their concerns addressed at the departmental level, the university also provides an option for complaint reporting, investigation and/or resolution through the EDRC. The EDRC will conduct prompt, thorough and impartial investigations when formal complaints are filed. If

informal resolution is an appropriate alternative, the EDRC will work with individuals to facilitate a resolution that assures that sexual harassment is corrected and recurrence prevented.

### **Consensual Relationship Guidelines**

It is in the interest of the University of Wisconsin-Madison to provide clear direction and educational opportunities to the university community about the professional risks associated with consensual romantic and/or sexual relationships between members of the university community where a conflict of interest and/or a power differential between the parties exists. Individuals entering such relationships must recognize that:

- Conflicts of Interest may arise when such relationships occur between and among faculty, staff, students and prospective employees. University policies and ethical principles already preclude individuals from evaluating the work or academic performance of others with whom they have intimate familial relationships, or from making hiring, salary or similar financial decisions concerning such persons. The same principles apply to consensual romantic and/or sexual relationships and require, at a minimum, that appropriate arrangements be made for objective decision-making.
- Power Differentials between the parties in a consensual romantic and/or sexual relationship may cause serious consequences even when conflicts of interest are resolved. Individuals entering into such relationships must recognize that:
  - The reasons for entering, maintaining, or terminating such a relationship may be a function of the power differential;
  - Where power differentials exist, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment. Furthermore, under certain situations consensual relationships may be outside the scope of employment for university employees and, if so, an individual would not be covered by the state's liability protection in subsequent litigation; and
  - It is almost always the case that the individual with the power or status advantage in the relationship will bear the burden of accountability.

### **Reporting Policy**

Where a conflict of interest exists, or may exist, in the context of a consensual romantic and/or sexual relationship, the individual with the power or status advantage shall notify his or her immediate supervisor. The supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the university or to either party in the relationship.