

Grievance Procedures for Graduate Students

If a student in the Department of Integrative Biology feels unfairly treated or aggrieved by faculty, staff, or another student, the department follows the grievance procedures outlined by the Graduate School <https://grad.wisc.edu/documents/grievances-and-appeals/> under Grievances and Appeals. The University offers several avenues to resolve a 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 (program or department chair, section chair, lab manager, etc.). Students can also discuss concerns related to mentor-mentee relations, degree progress, or programmatic requirements to the Director of Graduate Studies or the Graduate Program Coordinator. For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals <https://grad.wisc.edu/acadpolicy/#grievancesandappeals>.

Procedures for proper accounting of student grievances:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the program's Director of Graduate Studies or the chair of the department to discuss the grievance. The Director of Graduate Studies or chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: <https://oed.wisc.edu>.
3. Other campus resources include
 - a. The Graduate School – <https://grad.wisc.edu>
 - b. McBurney Disability Resource Center – <https://mcburney.wisc.edu>
 - c. Employee Assistance Office – <https://eao.wisc.edu>
 - d. Ombuds Office – <https://ombuds.wisc.edu>
 - e. University Health Services – <https://uhs.wisc.edu>
 - f. UW Employee Disability Resources – <https://oed.wisc.edu>
 - g. UW Office of Diversity, Inclusion, and Funding – <https://grad.wisc.edu/diversity/inclusion-and-engagement/>
4. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Director of Graduate Studies and chair of the department in writing, within 60 calendar days of the alleged unfair treatment.
5. On receipt of a written complaint, a faculty committee will be convened by the Director of Graduate Studies to manage the grievance. The Graduate Program Executive 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.
6. The Graduate Program Executive Committee will determine a decision regarding the grievance. The Director of Graduate Studies will report on the action taken by the committee in writing to both the

student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the Graduate Program Executive Committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the School/College level. These policies are described in the Graduate School's Academic Policies and Procedures: <https://grad.wisc.edu/acadpolicy/#grievancesandappeals>.