

# Medical College of Wisconsin

All Student Bulletin

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## Bulletin

The All Student Bulletin is intended to provide prospective and current learners and the Medical College of Wisconsin (MCW) education community with an overview of MCW's schools and programs, course offerings, as well as policies and processes. While every effort has been made to verify the accuracy of information in this publication, MCW reserves the right to make changes to policies and procedures without notice as necessitated by governing authorities or administrative needs. This bulletin is reviewed annually.

## History of the Medical College of Wisconsin

MCW is a private, independent school of the health sciences comprised of the School of Graduate Studies, the School of Medicine and the School of Pharmacy. Founded in 1893 as the Wisconsin College of Physicians and Surgeons, it merged in 1913 with the Milwaukee Medical College to become the Marquette University School of Medicine. In 1967 it separated from Marquette University, and in 1970 changed its name to the Medical College of Wisconsin. The MCW campus is a member of the Milwaukee Regional Medical Center (MRMC), which is a nonprofit consortium of health care institutions whose faculty and staff provide a full range of health and wellness services to the residents of Wisconsin. Other member campuses of the MRMC include Children's Wisconsin, Curative Care Network, Froedtert Hospital, Milwaukee County DHHS Behavioral Health Services, and Versiti Blood Center of Wisconsin's Blood Research Institute.

## Mission Statement

We are a distinguished leader and innovator in the education and development of the next generation of physicians, scientists, pharmacists and health professionals; we discover and translate new knowledge in the biomedical and health sciences; we provide cutting-edge, collaborative patient care of the highest quality; and we improve the health of the communities we serve.



## Accreditation

- The Medical College of Wisconsin is accredited by the Higher Learning Commission (HLC).
- The Doctor of Medicine program is accredited by the Liaison Committee on Medical Education (LCME).
- The Doctor of Pharmacy Program is accredited by the Accreditation Council for Pharmacy Education (ACPE).
- The Master of Science in Genetic Counseling program is accredited by the Accreditation Council for Genetic Counseling (ACGC).
- The Master of Science in Anesthesia (MSA) program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- The Public Health Programs are accredited by the Council on Education for Public Health (CEPH).

## Family Educational Rights and Privacy Act

The [Family Educational Rights and Privacy Act](#) (FERPA), as amended, is a federal law administered by the U.S. Department of Education that protects education records, allows for inspection of records, and allows for amendment of records.

## Non-Discrimination Statement

The Medical College of Wisconsin (MCW) is committed to fostering a community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's sex, age, religion, disability, marital status, national origin, sexual orientation, and any other basis prohibited by law or regulation. Employees, students, applicants or other members of the MCW community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

MCW's policy, as well as federal and state laws and regulations, prohibit unlawful discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Employee inquiries concerning the application of Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and Title I of the Americans with Disabilities Act of 1990 may be referred to Adrienne Mitchell, Vice President and Chief People Officer, [abmitchell@mcw.edu](mailto:abmitchell@mcw.edu), (414) 955-4145.

Student inquiries concerning Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990 may be referred to Jennifer Kusch, PhD, Assistant Provost for Student Affairs, [jkusch@mcw.edu](mailto:jkusch@mcw.edu), (414) 955-4860.

If you think that you have been subjected to sexual harassment, discrimination, or sexual misconduct, please contact Katie Kassulke, Title IX Coordinator: [TitleIXCoordinator@mcw.edu](mailto:TitleIXCoordinator@mcw.edu), (414) 955-8668 or the Office for Civil Rights, U.S. Department of Education, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, (312) 730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

## Academic Calendars

The [academic calendars](#) are published by the Office of the Registrar in consultation with the Academic Calendar Committee. The School of Graduate Studies offers three terms each academic year: fall, spring and summer, while the Schools of Medicine and Pharmacy offer two terms each academic year: fall and spring.

## Academic Programs

### School of Graduate Studies

#### Certificate Programs

Clinical Bioethics  
Clinical and Translational Science  
Community Health Assessment and Planning  
Neuroethics  
Population Health Management  
Precision Medicine  
Public Health  
Regulatory Science for Facilitating Ethical Research

#### Master's Programs

Bioethics (MA)  
Bioinformatics (MS, in partnership with Marquette University)  
Biomedical Engineering (MS and ME, in partnership with Marquette University)  
Biostatistics and Data Sciences (MA)  
Clinical and Translational Science (MS)  
Genetic Counseling (MS)  
Global Health (MS)  
Healthcare Technologies Management (MS, in partnership with Marquette University)  
Medical Physiology (MMP)  
Precision Medicine (MS)  
Public Health (MPH)

### Doctoral Programs

Biochemistry (PhD)  
Biomedical Engineering (PhD, in partnership with Marquette University)  
Biophysics (PhD)  
Biostatistics (PhD)  
Cell and Developmental Biology (PhD)  
Interdisciplinary Program in Biomedical Sciences  
Microbiology and Immunology (PhD)  
Neuroscience (PhD)  
Pharmacology and Toxicology (PhD)  
Physiology (PhD)  
Public Health (DrPH)  
Public and Community Health (PhD)

### School of Medicine

Doctor of Medicine (MD)  
Master of Science in Anesthesia (MSA)

### School of Pharmacy

Doctor of Pharmacy (PharmD)

The Medical College of Wisconsin also offers dual degrees in the Medical Scientist Training Program (MD/PhD), the Clinical and Translational Science Program (MD/MS) and the Public Health Program (MD/MPH).

### Course Catalog

The MCW [course catalog](#) is published by the Office of the Registrar and includes courses offered by the School of Graduate Studies, the School of Medicine and the School of Pharmacy.

### Schedule of Classes

The [schedule of classes](#) is published by each school in March/April for fall term and in September/October for spring and summer terms.

## Student Services

### Student Accessibility Process

Learners who wish to request accommodations at the Medical College of Wisconsin must complete the accommodation request process through the Office for Student Accessibility. This process ensures equal access and support across the full spectrum of learning environments at MCW, including classroom instruction, labs, assessments, and clinical rotations.

**Step 1:** Complete the online Accommodation Request Form, located on MCWconnect.

**Step 2:** Submit recent and comprehensive documentation that clearly verifies the impact of your disability or accommodation request. Please note that brief doctor's notes or visit summaries are generally not sufficient. For guidance on what to submit, learners may refer to the documentation guidelines available on MCW Connect.

**Step 3:** Participate in a one-on-one initial interview with the Student Accommodations Manager to discuss the functional limitations associated with your disability and the scope of accommodations needed in academic, lab, or clinical settings.

Early submission, preferably before the start of the term, is strongly encouraged to ensure timely review and implementation of accommodations.

If you have any questions about this process, what qualifies as sufficient documentation, or how accommodations may apply in clinical or hands-on environments, please reach out to:

Jason Anderson

Accommodations Manager, Office for Student Accessibility

Email: [jaanderson@mcw.edu](mailto:jaanderson@mcw.edu)

Students with religious accommodation requests should e-mail Jason Anderson [jaanderson@mcw.edu](mailto:jaanderson@mcw.edu).

We are happy to meet with learners, faculty, or staff to discuss accommodation needs, implementation strategies, or discuss specific requests.

### Service Animal Policy

MCW welcomes the use of Service Animals by any student with a disability to ensure full access to all educational offerings at MCW. We recognize the importance of Service Animals in supporting the engagement of individuals with disabilities through the course of daily activities including education and training.



## *Definitions*

- “Service Animal” means “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability” (28 CFR § 36.104). The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.
- “Emotional support” or “therapy” animals provide general comfort to individuals with and without disabilities.
- “Premises” means any campus, building, or facility that is owned, operated, leased, or licensed by MCW.

## *Bringing a Service Animal on Premises*

Prior to bringing a Service Animal to the Premises, MCW requests that students provide notice to the Associate Dean of Student Affairs within their appropriate MCW School or to their regional campus Dean. This notice will allow MCW to inform the student of any areas on the Premises where the Service Animal is not permitted, as allowed under applicable law. Student Affairs for each School will coordinate, as appropriate, with MCW Public Safety to facilitate access as needed for the student’s participation in educational activities at MCW.

Where it is not readily apparent that an animal brought to the Premises is trained to do work or perform tasks for an individual with a disability, MCW may ask whether the animal is required because of a disability and what work or task the animal has been trained to perform.

## *Expectations of Service Animal on Premises*

Service Animals are permitted in all areas of the Premises where the applicable student is allowed to go for the purpose of participation in educational activities associated with MCW, with the exception of areas where the Service Animal’s presence may endanger a sterile environment (healthcare setting, lab setting, etc.).

MCW is not responsible for the care or supervision of a Service Animal. Rather, the student is responsible for all aspects of care and supervision of the Service Animal, including providing food and water and giving the Service Animal opportunities to relieve itself off the Premises. At all times, a Service Animal on the Premises shall be under the control of the student or the student’s Service Animal handler. The Service Animal must have a tether (harness, leash, or other control device) unless the student is unable, due to disability, to use such a device or the device would interfere with the Service Animal’s safe, effective performance of work or tasks. In such cases, the Service Animal must be under the control of the student or the student’s Service Animal handler by other effective means, such as voice command.

### *Dismissal of Service Animal*

MCW may request a Service Animal be removed from any Premises if the Service Animal is out of the student's control and the student does not take action to control it, or if the Service Animal is not house broken. If dismissal of a Service Animal is necessary, the student will be informed in writing by Dean of Student Affairs in their respective school and accommodations will be made to ensure the student has full use of the premises, even in the absence of a Service Animal.

## Bookstores

MCW's official bookstore is [Matthews](#). Such items as school supplies, white coats, books, MCW clothing and swag may be purchased at this bookstore.

## Consumer Information

MCW is committed to ensuring prospective and enrolled students and their families have access to information about MCW, its academic programs and its operations. Disclosure of [consumer information](#) has been developed under the guidelines of the Higher Education Act of 1965, as amended in 2009, and includes academic information, financial aid, health and safety, student outcomes and general institutional information.

## Exercise Facilities

MCW is proud to offer a variety of exercise facilities to students.

- Central Wisconsin: On campus exercise facility
- Green Bay: St. Norbert College [Mulva Family Fitness & Sports Center](#)
- Milwaukee: [Tonkens Gym](#)

## Health Services

MCW wishes to ensure that all students have access to excellent, high-quality health care and that they understand the health services available to them.

- [Student Health and Wellness Services](#)
- [Student Behavioral Health Services](#)

The health services described below are available to all students who are enrolled full-time as degree candidates. Students who are on a Temporary Withdrawal from any academic program may contact [student\\_health@mcw.edu](mailto:student_health@mcw.edu) for assistance in navigating services they may need.

## Medical Services

### Central Wisconsin

MCW-Central Wisconsin students are encouraged to establish a local primary care physician to coordinate medical care.

Students have access to Occupational Health Services through MCW's contract with Aspirus Occupational Health and other community health system partners. TB tests, immunizations, titers, respirator fit testing, etc. are available to MCW-Central Wisconsin students through these contracts. Students should request an order through Froedtert & MCW Occupational Health and identify themselves as an MCW-Central Wisconsin student when making the request. Students completing required clinical experiences within other health systems have access to Occupational Health Services at those locations. Please contact Internal Occupational Health at 414-805-7997 or [IOHfroedtert@froedtert.com](mailto:IOHfroedtert@froedtert.com) or Kelly Mulder at [kmulder@mcw.edu](mailto:kmulder@mcw.edu) with questions.

### Green Bay

Students at MCW-Green Bay have access to the Student Health and Medical Services at St. Norbert College (SNC), Mulva Family Fitness & Sports Center, 601 Third Street, 2<sup>nd</sup> Floor, DePere, (920) 403-3266 or [health@snc.edu](mailto:health@snc.edu). Clinical and preventative services offered are provided by registered nurses, nurse practitioners and physician assistants. These services include:

- Assessment, treatment and/or referral for medical needs
- Basic prescription and over-the-counter medications
- Laboratory and diagnostics
- Disease management and post-surgical care
- Physicals, health education and prevention strategies
- Immunizations, including routine and travel immunizations

The cost of a medical provider visit, advanced lab testing, and prescription medications are billed to the student's insurance. Individual deductibles and co-pays may apply. Students should maintain a copy of their current insurance card and bring it with them when they visit SNC Student Health and Medical Services. Appointments are necessary to shorten wait times and to assure the most appropriate practitioner to meet students' needs.

Students are able to *remotely* access MCW physicians through Sargeant Internal Medicine Clinic in Milwaukee. Appointments for primary care services can be made by calling (414) 805-6644. It is recommended that students see their primary care provider prior to scheduling appointments with specialty services. Appointments for specialty care services can be made by calling (414) 777-7700.

### Milwaukee

Students at MCW-Milwaukee are able to directly access MCW primary care and specialty physicians. Students may choose to access a provider through the Sargeant Internal Medicine Clinic which is adjacent to the MCW-Milwaukee campus. Appointments for primary care services can be made by calling (414) 805-6644. It is recommended that students see their primary care provider prior to scheduling appointments with specialty services. Appointments for specialty care services can be made by calling (414) 777-7700.

Students may access Froedtert Occupational Health for respirator fit testing, immunizations, titers, drug testing (if required by clinical site or program), post-exposure evaluations and follow-ups. Occupational Health accepts walk-ins, however, it is preferred that students call the clinic at (414) 805-6699 to schedule an appointment.

## Mental Health Services

MCW recognizes that some students may experience stress during their academic work and in their personal lives. All students wishing to access mental health services may contact the campus-specific resources listed below or ComPsych Guidance Resources either [online](#) or by phone (833) 927-1860. ComPsych has skilled representatives to help students choose the best provider and care for their needs though they do not offer medication management. Students who require medication management should refer to the resources available for their campus described later in this section.

Each campus offers mental health services. Students or immediate family members may utilize up to ten (10) sessions per academic year through MCW's Department of Psychiatry and Behavioral Medicine which are subsidized by MCW. In addition, students may access up to ten (10) sessions, per issue, per year, through ComPsych. After utilizing these subsidized mental health visits, student's health insurance will apply.

Note that students are welcome to use both ComPsych for therapy and Department of Psychiatry and Behavioral Medicine for medication management if they would like.

Available mental health practitioners can provide support for issues related to anxiety, depression, attention deficit disorder, substance abuse, eating disorders, stress management, career problems, major mental illnesses, marital concerns, sexual dysfunction, and grief management, as well as child, adolescent and family concerns.

Other available resources of interest include:

SilverCloud: Free, self-guided, interactive mental health resource available to all MCW students, offering online programs for anxiety, depression and stress. Students can complete modules to help with a variety of topics, including sleep, relaxation, grief and loss, self-esteem and more. Students may access SilverCloud through MCWConnect, under the Student Life tab or at the MCW Student and Resident Behavioral Health website: [www.mcw.edu/thrive](http://www.mcw.edu/thrive).

Wellbeing Resource Navigation: The Office of Student Health and Wellness offers resource navigation services to assist students who seek health resources on or off campus. The Student Behavioral Health and Resource Navigator will take time to understand their unique circumstances and will help them understand options at MCW and beyond.

Sessions with Counselor Intern: Short term, supportive counseling for common concerns including anxiety, depression, interpersonal problems, grief/loss. These sessions are available on campus or virtual and are confidential and provided by a counseling intern from Marquette University.

For questions, please contact David J. Cipriano, Ph.D., Director of Student and Resident Behavioral Health at 414-955-8954 or [dcipriano@mcw.edu](mailto:dcipriano@mcw.edu). Or visit the website:

[www.mcw.edu/thrive](http://www.mcw.edu/thrive).

Students who need assistance navigating mental health services may contact Kerri Corcoran, Student Behavioral Health and Resource Navigator, at [kcorcoran@mcw.edu](mailto:kcorcoran@mcw.edu) or (414) 955-4219.

For an overview of mental health services provided to MCW student please visit the Student Health and Wellness website:

<https://www.mcw.edu/education/academic-and-student-services/student-wellness>

### Central Wisconsin

MCW-Central Wisconsin's contracted provider offers students full access to services which include preventive care and mental health coaching as well as counseling therapy, psychiatric or psychological evaluations and medication management. Both counseling services listed below offer tele-counseling options as well.

- Bridge Community Health Clinic (formerly Peaceful Solutions)- 715-848-4884
- Wellbeing Therapy (Mary Heim, M.S., LPC – virtual only): [mary@wellbeingtherapywi.com](mailto:mary@wellbeingtherapywi.com)
- Rock Point Psychology, 500 1<sup>st</sup> St., Wausau, WI, phone: 715-322-3581
- Elmergreen Associates, 114 Grand Avenue, Wausau, WI, phone: (715) 845-7175
- For medication management needs, please contact: Christopher Knight, Student Services Program Manager for Central Wisconsin Campus (715) 870-0917 [cknight@mcw.edu](mailto:cknight@mcw.edu) OR MCW Behavioral Health Intake (414) 955-8933, [studentresidentbh@mcw.edu](mailto:studentresidentbh@mcw.edu)

### Green Bay

MCW-Green Bay has contracted with the following providers.

- St. Norbert College Counseling and Psychological Services Mulva Family Fitness & Sports Center 601 Third Street, 2<sup>nd</sup> Floor DePere (920) 403-3045
- Mental Health Services Crisis Center (24-hour service) 300 Crooks Street Green Bay (920) 436-8888
- Bellin Health Psychiatric Services (920) 433-6073, #1 Bellin Health Psychiatric Center (920) 433-3630

### Milwaukee

- The Department of Psychiatry and Behavioral Medicine provides preventive care as well as counseling therapy, psychiatric or psychological evaluations, and medication management. Students who require assistance with medication management should contact the Department of Psychiatry and Behavioral Medicine directly.

The referral program provides easy access to information regarding benefits, choice of clinician, and available treatments through one direct, confidential phone number: (414) 955-8933 or email [studentresidentbh@mcw.edu](mailto:studentresidentbh@mcw.edu).

Needs arising outside of normal daytime hours can be addressed through the emergency contact phone number, available 24/7, at (414) 805-6700.

- Psychotherapies Center (Psychiatry Resident Training Clinic) at St. Joseph's Hospital in Sherman Park: 414-803-4077. Once the 10 free sessions are used up, a generous sliding scale of fees is available ranging from \$15-40.

David Cipriano, PhD, Director of Student and Resident Behavioral Health may be reached at [dcipriano@mcw.edu](mailto:dcipriano@mcw.edu), (414) 955-8954

## Student Health Record and CastleBranch

For all School of Medicine, School of Pharmacy, and Master of Science in Genetic Counseling students, all required immunization records, background checks, necessary testing (titers, PPD, etc.), CPR certification, and related health requirements for matriculation will be stored in CastleBranch for ongoing monitoring throughout the duration of enrollment. Access to CastleBranch will be available to students beyond their education at MCW. It is the responsibility of all students to submit all required health and background information in CastleBranch by the specified due dates. Failure to submit items by the due dates is considered unprofessional behavior and may also result in students being prohibited from participating in clinical rotations and other related activities. Students should contact their respective school for questions or assistance.

## Insurance

It is the policy of the Medical College of Wisconsin that all students must have health insurance coverage throughout each academic year in which they are enrolled at MCW, with no gaps in coverage. MCW has contracted with insurance companies which provide coverage for all full-time students.

There are three components of this policy: 1) major medical coverage, 2) disability insurance; and 3) term life insurance. Dental insurance and materials- only vision insurance are also available but are optional and not covered under this Bulletin policy. Medical, Master of Science in Anesthesia, and Pharmacy students are required to have Life, Accidental Death & Dismemberment (AD&D) and Long-Term Disability (LTD) insurance through MCW. Students can waive the institution's major medical insurance if they have a valid health insurance policy. Students who have existing health insurance in place must still complete the health insurance open enrollment form annually, indicate they are declining the health insurance, and must maintain insurance throughout enrollment at the institution.

Students who decline MCW's medical coverage will be required to provide proof of coverage (i.e., copy of the front and back of their insurance card). It is the responsibility of students to ensure that their non-MCW plans will cover their care in Wisconsin. Students are also responsible for exploring their options and assuring there is no coverage gap should the coverage used to decline the MCW health plan lapse.

Students who are not otherwise covered are required to enroll in the plan offered by MCW during the annual open enrollment period. To enroll, students would need to elect a plan during the annual open enrollment period. After the open enrollment period closes, students are unable to make any changes to their MCW health plan unless they experience a qualifying life event.

Open enrollment dates are as follows:

School of Medicine - MKE

New/Incoming Students: JUN 15 - JUN 30

Continuing Students: MAY 15 – JUN 1

School of Medicine - CW

All Students: MAY 15 - JUN 1

School of Medicine - GB

All Students: MAY 15 - JUN 1

School of Pharmacy

New/Incoming Students: JUN 15 - JUN 30

Continuing students: MAY 15 - JUN 1

Master of Science in Anesthesia

New/Incoming Students: JUN 15 - JUN 30

Continuing Students: MAY 15 - JUN 1

Insurance premiums are prorated for students who add or drop MCW insurance during the plan year due to qualifying life events. All MCW student insurance plans provide coverage July 1 – June 30 of each plan year for Medical, Master of Science in Anesthesia, and Pharmacy students, unless they withdraw or graduate sooner.

It is the responsibility of all students to submit all required health insurance forms by the specified due dates. Failure to submit items by the due dates is considered unprofessional behavior and may result in being deregistered for courses by the Registrar and being prohibited from participating in clinical rotations and other related activities.

Graduate students should consult their school representative for coverage dates. In the School of Graduate Studies, the annual premium for single coverage will be paid by MCW for all full- time PhD seeking students in the basic sciences.

MCW does not offer workman's compensation for non-employees. If a student incurs out-of- pocket costs for an injury experienced on-campus during the course of their education, and such costs are not covered by insurance, the student should notify [student\\_health@mcw.edu](mailto:student_health@mcw.edu).

Please note that during temporary or permanent withdrawal/LOA financial aid and health insurance coverage are suspended but you can enroll in Continuation of Coverage for health insurance if you are getting it through MCW. During withdrawals/LOAs, students will not have malpractice coverage through MCW and cannot be involved in clinical work in the system. Non-clinical research work is allowed.

## MCWconnect

MCWconnect is the student portal which provides access to financial aid and tuition accounts, health insurance enrollment, final grades, registration and transcripts. All new matriculants to MCW receive log in credentials. For assistance email [MCWconnect\\_support@mcw.edu](mailto:MCWconnect_support@mcw.edu).

## Safety Services

MCW produces an [Annual Campus Safety Report](#) in compliance with the Jeanne Clery Act.

Campus specific security/public safety contact information:

- Central Wisconsin: Aspirus Security (715) 847-2926
- Green Bay: [St. Norbert College Campus Safety](#) (920) 403-3299
- Milwaukee: [MCW Public Safety](#) (414) 955-8295 or (414) 955-8299 (emergency)

Central Wisconsin and Green Bay: In the event of an emergency, dial 911 and then immediately contact the security/public safety department listed above.

Milwaukee: In the event of an emergency, call MCW Public Safety at (414) 955-8299. MCW Public Safety will coordinate with any emergency responders.

Please refer to the MCW Public Safety [website](#) for additional information and resources.

All students are required to have personal and emergency contact information on record in MCWconnect. This assists MCW Public Safety in emergency situations. Please note that failure to provide and/or update personal or emergency contact information may result in a registration delay.

## Student Government

The Medical College of Wisconsin values student engagement in the governance process. As such, each school has a governance structure in which students are invited to participate.

- Graduate School Student Association
- Medical Student Assembly
- Master of Science in Anesthesia Student Government
- Pharmacy Student Alliance

In addition to these school level governance groups, the Student Leadership Collective (SLC) exists as a unified student governance group which serves as the voice of the entire MCW student body and contributes to institutional programming and decision making as appropriate.

## Technology Requirements and Services

The Medical College of Wisconsin seeks to offer the best technology experience during a student's education at MCW by providing the tools and services needed to excel. While at MCW, a laptop and a mobile device are required of students and will be used for taking tests and accessing learning applications.



Laptops and mobile devices must meet or exceed the minimum annual technical requirements. Contact the MCW-IS Service Desk at [help@mcw.edu](mailto:help@mcw.edu) or 414-955- 4357, option 8.

## Software

Students have free access to Microsoft Office 365 as long as they have an active MCW email address. Students are granted access to their MCW emails for 90 days after their graduation date. Office 365 includes locally installed and browser-based versions of Microsoft Office. Students may log in at <http://portal.office.com> with their MCW email address and password. Mobile apps are also available.

## Security

1. Students are responsible for the content of what is sent to their MCW email accounts in accordance with the [Email Usage Policy \(IT.IS.040\)](#).
2. The protection of an individual's privacy is one of the most important responsibilities of all faculty members, staff, and students at MCW. By [policy](#), protected information that might exist on portable electronic devices such as tablets, smartphones, and laptops must be safeguarded.
3. All MCW students share in the responsibility for protection against threats to the integrity and confidentiality of the MCW network and systems. Students are responsible for all activities performed under their MCW-issued username and password. Students should never disclose their MCW network password to anyone, including MCW Information Services (IS) staff.

## Email

MCW provides email service for all of its students. Since this is the official delivery system of information to students, MCW has given each student an email address to be used for official MCW business. The MCW email address is used for official communication. Students are required to monitor their MCW email account for important notices. Students can access MCW email via the Outlook Web App, which is found at <https://outlook.office365.com/>.

Microsoft Authenticator is a [multi-factor authentication tool](#) that is used only for Microsoft services (Microsoft Office applications, SharePoint, Office Online). This tool will be used in addition to Duo, which will continue to be used for other MCW services (Box, Citrix, Qualtrics, etc.) Microsoft Authenticator MUST be used when on or off the MCW network.

Student MCW email accounts will be active until 90 days following graduation at which time the accounts will be disabled.

The MCW/Marquette Medical Alumni Association offers new MCW Alumni Email accounts upon graduation from MCW at no cost to you. Please note, your current email will not forward to your "@alumni.mcw.edu" account. If you would like to establish an MCW alumni email account, please request [here](#).

## Self-Service Password Reset

The self-service password reset tool uses claims-based identity which allows students to reset or unlock their MCW password without needing to contact the MCW-IS Service Desk. To use the tool, students must first [enroll in the service](#). Once set up, students can reset the password at <http://password.mcw.edu>.

## System Status

For the current status of systems and services on the MCW network, visit <https://infoscope.mcw.edu/is/status.htm>. Information Services also maintains a Twitter feed for announcing service interruptions: [@MCW\\_IS](#).

## Wireless Network

Students can stay connected while on campus with mcwWiFi, an encrypted network they can access using an MCW username and password.

Guests can access mcwWiFi with the username of *wifiguest*. Guests can call (414) 955-3333 for the current password for guest access.

## Support

For support with mcwWiFi, multifactor authentication (Duo Security), best effort laptop technical help, or Student Laptop Program support, contact: MCW-IS Service Desk (414) 955-4357, option 8 [help@mcw.edu](mailto:help@mcw.edu)

Office M0300, basement level in the Medical Education building

7:00 a.m. to 5:00 p.m., Monday through Friday (except MCW holidays) After-hours support is available for MCW password resets.

For support with D2L/Brightspace, ExamSoft, Top Hat and student required mobile device apps, contact:

Office of Educational Improvement Educational Technology (414) 955-4290 [exams@mcw.edu](mailto:exams@mcw.edu) or [lmshelp@mcw.edu](mailto:lmshelp@mcw.edu)

Office M3200, hallway between Medical Education Building and HUB 8:00 a.m. to 5:00 p.m., Monday through Friday (except MCW holidays) *Personal appointments available by request.*

## Academic Information and Policies

### Academic Standing

All students are expected to maintain satisfactory academic progress, specific to the standard established within each school, as published in the respective school or program handbook.

Any student failing to meet the standards for academic progress or professional conduct will be reviewed by the academic standing committee appropriate to the school of enrollment. Professional ethics and appropriate personal and professional conduct are essential to the culture of MCW and practice as a biomedical or health care professional. Unethical and/or inappropriate behavior will be considered by the committee in its advancement of academic standing deliberations.

In addition to the aforementioned academic standing policies, MCW complies with Title IV (Financial Aid) regulations; see the [Satisfactory Academic Progress policy](#) for more information.

## Add/Drop Classes

### School of Graduate Studies

Students may add/drop classes in the Graduate School no later than five days after the start of the class. The add/drop dates appear in the [academic calendar](#).

### School of Medicine

Students may [add/drop](#) classes in the School of Medicine by the 15<sup>th</sup> day of the month, two months preceding the start of the class. Thereafter, students must seek approval of the Associate Dean of Student Affairs.

#### Add/Drop Deadlines for Medical School

Month Rotation Begins	Add/Drop Deadline
July	May 15
August	June 15
September	July 15
October	August 15
November	September 15
December	October 15
January	November 15
February	December 15
March	January 15
April	February 15
May	March 15
June	April 15

## School of Pharmacy

The School of Pharmacy registers students for all classes. Students may not drop individual courses that are required for completion of the PharmD degree program.

## Auditing Courses

The School of Graduate Studies permits students to audit courses. Students may [request audit status](#) during the period extending from the first day of class through the time period that consists of a total of 10% of the length of the class. Students who audit course(s) are expected to attend and participate in class meetings but are not required to complete written assignments or examinations. Students who audit course(s) but do not attend class meetings will have their registration in the course relinquished.

The School of Medicine permits students to audit only academic enrichment courses (ACEN).

The School of Pharmacy does not allow degree-seeking students to audit courses.

## Classification

Promotion to the next level of study is contingent upon successful completion of prerequisite coursework and demonstration of appropriate professional conduct in each program. Promotion may be subject to further review by the committee responsible for academic standing and progression in the respective school.

Graduate student progression is based on completion of degree requirements which vary by program while medical and pharmacy student progression is based on credit hours earned as follows:

## School of Medicine – MCWfusion Curriculum Milwaukee

E1 0-27.999

E2 28-51.999

E3 52-64.999

E4 65-88.999 and CBSE

E5 89-118.99

E6 119-149.999

E7 150-174.999 and passing score on Step 1

E8 175+

## Green Bay & Central Wisconsin

Y1 0-28.999

Y2 29-59.999

Y3 60-81.999

Y4 82-108.999 and CBSE

Y5 109-119.999

Y6 120-133.999

Y7 134-143.999 and passing score on Step 1

Y8 144+

## Central Wisconsin

N1 0-28.999

N2 29-59.999

N3 60-84.999

N4/85-113.999 and CBSE

N5 114-123.999

N6 124-137.999

N7 138-146.999 and passing score on Step 1

N8 147+

## School of Medicine – Discovery Curriculum

### Central Wisconsin

W1 0 – 45.999 credits

W2 46 – 102.99 credits

W3 103 – 144.99 credits

W4  $\geq$  145 credits

### Green Bay

G1 0 – 45.999 credits

G2 46 – 98.999 credits

G3 99 – 141.99 credits

G4  $\geq$  142 credits

### Milwaukee

M1 0 – 41.999 credits

M2 42 – 84.999 credits

M3 85 – 121.999 credits and passing score on Step 1

M4  $\geq$  122 credits

## Master of Science in Anesthesia

A1 0 – 41.999 credits

A2 42 – 81.499 credits

A3  $\geq$  81.500 credits

## School of Pharmacy

P1 0-30.999

P2 31-81.999

P3 82-132.999

P4 133+

Applicants who wish to audit courses without earning credits must apply and seek admission as a non-degree seeking student.

## Concurrent Enrollment

MCW offers demanding programs in the allied health professions, biomedical sciences, medicine, and pharmacy. To properly advise and support students in these programs and to preserve the integrity of MCW degrees and programs, this policy addresses concurrent enrollment at other institutions and/or in multiple MCW programs.

Concurrent Enrollment:

- Occurs when a student enrolled at MCW is simultaneously enrolled at another institution.
- Occurs when a student enrolled in a degree program at MCW simultaneously pursues another degree program at MCW.

Dual Degree: a dual degree program leads to two degrees conferred concurrently or consecutively when credits earned at one institution or in one program count toward a degree at another institution or in another program. For instance, a student may complete graduate coursework that applies to both a bachelor's degree and a master's degree. For example, the MPH program offered by MCW at Mount Mary University and St. Norbert College allows students to enroll in MCW courses as undergraduates. The students may apply the MCW credits towards their bachelor's degrees as well as towards their MPH degrees.

Joint Degree: a joint degree is conferred concurrently by two institutions that share in educating students in a discipline. For instance, the joint PhD in Biomedical Engineering is awarded by both Marquette University and the Medical College of Wisconsin.

Full-time students may not concurrently enroll in a degree program at another institution without permission of the provost who, in consultation with the student's dean, must approve of the student's program and courses at the other institution prior to enrollment. If approved, the student may enroll only in graduate or professional level courses. This policy excludes approved dual degree and joint degree programs at institutions with which MCW has a formal agreement.

Please refer to school-specific policies for limitations on the transfer of credits.

A student may not concurrently enroll in more than one degree program at MCW without permission of the provost. This policy excludes approved programs such as MD/MPH, MD/MS, MD/PhD, etc.

The pursuit of concurrent multiple degree outside of approved programs may have financial aid and other implications.

## Contact Information and Location

All students who are registered for classes and those who are on a temporary withdrawal (leave of absence) are required to have complete contact information on record with the Office of the Registrar. This contact information should include at least one complete and current address and one complete and current telephone number and a personal e-mail address for the student, as well as at least one complete name, current address and current telephone number for an emergency contact such as a friend or relative.

The Medical College of Wisconsin, the Office of Academic Affairs, the schools and the academic programs use this information to communicate with students about their enrollment, financial aid and tuition, among other reasons, or as required by a court order or subpoena, as required by federal regulations (e.g., for loans or 1098-T tuition credit tax statement, and/or in health or safety emergencies).

Students must enter their contact information directly in [MCWconnect](#) by navigating to Personal Information in the MCWconnect Self Service menu.

Students who do not comply with this requirement will have a hold placed on their records on or about September 1 for fall term, February 1 for spring term and June 1 for summer term. The hold will restrict all future registration until such time the student is compliant with this policy. After a hold is placed on the record, it is incumbent upon the student to notify the Office of the Registrar when contact information is complete and up to date.

In compliance with U.S. Department of Education regulations, MCW determines each applicant's location on the basis of the applicant's mailing address at the time of application. Further, MCW determines each student's location on the basis of the student's mailing address at the time of matriculation, and on the basis of any subsequent address changes as recorded in MCWconnect.

## Course Evaluations

Professionalism, as one of MCW's Global Competencies, is expected of all students. The institution is committed to providing students with outstanding educational experiences to support their career preparation. In order to continuously improve its educational programs, MCW regularly seeks student perceptions regarding their educational experience. In accordance with the professionalism competency, each academic program expects or requires that students complete all evaluations within the established timeframes providing honest and constructive feedback as appropriate.

## School of Graduate Studies

- All students taking courses for credit are required to complete evaluations.
- The time frame in which students complete evaluations is recorded.
- Students will be fined \$100.00 for each missing course evaluation.
- Failure to complete evaluations by the stated evaluation time frame may result in additional sanctions.

## School of Medicine

- All students taking courses for credit are required to complete course evaluations. The time frame in which students complete evaluations is recorded.
- Students who do not complete course evaluations may have indicators added to their student records reflecting non-compliance with professional expectations. This may be used as commentary in the Medical Student Performance Evaluation letter.
- Failure to complete evaluations by the stated evaluation time frame will result in a grade of "IE" (standard grade scale) or "IV" (satisfactory/unsatisfactory grade scale) for incomplete, pending completion of the course evaluation. If the course evaluation is not completed by January 31 for the immediate, preceding fall term or July 31 for the immediate preceding spring term, the IE or IV grade will be converted to a grade of F or U, respectively.

## School of Pharmacy

- Per Accreditation Council for Pharmacy Education standards, all students taking courses for credit are expected to complete evaluations.
- Evaluations of courses and instructors will occur each academic session.
- Except under special circumstances, adequate time will be scheduled for evaluation completion.

## Credit Hour

### General

In accordance with the U.S. Department of Education's regulations and the definition of a Carnegie unit, MCW assigns credit hours as a unit of measurement. MCW awards credit to students who successfully complete required coursework which may include clinical rotations, conferences, labs, research, and study.

For example:

- 18 hours of lecture and exams equals one credit hour.
- 36 hours of course activities such as conferences, demonstrations, or labs equals one credit hour.
- 90 hours of external work including research and study equals one credit hour.

A student may not receive credit and a stipend for coursework; however, a student may receive credit and a stipend for reasonable travel expenses related to the coursework.



## Enrollment

Status	Fall and Spring Terms	Summer Term (School of Graduate Studies only)
Full Time	9.000 or more credits	6.000 or more credits
Three Quarters Time	6.750 – 8.999 credits	4.500 – 5.999 credits
Half Time	4.500 – 6.749 credits	3.000 – 4.499 credits
Less Than Half Time	0.500 – 4.499 credits	0.500 – 2.999 credits

## School of Medicine

The Liaison Committee on Medical Education (LCME) has in place certain standards which require careful evaluation of students in all aspects of medical education. The Medical College of Wisconsin abides by such standards and follows longstanding practices at medical schools nationwide in which one credit hour is assigned to each week of clinical rotation.

For example:

- 4 weeks in the family medicine rotation equals 4 credit hours.
- 6 weeks in the pediatric medicine rotation equals 6 credit hours.
- 8 weeks in the clinical surgery rotation equals 8 credit hours.

In accordance with the Liaison Committee on Medical Education Standard 8.8, the School of Medicine has established a policy on limitations in student work hours during clerkship rotations that was approved by the Curriculum and Evaluation Committee. Clerkship coordinators and directors monitor student work hours to assure compliance. These hours represent clinical hours, and not hours spent studying or working on other rotation or self-study projects.

## Distribution of Educational Materials

Faculty members create educational materials with the aim of providing an excellent education for MCW students. The digital format of educational materials heightens concerns about ownership, use and liability for unapproved uses of educational materials. More specifically, with the digital nature of the educational materials (e.g., audio files, PDFs, online examinations), students can easily download and export, edit/revise and circulate files beyond the intended use for MCW students.

Educational materials are defined as exams, lecture notes, outlines, homework assignments, PowerPoint presentations, study guides, audio, video and/or digital files and/or any material prepared by MCW faculty for use in their courses.

The following policy applies to all educational materials created by MCW faculty spanning all courses, rotations, and clerkships, as well as other educational venues (e.g., M3 Benchmark OSCE, PDA applications and simulations; presentations to student interest groups).

1. All educational materials and their associated digital files are exclusively for the use of students enrolled at MCW, for their personal use.
2. The files are not to be shared/exchanged and/or distributed without the written permission of the course/clerkship director and the authoring faculty member(s).

3. The material is copyrighted by the Medical College of Wisconsin and is not to be altered, used for purposes other than that intended by the author, and/or sold without the permission of the course/clerkship director and the authoring faculty member(s).

Failure to comply with these use standards will be addressed under MCW's policy on Professional Misconduct and may result in disciplinary sanctions up to and including dismissal.

## Examinations

MCW schools or programs may have separate exam policies other than that which is contained herein. In such instances, these policies may supersede or supplement the following policy, and in such instances will state as much and be contained in the applicable school or program handbook or other education program materials.

### Administration of Exams

Administration of exams may occur in person or remotely. Students should refer to all in person and remote policies set forth by their specific school or program. The following policies communicate general standards unless otherwise noted. Note that the MCW Exam Team only provides support for remote exams at this time.

1. Students should not carry unauthorized personal items and/or devices into the testing space. These items include but are not limited to the following:
  - a. Cellular/mobile phones
  - b. Watches with alarms, computer or memory/recording capabilities
  - c. Paging devices
  - d. Recording/filming devices
  - e. Reference materials (e.g., books, notes, papers)
  - f. Backpacks, briefcases or luggage
  - g. Beverages or food of any type (except for medical reasons, see below)
  - h. Coats, outer jackets, hooded clothing that can be converted to headwear or ones with a built-in head cover, scarves
  - i. Headwear Accommodation Requests for exception to wear religious attire should be e-mailed to Jason Anderson [jaanderson@mcw.edu](mailto:jaanderson@mcw.edu).
  - j.
  - k. Electronic devices (iPads, computers) are restricted to those required to take examination in ExamSoft.
  - l. Calculators can only be brought to examinations if specifically permitted by the course director. Students would be notified prior to examinations whether calculators would be permitted.
2. Students will take course exams on their working laptops compatible with the ExamSoft platform. Students are required to download the exam file for each exam in advance of the exam report time. Students are required to bring their MCW student ID, laptop, power cord, and ear buds/headphones, when required, to the exam. All personal items, other than those previously identified, should be removed from the testing area in accordance with the Exam Policy. For an emergency situation, loaner laptops, privacy screens and technology assistance can be obtained from the Exam Technology team at the entrance to the exam room.
3. For remote exams, students will be permitted to leave the examination to use the restroom once per hour of examination time for a maximum of 5 minutes per restroom break. The student should announce to the laptop camera they are stepping away for a restroom

break. The timer for the exam will continue during restroom breaks. In other words, students taking a break will not be allotted additional time to complete their exams. The ExamMonitor software will record the time that a student is absent from the room during examinations, and it will be determined during the review process if the time absent was reasonable. These breaks are solely for the purpose of using the restroom, thus students are not permitted to visit other areas and should not communicate with others while on break.

4. Any student exhibiting unusual behaviors during exams will be required to meet with the appropriate school official.
5. In the event a student may require food or beverage during an examination period due to medical necessity, these items should be identified to the camera at the beginning of all remote exams during the scanning of the room. The exam time allotted will not be extended in these cases. The respective school should be notified by students of this requirement in writing at the beginning of the year for known medical issues but should be communicated before starting a new course or at least one week prior to examinations, if applicable, with new medical conditions. A letter from a licensed medical provider may be requested to support this exception to standard examination rules. In the case of recurring need to have food/beverage available due to medical necessity, the request will only need to be made once sometime before the first examination and approval will carry over to subsequent examinations during the academic year. Subsequent requests will need to be made at the beginning of the next academic year.
6. If a student arrives late for a remote examination, the student's start time will be recorded and sent to the appropriate school official.

### Students Arriving Late

1. The appropriate Course Director or their representative(s)/coordinator will clearly communicate the expected exam start time for students. Students should be in the exam area prior to the expected exam start time to assure "on-time" arrival on examination days.
2. For remote exams, the Exam Team will clearly communicate the starting time for each exam via an MCW Exam Team email. This email will be sent to all student 36-48 hours prior to their exam. In an event the email will not be sent within the 36–48-hour timeframe prior to the exam, students will be notified by the course coordinator.
3. Students are expected to download the exam as soon as it is available to ensure there are no technical difficulties on exam day. On exam day, the remote exam password will be released 20 minutes prior to the exam start time via a Brightspace announcement in the exam's corresponding course. Students can start the exam as soon as they see the password.
4. Students starting a remote examination after the expected start time will be considered late. Their actual start time will be recorded by the Examsoft system and sent to the appropriate school officials.
5. The appropriate Course Director or the chief proctor has authority to decide how to manage a student arriving late for an exam. In accommodating the late student, every effort will be made to minimize the disruption to other students taking the exam.
6. Starting late for exams is an issue of professionalism. After the exam, students starting late may be required to meet with the course/unit director, or curriculum Assistant Dean. The

course/unit director or curriculum Assistant Dean may choose to address this issue with additional actions, such as reduction of exam scores or course grades, and/or meetings with the appropriate school officials in cases of unprofessionalism or recurrent tardiness to examinations.

7. Students should adhere to all additional late arrival guidelines and policies for their specific school and/or program.

## Computerized Examinations

1. Students are responsible for understanding the mechanics of examination navigation and submission.
2. Students are responsible for bringing a well-maintained personal laptop, power cord, and login credentials to the examination. Students who fail to bring this equipment may be penalized at the discretion of the chief proctor.
3. All students, by taking the examination, acknowledge and consent to the following, which will appear on the computer screen at the beginning of each examination administration:

All of the test items used are owned by the department administering the examination. Any reproduction of the materials or any part of them through means including, but not limited to, photocopy, dictation, photography or reconstruction through memorization and/or dissemination (oral or written) in any form to any individual and/or party, is prohibited and constitutes a violation of the Professionalism Policy.

4. An on-screen calculator, highlight function, cross-out function and list of normal lab values will be provided for examinations.
5. Exam software records date and time stamps for all student activity within the exam software including, but not limited to, start time, answers selected, questions skipped and exam submission, and may be used to address appeals.
6. At the discretion of the proctor, the format of the examination (computer v. non-computer) may be changed, or the examination may be rescheduled even when an examination is in progress.
7. The exam software displays the amount of time remaining for an examination. At the end of the examination's allotted time the exam software will automatically submit one's answers. At the discretion of the course/unit director, the percentage and/or raw score(s) may be displayed upon submission of the exam.
8. Technology support resources can be obtained by contacting the Exam Team at [exams@mcw.edu](mailto:exams@mcw.edu). Be aware that the Exam Team may not be on-site for all in-person examinations. It is advised to prepare for exams ahead of time to allow for troubleshooting and/or arrange for accommodations.

### Rules for Examination Review and Appeals

The rules for examination review and appeals may be found in the respective school's handbook.



## Grading

Each school at the Medical College of Wisconsin utilizes a grading system specific to the education mission of the programs it offers. Please refer to the MCW Transcript Key: <https://www.mcw.edu/-/media/MCW/Education/Academic-Affairs/Office-of-Registrar/Transcript-Key.pdf>

## Graduation and Commencement

MCW takes great pride in graduating degree candidates from the School of Graduate Studies, the School of Medicine (MD and MSA) and the School of Pharmacy every year. Commencement is a time to celebrate the achievements of students, honorary degree recipients and alumni. It is a dignified and time-honored ceremony and tradition. As such, this policy addresses eligibility for and timing of graduation, participation in Commencement exercises, academic regalia and diplomas.

### *Eligibility for and Timing of Graduation*

- Degree candidates must apply to graduate via MCWconnect by the posted deadline.
- Once students complete all degree requirements, they must be graduated without delay. Students who wish to remain enrolled must apply to another program or seek non- degree status.
- MCW confers degrees on the last business day of each month throughout the year, and at Commencement ceremonies in May (Milwaukee), May or June (Central Wisconsin and Green Bay) and December (Milwaukee), as determined by campus and programs.

### *Participation in Commencement Exercises*

- All graduating students are encouraged to attend Commencement exercises.
- Graduating students are expected to attend the Commencement exercises at the campus where their degree requirements are earned.
- Joint degree candidates are expected to attend the Commencement exercises of their home institution and may attend the Commencement exercises of the host institution for their program, per the policy of the host institution.
- Graduating students who complete degree requirements after fall Commencement and before the following spring Commencement, may participate in spring term Commencement. Exceptions to this rule are at the discretion of the designated campus or school dean.

- Graduating students who complete degree requirements after spring Commencement and before the following fall Commencement, may participate in either fall Commencement or the following spring term Commencement. Exceptions to this rule are at the discretion of the designated campus or school dean.
- For planning purposes, graduating students who wish to be excused from participation in Commencement exercises must email the campus or designated school dean at least one week prior to Commencement.
- The schools, and in some cases specific programs, administer an oath to graduating students at Commencement. Students who do not attend Commencement may make arrangements to complete the oath with the designated campus or school dean.

### *Academic Regalia*

- Degree candidates who choose to participate in Commencement exercises must order academic regalia from MCW by the posted deadline and must wear the MCW-issued academic regalia at the ceremony. Each respective school will communicate instructions to graduating students for the ordering of academic regalia.
- Academic regalia consists of a cap/tam, tassel, gown and hood.
- Adornments to academic regalia, such as honor cords, sashes and stoles, must be approved by the MCW Commencement Committee and issued by an administrative office or school within the Medical College of Wisconsin.
- Graduating students may not alter or decorate their caps, tassels, gowns or hoods, or add other adornments not approved by the Commencement Committee and issued by an MCW school or administrative office. All Commencement regalia is ordered online and shipped to homes. Students are charged the cost of the regalia and can keep the regalia following Commencement exercises.

### *Diplomas*

- MCW issues one, and only one, paper diploma to each graduate per degree earned, as well as an electronic copy of the diploma per degree earned.
- Diplomas include the graduate's first name, middle initial and last name, the degree earned, academic honors (if applicable), location and the date of graduation which may differ from the date of Commencement, particularly for those students who graduate on the last business day of a month, between Commencement ceremonies.
- Diplomas may not be distributed to students who have certain holds on their records until such issues are resolved.
- Under no circumstances will diplomas be distributed in advance of the respective graduation date.
- In the event of damage or loss, replacement diplomas are available for a fee. See the [Office of the Registrar's website](#).

### **Honor Code**

"As students of health care and research professions, each will demonstrate, both individually and collectively, honest, ethical and responsible behavior in all academic endeavors, clinical experiences, and other interactions with colleagues, patients, staff and collaborators along the path to becoming a professional."

All Medical College of Wisconsin students tacitly agree to adhere to this Honor Code upon matriculation, maintain it through graduation and hopefully the rest of their careers. Because of this agreement, students will uphold the highest standards of academic integrity and professionalism as presented in more detail below. Students understand that members of the MCW community must be active enforcers of this Honor Code. As such, if they witness or perceive a violation of the Code, they must report the incident to a faculty/staff member or they will also be in violation of the Honor Code. It is a violation of the Honor Code and MCW policy to provide false information to any MCW official.

### *Professionalism Expectations*

Honest, ethical, and responsible behavior is as essential to the scientific and health professions as it is to academic excellence and scholarship. For students, such behavior is necessary in all areas of the educational experience, including, but not limited to: academic coursework, scientific research, ethical use of information, and relationships with peers, including active or perceived threats of retaliation.

It is incumbent on all members of the academic community to uphold high standards, to monitor these standards, and to bring to appropriate school administrators concerns regarding dishonest, unethical, or irresponsible behavior.

Students understand that actions in violation of MCW's Professional Conduct policies, Academic Integrity policy and/or this Honor Code may result in disciplinary actions.

See also [MCW Code of Conduct](#)

### **Academic Integrity**

Academic integrity is essential, not only to accurately assess the performance of students, but also to respect the faculty and staff who have dedicated their time to teaching. Students have an individual duty to uphold this ideal of integrity and therefore, must abstain from cheating and other dishonest behavior in regard to any activity, work, or production which affects the grade or perception of any student. This includes, but is not limited to, examinations, graded assignments, and classwork. Academic dishonesty is defined as, but not limited to:

- Copying or discussing answers during examinations, including electronic, written, oral or take-home exams
- Collaborating during online, written, oral or take-home exercises unless explicitly permitted by faculty
- Logging in to ARS, TopHat or other polling system and claiming to be someone other than oneself
- Using non-permitted materials, such as notes, books or electronic devices, during any exercise that impacts students' grades unless explicitly permitted by faculty
- Copying work that is not one's own, fabricating or falsifying assignments, research data, patient write-ups or other materials
- Using artificial intelligence (AI) tools to generate content for submitted coursework
- Preventing other students' access to reference materials or other study materials
- Reproducing any part of test materials through means including, but not limited to, photography, copying, reconstruction through memorization and/or dissemination in any form to any person or party
- Failing to respect copyright and means for distribution within faculty and staff expectations



- Exploiting technology and/or technological malfunctions for individual or group benefit, colloquially known as “abusing the system”

In addition, staff, faculty, proctors and students have an obligation to maintain a non-disruptive environment during examinations to the best of their abilities. By default, students should assume that graded assessments are performed individually unless told otherwise. Faculty and staff also have an obligation to communicate with students when collaboration is or is not appropriate.

## Professionalism

Professionalism is an important part of maintaining integrity in healthcare and research. Below is an outline of how students may maintain professionalism in their responsibilities and relationships in school, at practice sites, and beyond. This list is by no means exhaustive.

- Commit to achieving the highest possible competency for oneself and peers.
- Be mindful that each student is representative of their profession through language, appearance, and interactions with peers, patients and teachers.
- Take responsibility for both good decisions and mistakes in an honest manner and make corrections as needed. Accept and consider constructive criticism; take care to recognize one’s limitations and seek assistance when in need. Prioritize patient well-being above your academic and/or personal interests.
- Be respectful of peers, patients, and teachers of differing backgrounds, opinions, values and lifestyles.
- Actively participate in patient care when possible, and work to meet the expectations of your teaching superior.
- Breaches of professionalism include, but are not limited to, the following:
  - Being disrespectful or participating in bullying, including cyber bullying, of peers, teachers, patients or staff in any setting, including but not limited to: in-person interactions, online and on social media
  - Avoiding responsibilities in the classroom, lab or in patient care
  - Avoiding addressing one’s mistakes or attributing false blame
  - Violating any established dress code
  - Being late to clinic, disregarding punctuality, or disrupting class
  - Falsifying or fabricating physical exam, lab, other clinical findings, or research under any circumstance
  - Violating patient’s physical privacy or information privacy as protected by HIPAA
  - Engaging in any behavior that is, or could be, perceived to be harassing in nature
  - Engaging in conduct that causes, or could be perceived to cause, a hostile environment or the discomfort of another student, employee, patient or visitor
  - Engaging in any unwelcome sexual or physical conduct of any kind with others
- Students are responsible for adhering to such [MCW corporate policies](#) as:
  - [Advocacy Activities/Official Spokesperson](#) ○ [Facilities, Use Of](#)
  - [Solicitation, Distribution of Literature, and Facility Access](#)



## Libraries

MCW provides robust library services to students to assist them in academic endeavors.

### Central Wisconsin

Students at the MCW-Central Wisconsin campus have access to multiple library facilities to obtain any print materials beyond MCW's vast digital library.

- [MCW-Central Wisconsin Library Resources](#)
- [Marathon County Public Library](#)
- [Northcentral Technical College Eiffel Holm Memorial Library](#)

### Green Bay

Students at the MCW-Green Bay campus have access to the [Mulva Library](#).

### Milwaukee

The MCW-Milwaukee Libraries consist of the central Todd Wehr Library, located in the Health Research Center, and two hospital-based libraries. The Froedtert Hospital Library is located on the second floor of the Froedtert Specialty Clinics building. The Children's Wisconsin Library is located on the second floor of the Children's Clinics building. More information, links to online resources and current updates about the Library are available on the Library [website](#) or at [asklib@mcw.edu](mailto:asklib@mcw.edu).

## Mistreatment

The Medical College of Wisconsin is committed to holding the organization, including faculty, staff, trainees and students, to the highest possible standards. From time to time, individuals may have questions or concerns regarding mistreatment that must be addressed to optimize their work and learning.

Examples of mistreatment include but are not limited to: sexual harassment; discrimination or harassment based on race, religion, ethnicity, gender, gender identification, sexual orientation, physical disability or age; purposeful humiliation; psychological or physical punishment; any form of retaliation; and the use of grading or other forms of assessment in a punitive manner.

Any person may report mistreatment at any time. If the aggrieved party is comfortable doing so, every attempt should be made to resolve the matter directly with the alleged offender. If further action is required or as an alternative to working with the alleged offender, the aggrieved party may file a formal report using one of the following means:

1. Contacting their respective school's Office of Student Affairs
  - a. School of Graduate Studies Student Affairs  
Neil Hogg, PhD (414) 955-4012 [nhogg@mcw.edu](mailto:nhogg@mcw.edu)

- b. Medical School Student Affairs – MD Program  
Raj Narayan, MD (414) 955-3636 [rnarayan@mcw.edu](mailto:rnarayan@mcw.edu)
- c. Medical School Student Affairs – MSA Program  
Daniel Garcia (414) 955-5607 [dgarcia@mcw.edu](mailto:dgarcia@mcw.edu)
- d. Pharmacy School Students Affairs  
Sonia Escamilla (414) 955-7476 [pharmacy@mcw.edu](mailto:pharmacy@mcw.edu)

Students who are uncomfortable filing a report through their respective school's Office of Student Affairs may file a report with MCW's Assistant Provost for Student Affairs:

Jennifer Kusch, PhD, MS, MPH (414) 955-4860 [jkusch@mcw.edu](mailto:jkusch@mcw.edu)

- 2. Submitting a complaint through MCW's third-party Compliance Reporting Hotline:
    - a. To submit a complaint by phone, call: (844) 703-8171
    - b. To submit a complaint online, complete the form available at:  
<https://secure.ethicspoint.com/domain/media/en/gui/61161/index.html>
- Anonymous reporting is optional.

Reports will be acknowledged within 24 hours. No person will be subject to any adverse action for reporting what they honestly believe is a mistreatment violation. For more information, refer to [MCW Students Concern Navigation](#).

### Procedures for Responding to Academic Dishonesty and Lack of Professionalism

Additional policies or procedures may exist in each school's handbook. Reprimands are made in writing and will become part of the student's education record. A reprimand will include the statement that continuation or repetition of misconduct may result in a more serious disciplinary action.

- 1. Disciplinary Probation: formal action that establishes conditions upon a student's continued attendance for failure to comply with MCW, school or program standards. Students will be notified, in writing, of the probation and conditions thereof. Disciplinary probation warns the student that any further misconduct may result in more serious disciplinary action, including dismissal and results automatically in loss of institutional financial support. Probation may be imposed for a specific length of time or until graduation.

2. Suspension (mandatory temporary withdrawal): formal action that defines a specific period of time during which the student may not attend classes or engage in research, consequent to a breach of MCW, school or program standards. Students will accrue no academic credit any coursework in progress (including Reading and Research) when the suspension becomes effective. Students will be notified, in writing, of the suspension and conditions thereof.
3. Dismissal: formal action that results in a student's permanent separation from the Medical College of Wisconsin. Dismissal will only occur following a formal hearing as outlined in the school's academic standing policies and procedures. Dismissal for academic and/or disciplinary reasons will be posted to a student's transcript.

## Registration

Registration for fall term begins in April while registration for spring and summer (Graduate School only) terms begins in October of each year. See the Academic Calendar and the Add/Drop section of this bulletin.

## Repeating Courses

Students who must repeat academic courses may do so following the policies and procedures outlined by their respective school. All attempts will appear/be noted on the student's transcripts, however, the highest grade earned in a course will be used when calculating the student's grade point average (GPA), when applicable. Students must register for all repeat courses in a term and session in which the course is officially offered. This policy does not apply to courses which are designed to be taken multiple times.

## Time Limits

Each school within MCW has limits on time to completion for individual programs of study. All programs start with the date of matriculation and are inclusive of temporary withdrawals.

### School of Graduate Studies

Program	Standard	Maximum
Doctor of Philosophy (PhD)	Varies	7 years
Doctor of Public Health (DrPH)	3 years	5 years
Master of Arts (MA)	Varies	4 Years
Master of Science (MS)	Varies	4 years
Master of Medical Physiology (MMP)	1 year	3 years
Master of Public Health (MPH)	Varies	5 years
Certificate	Varies	2 years

## School of Medicine

Program	Standard	Maximum
Doctor of Medicine (MD)	4 years (can be 3 years at the regional campuses)	6 years
Doctor of Medicine (MD) Milwaukee + Master of Public Health (MPH)	5 years	6 years
Doctor of Medicine (MD) Milwaukee + Master of Science (MS)	4 years	6 years
Medical Scientist Training Program: Doctor of Medicine (MD) Milwaukee + Doctor of Philosophy (PhD)	7 years	9 years
Master of Science in Anesthesia (MA)	28 months	40 months

## School of Pharmacy

Program	Standard	Maximum
Doctor of Pharmacy (PharmD)	3 years	5 years

## Transfer of Credits

The number of credit hours which may be transferred from other institutions is limited to protect the integrity of the Medical College of Wisconsin. Only credits directly applicable to a student's MCW degree program will be considered for transfer. There is no guarantee that credits will be approved for transfer. Students should consult their advisor(s) or program director before requesting transfer of credits earned elsewhere *and* before taking additional courses for which they may want to transfer credits. Additional information regarding the transfer of credits may be found in each school's handbook.

- No external grades may be transferred into MCW.
- No credit shall be awarded by MCW for transfer courses in which earned grades are below passing.
- Credits applied to another program for which a degree was earned are not eligible for transfer.
- Credits earned must be from an institution accredited by an association recognized by the U.S. Department of Education and, when appropriate, by the accrediting organization that health professional program.
- Currently enrolled students who pursue external courses at an institution that is not part of an agreement with MCW, not a joint department, and not part of the American

Association of Medical College's Visiting Student Learning Opportunities program must receive approval from their school prior to enrolling at the external institution. See Concurrent Enrollment policy.

## Withdrawals

It may be necessary for a student to request a temporary (leave of absence) or permanent withdrawal from a program of study. When this occurs, the student may not participate in clinical rotations, coursework, projects or research for credit at MCW while on temporary withdrawal. A student may not return from a temporary withdrawal and immediately take a break period or vacation.

### Active-Duty Temporary Withdrawal

MCW is committed to the Principles of Excellence, the HEROES Act, and fostering a supportive and military friendly environment for service members. MCW supports students called to active duty by encouraging them to continue their education when possible and to provide administrative support while deployed.

This policy pertains only to the time span that covers active duty. Students should contact MCW no later than six months after the end of active duty and within the time limit of the Principles of Excellence in order to return to school. Students returning from active duty in this timeframe will not be subject to reapplication for admission or late fees; nonetheless, students will be subject to all other applicable requirements and policies of the institution. Students will be readmitted with the same academic status as when they left, meaning:

- To the same program of study (or comparable if the program is no longer offered)
- At the same enrollment status
- With the same number of credit hours previously completed
- With the same academic standing as the time of withdrawal

Students will be charged the same tuition rate for the first academic year in which they return as the rate they would have been charged when they left the school. If MCW determines a student is not prepared to resume the program of study, reasonable efforts will be made to help prepare the student to complete the program.

The U.S. Department of Education defines active duty as the following: full-time duty in the active military service of the United States. This includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. This does not include full-time National Guard duty.

## Parental Accommodations

MCW is committed to supporting all student parents in meeting their program requirements. Pregnant and parenting students face unique challenges during graduate and professional education, and accommodations for these students may vary depending on timing within their curriculum and program.

Students who become parents through birth or adoption/foster may be provided course accommodations for a period consistent with what is medically necessary. Please note that accommodation plans may impact program completion timelines.

Accommodation requests may include but are not limited to: deadline extensions for coursework, postponed exams, rescheduled clinical rotations, excused absences from class, home study or ability to attend class virtually.

Students who adopt or have a child while a student at MCW may choose to take a temporary withdrawal before and/or after the child arrives. Given the unique intersection between program requirements and the uncertainties of pregnancy and the timing of a child's arrival, no one policy can address accommodations for every pregnant or parenting student. Students should be in contact with faculty, program directors and school administration to discuss accommodations that will maximize student wellbeing while minimizing disruption of the student's learning.

Students should contact the Title IX office for information regarding support of pregnant and parenting at MCW:

Title IX Coordinator  
Katie Kassulke  
(414) 955-8668  
[TitleIXCoordinator@mcw.edu](mailto:TitleIXCoordinator@mcw.edu)

## Support Services

### *Childcare Expenses*

Financial aid in the form of federal loans for childcare expenses may be available to students who qualify. Information is available from the [Office of Financial Aid](#), or via email [finaid@mcw.edu](mailto:finaid@mcw.edu).

### *Lactation Support*

MCW is committed to providing lactating students with the accommodations necessary to ensure they have access to equal educational opportunities while also meeting their health needs. Direct chest/breastfeeding is permitted at any campus building or space that the lactating student and infant/child are otherwise permitted to be present. Students should make reasonable efforts to pump between classes or outside of instruction time. Lactating students who must pump during a portion of their class/lab/learning period should inform the instructor of the need and estimated time away from class in a timely manner. Students will not be penalized for their absence needed to express breast milk on campus.

Students and instructors should work together to identify solutions for making up in-class work, participation credits, or other instruction missed.

MCW prohibits harassment or other discrimination against students. Harassment or discrimination related to breastfeeding or lactation should be referred to the Title IX office: [TitleIXCoordinator@mcw.edu](mailto:TitleIXCoordinator@mcw.edu).

Students who are breastfeeding or pumping may be provided adequate accommodations. [Lactation rooms](#) are available on all campuses.

Students who need assistance managing their schedule and their pumping breaks should contact their school representative listed above.

### *Parking*

MCW has adopted a preferred parking policy for pregnant individuals in their third trimester. To request access, eligible students must complete the [Pregnancy Preferred Parking form](#).

## Malpractice Insurance Considerations for Withdrawn Students

Students who are on temporary withdrawal from MCW are not considered enrolled. The Medical College of Wisconsin will not assume any responsibility for any students who are not enrolled in any credit-bearing or degree-seeking coursework. Students may not participate in clinical rotations, coursework, projects or research while on temporary withdrawal.

## Non-Academic Policies

### Accepting Donated Food through MCW

By accepting donated food from the Medical College of Wisconsin (MCW), you agree to the “Food Donation Waiver” and assume all risks associated with the consumption of the food. MCW and its affiliates are not liable for any health issues or damages resulting from the food provided. The food is donated “as is” without any warranties. For complete details, please refer to the “Food Donation Waiver” located [here](#).

### Alcohol at MCW-Sponsored Events

Representatives of organizations interested in serving alcohol (whether on or off campus) which utilize institutional or student funds are required to obtain the “Serving Alcohol” policy and the “Permission to Serve Alcohol” form from the appropriate school’s Office of Student Affairs and submit the form in person at a meeting with the appropriate dean or designee of the respective school. Prior to the meeting with the dean or designee, the organization must identify the person(s) who will be responsible at the party should alcohol consumption become a problem, and it should present its plan for promoting responsible conduct. Any approved alcohol at events must be served by a licensed bartender. Failure to comply with this directive may result in institutional action against the offending student organization.

Any allegations of non-compliance with the Alcohol Policy will be reviewed in accordance with MCW's Professional Conduct policy. Student groups and organizations whose activities result in a violation of MCW's Alcohol Policy will be held accountable and may be subject to disciplinary action.

## Attire

Student attire is a reflection of professional identity. Students are expected to maintain a professional appearance at all times and may be counseled if their appearance interferes with the safety of the learning environment. Specific programs or clinical settings may require additional specifications for professional dress. Students must wear their MCW ID badge at all times.

## Bulletin Boards (Milwaukee Campus)

MCW's bulletin boards in the MEB Stairwells and outside of the cafeteria are available for use by academic and administrative departments of MCW and health-related organizations for activities on health-related subjects and in furtherance of education and research, such as medical studies, study groups, approved MCW events, etc. Solicitations by for-profit organizations are not permitted either directly or indirectly by groups or one-on-one, nor by way of group presentations, nor through the use of flyers, handbills, etc. MCW may elect to permit display of works of art if recommended by the Office of Communications but will not permit their sale on its premises. Postings on MCW bulletin boards may not contain any representations or positions put forth by outside agencies. Personal postings are not allowed.

Bulletin Boards may be used by: MCW faculty and staff; Allied health, professional groups (e.g., specialty societies, dental societies, nursing organizations, etc.) or civic groups; For-profit organizations with contractual or other direct relationships with MCW (e.g., bookstore); Non-profit, community-wide agencies MCW supports; (UPAF but not the individual performing arts groups), or those directly linked to MCW or Medical Center activities (e.g., MACC Fund, Ronald McDonald House, etc.). All postings require prior approval by the Academic Affairs Administration. To approval of a posting, please email [AA\\_Administration@mcw.edu](mailto:AA_Administration@mcw.edu). Approved postings will be stamped as such. Postings must list a designated contact person. Postings will be taken down after the event date or cleared from the board at the end of each month. Questions regarding this policy should be directed to [AA\\_Administration@mcw.edu](mailto:AA_Administration@mcw.edu).

## Communicable Disease Exposure

During the course of their training, students enrolled in health professional education programs may participate in education and training in direct patient care settings, clinical research settings, and research laboratories within an academic medical center, as well as in the community. By enrolling in health-related education and research programs, students will consequently be at increased risk for exposure to communicable and infectious disease.



It is the policy of the Medical College of Wisconsin to limit exposure to infectious agents through practice of Universal Precautions and to follow precautionary measures developed by the Centers for Disease Control (CDC) to reduce the risk of spread of infectious disease due to exposure to blood, bodily fluids tissue (e.g., blood, aerosolized droplets, lymph, saliva, semen, urine). MCW students are expected to follow these guidelines and MCW's corporate [Communicable Disease policy](#). By enrolling in a MCW educational program, students agree to follow the policies and procedures of MCW and those of its affiliated hospitals and clinical locations hosting students. This includes, but is not limited to, all environmental safety, laboratory safety exposure protocols and policies concerning the use of personal protective equipment (PPE).

By participating in health sciences educational programming and research, students participate in activities which may involve increased risk of exposure, including:

- Activities involving direct contact with patients and other individuals who may have communicable disease including highly contagious viral conditions such as novel coronavirus (e.g., SARS-CoV-2, COVID-19), influenza, staphylococcus aureus, mycobacterium tuberculosis, among others
- Work involving viral pathogens, including bloodborne pathogens
- Exposure to bodily fluids and tissues

As a result of exposure due to a student's own actions or those of others, students may be at risk for illness, physical or psychological injury, pain, suffering, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death.

Students should be aware that even with precautionary measures and proper use of PPE, there is no guarantee or representation by MCW that a student will not contract one or more infectious diseases. While MCW takes all necessary steps and precautions to protect students, it is impossible for MCW to completely eliminate all of the risks posed by infectious disease. Exposure to infectious disease is, therefore, an inherent risk in students' involvement in a health professional education or research program and in the work environment of health professionals and health researchers for which MCW is preparing health professionals.

By enrolling in an MCW educational program, students assume the risk of exposure to infectious disease and other injury which may occur.

## Blood, Bodily Fluid, or Biohazard/Toxin Exposure: Reporting

Students receiving exposure to blood or bodily fluids should seek immediate medical care.

On weekdays from 8:00 a.m. to 4:30 p.m., students should immediately report the exposure by calling Occupational Health Services at (414) 805-6699.

Students who experience an exposure when Occupational Health Services is closed (evenings, nights, weekends) should report either to a Froedtert Administrative Representative (if at Froedtert) or to the emergency room of the hospital where the incident occurred. In addition, students must report the exposure to Occupational Health Services immediately after the office opens.

For students on rotations at hospitals or clinics outside Milwaukee, exposure should be reported immediately to the hospital employee health clinic or immediate supervisor. Students must report exposure to Occupational Health Services within 24 hours. For specific questions contact MCW Occupational Health Services at (414) 805-6699.

## Codes of Conduct

All students will abide by the following:

MCW Corporate [Code of Conduct Policy](#) MCW Corporate [Professional Conduct Policy](#)

MCW Corporate [Information Technology Policies](#)

## Criminal Background Check

Academic programs may require criminal background checks for students as a condition of their admission and/or continued enrollment at the Medical College of Wisconsin. Background checks which may be required for existing students are completed via the Castlebranch system and includes the Wisconsin Caregiver check. (Wis Stat. 50.065).

## Drug-Free Workplace, School, and Campus

All students may be subject to drug testing for cause at any time. Students may be required to undergo additional drug testing as determined by experiential sites and/or as published in each respective school's handbook.

The Medical College of Wisconsin is committed to maintaining a drug-free work and campus environment in compliance with The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986. Alcoholic beverages may be served on MCW premises at corporately sponsored (i.e., those sponsored by MCW and/or its departments) functions and then only in accordance with Wisconsin Law.

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances, illicit drugs and alcohol by employees and students on MCW property or as part of MCW activities is prohibited.

## Email

The official means of communication between MCW administrators, faculty, staff and students is MCW email. As a result, students are required to use MCW email for all MCW communication, except those specifically prohibited for student organizations. Students are required to adhere to the MCW corporate [Email Usage policy](#) as well as the MCW corporate [Mass Communications to MCW Student Populations policy](#).

## Financial Aid

The Financial Aid Office administers MCW's financial aid programs and provides guidance and resources regarding debt management and financial literacy.

Students can visit the [Financial Aid Office website](#) to review the cost of attendance, access forms and important dates, and contact the Financial Aid Office directly.

MCW requires applicants to have earned a bachelor's degree *or earned a minimum number of postsecondary semester credits (72-90 depending on program) to matriculate and to be eligible for federal aid. Review your program specific information for these requirements.*

## Exit Interviews

All students receiving federal loans must participate in mandatory entrance and exit counseling sessions. These sessions are a federal requirement as well as a condition of graduation. All students receiving institutional loans must also complete a separate exit counseling session and is a mandatory condition of graduation as well.

## Mandatory Credit Report Required Prior to Matriculation

All applicants who wish to matriculate to the MCW School of Medicine (except MSTP students), School of Pharmacy, or Master of Science in Anesthesia program must provide a copy of their credit report without adverse information to the Financial Aid Office by the published deadline. For more information, please refer to the Credit Report Policy. International students complete different documentation and should refer to instructions provided by their MCW school representative.

## Immunization Requirements

Students are required to comply with the Medical College of Wisconsin's [Mandatory Vaccination Program](#). Each academic program or school may have additional immunization requirements. Students are encouraged to consult the Immunization section of their respective school's student handbook.

## Mobile Devices

The protection of an individual's privacy is one of the most important responsibilities of all faculty, staff, and students. The Medical College of Wisconsin instituted a corporate [Encryption for Electronic Protected Information policy](#) to help safeguard protected information that might exist on portable electronic devices such as tablets, smartphones, and laptops.

## Nepotism

The Medical College of Wisconsin believes that the ability of its management, faculty, and staff to make objective decisions, and the ongoing trust needed for effective teaching, learning, and professional development in the academic, clinical, and research environments, may be compromised if there is or has been a personal non-professional relationship between individuals who have a reporting or evaluative relationship that could impair or could appear to impair an objective evaluation or have the potential to influence the educational status, grades, salary, faculty appointment, promotion, tenure, or other condition of employment (“Relationship”). The MCW corporate [Nepotism policy](#) applies to employees as well as students.

## Smoke-Free Campus

To be consistent with the Medical College of Wisconsin’s commitment to advancing health, all MCW buildings and grounds are smoke-free and tobacco-free. This is part of a larger Milwaukee Regional Medical Center campus initiative but extends geographically to include all facilities that MCW leases or owns off-campus as well. The MCW corporate [Drug Free Workplace and Reasonable Suspicion Policy](#) applies to employees as well as students.

## Stop Campus Hazing Act

The definition of *hazing* is any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization (e.g., a club, athletic team, fraternity, or sorority); and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the IHE or the organization, of physical or psychological injury. Report any violations to the MCW Public Safety Office and/or the Title IX Coordinator.

## Social Media

Social media may be used by the Medical College of Wisconsin for business-related purposes subject to the restrictions set forth in this policy. MCW recognizes that the use of social media can be a positive experience and supports the use when beneficial to advancing the missions of MCW; however, this policy is intended to ensure compliance with legal and regulatory requirements and privacy and confidentiality agreements. Social media includes such platforms as blogs, podcasts, discussion forums, and social networks.

For MCW students, social media may be used for curricular purposes subject to the restrictions set forth in the MCW corporate [Social Media policy](#). This policy applies to all students, faculty, and staff and prohibits the use of social media to unnecessarily introduce confidential topics and prohibits threatening or disparaging statements including sabotage. Students are advised to be mindful of their online presence and the potential for significant detrimental consequences of social media postings.

## Title IX

Title IX of the Education Amendments of 1972 (“Title IX”) is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities.

The Medical College of Wisconsin is committed to creating and sustaining a safe learning and working environment that recognizes and values the dignity of all members of the MCW community.

MCW prohibits discrimination on the basis of sex in all work, education and other programs, sexual harassment, domestic violence, dating violence, sexual assault, pregnancy and parenting, and stalking and extends to admission and employment. All MCW employees and students are encouraged to complete Title IX training. Everyone is required to adhere to the Title IX policies. Questions about the Title IX regulations may be referred to the MCW Title IX Coordinator, to the US Assistant Secretary of the Office of Civil Rights, or both.

Any person may report sex discrimination, including sexual harassment, pregnancy and parenting discrimination, in person, by mail, by telephone, email or any other method to the MCW Title IX Coordinator (or an Official with Authority as listed on the Title IX website) at any time by using the contact information listed below. MCW will provide supportive measures, and promptly follow the grievance process outlined in the MCW corporate Title IX policy after receiving a formal complaint treating both parties in an equitable manner. Anonymous reports can also be made by calling the student reporting hotline by phone (844) 703-8171 or via the online form.

MCW encourages all individuals to report sexual misconduct to the Title IX Coordinator. Contact Information: Katie Kassulke, MCW Title IX Coordinator

*Mailing Address:*

Medical College of Wisconsin, Office of Human Resources 8701 Watertown Plank Road P.O. Box 26509 Milwaukee, WI 53226

*Office Address:*

Medical College of Wisconsin, Office of Human Resources Research Park Center, Suite 140

*Telephone:* (414) 955-8668 *Email:* [TitleIXcoordinator@mcw.edu](mailto:TitleIXcoordinator@mcw.edu)

Students can also contact the U.S. Department of Education, Office of Civil Rights: 800-421-3481.

See MCW’s Title IX policy, resources and further information by viewing the [Title IX webpage](#).

## Tuition & Fees

Students are responsible for paying tuition and fees by the due date specified. All students can view their accounts and make payments online in [MCWconnect](#). The deadlines for payment of 2025-2026 tuition and fees are as follows:

Medical College of Wisconsin  
2025-2026 Tuition Due Dates

### Overall policy

Fall tuition is due at the end of the month in which classes start. An exception is granted when classes start within 10 days of the end of the

Spring tuition is due January 31st.

Summer graduate school tuition is due on 6/30/26 regardless of term start date.

	FALL		SPRING		SUMMER	
	TERM START DATE	DUE DATE	TERM START DATE	DUE DATE	TERM START DATE	DUE DATE
<b>MED SCHOOL</b>						
<b>MKE</b>						
1ST YEAR	7/7/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
2ND YEAR	6/30/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
3RD YEAR	6/30/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
4TH YEAR	6/30/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
<b>CW</b>						
1ST YEAR	7/7/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
2ND YEAR	6/30/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
3RD YEAR	6/30/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
4TH YEAR	6/30/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
<b>GB</b>						
1ST YEAR	7/7/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
2ND YEAR	6/30/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
3RD YEAR	6/30/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
4TH YEAR	6/30/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
<b>GRAD*</b>						
16 Wk/9 Wk Summer	8/25/2025	9/30/2025	1/19/2026	1/31/2026	5/26/2026	6/30/2026
18 Wk/11 Wk Summer	8/11/2025	9/30/2025	1/5/2026	1/31/2026	5/11/2026	6/30/2026
MMP	8/11/2025	9/30/2025	1/5/2025	1/31/2026	n/a	n/a
<b>MSA</b>						
Class of 2027	9/2/2025	9/30/2025	1/5/2026	1/31/2026	n/a	n/a
Class of 2026	6/30/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
Class of 2025	6/30/2025	7/31/2025	n/a	n/a	n/a	n/a
<b>PHARM</b>						
Class of 2027	7/9/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
Class of 2026	7/7/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a
Class of 2025	6/30/2025	7/31/2025	1/5/2026	1/31/2026	n/a	n/a

## Financial Responsibility Agreement

The Financial Responsibility Agreement form outlines financial obligations and responsibilities associated with enrolling for classes at the Medical College of Wisconsin and explains the potential consequences that may be taken if there is a failure to meet those obligations. This form will need to be completed annually during your enrollment. Please contact the Office of Student Accounts with any questions.



## DocuSign

MCW's Office of Student Accounts uses electronic documents for many tuition and student loan documents that require signature. Utilizing DocuSign ensures that MCW remains in compliance with all federal regulations when using electronic signatures.

## Deadline for Students with Pending Student Loan Funds

For students with pending student loan funds in an amount equal to or greater than the total balance due, tuition and fees will be due upon notice of receipt of the funds, provided all required paperwork has been completed with the Financial Aid Office. Students may be withdrawn if loan applications are found to be incomplete. Students will have 10 days from the date of notice of receipt or until the tuition due date, whichever occurs last, to apply the loan funds to the tuition and fees due.

If the loan funds are not applied within the specified period, students may be withdrawn from courses. Any remaining balance that is greater than the amount of loan funds is due by the due date. If Title IV authorization is not provided before loan funds are received, any balance to which loan funds cannot be applied is due by the due date.

## Deadline for Partial Term Charges

### Deadline for Partial Term Charges and Withdrawals

Students may be charged additional fees after the initial fee/tuition assessment for the current term. This may occur if there are insurance changes or laptop purchases throughout the year or if a student withdraws temporarily during the term. The revised current term balance is due within fourteen days of the change.

Students returning from a temporary withdrawal are required to pay their current term balance within fourteen days of their return.

## Emergency Loan Program

MCW offers emergency loans to approved, registered students in need of temporary funds. Students do not need to be aid recipients to qualify for an emergency loan.

### Maximum Amount

Students meeting the criteria noted above may apply for emergency loans by contacting the Office of Student Accounts. Students are eligible for one emergency loan per term. A term is defined as July 1-December 31 and January 1-June 30 each academic year.

The School of Graduate Studies also has a summer term, defined as mid-May thru mid-July of each year. The maximum amount that can be outstanding at any time under the Emergency Loan Program is \$2,000 per term.

### Repayment

If students have applied for other financial aid (federal or institutional) through the Financial Aid Office, the emergency loan will come due after 90 days or within fourteen days of these aforementioned funds disbursing, whichever is first.

If the student has not applied for other financial aid funds, the loan will come due after 90 days. Emergency loans will be interest-free for the first 90 days, after which interest will accrue at the rate of 12% annually.

Students will not be allowed to register for a new academic year until their loan and accrued interest are repaid. Any outstanding emergency loans must be paid back upon leave/withdrawal.

Students who become delinquent on an emergency loan will have a hold placed on their account. If they have not yet done so, they will not be able to register for the next academic term until the loan and accrued interest are paid. All outstanding emergency loans due to MCW must be paid for students to receive their diploma.

### Late Fees and Non-Payment of Tuition

There is a \$250 Late Payment Fee for tuition not paid by the due date. If tuition and fees, plus any applicable delinquency charges, are not paid in full by the tuition due date, non-paying students may be withdrawn from courses.

### Payment Options

Student payments may be made via MCWconnect by transfer from a bank, money market or 529 plan account, by cash or check placed in the drop box in the main lobby of MCW, or mailed to:

Medical College of Wisconsin

Attn: Controller's Office – Office of Student Accounts 8701 Watertown Plank Road Milwaukee, WI 53226

Checks should be made payable to the Medical College of Wisconsin and must be received by the due date, or a late payment fee may apply.

### Living Expense Disbursements

Students who have borrowed funds in excess of tuition for living expenses should expect to receive these funds in accordance with the dates established on the Tuition Due Dates chart, found on the Office of Student Accounts Infoscope page. . Aid disbursement dates are also provided in your financial aid materials. Students receiving these funds are encouraged to set up direct deposit banking in MCWConnect to expedite receiving these funds.



## Refunds

If students withdraw or are dismissed, tuition will be refunded based upon the amount of tuition due less the percentage of days enrolled, up until the time Federal Regulations determine tuition has been fully earned via the Return of Title IV process (R2T4). With the exception of health, dental, vision, and life/disability insurance, all fees are non-refundable. After the R2T4 process determines tuition has been fully earned, no refund will be issued. Insurance is refunded based on the number of months the student is enrolled in coverage regardless of the R2T4 determination.

If refunds are due to students who received financial aid during the current payment period, the amount of the refunds will normally be returned to the financial aid program(s) first according to Federal Regulations. Students who received institutional scholarships will retain, for past and current terms only, the disbursed scholarships upon dismissal or temporary or permanent withdrawal. In the event an overpayment still exists, any remaining funds will be refunded.

## Recording Devices

Audio or visual recording by students of lectures for personal use is permitted, but may not be reproduced, shared, or distributed to others or posted on any public forum. These recordings may include proprietary information and should be destroyed at the end of enrollment at the Medical College of Wisconsin. Students are encouraged to review specific course policies on class syllabi. Students will be given access to course materials for courses they are actively involved in or have successfully completed.

## Violence Prevention

Students are required to abide by the Medical College of Wisconsin's corporate [Workplace Violence Preventions policy](#), which includes restrictions regarding firearms and other dangerous weapons. MCW will not tolerate behavior that is violent, threatens violence, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment or MCW's ability to provide service to the public.

Any student who believes there is an imminent danger to the health and/or safety of any member of the MCW community should call the public safety/security office of the applicable location (e.g., affiliate hospital), MCW Public Safety (414) 955-8295 or local police by dialing 9-911 from any campus phone.

## Voter Only ID

Students who require a voter only ID may request one by contacting or visiting MCW Public Safety.

# MCW Organizational Chart & Student Services

## MCW Organizational Chart

The elected members of the Medical College of Wisconsin's Board of Trustees meet regularly to provide strategic direction in support of MCW's missions and strategic initiatives.

For a list of MCW Student Services (Financial Aid & Tuition, Office of the Registrar, Academic Support & Enrichment, Health & Wellness, Student Inclusion, MCW Libraries) please see the Student Services website.

## Faculty

To search for MCW Faculty please see the MCW Faculty Collaboration Database.

<https://fcd.mcw.edu/>

