NUCLEAR ENGINEERING AND ENGINEERING PHYSICS, MS

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Credits Earned at Other Institutions

With advisor and Nuclear Engineering and Engineering Physics Graduate Studies Committee Chair approval, students may transfer up to 6 credits of relevant coursework from a prior graduate program. Review the Graduate Program Handbook (see contact box) for information about use and restrictions to this policy. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

Undergraduate Credits Earned at Other Institutions or UW-Madison

- **Undergraduate credits from UW-Madison:** With faculty approval, students who have received their undergraduate degree from UW–Madison may apply up to 7 credits of coursework numbered 400 or above toward the minimum graduate degree credit requirement. This work will not be allowed to count toward the 50% graduate coursework minimum unless taken in courses numbered 700 or above. No credits can be counted toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.
- **Undergraduate credits from other institutions:** With faculty advisor and Graduate Studies Committee Chair approval, students who have received an ABET-accredited undergraduate degree (not including UW–Madison) may be eligible to apply up to 7 credits of their undergraduate coursework toward the minimum graduate degree credit requirement. No credits can be counted toward the minimum graduate residence credit requirement, nor the minimum graduate coursework (50%) requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

The Nuclear Engineering and Engineering Physics MS program does not accept prior credits from UW-Madison Professional programs.

Credits Earned as a University Special student at UW–Madison

With program approval, students are allowed to transfer up to 15 credits of coursework numbered 400 or above taken as a UW–Madison University Special student toward the minimum graduate degree credit requirement. UW–Madison coursework taken as a University Special student would not be allowed to count toward the 50% graduate coursework minimum unless taken in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" attribute. Coursework earned ten or more years prior to admission to a master's is not allowed to satisfy requirements.

PROBATION

Refer to the Graduate School: Probation (https://policy.wisc.edu/library/UW-1217/) policy.

ADVISOR / COMMITTEE

Each student is required to meet with his or her advisor prior to registration every semester. Refer to the Graduate School: Advisor (https://policy.wisc.edu/library/UW-1232/) policy.

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

Candidates must pass an oral examination on completed coursework or on the thesis if the thesis option is chosen. Students have two attempts to pass this examination with at least one month elapsing between attempts. Candidates who have passed the PhD qualifying examination will be excused from the oral master's examination.

GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
  - Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)

- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

Nuclear Engineering & Engineering Physics Grievance Procedures

Students who feel that they have been treated unfairly have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, various forms of harassment, or other issues. Any student or potential student may use these procedures.

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor to discuss the grievance. The Graduate Student Coordinator can provide students with the name of this faculty member, who facilitates problem resolution through informal channels. The Grievance Advisor is responsible for facilitating any complaints or issues of students. The Grievance Advisor first attempts to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/).
- If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. The response will be shared with the person filing the grievance.
- The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
- At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering (CoE) and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Policies and Procedures at https://grad.wisc.edu/academic-policies/.

OTHER

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