Many cases, an advisor is assigned to incoming students. Students can
An advisor generally serves as the thesis or independent study advisor. In
School expects them to meet with their advisor on a regular basis.
Every graduate student is required to have an advisor. To ensure that
ADVISOR / COMMITTEE
suspended from the Graduate School.
in academic probation with a hold on future enrollment or in being
earned grades of BC, C, D, F, or Incomplete in a graduate course (300
The Graduate School regularly reviews the record of any student who
numbered 700 or above may be applied toward the Minimum Graduate
and the Minimum Graduate Degree Credit Requirement; those courses
of coursework numbered 300 or above taken as a UW–Madison special
UW–Madison Undergraduate
With program approval, students are allowed to count credits of graduate
coursework from other institutions. Approved credits will be allowed to
count only toward the minimum graduate degree credit requirement and the
minimum graduate coursework requirement, but will not count toward the
minimum graduate residence credit requirement. Coursework earned five
or more years prior to admission to a master’s degree is not allowed to
satisfy requirements.
UW–Madison University Special
With program approval, students are allowed to count up to 15 credits
of coursework numbered 300 or above taken as a UW–Madison special
student toward the Minimum Graduate Residence Credit Requirement,
and the Minimum Graduate Degree Credit Requirement, those courses
numbered 700 or above may be applied toward the Minimum Graduate
Coursework (50%) Requirement. Coursework earned five or more
years prior to admission to a master’s degree is not allowed to satisfy requirements.
PROBATION
The Graduate School regularly reviews the record of any student who
earned grades of BC, C, D, F, or Incomplete in a graduate course (300
or above), or grade of U in research credits. This review could result
in academic probation with a hold on future enrollment or in being
suspended from the Graduate School.
ADVISOR / COMMITTEE
Every graduate student is required to have an advisor. To ensure that
students are making satisfactory progress toward a degree, the Graduate
School expects them to meet with their advisor on a regular basis.
An advisor generally serves as the thesis or independent study advisor. In
many cases, an advisor is assigned to incoming students. Students can
be suspended from the Graduate School if they do not have an advisor.
An advisor is a faculty member, or sometimes a committee, from the
major department responsible for providing advice regarding graduate
studies.
A committee often accomplishes advising for the students in the early
stages of their studies.
CREDITS PER TERM ALLOWED
15 credits
TIME CONSTRAINTS
Master's degree students who have been absent for five or more
consecutive years lose all credits that they have earned before their
absence. Individual programs may count the coursework students
completed prior to their absence for meeting program requirements; that
coursework may not count toward Graduate School credit requirements.
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/)
• Dean of Students Office (https://doso.students.wisc.edu/) (for all
students to seek grievance assistance and support)
• 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 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)
CEE 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. Currently, the CEE Grievance Advisors are:

  Christina Remucal, Professor and Associate Chair for Graduate Programs
  remucal@wisc.edu 141 WSEL Phone: (608) 262-1820

  William Likos, Professor and CEE Department Chair
  likos@wisc.edu 2205 Engineering Hall Phone: (608) 890-2662

If the student prefers to talk with someone outside of the CEE department, contact:

Chris Brace, Assistant Dean

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 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 and are included in the next section.

• 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. This 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.

• Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has established policies governing student conduct, academic dishonesty, and sexual and racial harassment. The Graduate School also has procedures for students wishing to appeal a grievance decision made at the college level. These policies are described in the Academic Guidelines.

OTHER

Students in the accelerated M.S. named options are not eligible for department funded opportunities.