ELECTRICAL AND COMPUTER ENGINEERING: MACHINE LEARNING AND SIGNAL PROCESSING, M.S.

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.

NAMED OPTION-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Work from Other Institutions

This program follows the Graduate School's policy for Satisfying Requirements with Prior Graduate Coursework from Other Institutions. (https://policy.wisc.edu/library/UW-1216/)

UW–Madison Undergraduate*

With program approval, up to 7 credits from UW–Madison numbered 400 or above can be counted towards the minimum graduate degree credit requirement. Up to 7 credits of ECE courses numbered 700 or above can be counted toward the minimum graduate coursework (50%) requirement. No credits can be counted 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.

*ABET-Accredited Undergraduate Credit from Other Institutions: With program approval, students may count up to 7 credits of undergraduate coursework from a bachelor of science degree in Electrical Engineering, Computer Engineering, Electrical and Computer Engineering, Electrical Engineering and Computer Science, or Computer Science from an ABET-accredited program at other institutions (not UW–Madison) toward fulfillment of minimum degree requirements.

Courses numbered 300 or above may be counted towards the minimum graduate degree credit requirement and courses numbered 700 or above may be counted towards the minimum graduate coursework (50%) requirement. No credits from other institutions can be counted 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 9 credits of coursework numbered 400 or above taken as a UW–Madison University Special student toward the minimum graduate residence credit requirement, and the minimum graduate degree credit requirement. Courses numbered 700 or above taken as a UW–Madison Special student can count toward the minimum graduate coursework (50%) requirement.

Coursework earned five or more years prior to admission is not allowed to satisfy requirements.

PROBATION

This program follows the Graduate School’s Probation policy. (https://policy.wisc.edu/library/UW-1217/)

See program policies under “Other,” below, for more details.

ADVISOR / COMMITTEE

New students must declare a course plan approved by an advisor by the end of the second week of classes in the first semester.

CREDITS PER TERM ALLOWED

Students will be required to enroll in at least nine credits per semester of relevant MLSP courses chosen from i) a list of courses inside the department, ii) or relevant courses outside the department with faculty adviser approval as specified in the graduate program handbook. In the final semester, students only need to enroll in enough credits to graduate.

Enrollment in the summer term is required.

TIME LIMITS

Students are expected to complete the degree requirements and graduate within 3 academic semesters.

Otherwise, this program follows the Graduate School’s Time Limits policy. (https://policy.wisc.edu/library/UW-1221/)

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://facstaffprovost.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 formal 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)
Appeals of ECE Graduate Committee decisions may be pursued regarding any academic issue, including exceptions to program requirements, progress requirements, AGS and Qualifying Exam decisions. Appeals will only be considered if the student provides new information that was not available to the ECE Graduate Committee at the time the original decision was made. Appeals must be submitted within one month of the date the student was notified of the ECE Graduate Committee action being appealed.

If the student believes their appeal was not appropriately handled or resolved by the ECE Department, the student may further appeal to the College of Engineering by contacting the Assistant Dean for Graduate Affairs. Such appeals must be submitted within one month of the date the student was notified of the ECE Graduate Committee denial.

Grievances

The ECE Department, College of Engineering, and University of Wisconsin offer multiple avenues to resolve unfair or inappropriate treatment by faculty, staff, or another student. This includes hostile and intimidating research group climate, authorship disputes, unreasonable expectations, and disrespectful behavior. The manner in which the grievance is handled depends on the nature of the issue and specific concerns of the aggrieved student. Graduate Assistants in TA, PA and/or RA appointments may utilize the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) grievance process to resolve employment-related issues. Examples of matters appropriate for the GAPP grievance process include allegations of excessive work hours, violations of sick days or vacation policies, or disputes regarding the assignment of duties.

In some cases the best approach is for the aggrieved student to discuss their concern directly with the person responsible for the objectionable action.

If the student is uncomfortable making direct contact with the other individual or desires a confidential consultation about their concern, they may contact the ECE Associate Chair for Graduate Studies, the ECE Grievance Advisor, or the College of Engineering Assistant Dean for Graduate Affairs. These individuals work to resolve the concern while being sensitive to student confidentiality.

Change of advisor

Students who believe they are in a research environment that fails to meet ECE and College of Engineering standards for climate and culture should contact the ECE Associate Chair for Graduate Studies, the ECE Grievance Advisor, or the College of Engineering Assistant Dean for Graduate Affairs for additional consultation. They will work with the student to explore alternate advising arrangements and ensure continuity of financial support should the student need to leave the research group. Note that immigration status is NOT tied to a specific research advisor.

Formal Written Complaint Process

Issues that are not resolved to the student’s satisfaction may be pursued at the student’s discretion by submitting a written complaint to the ECE Grievance Advisor. The steps described below are based on the Definition and Procedure section of the Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/) (GAPP) Grievance Procedure.

Step One: The grievant must file a written statement with the ECE Grievance Advisor specifying the grievant’s name, a clear and concise statement of the grievance and the issue(s) involved, the date(s) the incident or violation took place and the specific departmental, college, or university policies involved, and the relief sought. The grievance shall be signed and dated by the grievant(s) and representative (if any).

Within twenty (20) days of receipt of the written grievance, the ECE Grievance Advisor will meet with the grievant and their representative
(if chosen) to hear the grievance and will return a written answer to the grievant and their representative (if chosen) no later than ten (10) days after this meeting. This answer will include a copy of the grievance procedure appeal process timeline, a list of resources and relevant contact information for future steps.

Step Two: If the decision in Step One is not accepted by the grievant, the grievant shall have 10 days from receipt of the answer in Step One to file an appeal with the College of Engineering Assistant Dean for Graduate Affairs. The Assistant Dean for Graduate Affairs will meet with the grievant and their representative (if chosen) within twenty (20) days from receipt of the appeal of Step One and attempt to resolve the grievance. The Assistant Dean for Graduate Affairs will provide the grievant and their representative (if chosen) with a written response to the grievance no later than ten (10) days after this meeting.

Step Three: If the decision in Step Two is not accepted by the grievant, the grievant shall have 10 days from the receipt of the answer in Step Two to file an appeal with the Graduate School as described in Grievances and Appeals (https://grad.wisc.edu/documents/grievances-and-appeals/).

**OTHER**

Students enrolled in the MLSP program may not change their degree goal to different M.S. program or a Ph.D. without formally applying to and being accepted into the new program.

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.