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

This is a named option in the Electrical Engineering M.S. (http://guide.wisc.edu/graduate/electrical-computer-engineering/electrical-engineering-ms/#text)

The Electrical and Computer Engineering Department (ECE) offers the Electrical Engineering M.S.-Machine Learning and Signal Processing (MLSP) named option program which is intended for students looking for an advanced entry into a data science career in industry.

Students will learn quantitative thinking, practical problem-solving, computer programming, and applications to a variety of domains. It is designed to deepen the student's technical knowledge and sharpen their professional skills for a well-prepared entry into industry. The program provides a practical focus through a course-only curriculum, an accelerated and predictable 16-month completion time, and a professional development hands-on project requirement. Well-prepared students and UW-Madison undergraduates may find it feasible to complete the program in 12 months.

The required coursework draws upon foundational and cutting-edge methods in MLSP and is taught by faculty conducting pioneering research in the field. Successful students will have some experience with linear algebra, statistics, and programming. The combined focus on the mathematical foundations of data science and their practical application to real-world problems will prepare graduates to be ready to immediately contribute in a variety of different jobs across data science, machine learning, and signal processing.

The focus of the MLSP program differs from the traditional research-based M.S. program. MLSP students do not conduct independent research and prepare a thesis, but rather have an accelerated course plan focused in the MLSP area with a professional development hands-on project, either via an internship/co-op or an independent project. Students also have the opportunity to take select courses from Engineering Professional Development. Overall, the MLSP M.S. program requires 30 credit hours, including the hands-on project. If you are interested in research and advanced concept development, you are better served pursuing a research-based M.S. program or a Ph.D. program. If you want to complete your degree in 12–16 months and have a fast-track into the data science workforce, then the MLSP program is right for you.

MLSP students cannot be simultaneously enrolled in another graduate program at UW-Madison while completing this program.

After completing the program, students will earn a diploma stating “Master of Science in Electrical Engineering” and the transcript will include the indication ‘Named Option: Machine Learning and Signal Processing.’

For more information on this specific degree plan, please visit the ECE website (https://www.engr.wisc.edu/department/electrical-computer-engineering/academics/master-of-science-spml/).

ADMISSIONS

Please consult the table below for key information about this degree program's admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program’s website. Graduate admissions is a two-step process between academic programs and the Graduate School. Applicants must meet the minimum requirements (https://grad.wisc.edu/apply/requirements/) of the Graduate School as well as the program(s). Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Deadline</td>
<td>December 15</td>
</tr>
<tr>
<td>Spring Deadline</td>
<td>This program does not admit in the spring.</td>
</tr>
<tr>
<td>Summer Deadline</td>
<td>This program does not admit in the summer.</td>
</tr>
<tr>
<td>GRE (Graduate Record Examination)</td>
<td>Required.*</td>
</tr>
<tr>
<td>English Proficiency Test</td>
<td>Every applicant whose native language is not English or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements (<a href="https://grad.wisc.edu/apply/requirements/#english-proficiency">https://grad.wisc.edu/apply/requirements/#english-proficiency</a>).</td>
</tr>
<tr>
<td>Other Test(s) (e.g., GMAT, MCAT)</td>
<td>n/a</td>
</tr>
<tr>
<td>Letters of Recommendation Required</td>
<td>3</td>
</tr>
<tr>
<td>* Applicants who have earned, or will be earning before the start of the program, a bachelor’s degree from UW-Madison are exempt from submitting a GRE test score.</td>
<td></td>
</tr>
</tbody>
</table>

A submitted online application (https://apply.grad.wisc.edu) is required, consisting of:

- Resume/CV;
- Statement of purpose; see the suggested guidelines provided by the Graduate School (https://grad.wisc.edu/apply/prepare/)
- Most up to date unofficial transcript(s) from all previous higher education institutions, regardless of whether or not a degree was earned (official transcripts are requested of only recommended applicants); international academic records must be in the original language accompanied by an official English translation.
- Payment of the application fee
- Test scores and three letters of recommendation as detailed above.

Applications must be entirely complete by the deadline, including test scores and letters of recommendation. Please note that it is highly advised to take the GRE and TOEFL/IELTS tests well in advance of the application deadline in order to ensure time for receiving and processing of the scores. Please do not mail any paper copies of application materials, except IELTS scores. They will not be reviewed.

Information for international students, including proof of funding and visa information, can be found on the Graduate School's website (https://grad.wisc.edu/international-students/).
The department welcomes applications from scientific, engineering, and mathematical disciplines other than ECE. Applicants with a bachelor’s degree may apply directly to the Ph.D. program.

**REENTRY ADMISSIONS**

If you were previously enrolled as a graduate student at UW–Madison, but have had a break in enrollment for at least one fall or spring semester, you will need to apply to resume your studies.

For applicants previously enrolled in a graduate program other than ECE, you must complete a new online application, including all materials, for admission.

For applicants previously enrolled in ECE as a graduate student, you must complete a reentry application. Reentry applicants may apply for any start term with the respective application deadlines: fall (June 1), spring (November 1), or summer (April 1).

In order to apply as a reentry applicant, you must:

- complete the online application (https://apply.grad.wisc.edu), including the personal information section, program and term selection, and supplementary application;
- upload a CV/resume in the application portal;
- upload a statement of purpose in the application portal;
- upload any new unofficial transcripts from previous higher education institutions, excluding UW-Madison; and
- submit three letters of recommendation if the break in enrollment equals or is greater than four semesters (fall, spring).

- Letters of recommendation should be emailed directly to the ECE Graduate Admissions Team (ecegradadmission@engr.wisc.edu) from the recommender.

If the reentry applicant is unable to upload any of the additional required materials, please email them to the ECE Graduate Admissions Team (ecegradadmission@engr.wisc.edu).

**CURRENT GRADUATE STUDENT ADMISSIONS**

Students currently enrolled as a graduate student at UW-Madison, whether in or other than ECE, wishing to apply to this degree program should contact the ECE Graduate Admissions Team (ecegradadmission@engr.wisc.edu) to inquire about the process and respective deadlines several months in advance of the anticipated enrollment term. Current students may apply to change or add programs for any term (fall, spring, or summer).

**QUESTIONS?**

Please review the frequently asked questions answered by the Graduate School here (https://grad.wisc.edu/apply/).

If you have any admissions questions, please do not hesitate to contact the ECE Graduate Admissions Team at ecegradadmission@engr.wisc.edu.

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**FUNDING**

**GRADUATE SCHOOL RESOURCES**

Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

**PROGRAM RESOURCES**

Students in the accelerated Electrical Engineering: Machine Learning and Signal Processing program are not permitted to accept assistantships or appointments in ECE or other departments.

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**MINIMUM GRADUATE SCHOOL REQUIREMENTS**

Review the Graduate School minimum academic progress and degree requirements (http://guide.wisc.edu/graduate/#policiesandrequirementstext), in addition to the program requirements listed below.

**NAMED OPTION REQUIREMENTS**

**MODE OF INSTRUCTION**

<table>
<thead>
<tr>
<th>Mode of Instruction</th>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Mode of Instruction Definitions**

- **Evening/Weekend**: These programs are offered in an evening and/or weekend format to accommodate working schedules. Enjoy the advantages of on-campus courses and personal connections, while keeping your day job. For more information about the meeting schedule of a specific program, contact the program.
- **Online**: These programs are offered primarily online. Many available online programs can be completed almost entirely online with all online programs offering at least 50 percent or more of the program work online. Some online programs have an on-campus component that is often designed to accommodate working schedules. Take advantage of the convenience of online learning while participating in a rich, interactive learning environment. For more information about the online nature of a specific program, contact the program.
- **Hybrid**: These programs have innovative curricula that combine on-campus and online formats. Most hybrid programs are completed on-campus with a partial or completely online semester. For more information about the hybrid schedule of a specific program, contact the program.
- **Accelerated**: These on-campus programs are offered in an accelerated format that allows you to complete your program in a condensed time-frame. Enjoy the advantages of on-campus courses with minimal disruption to your career. For more information about the accelerated nature of a specific program, contact the program.

**CURRICULAR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Requirements Detail</th>
<th>Minimum Credit Requirement</th>
<th>Minimum Residence Credit Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 credits</td>
<td>16 credits</td>
</tr>
</tbody>
</table>
Minimum Graduate Coursework Requirement: Half of degree coursework (15 credits out of 30 total credits) must be completed graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university's Course Guide (https://registrar.wisc.edu/course-guide/).

Overall Graduate GPA Requirement: 3.00 GPA required.

Other Grade Requirements:
1. A grade of B or better in any graduate course is acceptable.
2. A grade of BC in an E C E course is acceptable, provided the total cumulative GPA for graduate E C E courses is greater than or equal to 3.00.
3. A grade of BC or C in a non-E C E course is acceptable only if approved by the Graduate Committee.

Assessments and Examinations:
A specified course sequence must be completed. Non-native speakers of English who enroll in the M.S. program must take the ESLAT test on arrival at the university and then take any recommended courses based on the exam results. In addition, if a student's advisor believes that his or her technical writing ability needs improvement, the student may be required to undertake remedial work.

### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Seminar:</strong></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>E C E 610</td>
<td>Seminar in Electrical and Computer Engineering (must take first Fall semester)</td>
<td></td>
</tr>
<tr>
<td><strong>Hands-on project requirement. Choose one:</strong></td>
<td></td>
<td>2-5</td>
</tr>
<tr>
<td>E C E 697</td>
<td>Capstone Project in Signal Processing and Machine Learning</td>
<td></td>
</tr>
<tr>
<td>E C E 702</td>
<td>Graduate Cooperative Education Program</td>
<td></td>
</tr>
<tr>
<td>E C E 699</td>
<td>Advanced Independent Study (may be taken separately or with E C E 702)</td>
<td></td>
</tr>
<tr>
<td><strong>At least one course in Machine Learning:</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>E C E/COMP SCI/ M E 532</td>
<td>Matrix Methods in Machine Learning</td>
<td></td>
</tr>
<tr>
<td>E C E/COMP SCI/ M E 539</td>
<td>Introduction to Artificial Neural Networks</td>
<td></td>
</tr>
<tr>
<td>COMP SCI 760</td>
<td>Machine Learning</td>
<td>3</td>
</tr>
<tr>
<td>E C E/COMP SCI 761</td>
<td>Mathematical Foundations of Machine Learning</td>
<td></td>
</tr>
<tr>
<td><strong>At least one course in Signal Processing:</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>E C E 431</td>
<td>Digital Signal Processing</td>
<td></td>
</tr>
<tr>
<td>E C E/COMP SCI 533</td>
<td>Image Processing</td>
<td></td>
</tr>
<tr>
<td>E C E 734</td>
<td>VLSI Array Structures for Digital Signal Processing</td>
<td></td>
</tr>
<tr>
<td>E C E 735</td>
<td>Signal Synthesis and Recovery Techniques</td>
<td></td>
</tr>
</tbody>
</table>

At least 18 credits from this list: 18

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>E C E 431</td>
<td>Digital Signal Processing</td>
</tr>
<tr>
<td>E C E 436</td>
<td>Communication Systems I</td>
</tr>
<tr>
<td>E C E 437</td>
<td>Communication Systems II</td>
</tr>
<tr>
<td>E C E/COMP SCI/ I SY E 524</td>
<td>Introduction to Optimization</td>
</tr>
<tr>
<td>E C E/COMP SCI/ M E 532</td>
<td>Matrix Methods in Machine Learning</td>
</tr>
<tr>
<td>E C E/COMP SCI 533</td>
<td>Image Processing</td>
</tr>
<tr>
<td>E C E 601</td>
<td>Special Topics in Electrical and Computer Engineering (as approved by faculty advisor)</td>
</tr>
<tr>
<td>E C E 699</td>
<td>Advanced Independent Study</td>
</tr>
<tr>
<td>E C E 717</td>
<td>Linear Systems</td>
</tr>
<tr>
<td>E C E 719</td>
<td>Optimal Systems</td>
</tr>
<tr>
<td>E C E 729</td>
<td>Information Theory</td>
</tr>
<tr>
<td>E C E 730</td>
<td>Probability and Random Processes</td>
</tr>
<tr>
<td>E C E 734</td>
<td>VLSI Array Structures for Digital Signal Processing</td>
</tr>
<tr>
<td>E C E 735</td>
<td>Signal Synthesis and Recovery Techniques</td>
</tr>
<tr>
<td>E C E 736</td>
<td>Wireless Communications</td>
</tr>
<tr>
<td>E C E 738</td>
<td>Advanced Digital Image Processing</td>
</tr>
<tr>
<td>E C E/COMP SCI 761</td>
<td>Mathematical Foundations of Machine Learning</td>
</tr>
<tr>
<td>E C E 817</td>
<td>Nonlinear Systems</td>
</tr>
<tr>
<td>E C E 830</td>
<td>Estimation and Decision Theory</td>
</tr>
<tr>
<td>E C E 901</td>
<td>Special Topics in Electrical and Computer Engineering (as approved by faculty advisor)</td>
</tr>
<tr>
<td>E C E 999</td>
<td>Advanced Independent Study</td>
</tr>
</tbody>
</table>

Additional courses from the previous list, or up to 9 credits of relevant coursework 300-level or above in other departments with approval from faculty advisor: 3

Typically in COMP SCI, MATH, STAT, or E P D (Engineering Professional Development)

Total Credits: 30-39

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1 All on-campus E C E graduate students must register for E C E 610 during their first semester of graduate studies. M.S.-degree-seeking students must take 1 credit of E C E 610 in the fall semester of which they are entering the program. Students with a course conflict with E C E 610 should discuss with their faculty advisor regarding an exception to the requirement. The purpose of E C E 610 is to expose students in their first semester of graduate school to various areas within E C E and to areas outside of E C E to which E C E has or could have connections, e.g., biotechnology, physics, mathematics, business, software. Electrical and computer engineering is very interdisciplinary in nature, and so it is important that students be aware of state-of-the-art research in areas other than their own.

2 These courses are taken in Summer. Students should enroll in 2 credits of E C E 702. E C E 702 may be taken in conjunction with 1-3 credits of E C E 699. If taking only E C E 699, take 2 or 3 credits.
3 Please keep written communication (emails are acceptable) of approvals from your faculty advisor. Students who complete COMP SCI 760 within the ‘Machine Learning’ courses section must not take more than 6 additional credits in other departments.

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

With program approval, students may count graduate coursework from other institutions toward the minimum graduate degree credit requirement and the minimum graduate coursework (50%) requirement. No credits from other institutions may 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 Undergraduate 1

With program approval, up to 7 credits from UW–Madison numbered 400 or above can be counted toward the minimum graduate degree credit requirement. Up to 7 credits of E C E 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.

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 toward the minimum graduate degree credit requirement and courses numbered 700 or above may be counted toward 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.

The department also accepts undergraduate credit from non-UW ABET-accredited institutions. See policy language above for details.

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 toward the minimum graduate coursework (50%) requirement.

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

PROBATION

Students must be in good academic standing with the Graduate School, their program, and their advisor. The Graduate School regularly reviews the record of any student who received grades of BC, C, D, F, or I in graduate-level courses (300 or above), or grades of U in research and thesis. This review could result in academic probation with a hold on future enrollment, and the student may be suspended from graduate studies.

The Graduate School may also put students on probation for incompletes not cleared within one term. All incomplete grades must be resolved before a degree is granted.

The status of a student can be one of three options:

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time the student may be dismissed from the program or allowed to continue for one additional semester based on advisor appeal to the Graduate School.

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 first two bullet points of section 6.5 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 CONSTRAINTS

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

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)

**ECE Grievance Procedures**

**Exceptions, Extensions, and Appeals**

Petitions for exceptions to academic requirements are considered on an individual case-by-case basis and granted exceptions do not constitute a precedent. Deviations from established policies are strongly discouraged, but certain extenuating academic and personal circumstances may warrant exceptions. Petitions for course exceptions/substitutions, exceptions to the Satisfactory Progress Expectations (academic or conduct), or other policy exceptions shall be directed to the ECE Graduate Committee, and in some circumstances to the appropriate program coordinator. The following procedures apply to all petitions:

1. Student must first consult with their advisor(s).
2. Student is advised to also consult with the ECE Graduate Student Services Coordinator for additional advice.
3. Student and advisor(s) must both submit written documentation requesting and explaining the petition to the ECE Graduate Student Services Coordinator.
4. Identify the specific requirement/rule/expectation pertinent to the petition;
5. Explain the rationale for petition and why it should be granted;
6. Advisor(s) must support the petition.

The ECE Graduate Student Services Coordinator will forward the petition to the ECE Graduate Committee and appropriate program coordinator for adjudication. Student and advisor(s) will be notified of the ECE Graduate Committee's decision and the note will be placed in the student's file.

Please note that petitions for exceptions to clearly-defined program rules are rarely approved by the ECE Graduate Committee.

**Progress Requirements**

The ECE Graduate Committee may grant extensions to normal progress requirements in circumstances such as childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Petitions for extensions should provide evidence of plans and ability to return to conformance with program expectations and to acceptably complete the program. Extensions beyond one semester will be granted only in the event of highly extraordinary circumstances. Extensions will be recorded with a note of explanation placed in the student's file.

Students desiring confidentiality of their circumstances should consult with the Associate Chair for Graduate Studies.

**Appeal of Previous Decisions**

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 enrolling in the MLSP program cannot simultaneously enroll in another graduate program at UW-Madison.

Due to the accelerated, course-based nature of the MLSP program, students in this program are not permitted to apply for nor accept funded appointments such as research assistantships, teaching assistantships, project assistantships or grader appointments, either inside the ECE department or elsewhere on campus. Applicants may apply on their own for external fellowships, scholarships, and/or financial aid.

Students can be placed on probation for failure to meet these expectations or failure to adhere to these policies.

**PROFESSIONAL DEVELOPMENT**

**GRADUATE SCHOOL RESOURCES**

Take advantage of the Graduate School’s professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

**DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING RESOURCES**

UW–Madison, the College of Engineering, and ECE have an abundance of professional development opportunities for students to take advantage of in order to better prepare themselves for internships and job positions during and following their education. First of all, the ECE Department strongly encourages students to utilize the Graduate School’s professional development resources (https://grad.wisc.edu/professional-development/). Engineering Career Services (ECS) (http://ecs.wisc.edu) hosts multiple career fairs each semester where students can directly interact with prospective employers, schedule interviews, and find internships and full-time jobs. ECS also maintains job listings and hosts a variety of professional development workshops each semester. The ECE Department provides unique opportunities throughout the year for students to attend and participate in various lectures, workshops, and trainings. The ECE Graduate Student Association (GSA) organizes professional development opportunities for fellow students. Students are made aware of events and opportunities via email and other communications.

**PEOPLE**

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