

# ELECTRICAL ENGINEERING: RESEARCH, 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

With program approval, students are allowed to 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 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 Undergraduate\*

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

##### 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 enrollment, the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Graduate School.

### ADVISOR / COMMITTEE

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

### 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://employee disabilities.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**

Funding is not guaranteed and applicants should be prepared to fund their degree. The department awards a small number of research assistantships, teaching assistantships, project assistantships, and fellowships each year. All applications are automatically considered for department funding.