This program follows the
Graduate School's Probation policy.

Policies set by the academic degree program can be
found below.

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.

UW–Madison Undergraduate
Up to 7 credits numbered 300 or above can be counted toward the
minimum graduate degree credit requirement. Up to 7 credits of courses
numbered 600 or above can be counted toward the minimum graduate
coursework (50%) requirement if they have the attribute. 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.

UW–Madison University Special
With program approval, students are allowed to count up to 9 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, and up to 15 credits
of 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 to a master’s
degree is not allowed to satisfy requirements.

Probation

This program follows the Graduate School’s Probation policy.

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).

Advisor / Committee

This program follows the Graduate School’s Advisor policy.

Credits Per Term Allowed

15 credits

Time Limits

This program follows the Graduate School’s Time Limits policy.

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)

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.

Procedures for proper accounting of student grievances:

1. The student should speak first with the person toward whom the
grievance is directed. In most cases, grievances can be resolved at this
level.
2. If that does not resolve the grievance, the student should contact the program’s director.
3. Should a satisfactory resolution not be achieved, the student should contact one of the Interpro’s Grievance Advisors to discuss the practice. The Interpro Grievance Advisors are:

**Susan Ottman**
Graduate Program Director
608-262-3516
sottmann@wisc.edu

**Ed Borbely**
Associate Dean
608-263-0982
borbely@wisc.edu

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

**David Noyce**
Executive Associate Dean
College of Engineering
danoyce@wisc.edu
608-265-1882

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 advisors regarding concerns or difficulties if necessary.

University resources for sexual harassment concerns can be found on the UW Office of Equity and Diversity website and are included in the next section.

4. 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.

5. On receipt of a written complaint, a committee will be convened by the Grievance Advisor to manage the grievance. The program 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.

6. The 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.

7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.

8. 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 of Engineering level.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School’s Academic Policies and Procedures: [https://grad.wisc.edu/documents/grievances-and-appeals/](https://grad.wisc.edu/documents/grievances-and-appeals/)