

# MANUFACTURING SYSTEMS ENGINEERING: MANUFACTURING SYSTEMS ENGINEERING, 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 no more than 12 credits of graduate coursework from other institutions toward the minimum graduate degree requirement and 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 is not allowed to satisfy requirements.

##### UW–Madison Undergraduate

With program approval, up to 7 credits from the UW–Madison Undergraduate career numbered 400 or above may be counted toward the minimum graduate degree credit requirement. No prior coursework from the UW–Madison undergraduate career may be counted toward the minimum graduate coursework (50%) requirement or the minimum graduate residence credit requirement. Coursework earned five or more years prior to admission 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 400 or above taken as a UW–Madison Special student toward the minimum graduate residence credit requirement and the minimum graduate degree credit requirement; coursework numbered 700 or above may satisfy the minimum graduate coursework (50%) requirement. Coursework earned five or more years prior to admission 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. Students can be suspended from the Graduate School if they do not have an advisor. See People section (<http://guide.wisc.edu/graduate/engineering-college-wide/manufacturing-systems-engineering-ms/#peopletext>) of this Guide for possible MSE advisors.

The director of the Manufacturing Systems Engineering Program ([https://directory.engr.wisc.edu/me/Faculty/Pfefferkorn\\_Frank/](https://directory.engr.wisc.edu/me/Faculty/Pfefferkorn_Frank/)) is assigned as the advisor to incoming students. Students in the research thesis track are expected to identify an advisor during the admission process. This advisor can be any faculty member affiliated with this program (<http://guide.wisc.edu/graduate/engineering-college-wide/manufacturing-systems-engineering-ms/#peopletext>).

### 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.

### 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)

Students should contact the department chair or program director with questions about grievances.

**OTHER**

n/a