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.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Credits Earned at Other Institutions
With faculty advisor and Department of Mechanical Engineering Graduate Committee approval, students may transfer up to 15 credits of prior graduate coursework that led to a relevant MS degree. Alternatively, with advisor and the Department of Mechanical Engineering Graduate Committee approval, students may use up to 6 credits of relevant coursework from a prior graduate program. Please review the Graduate Program Handbook (see contact box) for information about use and restrictions to this policy. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

Undergraduate Credits Earned at Other Institutions or UW-Madison
With faculty advisor approval, a maximum of 7 credits from a UW-Madison undergraduate degree or an ABET-accredited undergraduate degree (from another institution) may be applied toward the minimum graduate degree credit requirement. Only coursework that is applicable to the degree curriculum is eligible (based on UW-Madison course/course equivalency number). These credits will not be allowed to count toward the Minimum Graduate Coursework (50%) Requirement unless taken in courses numbered 700 or above (UW-Madison course equivalent). No credits can be counted toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)
Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

Credits Earned as a University Special Student at UW-Madison
With faculty advisor approval, students are allowed to transfer up to 15 credits of coursework taken as a UW-Madison University Special student toward the minimum graduate degree credit requirement. Only coursework that is applicable to the degree curriculum is eligible. UW-Madison coursework taken as a University Special student would not be allowed to count toward the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the “Grad 50%” attribute. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

PROBATION
The Department of Mechanical Engineering graduate programs satisfactory academic progress policy may be reviewed in the Graduate Handbook (see Contact box for link).

ADVISOR / COMMITTEE
Each student is required to meet with their advisor prior to registration every semester.

CREDITS PER TERM ALLOWED
15 credits

TIME LIMITS

Qualifying Exam: The written portion of the qualifying exam is offered twice a year, once in August/September and once in January, generally the week before classes start. The associated literature review presentation must be completed within the timing limits stated (see graduate handbook, contact box).
1. If you enter the PhD program directly without an MS or equivalent degree, you will first earn 30 graduate credits. Take your qualifying exam either the first or second time that it is offered after the semester in which you earn those 30 credits.
2. If you earn a UW-Madison Engineering Mechanics MS and immediately enter the PhD program in the following semester, take your qualifying exam either the first or second time it is offered after the semester in which you earned your MS.
3. If you enter the PhD program with an MS degree either from another department or institution, or are returning to UW-Madison with an MS degree after an absence, take the exam at the start of your third PhD semester

Preliminary Exam: PhD students must complete their preliminary exam within five years of passing their qualifying exam.

Dissertation Defense (oral thesis presentation): There must be at least nine (9) months between the preliminary exam and dissertation defense. A candidate for a doctoral degree who fails to successfully complete the dissertation defense and deposit the dissertation within five years after passing the preliminary examination may be required to take another preliminary examination to be admitted to candidacy a second time.

Average Time to Degree: The average time to degree, beyond the bachelor degree, is 6 years.

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/)
The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.

2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Studies or the John Bollinger Chair of Mechanical Engineering (https://engineering.wisc.edu/departments/mechanical-engineering/people/) to discuss the grievance. The Associate Chair for Graduate Studies or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (https://compliance.wisc.edu/). Other campus resources can be found above.

3. If the issue is not resolved to the student’s satisfaction the student can submit the grievance to the Associate Chair for Graduate Studies in writing, within 60 calendar days of the alleged unfair treatment.

4. On receipt of a written complaint, a faculty committee will be convened by the Associate Chair for Graduate Studies to manage the grievance. The faculty 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.

5. The faculty committee will determine a decision regarding the grievance. The Associate Chair for Graduate Studies 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.

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

7. 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 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 & Procedures: https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals.

OTHER

n/a