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 (up to 12 credits) 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 is not allowed to satisfy requirements.

UW–Madison Undergraduate
With advisor approval, up to 7 credits numbered 400 or above may be counted toward the minimum graduate degree credit requirement. These credits may be counted toward the minimum graduate coursework (50%) requirement if they are in courses numbered 700 or above. No credits may be counted toward the minimum graduate residence credit requirement. A course at the 300 level can only be transferred from a UW-Madison undergraduate program if it was taken as a technical elective (i.e., non-required course). Coursework earned five or more years prior to admission is not allowed to satisfy requirements.

UW–Madison University Special
With program approval, and payment of the difference in tuition, 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. These credits may be counted toward the minimum graduate coursework (50%) requirement if they are in courses numbered 700 or above. Coursework earned five or more years prior to admission is not allowed to satisfy requirements.

PROBATION

This program follows the Graduate School’s Probation policy. (https://policy.wisc.edu/library/UW-1217/)

ADVISOR / COMMITTEE

All students will be assigned a mechanical engineering faculty advisor who assists them in planning a course sequence that meets degree requirements and who will discuss career objectives with the students.

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

This program follows the Graduate School’s Time Limits policy. (https://policy.wisc.edu/library/UW-1221/)

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://facstaffprovost.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 formal 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)

Mechanical Engineering Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students’ concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages.
and published handbooks for information. If such procedures exist at the
local level, these should be investigated first. For more information see the
Graduate School Academic Policies & Procedures: https://grad.wisc.edu/
acadpolicy/?policy=grievancesandappeals. The Assistant Dean for
Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides
overall leadership for graduate education in the College of Engineering
(CoE), and is a point of contact for graduate students who have concerns
about education, mentoring, research, or other difficulties.

1. 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
Students are strongly discouraged to pursue positions as Project
Assistants, Teaching Assistants or Research Assistants during their time in
this program, as the rigor and accelerated nature of this program may not
accommodate those work time commitments. Students in this program will
don’t receive the tuition remission that is typically part of the compensation
package for a graduate assistantship.