

COLLEGE OF ENGINEERING

POLICIES AND REGULATIONS

REGULATIONS

Official regulations regarding enrollment, scholarship, and graduation for undergraduates in the College of Engineering.

A printer-friendly PDF can be found on the College of Engineering Regulations page (<https://engineering.wisc.edu/student-services/undergraduate-regulations/>).

ADMISSIONS

1. Direct Admission

New students are admitted directly to the degree program (major) of their choice or to the College of Engineering as Engineering Undecided. Progression requirements must then be satisfied as described in Regulations 3–7.

2. Degree Programs (Majors)

Biomedical Engineering (BME)
 Chemical Engineering (CHE)
 Civil Engineering (CEE)
 Computer Engineering (CMPE)
 Electrical Engineering (EE)
 Engineering Mechanics (EM)
 Engineering Physics (EP)
 Environmental Engineering (EnvE)
 Geological Engineering (GLE)
 Industrial Engineering (IE)
 Materials Science and Engineering (MSE)
 Mechanical Engineering (ME)
 Nuclear Engineering (NE)

PROGRESSION

3. First Year Progression Requirements

To automatically progress in a College of Engineering (CoE) degree program (major) after direct admission or to switch between engineering degree programs, students must complete the following requirements after their first two semesters of residency at UW–Madison:

- A. 24 credits completed at UW–Madison. Special topics, independent study, seminar, pass/fail, and credit/no credit courses will not be included in the 24 credits except for required English as a Second Language courses.
- B. General Education Communications Part A (Comm A) requirement. If Comm A is not completed as a graded course at UW–Madison (i.e., completed through placement test, AP/IB, or transfer credit), then a liberal studies course of at least 3 credits with a breadth designation of Humanities, Literature, or Social Sciences must be taken on a graded basis at UW–Madison.
- C. Introduction to Engineering: course specified by degree program or INTEREGR 170 Design Practicum for Engineering Undecided students.

- D. Math course sequence through MATH 222 Calculus and Analytic Geometry 2 or MATH 276
- E. Four core courses, required for engineering degree programs (majors), completed at UW–Madison, as defined below:

1. **Math:** A minimum of two math courses numbered MATH 217 Calculus with Algebra and Trigonometry II or above; or one math course 300 level or above. If the math requirement for the degree program (major) is complete or the student has completed the calculus sequence through MATH 234 Calculus--Functions of Several Variables, then additional math courses numbered MATH 217 Calculus with Algebra and Trigonometry II or above or additional courses from the science requirement in Regulation 3.E.2. can be taken to complete the four core course requirement. Excludes MATH 228 WES Calculus Supplement, MATH/HIST SCI 473 History of Mathematics, special topics, independent study, seminar, pass/fail, and credit/no credit courses.

2. **Science:** A minimum of two science courses required for engineering degree programs (majors) as defined below. If the math and science requirements for the degree program are complete, then departmental engineering courses 200 level and above can be taken to complete the four core course requirement. Excludes EPD, InterEGR, special topics, independent study, seminar, pass/fail, and credit/no credit courses.

- For Chemical Engineering majors, the following science requirements apply:
 - i. One course must be CHEM 104 General Chemistry II or higher
 - ii. One course must be PHYSICS 201 General Physics/E M A 201 Statics or higher

If above two requirements are completed, select from additional science courses below.

- For majors in Biomedical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Engineering Mechanics, Engineering Physics, Environmental Engineering, Geological Engineering, Industrial Engineering, Materials Science and Engineering, Mechanical Engineering, and Nuclear Engineering, the following science requirements apply:
 - i. One course must be either CHEM 104 General Chemistry II or higher OR PHYSICS 201 General Physics/E M A 201 Statics or higher
 - ii. One other science course, from the following:
 - Chemistry, all classes
 - E M A 201 Statics, E M A 202 Dynamics, M E 240 Dynamics
 - PHYSICS 201 General Physics and above
 - Statistics, calculus-based
 - E P 271 Engineering Problem Solving I
 - COMP SCI 200 Programming I, COMP SCI 220 Data Science Programming I, or COMP SCI 300

- Programming II or above, excluding COMP SCI 304 WES-CS Group Meeting
- Excludes special topics, independent study, seminar, pass/fail, and credit/no credit courses

- F. Core and Overall GPA requirements must be satisfied as defined by CoE departments for each engineering degree program (major) (Progression - College of Engineering - University of Wisconsin-Madison (<https://engineering.wisc.edu/student-services/undergraduate-student-advising/progression/>)). All graded UW-Madison courses referenced in E.1. and E.2. above and any departmental engineering courses level 200 or above will be counted in the Core GPA (excludes EPD, InterEGR, special topics, independent study, and seminar courses). All graded UW-Madison courses are counted in the Overall GPA. For one and only one of these core courses that a student has repeated, the more recent of the two grades will be used in the calculation of Core and Overall GPAs. Students may not be on academic probation for GPA reasons for automatic completion of first year progression requirements.

Students who do not meet the first year progression requirements to automatically progress in a degree program (major) can be considered for non-automatic progression (Regulation 4) or extension (Regulation 5).

4. Consideration for Non-Automatic Progression

Students who do not meet progression GPAs but meet all other progression requirements will be considered for progression in degree program (major). The consideration process includes review of written statement, rigor of completed courses, and grade trends.

5. Extension for First Year Progression Requirements

- A. Students who will not meet progression requirements due to University of Wisconsin placement and/or assessment tests (math and ESL) will be granted a one semester extension up to their fourth semester if they are making satisfactory progress in a degree program (major).
- B. Students who do not meet the requirements in Regulation 3 may apply for a one semester extension but not beyond their fourth semester. Students granted extensions will be considered for non-automatic progression in degree program (major). The consideration process includes review of written statement, rigor of completed courses, and grade trends. Extensions will be evaluated only in cases where it is mathematically possible during the one semester extension to meet progression GPAs for intended program.

6. Diversity of Student Body

When the number of non-automatic considerations and/or applications for admission to a degree program (major) exceed the capacity of that program, progression and admission will be limited to capacity. In order to implement the University's goals of achieving a heterogeneous and diverse student body, selection of students under consideration or admission to a program operating at capacity will be based on demographic background, written statement, rigor of completed courses, and grade trends.

7. Progression Requirement Completion and Extension Application

Students are required to submit to the dean's office an application for progression for a degree program (major) or an application for an

extension by the deadline. Deadlines will be posted on the College of Engineering website at Progression Requirements (<https://engineering.wisc.edu/student-services/undergraduate-student-advising/progression/>) and emailed to students in the College of Engineering.

REGISTRATION

8. Definitions

- A. Full-time student: One carrying a minimum credit load of 12 credits. All students are expected to be full-time unless they have the permission of the dean to be part-time. A student carrying less than the minimum credit load without the dean's permission will be placed on part-time warning at the end of the semester.
- B. Part-time student: One who has the dean's permission to carry less than the minimum credit load (Regulation 9.F.).
- C. Semester: A term of 15 weeks minimum duration.
- D. Session: A term of less than 15 weeks duration (e.g., summer session or intersession).
- E. Modular Course: A course that is offered during a semester, but which lasts fewer than 15 weeks.

9. Credit Load Constraints

- A. Maximum credit load: 20 enrolled credits per semester.
- B. Minimum credit load: 12 enrolled credits per semester or enrolled for one cooperative education program credit as an engineering co-op student during a co-op work period.
- C. For sessions there is no minimum credit load; the maximum credit load equals the number of weeks in the session.
- D. A student not on academic probation may freely choose to carry any number of credits between a minimum credit load and a maximum credit load.
- E. A student may carry more than a maximum credit load only with the recommendation of an advisor and with written approval of the dean.
- F. Part-time student: A student who wishes to carry less than a minimum credit load in a specific semester for definitive reasons—e.g., a verifiable disability, or a necessity of employment or other outside obligations exceeding 15 hours per week—must request permission from the dean to become a part-time student. Part-time permissions must be renewed during the first two weeks of each semester part-time permission is requested. Part-time students must satisfy all regulations other than the minimum credit load.
- G. A student on academic probation is advised to carry not more than 14 credits per semester unless repeating a course. For every three credits being repeated, the student is advised to carry not more than one additional credit beyond 14, up to a maximum of 16 credits.

10. Student Responsibility for Scheduling

Each student is responsible for arranging a course list that will permit satisfactory progress towards degree requirements and a class schedule that (a) avoids class and final exam scheduling conflicts, (b) avoids an excessively demanding final exam schedule, and (c) verifies registration in chosen classes.

11. Access to Courses

Departments may specify courses as not open to students who need to complete progression requirements, or as open only to students in a specific degree program (major).

12. Transfer of Degree Applicable Credits

A course taken anywhere other than UW–Madison, or by independent study or resident extension, is transferable to the College of Engineering, in credits only, if it is transferable to the UW–Madison. The course counts toward graduation only if it satisfies a graduation requirement of the curriculum to which it is to be applied and only if it was passed with a grade of C (2.0 on a 4.0 scale) or better.

13. Transfer of Grades

Grades for courses taken anywhere other than UW–Madison are not transferable, even if the credits for those courses are transferable.

14. Adding Courses

Students may add full-semester courses only during the first two weeks of classes (Regulation 19). The deadline to add a course is specified on the Office of the Registrar's website.

15. Dropping Courses

Students may drop full-semester courses during the first twelve weeks of classes. Courses dropped after the initial drop deadline are noted on the transcript as DR (Regulations 14, 19 and 22.G.). The deadlines to drop a course are specified on the Office of the Registrar's website.

16. Course Substitutions

A student may substitute courses that deviate from the requirements of a published curriculum of the College of Engineering upon the recommendation of the student's degree-granting department and with the approval of the college governance committee.

17. Pass/Fail and Credit/No Credit Courses

Pass/fail is a student-option alternative way of being graded in a regularly graded course. Credit/no credit describes courses approved for two-level grading and is not a student option.

A student may change the grading option of a full-semester course to or from pass/fail only during the first four weeks of classes. (Regulation 19). These courses must be free electives. Only students in good standing may elect the pass/fail privilege.

The pass/fail agreement is between the student and the Registrar, and is not revealed to the person teaching the course. The person teaching the course submits the appropriate letter grade to the Registrar, who converts C or higher grades to S (Satisfactory), D and F grades to U (Unsatisfactory).

Courses designated as credit/no credit will not be counted in determining the number of pass/fail courses the student may elect.

18. Audited Courses

A student may audit a course only if the instructor consents. Auditors are expected to attend with a reasonable regularity and to participate in the class, as determined by the instructor. Audited courses carry no degree credit, do not count in determining the minimum number of credits permitted in each term, and are not included in the calculation of the GPA. The only valid grade for audited courses is a grade of S (Satisfactory) or NR (No Report). A

student may change to or from credit to audit only during the first four weeks of classes (Regulation 19).

19. Courses Scheduled for Fewer Than 15 Weeks

Deadlines for sessions and modular courses are listed on the Office of the Registrar's website.

PERFORMANCE AND EVALUATION

20. Attendance

Each student is expected to attend all assigned classes during the regular meeting times, and take all of the examinations for those courses at the regularly scheduled times. In the case of course or examination absences excused for a reason acceptable to the course instructor, the student is expected to make up the work within a reasonable time, and may do so without a grade penalty.

21. Grading System

Course grades are reported by letter only; plus and minus grades are not authorized. The following grades are included in computing grade point average (GPA) and point-credit ratio (PCR).

Grade: A (Excellent)

Grade Points Per Credit: 4.0

Grade: AB (Intermediate)

Grade Points Per Credit: 3.5

Grade: B (Good)

Grade Points Per Credit: 3.0

Grade: BC (Intermediate)

Grade Points Per Credit: 2.5

Grade: C (Fair)

Grade Points Per Credit: 2.0

Grade: D (Poor)

Grade Points Per Credit: 1.0

Grade: F (Failure)

Grade Points Per Credit: 0.0

22. Special-Purpose Grades

The following ways of reporting course grades are also used and, except for NR, do not affect GPA or PCR

- A. S (Satisfactory) or U (Unsatisfactory) – used to report pass/fail courses (Regulation 17). S is also used in audited courses (Regulation 18).
- B. CR (Credit) or N (No Credit) – used to report credit/no credit courses (Regulation 17).
- C. NR (No Report) – signifying that no grade has been reported to the Registrar's Office – a temporary grade that must be replaced by an A-F grade; also used for a permanent grade in audited courses (Regulation 18).
- D. NW (No Work) – student enrolls in a course and then never attends. This means that instructor has no evidence that student ever attended.

- E. I (Incomplete) – a temporary grade (Regulation 27); EI is used for an extended incomplete (requires a dean's action); IN is used to indicate an incomplete in a credit/no credit course; PI is used for a permanent incomplete (Regulation 28).
- F. P (Progress) – a temporary grade used for courses extending beyond one term. The final grade determines the grade for each term and replaces P grades for the course.
- G. DR (Dropped) – indicates the course was dropped after the initial drop deadline noted on the Office of the Registrar's website.

23. Course Grade Changes

The final course grade may be changed only by the professor in charge of the course section, and then only to correct a clerical error in the computation or reporting of the original grade.

24. Grade Point Average (GPA) and Point-Credit Ratio (PCR)

Grade point average (GPA) is computed by dividing the total number of grade points earned at UW–Madison by the total number of credits attempted (excluding pass/fail or credit/no credit courses) at UW–Madison. The point-credit ratio (PCR) differs from the grade point average in that it involves only those credits that count toward graduation and the related grade points. When a course is repeated, the credits and grade points earned only for the final attempt are included in the point-credit ratio.

25. Dean's Honor List

At the end of each semester the names of all full-time students in good standing with a 3.5 or higher semester GPA and cumulative GPA of at least 3.0 and no incomplete or unreported grades will be included on the Dean's Honor List. Credit/no credit and pass/fail courses are not considered in meeting the full-time standing requirement for the Dean's Honor List. Transcript will show a notation of "Dean's Honor List."

26. Repeating Courses

Any course may be repeated at the student's option. In the case of a required course in which the student earned a grade of D and which is a prerequisite to another required course, the student is encouraged (or may be required by departmental regulation) to repeat the course. For courses taken more than once, all grades count in the grade point computations, but only the last grade for the course is applied to the student's point-credit ratio.

27. Incomplete

An incomplete may be reported for a student who has carried a subject with a passing grade, but because of illness or other unusual and substantiated cause beyond the student's control has been unable to complete the final examination or some limited amount of term work. A student who stays away from a final examination without proof of being prevented from attending as indicated above will receive a grade of F, N, or U (whichever is appropriate). Even with such proof, if the term work has convinced the instructor that the student cannot pass, the grade shall be F, N, or U (whichever is appropriate).

28. Resolution of an Incomplete

At the instructor's option, a course marked incomplete may be completed at any time no later than last day of class of the student's next semester of attendance at UW–Madison, or it will lapse into a

fail. An incomplete may not be removed after five years of absence from UW–Madison without special permission of the dean. Such an incomplete remains on the record with a grade of PI and does not lapse into an F, N, or U.

29. Final Exam Rescheduling

A student may be permitted to take an examination at other than the regularly scheduled time only with permission of the instructor. Permission will be granted only for illness or other unusual and substantiated cause beyond the student's control. (Regulation 10).

30. Withdrawal

Students may withdraw from the University after consulting with their advisor and with the approval of the Dean. The withdrawal date and a DR notation will be recorded for courses in progress if the student withdraws after the initial deadline to drop a course and before the withdrawal deadline (Regulations 14, 19 and 22.H.). The deadline to withdraw is specified on the Office of the Registrar's website.

A Medical Withdrawal may be granted to students who experience a serious or unexpected physical or behavioral health condition; who may need to provide care to an immediate family member who is experiencing a serious or unexpected physical or behavioral health condition; or who have experienced the death of an immediate family member. Approval will be granted on a case-by-case basis.

Withdrawals (other than Medical Withdrawals) are not granted in the last three weeks of scheduled classes. Grades of Incomplete, if justified (Regulation 27), or F, N, or U will be recorded for students who leave the University during this time.

31. Year Classification

The year classification of a student is determined by the number of credits passed and the number of grade points earned, applicable to the student's degree, as indicated by the following tabulation:

Freshman

Numerical Classification of Year: 1
Minimum Credits Passed: 0
Minimum Grade Points Earned: 0

Sophomore

Numerical Classification of Year: 2
Minimum Credits Passed: 24
Minimum Grade Points Earned: 48

Junior

Numerical Classification of Year: 3
Minimum Credits Passed: 54
Minimum Grade Points Earned: 108

Senior

Numerical Classification of Year: 4
Minimum Credits Passed: 86
Minimum Grade Points Earned: 172

For the purpose of year classification only, pass/fail and credit/no credit courses and courses transferred from another campus are assumed to have earned 2.0 grade points per credit.

32. Good Standing

A student is in good academic standing unless on academic probation or dropped.

33. Part-time Warning

A student is placed on part-time warning when that student has, in the semester just completed, passed fewer than 12 credits without permission from the Dean.

34. Probation

A student is placed on academic probation when that student has, in the semester just completed, attained less than a 2.0 GPA. Once on probation, the student is continued on probation until either removed from probation or dropped (Regulations 35, 36).

35. Removal From Probation

The following requirements must be satisfied for the removal of a student from academic probation (Regulation 34):

- A. A cumulative GPA of at least 2.0;
- B. A GPA of at least 2.0 for the semester just completed.

36. Drop

- A. A student on academic probation will be dropped at the end of any semester for which that student has attained a GPA of less than 2.0 or passed fewer than half of the credits attempted (Regulation 34).
- B. A student not on academic probation will be dropped at the end of any semester for which that student has passed fewer than half of the credits attempted.

37. Readmission

A student who has been dropped for academic reasons may be readmitted by the dean only after the student has been out of the College of Engineering for at least one semester.

38. Session Actions

No academic actions (part-time warning, probation, drop, removed from probation) will be taken at the end of sessions (Regulation 8.D).

39. Graduation

It is the student's responsibility to ensure that graduation requirements have been met. All students should regularly consult their DARS (Degree Audit Reporting System) document in conjunction with their advisor to ensure that all the following graduation requirements have been met:

- A. Have fulfilled the published graduation requirements of that curriculum, with all substitutions formally approved, and have achieved a minimum 2.0 GPA overall.
- B. Have a PCR (Regulation 24) of at least 2.0 for those semesters and sessions containing the last 60 credits taken at UW–Madison or for all credits taken at UW–Madison if fewer than 60.
- C. Have a departmental PCR of at least 2.0 for all courses taken in the degree-granting department that count toward graduation.
- D. Have completed at least 30 credits in residence in the College of Engineering, including 15 credits of work in the degree-granting department.
- E. Have completed the last two semesters in residence in the College of Engineering. Cannot be on co-op or study abroad in the last semester. Students may seek permission from the Dean to be on co-op or study abroad in their second to last-semester.

- F. Have completed the last semester in the College of Engineering enrolled in courses required for their engineering degree.
- G. Have a GPA of at least 2.0, both for the last semester and also for the combined last two semesters.

40. Graduation with Distinction and Highest Distinction

Students who have earned at least 60 credits on the University of Wisconsin–Madison campus and whose total cumulative GPA is in the top 5 percent of the College graduating class will receive the designation "Graduated With Highest Distinction," or if in the next 15 percent, "Graduated with Distinction." The appropriate designation is entered as a permanent record on the student's transcript.

APPEAL

41. Appeal

The Dean of the College of Engineering has the authority to suspend or modify the operation of these regulations if their enforcement is judged to work an injustice to the student.

POLICIES ACCREDITATION

The following engineering undergraduate degree programs described in this catalog are accredited by the Engineering Accreditation Commission of ABET, www.abet.org (<http://www.abet.org/>):

Biological Systems Engineering (with College of Agricultural and Life Sciences)
 Biomedical Engineering
 Chemical Engineering
 Civil Engineering
 Computer Engineering
 Electrical Engineering
 Engineering Mechanics
 Geological Engineering
 Industrial Engineering
 Materials Science and Engineering
 Mechanical Engineering
 Nuclear Engineering

SECOND BACHELOR'S DEGREE

The College of Engineering does not accept second undergraduate degree applications. Second degree students (<https://engineering.wisc.edu/admissions/undergraduate/adult-students-second-degree-students/>) might explore the Biological Systems Engineering program at UW–Madison, an undergraduate engineering degree elsewhere, or a graduate program in the College of Engineering.

ADDITIONAL MAJOR

Engineering students may earn an additional major and have the additional major noted on their transcript at the time of graduation. This includes most majors in the College of Letters & Science as well as Health Promotion and Health Equity (HPHE), Education Studies, and Theatre & Drama in the School of Education; and Global Health in the College of Agricultural and Life Sciences.

To qualify, the student must have approval in advance from both the department offering the major and the academic dean of the College of Engineering. Students must satisfy all requirements for their declared additional major prior to or concurrently with the engineering degree. For further details, contact the College of Engineering Dean's Office, 2640 Engineering Hall.

Adding additional majors from colleges other than the College of Letters & Science and majors not approved in the College of Agricultural & Life Sciences and the School of Education is not accepted. For example, majors such as art (School of Education) and forestry (College of Agricultural and Life Sciences) cannot be completed in conjunction with an engineering degree. Likewise, students cannot pursue more than one undergraduate engineering degree concurrently.

- Difficulty in obtaining space in a critical course
- Personality conflicts between student and instructor
- Difficulty obtaining an appointment with instructor
- Unwillingness of instructor to estimate a grade before the course drop deadline date
- Teaching above the level of the class, which includes the assumption of an unlisted course prerequisite
- Intelligibility of instructors, especially those for whom English is a second language
- Excessive instructor class absences
- Rescheduled final exams by majority approval or apparent unanimity, to possible disadvantage of the minority
- Sexual harassment (Contact the Division of Student Life, 75 Bascom Hall, 608-263-5700; or the Associate Dean for Academic Affairs, 608-262-5511)

STUDENT GRIEVANCES

In compliance with Title IX regulations, the College of Engineering has a grievance procedure to handle student complaints. Students should follow these steps until a resolution is achieved:

1. Attempt to resolve the grievance directly with the individual involved.
2. If that approach seems unsatisfactory, and the grievance involves a teaching assistant (TA), consult the professor in charge of the course.
3. If necessary, discuss the grievance with the appropriate department chair.
4. The next level involves the academic dean. Students should contact the Associate Dean for Academic Affairs, 608-262-5511.
5. All students have the right to appeal to the dean of the college, Ian Robertson, 608-262-3482, if they feel their case has not been justly handled by another dean.
6. Only a few grievances are really serious and difficult to resolve. In these instances, the dean seeks a solution that, as best as can be determined, is appropriate, just, legal and in the best interests of all concerned.

AUTHORITY LIMITS ON GRADES

There are areas in which the dean does not have authority to override an instructor, such as determination of a student's grade. However, it has happened that the department chair has intervened, for example, by having a grade determined by committee rather than by the course instructor.

It has also occurred, by agreement between deans, department chairs and faculty, that a misgraded course was dropped from the student's record and credit given for the controversial course by having the student pass the next higher course.

GRIEVANCE EXAMPLES

The following is a list of student grievances (in no particular order of frequency or importance) that have occurred:

- Discrimination based on sex, religion or political views
- Course or exam grade disputes
- Required class or examination attendance at other than regularly scheduled (timetable) times
- Changes in course content contrary to catalog description or division approval