

CIVIL AND ENVIRONMENTAL ENGINEERING: PROFESSIONAL, MS

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (<https://policy.wisc.edu/>). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

NAMED OPTION-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Credits Earned at Other Institutions

Up to 14 credits of relevant graduate coursework (earned post-baccalaureate) from another institution may transfer towards fulfillment of the graduate curriculum, if approved by the department. The first 9 credits of approved graduate coursework may transfer towards elective coursework. If applicable, any remaining prior coursework (beyond 9 credits) may transfer towards 5 of the 21 Civil and Environmental Engineering/Geological Engineering credits, if approved by the faculty advisor. Coursework earned ten or more years prior to admission term (start of instruction date) to a master's degree is not allowed to satisfy requirements.

Undergraduate Credits Earned at Other Institutions or UW-Madison

Upon approval from a student's graduate advisor and the graduate program chair, the Civil and Environmental Engineering program may decide to transfer up to seven credits from another institution or numbered 300 or above from the undergraduate career completed at UW-Madison. Exceptions to this limit must be approved by the Graduate School. Transfer credits from other institutions must be equivalent to the rigor of UW-Madison courses numbered 300 and above. These credits are not allowed to count toward the 50% graduate coursework minimum unless numbered 700 or above from UW-Madison. The credits are noted on the transcript in the graduate career as transfer credits, but the courses remain in the undergraduate career if taken at UW-Madison.

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

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

PROBATION

Refer to the Graduate School: Probation (<https://policy.wisc.edu/library/UW-1217/>) policy.

ADVISOR / COMMITTEE

Refer to the Graduate School: Advisor (<https://policy.wisc.edu/library/UW-1232/>) and Graduate School: Committees (Doctoral/Master's/MFA) (<https://policy.wisc.edu/library/UW-1201/>) policies.

CREDITS PER TERM ALLOWED

15 credit maximum. Refer to the Graduate School: Maximum Credit Loads and Overload Requests (<https://policy.wisc.edu/library/UW-1228/>) policy.

TIME LIMITS

Refer to the Graduate School: Time Limits (<https://policy.wisc.edu/library/UW-1221/>) 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/>)
- 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 Student Assistance and Support (OSAS) (<https://osas.wisc.edu/>) (for all students to seek grievance assistance and support)
- 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)

Civil and Environmental Engineering 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.

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor to discuss the grievance. Currently, the Civil and Environmental Engineering Grievance Advisors are:

Daniel Wright, Professor and Associate Chair for Graduate Programs
danielb.wright@wisc.edu, Phone: (608) 262-1978

Greg Harrington, Professor and CEE Department Chair
gwharrin@wisc.edu, 2205 Engineering Hall, Phone: (608) 695-3380

If the student prefers to talk with someone outside of the Civil and Environmental Engineering department, contact:

Joanna Gurstelle, College of Engineering Assistant Dean for Graduate Affairs.

The Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu) provides overall leadership for graduate education in the College of Engineering, and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

- 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 faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Compliance website and are included in the next section.
- 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.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program 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.
- The faculty 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.
- 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 College of Engineering.
- 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 level. These policies are described in the Academic Guidelines.

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 not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.