

MATERIALS SCIENCE AND ENGINEERING, PHD

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.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Credits Earned at Other Institutions

With program approval, students may transfer up to 9 credits of graduate coursework from other institutions in fulfillment of the minimum graduate degree credit requirement and the minimum graduate coursework (50%) requirement. No credits from other institutions can be transferred for the minimum graduate residence credit requirement.

To request graduate credits from other institutions be allowed to transfer in fulfillment of degree requirements, the student should submit a request to the department graduate coordinator describing (1) the course from a previous institution; (2) the UW-Madison course equivalent; (3) the Materials Science and Engineering course requirement that will be satisfied. The request must include sufficient information to determine if the course(s) are equivalent. Typically, a syllabus listing the course textbook and lecture topics is sufficient. A course catalog description is typically insufficient.

Undergraduate Credits Earned at Other Institutions or UW-Madison

Typically, no UW-Madison undergraduate credits may transfer in fulfillment of degree requirements. For questions about exceptions, contact the graduate coordinator.

Courses taken while enrolled as an undergraduate student at other institutions will not be considered for substitution. This includes courses at the graduate level taken while the student is enrolled as an undergraduate.

Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Typically, no professional student credits may transfer in fulfillment of degree requirements. For questions about exceptions, contact the graduate coordinator.

Credits Earned as a University Special Student at UW-Madison

Typically, no University Special student credits may transfer in fulfillment of degree requirements. For questions about exceptions, contact the graduate coordinator.

PROBATION

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

The Materials Science and Engineering graduate program is guided by expectations for the conduct of students and faculty that help to establish a safe, collegial, and productive environment facilitating scientific discovery and professional development. These expectations reflect professional guidelines provided by the UW-Madison College of Engineering and the UW-Madison Graduate School.

The specific expectations of the program are:

1. Intellectual and professional integrity
 - a. Materials Science and Engineering graduate students and their faculty mentors are expected to show respect for the profession and for those working in it. Research activities will be conducted without plagiarism, with proper attribution of work with collaborators, and with respect for applicable professional ethical considerations, such as those associated with the involvement of human subjects.
2. Safe and environmentally responsible conduct of research
 - a. Research in the Materials Science and Engineering graduate program is expected to be conducted with a high level of respect for the safety of the students, faculty, and other participants. Students and faculty must observe the requirements defined at the research group, department, college, and university for safe and environmentally responsible research. Faculty are expected to develop and maintain lab safety plans, to appoint a safety coordinator within their labs, and to advise students of the safety training required for work in their groups. Students are expected to seek and to obtain the required safety training, to remain up-to-date with required recurrent training, and to follow the safety guidelines at all times.
3. Professional research environment
 - a. Students and faculty are expected to contribute to a collegial professional research environment, practicing mutual respect for all students, faculty, and staff. The Materials Science and Engineering department strives to create an environment free from harassment, bias, and hostile and intimidating behavior. Students supported by teaching assistant appointments are expected to balance the time commitments to research and teaching after consultation with their advisor and the faculty member responsible for the course to which they are assigned. These arrangements may evolve during the course of the student's PhD program.
 - b. These expectations include responsiveness to communications, including (as applicable) a regular schedule of meetings and response to electronic communication during defined working hours. Students and faculty are expected (as required) to participate in group meetings and individual or small-group collaborative meetings, and lab activities such as those associated with mentoring other students and maintaining a safe working environment. Students are not expected to provide personal assistance for faculty advisors or to perform other duties outside of their university research, teaching and service commitments.
 - c. Students and faculty are expected to be aware of issues in implicit bias, sexual harassment, and ethical conduct of research.
4. Professional development and achievement in research
 - a. Students are expected to develop and to maintain a set of research goals with the potential to lead to outputs such as

research publications, the development of intellectual property, and scientific presentations. Research goals can include original research discoveries, contributions to the scientific literature, and other outputs as mutually agreed by the student and faculty advisor. These goals must be reached in agreement with the faculty mentors. Students are expected to conduct their research within the intellectual property guidelines associated with their source of financial support (e.g. the requirements of the Bayh-Dole act for federally supported research).

5. Ongoing clear communications about expectations and feedback on student progress
 - a. Students and faculty will have regular communications about the progress that students are making towards their degree requirements and expectations for the conduct of research. Students can offer feedback about faculty using the College of Engineering's annual Graduate On-Line Assessment & Achievement Learning System (GOALS) survey or through direct communication with the Materials Science and Engineering Chair, the Materials Science and Engineering Associate Chair for Graduate Studies, or the College of Engineering Assistant Dean for Graduate Studies. The Materials Science and Engineering department will include a discussion of these expectations as part of the required student orientation activities.
 - b. Students can expect clear communications from faculty about their progress in the program, feedback on research and educational issues, and the progress towards the degree.

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.

Students without an advisor at the end of their first year enrolled are in danger of failing to make adequate progress towards their degree. Students can be suspended from the Graduate School if they do not have an advisor.

The doctoral committee consists of five faculty. It must include the student's advisor, at least three members from the Materials Science and Engineering department (may include affiliate faculty), and members with tenure homes in at least two different departments. Up to one member may be from any of the following categories, as approved by the department Associate Chair of Graduate Studies: academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the Associate Chair of Graduate Studies. All members of the committee must be physically or virtually present for the exam, unless an exception is granted by the department Associate Chair for Graduate Studies.

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

The PhD is typically completed within six years.

Qualifying Exam: Students must attempt the qualifying exam within 13 months of the start of their first semester enrolled (summer sessions do not count for this rule). The qualifying exam will be offered within one month of when the semester starts. A student who fails one or more subjects on a first attempt must retake the exam within four months of the first attempt. The student may retake the failed subjects, or may

switch to a different subject or subjects. Students who fail one or more qualifying exams in the second attempt may not continue PhD-level study in Materials Science and Engineering. They may elect to complete a master's degree in Materials Science and Engineering or they may leave the Materials Science and Engineering graduate program without a degree.

Preliminary Exam: Students must complete the preliminary exam by the end of the fifth semester enrolled. If the committee feels the proposal or presentation are inadequate, they can request revisions to the document or require the student to retake the preliminary exam. The retake must occur within three months of the first exam.

PhD Defense: A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may be required to take another preliminary examination and to be admitted to candidacy a second time.

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)

MS&E Grievance Procedures

Students who feel they have been unfairly treated or otherwise have a grievance related to the policies and procedures for graduate study in the Materials Science and Engineering Department may choose to submit a formal grievance to the department. Before taking this step,

however, students are encouraged to discuss their grievance directly with the person or persons involved. Respectful, professional, direct communication can often reach a more satisfactory resolution to an issue more quickly than a formal grievance procedure.

To pursue a formal grievance, the student should submit a letter describing the issue in detail to the department Associate Chair of Graduate Studies within 60 days of the precipitating incident. (Should the grievance involve the Director of Graduate Studies, the letter should be submitted to the department Chair.) The Director (or Chair) will convene a committee of not fewer than three department faculty. The committee will obtain a written response from the person or persons who are the subject of the complaint. The committee will then decide a course of action in response to the grievance. The response from the subject of the complaint and the committee course of action will be communicated in writing to the student within 15 working days of submission of the grievance. The course of action will be implemented no later than 10 working days of the communication.

If the departmental procedure does not resolve the grievance, the student may appeal to the College of Engineering or the Graduate School. The College grievance procedures are currently available at <https://engineering.wisc.edu/report-an-incident/academic-grievances-and-complaints/>, and the Graduate School procedures are available at <http://grad.wisc.edu/acadpolicy/>. (<http://grad.wisc.edu/acadpolicy/>)

The Assistant Dean for Graduate Affairs (enr-dean-graduateaffairs@enr.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.

OTHER

Course Substitution Request

To request an exception, submit a letter to the graduate coordinator signed by the student and advisor proposing a substitution. The letter must explain how the substitution better suits the student's needs, especially as it pertains to their research. Course substitutions and other curriculum variances are decided by the department's director of graduate studies. These are subject to appeal to the department's Graduate Governance Committee and grievance procedure.

Materials Elective Course Request

Students or faculty may request a course be added to the "Materials Elective Courses" list by submitting a letter to the graduate coordinator. The request must include the course syllabus and explain why the course is a materials-centric course.