

MATERIALS SCIENCE AND ENGINEERING: MATERIALS ENGINEERING, MS

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 Credits Earned at Other Institutions

Typically, no graduate work from other institutions may transfer for graduate program requirements.

Undergraduate Credits Earned at Other Institutions or UW-Madison

Typically, no credits from undergraduate coursework may transfer for graduate program requirements. However, with program approval, students who received a Materials Science and Engineering BS at UW-Madison may transfer up to 7 credits from the Department of Materials Science and Engineering coursework numbered 300 or above toward the minimum credit requirement. Coursework numbered 700 or above may satisfy the minimum graduate coursework (50%) requirement. No credits can be counted toward the minimum graduate residence credit requirement.

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

Typically, no UW-Madison University Special student credits may transfer for graduate program requirements. For questions about exceptions, contact the graduate coordinator.

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 credits; Suggested course credit allocation:

- Summer session: 4 credits
- Fall semester: 13 credits
- Spring semester: 13 credits

TIME LIMITS

The Master of Science in Materials Science and Engineering: Materials Engineering, which is a named option program within the Department of Materials Science and Engineering, can be completed within 12 months and must be completed within 16 months.

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/>)
- 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://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 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/>, (<http://www.engr.wisc.edu/current/current-students-how-to-file-a-grievance.html>) and the Graduate School procedures are available at <http://grad.wisc.edu/acadpolicy/>. (<http://grad.wisc.edu/acadpolicy/>)

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.

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.