

# MATERIALS SCIENCE AND ENGINEERING: RESEARCH, 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

Typically, no graduate work from other institutions may transfer in fulfillment of degree requirements. For questions about exceptions, contact the graduate coordinator.

##### Undergraduate Credits Earned at Other Institutions or UW-Madison

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

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

Typically, no credits earned as a professional student 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 MS Research 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 (GOAALS) 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 master's thesis defense committee consists of three faculty: the student's advisor and two other faculty members from Materials Science and Engineering (primary or affiliated with Materials Science and Engineering). Committee members must represent at least two different tenure homes. All members of the committee must be physically or virtually present for the exam.

## 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 master's degree is typically completed within three years.

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://employeedisabilities.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/>, (<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](mailto: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

### 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.