

# ENGINEERING MECHANICS: RESEARCH, 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

With faculty advisor approval, students may transfer up to 6 credits of relevant coursework from a prior graduate program. Review the Graduate Program Handbook (see contact box) for information about use and restrictions to this policy. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

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

With faculty advisor approval, students may transfer a maximum of 7 credits from a UW-Madison undergraduate degree or an ABET-accredited undergraduate degree (from another institution). Only coursework that is applicable to the degree curriculum is eligible (based on UW-Madison course/course equivalency number). These credits will not be allowed to satisfy minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above (UW-Madison course equivalent). No credits can be applied toward the minimum graduate residence credit requirement. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

##### 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

With faculty advisor approval, students may transfer up to 15 credits of coursework taken as a UW-Madison University Special student toward the minimum credit requirement. Only coursework that is applicable to the degree curriculum is eligible. UW-Madison coursework taken as a University Special student would not be allowed to count toward the minimum graduate coursework (50%) requirement unless taken in courses numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" attribute. Coursework earned ten or more years prior to admission is not allowed to satisfy requirements.

### PROBATION

The Department of Mechanical Engineering Graduate Committee academic progress policy may be reviewed in the Graduate Handbook (see Contact box for link).

### ADVISOR / COMMITTEE

Each student is required to meet with his or her advisor prior to registration every semester.

### CREDITS PER TERM ALLOWED

15 credits

### TIME LIMITS

Students with a Bachelor of Science in Engineering Mechanics or equivalent typically take 3 semesters to complete the Master of Science. Students with non-Engineering Mechanics backgrounds typically take 4 semesters to complete the Master of Science if more than 27 credits are required.

### 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://employeeabilities.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)

### Department of Mechanical Engineering Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved,

they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: <https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals>. The Assistant Dean for Graduate Affairs ([enr-dean-graduateaffairs@enr.wisc.edu](mailto: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

n/a

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Studies or the John Bollinger Chair of Mechanical Engineering (<https://engineering.wisc.edu/departments/mechanical-engineering/people/>) to discuss the grievance. The Associate Chair for Graduate Studies or Department Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is 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, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (<https://compliance.wisc.edu/>). Other campus resources can be found above.
3. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Associate Chair for Graduate Studies in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened by the Associate Chair for Graduate Studies to manage the grievance. The 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.
5. The faculty committee will determine a decision regarding the grievance. The Associate Chair for Graduate Studies 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.
6. 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 School/College.
7. 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 procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies & Procedures: <https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals>.