



InterPro
COLLEGE OF ENGINEERING
UNIVERSITY OF WISCONSIN-MADISON

GRADUATE HANDBOOK OF ACADEMIC POLICIES AND PROCEDURES

Office of Interdisciplinary Professional Programs

University of Wisconsin-Madison

2021-2022 Academic Year and later

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WELCOME LETTER FROM ASSOCIATE DEAN

Welcome to the Office of Interdisciplinary Professional Programs graduate degree programs!

I am writing to you as Associate Dean of the Office of Interdisciplinary Professional Programs (Interpro) to welcome you to the Interpro family! I speak for all Interpro faculty and staff when I say that I am excited you have chosen the University of Wisconsin-Madison (UW-Madison) to pursue your graduate studies, and I look forward to working with each of you.

Please use this handbook as a guide and resource. It contains a summary of academic requirements that need to be satisfied as well as a variety of related information about pursuing your degree with Interpro. The requirements listed in this version of the handbook will be applicable to Interpro graduate students entering our programs in Fall 2021 and thereafter.

The Interpro office has a long tradition of educating engineers through graduate degree programs and continuing education offerings. You are joining an impressive group of Interpro students and alumni who are changing the world through the practice of engineering. I hope you find your time with us both challenging and instructive.

On Wisconsin!

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Borbely". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Ed Borbely
Associate Dean
borbely@wisc.edu

I. MISSION

University of Wisconsin-Madison Mission

The University of Wisconsin-Madison is the original University of Wisconsin, created at the same time Wisconsin achieved statehood in 1848. It received Wisconsin's land grant and became the state's land-grant university after Congress adopted the Morrill Act in 1862. It continues to be Wisconsin's comprehensive teaching and research university with a statewide, national and international mission, offering programs at the undergraduate, graduate and professional levels in a wide range of fields, while engaging in extensive scholarly research, continuing adult education and public service.

The primary purpose of the University of Wisconsin-Madison is to provide a learning environment in which faculty, staff and students can discover, examine critically, preserve and transmit the knowledge, wisdom and values that will help ensure the survival of this and future generations and improve the quality of life for all. The university seeks to help students to develop an understanding and appreciation for the complex cultural and physical worlds in which they live and to realize their highest potential of intellectual, physical and human development.

It also seeks to attract and serve students from diverse social, economic and ethnic backgrounds and to be sensitive and responsive to those groups which have been underserved by higher education. To fulfill its mission, the university must:

- I. Offer broad and balanced academic programs that are mutually reinforcing and emphasize high quality and creative instruction at the undergraduate, graduate, professional and postgraduate levels.
- II. Generate new knowledge through a broad array of scholarly, research and creative endeavors, which provide a foundation for dealing with the immediate and long-range needs of society.
- III. Achieve leadership in each discipline, strengthen interdisciplinary studies, and pioneer new fields of learning.
- IV. Serve society through coordinated statewide outreach programs that meet continuing educational needs in accordance with the university's designated land-grant status.
- V. Participate extensively in statewide, national and international programs and encourage others in the University of Wisconsin System, at other educational institutions and in state, national and international organizations to seek benefit from the university's unique educational resources, such as faculty and staff expertise, libraries, archives, museums and research facilities.
- VI. Strengthen cultural understanding through opportunities to study languages, cultures, the arts and the implications of social, political, economic and technological change and through encouragement of study, research and service off campus and abroad.
- VII. Maintain a level of excellence and standards in all programs that will give them statewide, national and international significance.
- VIII. Embody, through its policies and programs, respect for, and commitment to, the ideals of a pluralistic, multiracial, open and democratic society.

Revised statement, adopted June 10, 1988, UW System Board of Regents

Office of Interdisciplinary Professional Programs Mission

Our mission is to advance the [Wisconsin Idea](#) for the College of Engineering by delivering professional education programs and learning services to individuals and organizations.

Office of Interdisciplinary Professional Programs Vision

We will be the premier UW-Madison organization offering a portfolio of professional education programs and services focused on the needs of engineers, managers, technical professionals and partner organizations, to guide them into the future.

Office of Interdisciplinary Professional Programs provides:

- Innovative, online graduate degrees in engineering that consistently rank high by *US News and World Report*
- Certificate programs focused on key engineering areas of interest to industry
- Hundreds of continuing education courses for engineers, scientists, architects, managers, and other professionals
- Onsite, custom training tailored to the educational needs of your organization
- Access to world-class faculty
- A reputable program that is known worldwide

Programs are structured to help working professionals continue their educational path without interrupting their full-time jobs. You will be empowered, engaged, and more passionate about your career after completing courses or a degree program from UW-Madison. And you'll have the confidence and skills to take your projects or your responsibilities to the next level. UW-Madison's instructors are leading experts from industry, research, private practice, government, and education.

More than 80,000 students representing 5,000 businesses from around the country have enrolled in an EPD program or course. Courses comprise lectures, hands-on sessions, problem-solving experiences, and group discussions, so students are given everything they need to be more successful in their careers.

II. IMPORTANT CONTACTS

Interdisciplinary Professional Programs

432 N. Lake Street
Madison, WI 53706
608-262-2061

www.interpro.wisc.edu

Associate Dean

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Program Directors

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Susan Ottmann

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Heather Smith

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Graduate Advisors

Justin Kyle Bush

justinkyle.bush@wisc.edu

Karene Cary

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For systems and technology support:

onlinesupport@interpro.wisc.edu

III. IMPORTANT WEBSITES

****Guide**

The official guide to academic programs at UW-Madison.

<https://guide.wisc.edu/graduate/>

<https://guide.wisc.edu/nondegree/capstone/>

****University of Wisconsin-Madison (UW-Madison)** <https://www.wisc.edu/>

From the homepage of the University of Wisconsin-Madison, students can access their MyUW, Email, Calendar, Box, Learn@UW and Google apps accounts. Students must use their wisc.edu email accounts for all university correspondence. **Ensure that you regularly check your wisc.edu email account as you are responsible for information delivered there.**

**** Office of Interdisciplinary Professional Programs** <https://interpro.wisc.edu/>

The homepage of Interpro contains information for prospective students, faculty and staff, alumni, and industry.

****Office of the Registrar** <https://registrar.wisc.edu/>

The homepage of the Office of the Registrar contains the following information for students: (a) admission, (b) academic records, (c) email address requirements, (d) enrollment, (e) fines and holds, (f) forms, (g) general enrollment information, (h) graduation/completion of degree requirements, (i) official lists of certificates, departments, degrees, majors, and options, (j) personal information record, (k) schedule of classes, (l) tuition and fees, (m) undergraduate and graduate catalogs, and (n) veteran's information.

Each semester's **Deadlines at a Glance** can be found in the left column of the Office of the Registrar's website. It is important to note the deadlines for dropping a course, adding a course, tuition refunds, and withdrawals each semester. **As a student it is your responsibility to be aware of and meet all deadlines.**

Division of Information Technology (DoIT) <https://it.wisc.edu/>

The Division of Information Technology (DoIT) provides a variety of technology services to the University of Wisconsin-Madison, as well as limited service to UW System and other State entities. Their services span desktop- to-server-to-mainframe computing, networks, telecommunications, Internet connectivity, administrative and academic systems, security, instructional technology, plus many support services.

Engineering Career Services (ECS) <https://ecs.wisc.edu/>

ECS staff provides resources and expertise in the areas of career exploration, resume writing, interviewing skills, corporate site visits, co-ops, internships, summer jobs and permanent jobs. ECS provides services to MS and PhD students. They offer assistance in skills assessment, graduate school decisions and transitioning from student to professional. In addition, we connect employers with University of Wisconsin-Madison engineering students through our on-line Handshake recruiting system, Fall and Spring Career Connection career fairs and on-campus interviews. For more information, email mail to: ecs@enr.wisc.edu.

Engineering Media Services <https://video.engr.wisc.edu/>

Engineering Media Services maintains the media equipment in many of the College of Engineering conference rooms, classrooms, and labs. We also offer a variety of services and hands-on help to the engineering community.

Graduate School <https://grad.wisc.edu/>

The homepage of the University of Wisconsin-Madison Graduate School contains information for administrative staff, current students, faculty and researchers, postdoctoral scholars, and prospective students.

Graduate School Academic Policies and Procedures <https://grad.wisc.edu/academic-policies/>

The Academic Policies and Procedures web page (sometimes referred to as “Guidelines” or “Handbook”) is designed to help answer questions about Graduate School academic and administrative policies and procedures.

Graduate School Guide <https://guide.wisc.edu/graduate/>

The online version of the *Guide* references program-specific policies, rules and regulations as well as Graduate School-level policies regarding admission, coursework, the awarding of degrees and certificates, and the general criteria governing satisfactory progress in a degree program.

Graduate Student Professional Development <https://grad.wisc.edu/professional-development/>

This website contains information on the following items designed to enrich your graduate studies and enhance your professional skills: (a) inquiry, discovery, and creation, (b) disciplinary expertise and interdisciplinary connections, (c) leadership, (d) career development, (e) managing projects and people, (f) communication, (g) diversity and inclusion, (h) personal effectiveness, and (i) interpersonal effectiveness.

International Student Services (ISS) <http://iss.wisc.edu/>

The homepage of International Student Services (ISS) contains a wealth of information for new, current, and graduating international students.

Libraries <http://www.library.wisc.edu/>

The homepage of the University of Wisconsin-Madison libraries provides the following: (a) search engine shortcuts, (b) books/articles/databases, (c) information about library services, (d) information about the libraries, and (e) a help and guidance section.

McBurney Disability Resource Center <http://www.mcburney.wisc.edu/>

The homepage of the McBurney Disability Resource Center provides the following information for students: (a) how to become a McBurney client, (b) prospective student information, (c) services, (d) scholarships, (e) Verified Individualized Services and Accommodations (VISA), (f) request core services, and (g) referrals for students with temporary impairments.

Office of Student Financial Services <http://www.finaid.wisc.edu/>

The Office of Student Financial Services serves as a clearinghouse for all student financial matters on the University of Wisconsin-Madison campus.

Secretary of the Faculty <https://secfac.wisc.edu/academic-calendar/>

The Secretary of the Faculty maintains the official University of Wisconsin-Madison academic calendar.

Visitor & Information Programs (VIP) <https://info.wisc.edu/>

Your gateway to campus, Visitor & Information Programs (VIP) serves as the central access point for visitors, students, faculty, and staff for answering questions, locating information, and navigating UW-Madison and the surrounding community.

Veteran Services <https://veterans.wisc.edu/>

This website contains information on the services provided to military-connected students related to education benefits, student success, and education advocacy

IV. ADVISING

Advisor / Advisee Roles

Academic Advisor:

The **academic advisor** serves a dual role: first, to assist the student in acquiring the highest level of knowledge and competence in the field that is possible; and second, to chair the committee that will determine whether the student has performed acceptably at each of his/her degree milestones. The advisor may select to have a co-advisor who may be a program director or academic staff member from the student's program. Advisors/co-advisors play a role in tracking the student's progress toward degree completion and assisting with course selection and academic planning.

In addition to the advisor, the assigned **graduate program coordinator** assists students with the administrative aspects of pursuing graduate study and serves as a link between program leadership and the Graduate School. These individuals may play a role with issues including satisfactory academic progress, academic deadlines, graduation completion, program-related forms, advising/course holds and permissions, and course offerings.

Advisee:

Knowing the procedures and requirements of the University and program is the student's responsibility. It is the student's responsibility to reach out to the appropriate advisor for assistance when facing obstacles that may impact the student's ability to adhere to the expectations listed in this handbook and/or to make satisfactory progress toward degree completion.

Advisors

Students may find their official academic advisor(s) listed in MyUW.

For more information see the Advisor policy from the Graduate School: <http://grad.wisc.edu/acadpolicy/#advisor>.

Additional Advising Contacts

Students should always reference the program's website, this Handbook, the Graduate School's website (<https://grad.wisc.edu/>), and the Graduate School's Academic Policies and Procedures (<http://grad.wisc.edu/acadpolicy/>) for answers on various program-related questions. However, when students need further clarification on any of these policies or procedures they should contact their staff advisor.

V. PROGRAM REQUIREMENTS

The Graduate School sets minimum requirements for degree completion. Master of Science and Master of Engineering degrees require a minimum of 30 credits. For specific degree curricula and courses, please contact your staff advisor.

The Department of Continuing Studies sets minimum requirements for capstone completion. Capstone Certificates require a minimum of 9 credits. For specific capstone curricula and courses, please contact your staff advisor.

Changes to Fixed Curriculum

Students may request course substitutions by seeking approval from the program's academic and program directors. Submit a written request to the program director within your first semester.

Transfer Credits

Interpro recognizes that equivalent graduate coursework taken at other institutions may fulfill degree requirements. Submit a written request to the program director within your first semester by completing Appendix C: Graduate Course Equivalency Request Form. Transfer credits must adhere to the **Graduate School Prior Coursework Policy** outlined here: <https://grad.wisc.edu/documents/prior-coursework/>

VI. ENROLLMENT

The Graduate School has minimum requirements for enrollment. All of the credit requirements must be satisfied by graded, graduate-level courses; courses numbered below 300, audit, and pass/fail do not satisfy the minimum requirement.

Enrollment Requirements

The Graduate School policy on enrollment requirements is posted at <https://grad.wisc.edu/documents/enrollment-requirements/>.

Continuous Enrollment

The Graduate School policy on Continuous Enrollment may be found at <https://grad.wisc.edu/documents/continuous-enrollment-requirement/>

Transfer of Graduate Work from Other Institutions

The Graduate School policy on Transfer of Graduate Work from Other Institutions may be found at <https://grad.wisc.edu/documents/transfer-of-graduate-work-from-other-institutions/>

Re-Entry Students

If you were enrolled as a graduate student and have had a break in enrollment for a minimum of a fall or spring semester, you need to apply to resume your studies. Please contact your staff advisor as soon as you make the decision to resume classes. Re-entry applicants pay the \$75 application fee. Please review the Graduate School requirements for re-entry students <https://grad.wisc.edu/documents/readmission/>

VII. SATISFACTORY PROGRESS - ACADEMIC EXPECTATIONS

- Students must maintain an overall GPA of 3.00.
- A grade below C is not acceptable and must be re-taken for a higher grade. *
- *Students in the Master of Science: Electrical Engineering-Power Engineering program should review section 8.0 of the ECE Graduate Student Handbook <https://www.engr.wisc.edu/department/electrical-computer-engineering/academics/ece-graduate-student-handbooks/> for that program's criteria of acceptable grades.*
- Students must follow the incomplete process if a temporary grade of I for "Incomplete" is given. *
- ****Incomplete Process--**If students are unable to complete course work by the end of the term, they may request that the instructor enter a temporary grade of I for incomplete. This must be requested before the end of a semester. Granting an incomplete is the discretion of the instructor. If the instructor agrees to grant an incomplete, they will write an Incomplete Contract (**Appendix A**) which must be approved by the academic director. If the student fails to meet the conditions outlined in the incomplete contract by the specified timeline or by the end of the following semester {whichever comes first}, the grade will revert to the grade the student would have earned at the end of the semester.*

A student's failure to comply with the above expectations for satisfactory progress may result in disciplinary action or dismissal. See the next section for more details.

Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor.

The Graduate School sets minimum standards that all graduate students in the university must meet. Many departments and programs have additional requirements that exceed these Graduate School minimum requirements. The definition of satisfactory progress varies by program. The Graduate Guide, <https://guide.wisc.edu/graduate/>, includes the Graduate School's minimum degree requirements and each program's minimum criteria for satisfactory progress.

The Graduate School requires that students maintain a minimum graduate GPA of 3.00 in all graduate-level work {300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades. The Graduate School also considers Incomplete (I) grades to be unsatisfactory if they are not removed during the subsequent semester of enrollment; however, the instructor may impose an earlier deadline.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. <https://grad.wisc.edu/documents/probation/>

In special cases the Graduate School permits students who do not meet these minimum-standards to continue on probation upon recommendation and support of their advisor.

VIII. SATISFACTORY PROGRESS - CONDUCT EXPECTATIONS

Professional Conduct

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW- Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

1. **Professional Ethics:** Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.
2. **Honesty and Integrity:** Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications-including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPPA regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW- Madison, and the profession as a whole.
3. **Interpersonal and Workplace Relationships:** Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.
4. **Commitment to Learning:** Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

5. Professional Appearance: Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

Academic Misconduct

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person's name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment;
10. collaboration that is contrary to the stated rules of the course;
11. tampering with a lab experiment or computer program of another student; or
12. signing on to a class web conference and not participating.

Additional information regarding Academic Misconduct:

Graduate School Policy & Procedure: Misconduct, Academic: <https://conduct.students.wisc.edu/academic-misconduct/>

Non-Academic Misconduct

The university may discipline a student in non-academic matters in the following situations:

1. for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. for stalking or harassment;
3. for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
4. for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. for unauthorized possession of university property or property of another member of the university community or guest;
6. for acts which violate the provisions of UWS 18, Conduct on University Lands;
7. for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
2. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
3. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
4. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
5. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
6. preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. obstructing a university officer or employee engaged in the lawful performance of duties;
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
10. knowingly disrupting access to university computing resources or misusing university computing resources;
11. using university email addresses for solicitation or non-course matters.

Additional information regarding Non-Academic Misconduct

Graduate School Academic Policies & Procedures: Misconduct, Non-Academic:

<https://grad.wisc.edu/documents/misconduct-nonacademic/>

Office of Student Conduct and Community Standards, Non-Academic Misconduct:

<http://students.wisc.edu/doso/nonacadmisconduct-statement.html>

Office of Student Conduct and Community Standards, Non-Academic Misconduct Procedures:

<https://conduct.students.wisc.edu/nonacademic-misconduct/nonac-procedures/>

University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:

https://docs.legis.wisconsin.gov/code/admin_code/uws/17

University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:

https://docs.legis.wisconsin.gov/code/admin_code/uws/18

IX. DISCIPLINARY ACTION AND DISMISSAL

Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not making satisfactory progress in regards to academic or conduct expectations, the advisor will consult with the program's academic director to determine if disciplinary action or dismissal is recommended.

Students placed on probation will be placed on probation for one semester and will be reviewed by the Steering Committee following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester.

The status of a student can be one of three options:

- I. Good standing (progressing according to standards)
 - II. Probation (not progressing according to standards but permitted to enroll; specific plan with dates and deadlines in place in regard to removal of probationary status.
 - III. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).
- Any graduate student who fails to meet the program's expectations during two consecutive semesters will be dismissed from the program at the end of the subsequent semester. Any student who fails to meet the program's expectations because of failure to pass any required exams and procedures within designated time limits will be dismissed from the program at the end of the subsequent semester.
 - A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Graduate School. A cumulative GPA of 3.0 is required to graduate. See the Graduate School Academic Policies & Procedures: Probation <https://grad.wisc.edu/documents/probation/> and Grade Point Average (GPA) Requirement <https://grad.wisc.edu/documents/gpa-requirement/>.
 - In the case of a required course in which the student earns a grade below a C, the course must be repeated. Required courses may only be repeated once. Failure to receive a C or higher in the repeated course may result in dismissal from the program. Students must do all the work in the repeated course, including laboratory; attend regularly; participate in class discussions; take examinations; and write papers. Students will earn a final grade in the course. Both grades will be used in calculating the student's graduate grade-point average; however, the course will count only once toward meeting degree credit requirements for the program. See the Graduate School Academic Policies & Procedures: <https://grad.wisc.edu/documents/repeating-courses/>
 - Students may be disciplined or dismissed from the graduate program for any type of misconduct (academic, non-academic, professional, or research) or failure to meet program expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of the Professional Conduct may be effectively handled informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the program.

Possible Sanctions

Disciplinary Actions

- Written reprimand
- Imposition of reasonable terms and conditions on continued student status
- Probation
- Restitution
- Removal of the student from the course(s) in progress
- Withdrawal of an offer of admission
- Placement on Leave of Absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space available basis. See the Graduate School Academic Policies & Procedures: Readmission to Graduate School:
<https://grad.wisc.edu/documents/readmission/>
- Suspension from the program; the suspension may range from one semester to four years
- Dismissal from the program
- Denial of a degree

Depending on the type and nature of the misconduct, the Division of Student Life may also have grounds to do one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment or an assignment/exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

X. GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

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.

Procedures for proper accounting of student grievances:

1. The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
2. If that does not resolve the grievance, the student should contact the program's director.
3. Should a satisfactory resolution not be achieved, the student should contact one of Interpro's Grievance Advisors to discuss the grievance. The Interpro Grievance Advisors are:

Susan Ottmann

Graduate Program Director

608-262-3516

sottmann@wisc.edu

Ed Borbely

Associate Dean

608-263-0982

borbely@wisc.edu

If the student prefers to talk with someone outside of Interpro, contact:

David Noyce

Executive Associate Dean

College of Engineering

danoyce@wisc.edu

608-265-1882

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 advisors regarding concerns or difficulties if necessary.

University resources for sexual harassment concerns can be found on the UW Office of Equity and Diversity website and are included in the next section.

4. 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.
5. On receipt of a written complaint, a committee will be convened by the Grievance Advisor to manage the grievance. The program 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.
6. The 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.

7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Engineering.
8. 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 of Engineering level.

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 and Procedures: <https://grad.wisc.edu/documents/grievances-and-appeals/>

Reporting Misconduct and Crime

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, Graduate Program Coordinator, or other campus resources (such as the [UW Office of Equity and Diversity](#), [Graduate School](#), [Mc Burney Disability Resource Center](#), [Employee Assistance Office](#), [Ombuds Office](#), and [University Health Services](#)).

Research Misconduct Reporting

The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at <https://research.wisc.edu/compliance-policy/research-ethics/>

Academic Misconduct Reporting

If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.

Sexual Assault Reporting

Faculty, staff, teaching assistants, and others who work direct with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials, specifically the Office for Equity & Diversity or the Division of Student Life. This effort is not the same as filing a criminal report. Disclosing the victim's name is not required as part of this report. Please find full details at

https://cm.maxient.com/reportingform.php?UnivofWisconsinMadison&layout_id=11

Child Abuse Reporting

As a UW-Madison employee (under [Wisconsin Executive Order #54](#)), you are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at <http://www.oed.wisc.edu/childabuse/>

Reporting and Response to Incidents of Bias/Hate

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details at <https://doso.students.wisc.edu/bias-or-hate-reporting/>

XI. ACADEMIC EXCEPTION PETITION

Academic exceptions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are discouraged, but Interpro recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for course exceptions/substitutions or exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to their Program Director. The following procedures apply to all petitions:

- The specific requirement/rule/expectation pertinent to the petition must be identified.
- The student's staff advisor must provide written support for the petition.
- All course work substitutions and equivalencies will be decided by the program's academic director.

More generally, the program director, in consultation with the student's staff advisor, may grant extensions to normal progress requirements for students who face circumstances as noted in university regulations, this includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control.

Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted *only in the event of highly extraordinary circumstances*. Extensions will be granted formally with a note of explanation to be placed in the student's file.

XII. FINANCIAL INFORMATION

Loans

The Office of Student Financial Aid (OSFA) (<https://financialaid.wisc.edu/>) assists graduate students whose personal and family resources are not adequate to cover the expenses involved in attending UW-Madison.

Federal Financial Aid

EPD students are eligible for federal financial aid if enrolled in a minimum of 4 credits each spring and fall. For more information about the Free Application for Federal Student Aid, visit www.fafsa.gov

- UW-Madison's school code is **003895**

With specific questions about financial aid, contact Martina S. Diaz, Sr. Advisor, Office of Student Financial Aid, martina.diaz@wisc.edu 608-262-3060.

Paying Tuition

The Bursar's Office provides tuition bills as a Tuition Account Statement (eBill), and sends an alert to students' wisc.edu email when a new eBill is available to view. The eBill for a new term is published and email notification is sent approximately 2 weeks before the first day of class. eBills are published on the Tuition eBill/ePayment secure website. Paper invoices are not provided. Tuition is due the second Friday of the semester for Fall and Spring terms, for most students.

Payment Options:

- **Check:** send payment directly to Bursar. To make a check payment, write check to UW Madison, indicate student Campus ID in the memo section of the check and allow at least five business days for the check to reach the PO Box. Send check to the lockbox indicated on the eBill, along with a copy of the eBill Tuition Account Statement.
- **Credit card:** Click the [View eBill/Make an ePayment] link on your Student Center > Finances, and then click the yellow button which links to the Tuition eBill/ ePayment Site. Visa, MasterCard, American Express and Discover are accepted. There is a 2.75% credit card service charge. A debit card can be entered if it can be used as a credit transaction. Payment applies immediately.
Company purchase order, voucher or direct bill: Information should be sent via email to: egvouchers@interpro.wisc.edu
- **ePayment:** To make an on-line ePayment, log into my.wisc.edu, go to the Student Center>Tuition Account Summary and click "View eBill/Make ePayment" Payment can only be made from a regular checking or savings account.
- **BadgerPay Payment Plan:** BadgerPay provides a convenient means for paying tuition and fees through regularly scheduled payments. A nonrefundable \$50 plan enrollment fee will be due at the time of enrollment into BadgerPay. This \$50 fee is charged each semester you choose to enroll in the BadgerPay payment plan. More information is available here: <http://www.bussvc.wisc.edu/bursar/payplan.html>

With specific questions about tuition payments, email your graduate program coordinator.

XIII. INFORMATION FOR NEW STUDENTS

Checklist of steps to get started your first semester:

- Receive and retain your **official acceptance letter** from the Graduate School.
- Activate your **NetID**: <https://www.mynetid.wisc.edu/activate>
 - Additional instructions available at: <https://kb.wisc.edu/helpdesk/page.php?id=1140>
- Receive and retain an "**Invitation to Enroll**" email from the Office of the Registrar containing your enrollment appointment details for the upcoming semester. *You will be unable to enroll before this time.*
- **Enroll** in courses through your MyUW Student Center: <http://my.wisc.edu>.
 - Courses offered through our online programs often have multiple sections, which are associated with defined groups of students. Please use the **class number** provided to ensure you enroll in the correct section for your program.

Enrollment Instructions:

- Navigate to your MyUW Student Center: <http://my.wisc.edu>.
- Select the **Course Search & Enroll** widget.
- Select the Term, enter the class number in the **Keyword, instructor, number** section, click the search icon.
- Click **See Sections** and select the desired section.
- Review the detailed course information, associated class notes, and prerequisites and select **Save Course**.
- The class will be added to the **Shopping Cart** within **My Courses**. Once all classes are added, click **Enroll**. The class should appear in your **Enrolled** tab.
- Failure messages will tell you what went wrong and how to find more information about a particular problem (if any). If met with a failure message, attempt to push through anyway.
- Use the following link to access an enrollment tutorial:
http://registrar.wisc.edu/isis_helpdocs/enrollment_demos/V90AddClassByEnrollmentNbr/V90AddClassesByEnrollmentNbr.htm

*** The Graduate School has a minimum enrollment requirement of 2 credits during the fall and spring semesters. Graduate students must be enrolled in the minimum requirement in order to maintain active student status. Graduate students must be enrolled in the minimum requirement at UW-Madison during the semester in which they graduate. Minimum requirements must be fulfilled by courses taken for a grade (not pass/fail or audit) and with courses numbered 300 or above.

- **Activate your university email account**: <http://wiscmail.wisc.edu>
 - Students are required to use a campus (@wisc.edu) email address to receive official University correspondence.
 - Ensure that you regularly check this email account (or forward it to another account) to ensure you receive important communications.
- **Attend your program's New Student Welcome Webinar**
 - You will receive an email invitation to an orientation event. Attendance is strongly recommended.
- **Join Community & Support**: <https://community.engr.wisc.edu/>
 - The Interpro Community & Support site is your place to connect with all students, alumni, faculty, and staff within the Office of Interdisciplinary Professional Programs (Interpro). Visit the site often to stay up to date on important announcements, get help from Student Services
- **Complete the Violence Prevention Program**: <https://www.uhs.wisc.edu/prevention/violence-prevention/graduate-students/>
 - Newly admitted graduate or professional students are required to complete this program through Canvas and will receive an email from UHS with instructions on accessing the program
- **MEM and MEES Students: Plan to attend your program's summer residency**

You will receive information about this via email. Attendance is strongly recommended but optional.

- **Pay your tuition and fees:** <http://www.bussvc.wisc.edu/bursar/otherpay.html>
 - Tuition in spring and fall semesters is due the Friday before instruction begins. Please see the bursar's website (linked above) for summer tuition deadlines.

XIV. INTELLECTUAL PROPERTY

Materials created by a student, unless specifically excluded, remain the property of the student and may not be used by others without written permission from the student-author. This pertains to email messages, threaded discussions, reports and projects students create. Some courses use students' case studies as part of the instruction. You should understand and respect any confidentiality issues relating to your employer's information before sharing this information with classmates.

All course and program materials (including but not limited to printed materials, videos, and digital files) are copyrighted by the University of Wisconsin. These materials may not be copied without written permission. Any requests for use of materials outside the course for which they are prepared must be approved in writing by the instructor and the Program Director.

XV. DEGREE COMPLETION

Degree Requirements

For a degree to be completed, the following requirements must be met:

- Graduate registration for a minimum of 2 graduate-level credits, or degree completion fee paid.
- Student has met the credit requirement for the degree and has a graduate GPA of at least 3.0.
- All incomplete and unreported grades, or progress grades, must be cleared.
- Students receiving a second (or third) master's degree from UW-Madison, and students receiving two degrees during the same semester, must submit official lists of courses used for each degree.

Commencement

Students are encouraged to participate in the University's commencement ceremony. Commencement ceremonies are held in December and May. Because there is no summer ceremony, summer graduates have the option to participate in the adjacent fall or spring ceremony. When students participate in commencement is independent of when their degree is officially completed.

To participate in the commencement ceremony, students complete the "Apply to Graduate" app in their MyUW student center.

Students will be invited to participate in Interpro-sponsored graduation celebrations, and should pay close attention to communications during their final semester.

Posting of Degrees

It takes time for your degree to be posted and appear on your record after your date of graduation. Posted degrees appear on both your official transcript and unofficial student record. You can access this information by logging on to your MyUW Student Center, going to "My Academics" and clicking "View my degrees."

XVI. HELP REFERENCE GUIDE

Graduate Program Advisor

The graduate program advisor is a key contact for questions and administrative matters. The student services team will answer questions relating to enrollment, student records, events, and degree completion.

Program Director

The program director oversees the development and delivery of the program's courses and ensures that the program meets the needs of current and prospective students. Contact your program director with any issues that relate to academics, curriculum or professional development. The program director acts as your academic advisor. with the staff advisor or instructor.

Your Instructor

Your course instructor is the main contact point for questions on content or assignments. Contact information for the instructor will be listed with each course. We encourage you to post content questions online to the appropriate discussion topic for your course. Your instructor will monitor the discussion topics and post a reply that all can see.

Technical Help

We know that your time is valuable and, therefore, we make every effort to ensure an efficient and reliable online learning environment. When problems do arise, you'll have several ways for dealing with technical issues, ranging from using self-help resources to contacting technical support staff. Reach our technical support staff at onlinesupport@interpro.wisc.edu.

Appendix A: Incomplete Grade Resolution Form



**Interdisciplinary
Professional Programs**
COLLEGE OF ENGINEERING
UNIVERSITY OF WISCONSIN-MADISON

Incomplete Grade Request and Resolution Plan

(Submit a separate form for each course)

Part A – to be completed by student

Complete and submit to instructor for approval no later than the first day of class

Student Name _____ Campus ID _____

Academic Program _____ Term/Year _____ / _____

I request permission to receive a grade of Incomplete (I) for the following course:

Subject No. _____ Course No. _____ Section No. _____ Class No. _____

Course Name _____ Instructor _____

Reason for Request _____

Work to be completed

Individually list all outstanding assignments and realistic completion date(s). Attach additional pages if necessary. Note: Instructor may submit grade without further notice if agreed-upon completion date(s) is not met. Grades of "Incomplete" must be resolved by the end of the following semester.

Assignment description	Completion date
.....	
.....	
.....	
.....	
.....	

Student signature _____ Date _____

Part B – to be completed by instructor

Indicate your approval or denial of the Incomplete Grade Request and Resolution Plan and provide your signature below. Forward a copy to the student and to InterPro Student Services at studentservices@interpro.wisc.edu.

This request and resolution plan is: Approved Denied

Instructor comments: _____

Upon satisfactory completion of course work, instructor must submit student's grade change through myUW Faculty Center. See Office of the Registrar Grading FAQs (Grade Changes) for instructions

Instructor Signature _____ Date _____

College of Engineering • Interdisciplinary Professional Programs

701 Extension Building 432 North Lake Street Madison, Wisconsin 53706

Phone: 608-262-0468 Fax: 608.263.3160 Web: interpro.wisc.edu

Appendix B: Graduate Course Equivalency Request Form

PART A – to be completed by student

Return this form with the supplemental materials listed below to your graduate program advisor. The request must include all of the following items, or significant documentation and explanations if items are not available. This should be completed during your first semester enrolled in an InterPro program.

- a. Copy of transcript with course highlighted
- b. Copy of official course syllabus (if printed from the internet, highlight the URL)
- c. Copy of official course catalog description (if printed from the internet, highlight the URL)
- d. Title and author of textbook

Please note:

- Graduate credits do not transfer between schools. The purpose of this request is to fulfill InterPro program requirements. They do NOT count toward the minimum number of graduate credits which must be taken at UW–Madison, nor will they appear on your UW–Madison transcript.
- You must have received a grade of B or better in this course.
- If your request is complex, please include a letter of explanation.

Student name: _____ ID number: _____

InterPro degree: _____ Date: _____

Part B - to be completed by relevant Academic Director

Action approved as follows:

_____ Course equivalency approved for UW–Madison course: _____

_____ Undesignated 400- to 600-level credits: _____ credits in (area) _____

_____ Undesignated 700+-level credits: _____ credits in (area) _____

_____ Other (please explain in comments section)

Academic Director's comments/explanation: _____

Academic Director printed name: _____

Signature: _____ Date: _____