2020-2021

Civil and Environmental Engineering

[GRADUATE STUDENT HANDBOOK]

University of Wisconsin – Madison
Updated August 2020

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Welcome to the Civil and Environmental Engineering Department

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING
University of Wisconsin - Madison
1415 Engineering Drive
Madison, Wisconsin 53706

August 2019,

Hello!

I am writing to you as Chair of the Department of Civil and Environmental Engineering (CEE) to welcome you to the CEE family! We are excited that you have chosen the University of Wisconsin-Madison (UW-Madison) to pursue your graduate studies and look forward to working with each and every one of you. The CEE department has a tradition of conducting transformative research and providing quality education in a friendly and encouraging environment.

If you have any questions or concerns, please don't hesitate to contact me, the associate chair for graduate programs, your faculty advisor, another member of the CEE faculty, the staff in the CEE/GLE student services office, or any member of our department's graduate student committee. Use this handbook as a guide and resource.

I encourage you to become an active member in the CEE community by getting to know students, staff, and faculty both within your area of study and within other areas of CEE. Take advantage of opportunities to participate in brown bag lunch discussions, to attend seminars, and to enjoy CEE department lunches!

On Wisconsin!

Sincerely,

William J. Likos, Ph.D.
Gary Wendt Professor and Department Chair
Department of Civil and Environmental Engineering
University of Wisconsin-Madison
likos@wisc.edu
608-890-2662

1.0   Graduate Student Services Center

The Graduate Student Services Center within the College of Engineering at the University of Wisconsin-Madison provides support to graduate students in the College of Engineering. Graduate Student Services Coordinator for Civil & Environmental Engineering, Geological Engineering and Environmental Chemistry & Technology:

> **Cheryl Loschko**
> **Email: loschko@wisc.edu**
> **Phone: 608.890.2420**
> **Location: 3182 Mechanical Engineering**

2.0   Introduction to the Civil and Environmental Engineering (CEE) Department

Christina Remucal, Associate Professor and Associate Chair for Graduate Programs
remucal@wisc.edu   141 WSEL   Phone: (608) 262-1820

Bill Likos, Gary Wendt Professor and CEE Department Chair
likos@wisc.edu   2205 Engineering Hall   Phone: (608) 890-2662

Computer Support   civilsupport@engr.wisc.edu

Please visit http://civilapps.cee.wisc.edu/CivilIT/StudentReq.php for graduate student computer support.

Cheryl Loschko, Graduate Student Services Coordinator
loschko@wisc.edu   3182 Mechanical Engineering Phone: (608) 890-2420

Barry Crook, Department Administrator
Barry.crook@wisc.edu   2204 Engineering Hall   Phone: (608) 262-7812

Alison Bailey, Program Associate
Alison.Bailey@wisc.edu   2205 Engineering Hall   Phone: (608) 263-9490

Mike Watters, Financial Specialist
mjwatters@wisc.edu   2205 Engineering Hall   Phone: (608) 262-3491

Jennifer Frisch, Payroll & Benefits Specialist
jfrisch2@wisc.edu   2205 Engineering Hall   Phone: (608) 890-1053

CEE Staff Directory: https://directory.engr.wisc.edu/cee/staff

3.0   Important Websites

Associated Students of Madison (ASM)
http://www.asm.wisc.edu/

Center for Leadership and Involvement (CfLI)
http://www.cfli.wisc.edu/
The mission of the Center for Leadership and Involvement (CfLI) is to cultivate and engage students through practical leadership skill development and involvement experiences. Have a question? Email the office at cfli@studentlife.wisc.edu.

Civil and Environmental Engineering (CEE) Department
https://www.engr.wisc.edu/department/civil-environmental-engineering/
The homepage of the Civil and Environmental Engineering department contains information for prospective students, enrolled students, parents and families, faculty and staff, alumni, and industry.

College of Engineering (COE) Diversity Affairs Office (DAO)
http://www.engr.wisc.edu/academics/student-services/diversity-programs/
The Diversity Affairs Office provides guidance and support to underrepresented students and women in the College of Engineering. The department offers a variety of programs and services that are designed to enhance the cultural, educational, and personal development of all students within the college.

College of Engineering (COE) Student Shop
https://teamlab.engr.wisc.edu/
The College of Engineering Student Shop is accessible to all students in the College of Engineering. A Web based reservation system is now available for reserving high use machines. The shop provides hands-on instruction and consultation to students who wish to design and/or construct physical components or systems. Design courses offered by several engineering departments utilize the student shop as a resource. Feel free to check out the College of Engineering Student Shop for any up-and-coming course project.

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.

Division of Information Technology (DoIT) Help Desk
http://kb.wisc.edu/helpdesk/
The Division of Information Technology (DoIT) Help Desk plays a key role in helping DoIT fulfill its strategic direction, "Provide Outstanding Delivery of Technology Services." The Help Desk is committed to customer service excellence by making support services readily available 24 hours a day, providing an excellent online knowledgebase and well-trained professional staff to answer your questions, and by continuously looking for ways to improve and expand services.

Division of Student Life
http://students.wisc.edu/
There are 11 reporting units that comprise the Offices of the Dean of Students (ODOS) division, located in Bascom Hall, the Red Gym Building, the Memorial Union, 1305 Linden Drive, 714 University Avenue, 21 North Park Street, and 324 North Henry Street. Our main central administration office is located at 75 Bascom Hall. ODOS serves as students' first resort or last resort when they have concerns -- big or small -- or are in need of assistance.

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 online ECS recruiting system (for resume access), Fall and Spring Career Connection career fairs and on-campus interviews. For more information, send an email to: ecs@engr.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.
     Email: ems@engr.wisc.edu. Telephone: (608) 890-3325. Location: 1712 Engineering Hall.

GradConnections Weekly Newsletter
https://kb.wisc.edu/grad/
Tips for grads, deadlines and announcements, professional development, and funding opportunities for graduate students and post-doctoral scholars.

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 Guidelines
https://grad.wisc.edu/academic-policies/
Information, policies, and rules enforced by the Graduate School. Students are responsible for knowing current university regulations.

Graduate School Catalog
http://guide.wisc.edu/graduate/
The online version of the Graduate Student Catalog is considered an official document of record. Students are responsible for knowing current university regulations.

Graduate School Catalog, Civil and Environmental Engineering
http://guide.wisc.edu/graduate/civil-environmental-engineering

Graduate Student Life
https://gradlife.wisc.edu/This website is designed to help you learn useful information for new grad students about the university, the City of Madison, and life as a UW–Madison student.
For current students: http://grad.wisc.edu/studentlife/

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) information for new students, (b) presentation skills, (c) networking, (d) grantsmanship, (e) preparing for comprehensives and prelims, (f) careers, (g) mentoring, (h) dissertation help, (i) internships, (j) teaching, (k) Knapp house, (l) research, (m) diversity, (n) travel, and (o) community engagement.

Grants Information Collection
https://www.library.wisc.edu/memorial/collections/grants-information-collection/
The Memorial Union has a Grants Information Collection. This library collection of print and on-line resources assists students in finding external funding, grants, scholarships and fellowships. Students may make individual appointments with a grant librarian to customize their fellowship search.

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. (See also "Wendt Commons" below.)

Library and Information Services
https://www.library.wisc.edu/wendt/
Wendt Commons Library connects students and researchers to high quality information and user-centered services anytime, anywhere. Resources include books (both in print and electronic), journals, and government documents. Services include article and book delivery, citation management, and new publication alerts.
Email: askwendt@engr.wisc.edu. Telephone: (608) 262-0696.

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.

Multicultural Graduate Network (MGN)
https://grad.wisc.edu/diversity/multicultural-graduate-network/

Office of the Registrar
http://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) timetable information, (l) tuition and fees, (m) residence for tuition purposes, (n) undergraduate and graduate catalogs, and (o) veteran's information.

Office of Student Financial Services
https://financialaid.wisc.edu/
The Office of Student Financial Services serves as a clearinghouse for all student financial matters on the University of Wisconsin-Madison campus.

Steenbock Library- Science & Engineering Libraries
https://www.library.wisc.edu/steenbock/
Location: 550 Babcock Dr.
Phone: 608-262-1371
asksteenbock@library.wisc.edu
Science and Engineering Librarians: Dave Bloom , Anne Glorioso, Heather Shimon

Teaching and Learning Services
https://www.library.wisc.edu/services/teaching-learning-services/
Teaching and Learning Services (TLS) utilizes a range of educational professionals to provide a single place to connect faculty, instructors, TAs, graduate students and tutors with services and resources related to teaching and learning. TLS can assist with the creation, implementation, delivery, and evaluation of engineering courses and with many other teaching and learning related endeavors. The TLS group includes information professionals from the library (liaison librarians), learning technologists, IT professionals, instructional designers, and project coordinators. If you aren't sure where to go or what to do, TLS is a great place to start.

The Guide: Graduate Student Stories
https://kb.wisc.edu/images/group156/shared/GUIDEstudentstories.pdf

University Health Services (UHS)
http://www.uhs.wisc.edu/
University Health Services (UHS) is the health clinic on campus, open to any current UW-Madison student. The team of experienced professionals combine routine health care (and you can choose to see the same general-medicine clinician throughout your UW years) with specialty clinics that focus on key health concerns. As experts in college health, they provide services such as: (a) medical treatment of injuries and illnesses, flu and allergy shots, and travel check-ups; (b) counseling for stress reduction, smoking cessation, nutrition, mental health crises, and more; (c) specialized care in our Dermatology, Sports Medicine, and Women's Clinics; and (d) the Blue Bus Clinic for confidential testing and treatment of STDs.

University of Wisconsin-Madison (UW-Madison)
http://www.wisc.edu
From the homepage of the University of Wisconsin-Madison (UW-Madison), students can access their My UW, WiscMail, WiscCal, My WebSpace, and Learn@UW accounts.

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.

Wendt Commons
https://www.library.wisc.edu/wendt/
The Engineering Learning Center, Engineering Media Services Location: 215 N. Randall Avenue.

Writing Center
http://www.wisc.edu/writing
The University of Wisconsin-Madison's Writing Center serves undergraduate students, returning students, graduate students, dissertators, English as a Second Language (ESL) students, faculty, staff, and teaching assistants. Please refer to http://www.wisc.edu/writing/AboutUs/DoForYou.html for additional information about the Writing Center's services.

4.0 Academics

4.1 Advising

Every graduate student in every graduate program <u>must</u> have a faculty advisor. Faculty advisors provide graduate students with academic guidance in their course program and research oversight in their thesis, project, or engineering report. Graduate students should always seek advice from their faculty advisor, and other faculty in their area of study, prior to enrolling for courses each term, and when they have general questions about curriculum, degree plans, and graduation.

Finding a Faculty Advisor

When graduate students are first admitted to an area of study within the CEE department, they are either assigned to the faculty member providing their financial support or to the chair of graduate admissions within their area of study. Students are encouraged to become familiar with all the faculty members in their area of study. If students are not able to identify a faculty advisor for some reason, please contact the Associate Chair for Graduate Studies or the CEE Department Chair.

Changing a Faculty Advisor

Changing advisors during the course of a student's graduate program may be necessary due to changes in a student's interests or changes in the funding sources for support. Students should discuss an advisor change with their current advisor and faculty in their area of study before officially requesting a change of advisor.

It is recognized that there are many reasons why a graduate student in an MS-research or PhD degree program may wish to change research advisor. Two of those reasons and their solutions are described below. Any student considering changing their faculty research advisor is encouraged to seek advice from the CEE Associate Chair for Graduate Studies or the Assistant Dean for Graduate Affairs in the College of Engineering.

A.) <u>Changing research advisor due to change in research interest.</u> The process by which a graduate student in an MS-research or PhD degree program may change research advisors due to a change in research interest is as follows: The student should initiate discussions with the proposed research advisor and obtain assurance that the new research advisor is willing to accept the advising role. An existing research assistantship will not transfer with the student, so the student needs to obtain assurance from the proposed research advisor that a new research assistantship will be available to the student, if needed. It is the student's responsibility to inform their current advisor of their wish to move to a different research program. The student, current advisor, and future advisor shall indicate agreement by completing the "[Add or Change Graduate Faculty Advisor Form](#)". Please turn the completed request form in to your Graduate Student Services Coordinator.

B.) <u>Changing research advisor due to concerns about the research environment.</u> The Department and College expect that graduate student climate and culture is conducive to learning and research scholarship, innovation, and entrepreneurship. Graduate students who find themselves in an environment that does not meet those expectations, as substantiated through the course of an appropriate investigation, will be given the opportunity to continue their studies under a different faculty research advisor. In this case, the department will facilitate the transition by guaranteeing funding, as needed, to cover the student's stipend as

well as research expenses (tuition remission costs and funds needed to conduct the research) for a period of up to one year. The student, current advisor, and future advisor shall indicate agreement by completing the "Add or Change Graduate Faculty Advisor Form" (insert link to form) Please turn the completed request form in to your Graduate Student Services Coordinator.

4.2   Enrollment and Registering for Classes
Students can register for courses by visiting the "Course Search and Enroll" within the MyUW portal (https://login.wisc.edu/). Students can visit the **Office of the Registrar** website for course enrollment Demos & Tutorials https://registrar.wisc.edu/howto/

Maximum Credits per Term
Non-dissertator students are allowed to enroll for a maximum of 15 credits. The enrollment system counts all credits in determining maximum credit loads.

Full-time Enrollment
The Graduate School considers full-time enrollment to be 8-15 graded, graduate-level credits, excluding pass/fail and audit, during the fall and spring semesters, and 4-12 credits during the summer term. If students elect not to enroll as full-time students as defined by the Graduate School, they are responsible for knowing about possible obligations that may require full-time status. Such obligations include visa eligibility, fellowships, assistantships, external funding agencies, and program satisfactory progress requirements. Students should enroll for the highest amount of credits they need. Please visit https://grad.wisc.edu/academic-policies/ (see Enrollment Requirements).

Minimum Enrollment
Non-dissertators' minimum credit load is 2 credits during the fall and spring semesters. Master's degree students expecting a summer degree must enroll in a minimum of 2 graduate credits. https://grad.wisc.edu/academic-policies/ (see Enrollment Requirements).

4.2.1   Dissertators
Dissertators must enroll in exactly 3 credits directly related to their dissertation (generally research and thesis or required seminars) during fall and spring semesters. Dissertators are considered full-time at 3 credits. Dissertators who are summer RAs, or who expect to graduate in summer, must enroll in the 8-week general session for 3 credits. Additional courses for credit, audit, or pass/fail will result in removal of dissertator status and tuition assessment at the regular graduate rate. https://grad.wisc.edu/documents/dissertator-status/

4.2.2   Graduate Student Academic Forms
Graduate students will need to access a variety of online forms to assist with their enrollment. The most commonly needed graduate student enrollment forms are as follows: Add/Change program; Course Change Request; Withdrawal. These forms can be found under the corresponding header at https://grad.wisc.edu/documents/forms/

Get on the wait list for a Closed CEE Course
A demo illustrating how to get on the wait list for a CEE course that has been closed can be found at https://registrar.wisc.edu/howto

Course Change and Pass Fail Requests
Course Change and Pass Fail Requests can be accessed through your Student Center within your MyUW portal (http://www.wisc.edu) by clicking on the "Course Change Request" link in the enrollment area. You must **SAVE** your request and **PRINT** your request. If you are saving more than one request, each request will need to be printed separately. Once appropriate signatures have been obtained, you will need to submit the Course Change Request to your Academic Dean's Office for final approval. Students can use this online form to add/remove audit or to add/cancel pass fail. Students can also use this online form to add a class, drop a class, change sections, add/remove honors, change credits, or change optional section enrollment after the corresponding deadline has passed.

Credit Overload Request Form
https://grad.wisc.edu/documents/overloads/
The Graduate School considers full-time enrollment to be 8-15 graded credits taken at 300 or above, excluding pass/fail and audit, during the fall and spring semesters, and 4-12 credits* during the summer term. Any exceptions to the maximum credit load permitted must be obtained via the Overload Request form.

Canceling Enrollment/Withdrawal Form
https://grad.wisc.edu/documents/withdrawal/

4.2.3   Buying Textbooks
http://www.uwbookstore.com/
Textbooks can be purchased online from the University Book Store (UBS) Website listed above, or in person at 711 State Street (on the Library Mall, west of Lake Street, across from the Memorial Library). Textbooks can also be purchased online from the Underground Textbook Exchange or at 664 State Street. Please see the course requirements for textbook requirements before purchasing.

4.3   Graduate School Academic Guidelines
The Graduate School Academic Guidelines are currently available online at https://grad.wisc.edu/academic-policies/. The CEE Department follows the guidelines and policies of the graduate school unless otherwise noted.

4.4   Interlibrary Loan/Document Delivery
http://www.library.wisc.edu/services/borrow-renew-request/interlibrary-loan/
Interlibrary Loan (ILL) offers free access to materials needed for coursework and scholarly research which are not currently available within the UW-Madison or UW System collections. This service is limited to UW-Madison faculty, staff and students. Before placing an Interlibrary Loan request, be sure the item is not available locally. For details, see Find & Request Materials.

4.5   Requesting Transcripts
https://registrar.wisc.edu/transcript/
Currently enrolled UW-Madison students (and recent graduates) can order transcripts by logging into the "Student Center" within the My UW portal (https://www.wisc.edu/). Once logged into the "Student Center," click on "Order Official Transcript" from the menu on the left. Requesting a student record or unofficial transcript is free. https://registrar.wisc.edu/unofficialtranscript/

4.6 Master's Degree

Master's degree candidates with a bachelor's degree from an ABET-accredited engineering program choose from two options for their program of study: the thesis option (Option A), or the advanced independent study option (Option B). Students who do not have a bachelor's degree from an ABET-accredited engineering program, or from a recognized international institution, must pursue degree option (Option C). Selection of a master's degree program is dependent upon the educational objectives of the candidate.

CEE also has a series of professional, accelerated course-only MS degree programs (see Section 4.7.3). 'Accelerated' means that it is possible to complete the MS degree in three semesters (fall, spring, summer) in less than a calendar year. You can find information here:
https://guide.wisc.edu/graduate/civil-environmental-engineering/civil-environmental-engineering-ms/

A list of all of the CEE graduate degree programs can be found here:
https://guide.wisc.edu/graduate/civil-environmental-engineering/

4.6.1 Master's Degree Options

Minimum Degree Requirements and Satisfactory Progress:
https://guide.wisc.edu/graduate/civil-environmental-engineering/civil-environmental-engineering-ms/#requirementstext

Option A - Thesis Option
> For more information, see details on Guide: https://guide.wisc.edu/graduate/civil-environmental-engineering/civil-environmental-engineering-ms/#requirementstext

Option B - Advanced Independent Study Option
> For more information, see details on Guide: https://guide.wisc.edu/graduate/civil-environmental-engineering/civil-environmental-engineering-ms/#requirementstext

Option C – Master's Option for Students without Engineering Bachelor's Degrees
> It is important to note that some undergraduate degrees may require additional engineering courses to be completed, beyond those required to complete the degree requirements, if a student wishes to become eligible for professional engineering licensing. Students in Option C should discuss their individual case with the Student Services Office and their faculty advisor. For more information, see details on Guide: https://guide.wisc.edu/graduate/civil-environmental-engineering/civil-environmental-engineering-ms/#requirementstext

4.6.2 Master's Degree Plans

During the first semester of graduate study, students shall complete a proposed degree plan. All degree plans in Option A and Option B shall be approved by the student's graduate advisor using the MS Course Approval Form.

All degree plans in Option C shall be approved by the student's faculty advisor and the Associate Chair for Graduate Programs using the MS Option C Approval Form. Completed forms shall be returned to the Student Services Office with a copy given to their faculty advisor.

A link to all of the curriculum forms can be found under "Handbook & Forms" here:

https://www.engr.wisc.edu/department/civil-environmental-engineering/academics/ms-phd-civil-and-environmental-engineering/

4.6.3   Accelerated Masters Programs

There are six accelerated masters' programs which can be completed in one year. These are 1-year, course-focused masters' programs that are intended to be completed in 12 months (fall, spring, and summer semesters) starting only in the fall semester. Students in these programs will not be eligible for TA, RA, and PA positions or a thesis or advanced independent study. This is a coursework only degree. The accelerated masters' programs offered are:

- Construction Engineering and Management
- Environmental Science and Engineering
- Geological Engineering
- Structural Engineering
- Transportation Engineering
- Water Resources Engineering

Details, course listings, and more information about the accelerated masters programs can be found here: https://guide.wisc.edu/graduate/civil-environmental-engineering/civil-environmental-engineering-ms/#text

4.6.4   Expecting Your Master's Degree?

Please visit the following website for information provided by the Graduate School about the following: (a) degree deadlines, (b) what you need to do, (c) thesis deposit, (d) degree warrant, (e) degree completion fee, (f) certification of graduation, (g) window period, (h) transcripts, (i) diploma, (j) international mailing address for diploma and certification of graduation, (k) commencement, and (l) graduate school degree and dissertator deadlines.
https://grad.wisc.edu/current-students/masters-guide/

Degree Warrant

*S*tudents need to complete a warrant request form at least <u>three weeks</u> before they plan to defend their thesis or independent study project. The warrant request form must be signed by the student's advisor before it will be accepted by the Student Services Office. Warrant request forms are available on the "Handbook & Forms" tab here: https://www.engr.wisc.edu/department/civil-environmental-engineering/academics/ms-phd-civil-and-environmental-engineering/

Master's Degree Defense

Students in Option A or Option C-Thesis Option plan, or if requested by faculty under Option B or Option C-Advanced Independent Study Option plan, are responsible for coordinating with their CEE faculty advisor and contacting their committee members to schedule the date and time of their oral defense.

Master's thesis or independent study degree committees, regardless of degree option, must have at least three members, two of whom must be CEE Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement. The chair or co-chair of the committee must be Graduate Faculty from the student's major program. The UW-Madison Faculty Policies and Procedures 3.05B stipulates that "the faculty of the Graduate School includes all university faculty defined in 1.02 holding professional rank (professor, associate professor, assistant professor or instructor) in any department with graduate program authority, including those with zero-time appointments in such departments."

Generally, the student must submit a copy of his/her report or thesis at least seven days in advance of the oral exam (when required) to each committee member. If a shorter time is needed, the student must obtain permission from *each* member of the committee.

The student taking an oral exam is expected to prepare an approximately 30 minute formal presentation of his/her work. Computer projection can be used in the presentation and is typically recommended. The student will be expected then to defend the results of his/her work. A typical oral exam for a master's student will not last more than two hours. Students can contact the staff in the CEE department office (2205 EH) to reserve a conference room for their exam.

Students should use the room reservation website: https://engr.ems.wisc.edu/ to reserve a conference room for their exam.

Following the exam or report review, the student is expected to make all of the appropriate corrections to his/her report or thesis in consultation with his/her advisor and to submit the signed warrant to the staff in the Graduate Student Services Office (3182 Mechanical Engineering Building). An electronic copy of the completed thesis may also be required at the advisor's request and should be sent to the CEE Graduate Coordinator in the Student Services office.

Master's Thesis Binding and Depositing
Students should check with their faculty advisors to find out whether or not they need to deposit their master's thesis at the Memorial Library (Room B137). Each student who elects the Thesis Option is required to perform research in consultation with a faculty advisor. At the conclusion of the research program, a thesis must be submitted. The thesis must: 1) conform to Graduate School and Library formats; 2) be approved by the advisor; 3) (if required by your advisor) be filed with the Memorial Library where it is catalogued and stacked for future reference; and 4) be submitted in electronic format to a Student Services Office Staff member, who will upload it into the Minds@UW, Department of Civil and Environmental Thesis Collection. The Minds@UW system provides a permanent URL address and safe long-term archival, and is indexed by Google, Google Scholar and other specialty academic search engines. The Minds@UW Electronic Thesis Submission Form can be found under the "Handbook & Forms" tab: https://www.engr.wisc.edu/department/civil-environmental-engineering/academics/ms-phd-civil-and-environmental-engineering/

As a courtesy, some students provide their advisors with bound copies. Printing can be done through DoIT (https://it.wisc.edu/services/printing/) and binding can be done at the Bindery (Room B137) in Memorial Library or at the following: Grimm Book Bindery, (608) 221-4443; Bob's Copy Shop, (608) 251-2936.

Commencement
The student will receive an email message each semester from the Student Services Office inquiring if he or she intends to graduate during the current term or not. The student is responsible for signing up for graduation in the corresponding student center to declare the intended term of graduation. Please visit http://www.commencement.wisc.edu/ for additional commencement information. COE also holds its own ceremony, for more information please visit: https://graduation.engr.wisc.edu/

Financial Support
Once a MS thesis or report has been deposited at the Graduate School, a student is no longer eligible for financial support after the current term ends. If the student holds an assistantship or a fellowship, the student must consult with his or her advisor(s) and the payroll coordinator to determine the end

date of the appointment and its ramifications. Status as a student is terminated by the end of the semester in which the defense is accomplished, or at the end date of the appointment. Please see the payroll administrator if you have any questions.

4.7   Ph.D. Degree

4.7.1   Ph.D. Degree Requirements
Minimum Degree Requirements and Satisfactory Progress
https://guide.wisc.edu/graduate/civil-environmental-engineering/civil-environmental-engineering-phd/#requirementstext

The Doctor of Philosophy degree is the highest degree conferred by the University. It is a research degree and is never conferred solely as a result of any prescribed period of study, no matter how faithful. The degree is only granted on evidence of general proficiency, distinctive attainment in a special field, and, particularly, the ability for independent investigation as demonstrated in a dissertation presenting original research or creative scholarship with a high degree of literary skill. Students should consult their faculty advisors and the members of their committees about improving technical writing and presentation abilities through formal courses or other methods.

Basic requirements for a Ph.D. degree in civil and environmental engineering include: (1) Ph.D. Major Coursework; (2) Qualifying Examination; (3) Ph.D. Minor Coursework; (4) Preliminary Examination; (5) Dissertation Research; and (6) Final Oral Examination.

Students must achieve an *average* grade of B or better in *all* coursework, excluding research credits (overall GPA of 3.00 or higher).

4.7.2   Major Coursework
The academic program for each doctoral student is planned on an individual basis with his or her advisor. Advanced coursework in a major area of civil and environmental engineering is required. The Graduate School minimum PhD credit requirement is 51 credits (including minor credits), maintaining a cumulative Grade Point Average (GPA) of 3.00 (on a 4.00 scale). Out of the minimum 51 credits, 32 graduate credits (including minor credits) must be residence credits. 32 graduate residence credits **(including PhD minor coursework)** must be completed prior to achieving dissertator status (for students who have earned an MS degree, credits accumulated for the MS may be applied towards this requirement).

All graduate students must register for a one-credit seminar course each academic year; students will discuss seminar options with faculty advisors.

Major and minor coursework forms can be found   under the "Handbook & Forms" tab: https://www.engr.wisc.edu/department/civil-environmental-engineering/academics/ms-phd-civil-and-environmental-engineering/

4.7.3   Qualifying Examination
CEE faculty in a student's area of research determines the coursework needed for a student to prepare for the qualifying examination.   During the qualifying examination students must demonstrate a sufficient depth and breadth of knowledge in their major to pursue original research. The qualifying exam is usually given after one year of graduate study beyond the M.S. degree. For students entering the PhD program without an M.S. Degree, the qualifying exam would normally be

administered after two years of graduate study. However, the student must consult with their advisor and/or the exam coordinator in the major area of study for the schedule and specific procedures. A letter and/or signature form (https://www.engr.wisc.edu/department/civil-environmental-engineering/academics/ms-phd-civil-and-environmental-engineering/), verifying that a student has passed the qualifying exam, must be signed by the student's advisor and returned to the staff in the Student Services Center.

4.7.4 Minor Coursework

The purpose of the minor is to add breadth to a Ph.D. major. Monitoring the course content and credit requirements for Ph.D. minors is the responsibility of the minor department/program. Major departments/programs are responsible for indicating the expected minor (either Option A or B, see below) at the time of the preliminary warrant request. A Ph.D. minor proposal form (https://www.engr.wisc.edu/department/civil-environmental-engineering/academics/ms-phd-civil-and-environmental-engineering/) must be approved before, or by the time, the student has completed 6 of the total credits for the minor. This form should be turned into the staff in the Student Services Office.

- Option A (External): Requires a minimum of 9 credits in a single department/program. Selection of this option requires the approval of the minor department/program.
- Option B (Distributed): Requires a minimum of 9 credits in one or more departments/programs and can include course work in the major department/program. Selection of this option requires the approval of the major department/program.
- Students must achieve a grade B or better in all coursework. Credits for a course in which the student received less than a B grade will not be counted towards degree requirements unless specifically approved by the student's advisor and Graduate Student Chair.

The Graduate School's minimum credit requirements can be found on the web at https://grad.wisc.edu/documents/minors/

4.7.5 Preliminary Examination

The preliminary examination may be taken only after approval of the minor proposal (see Section 4.8.4) and should be taken at least two semesters prior to graduation. This oral examination is based upon a written proposal and a detailed plan to carry out the Ph.D. dissertation. Students must consult with their advisor for specific details of the requirements for the preliminary examination.

Committee Composition

CEE follows the Graduate School requirements for Graduate committees, with several clarifications. The Graduate Committee Composition Policy is as follows:

1. The chair or co-chair of the committee must be Graduate Faculty from the student's major program. The UW-Madison Faculty Policies and Procedures 3.05B stipulates that "the faculty of the Graduate School includes all university faculty defined in 1.02 holding professional rank (professor, associate professor, assistant professor or instructor) in any department with graduate program authority, including those with zero-time appointments in such departments."

2. Doctoral committees (Ph.D.) must have at least four members, three of whom must be Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement. The committee must have members from at least two University of Wisconsin-Madison graduate degree granting programs. Three of the members of a doctoral committee must be designated as readers, which are

committee members who commit themselves to closely reading and reviewing the entire dissertation.

3. The required fourth member of a doctoral committee or third member of a master's thesis committee, as well as any additional members, all retain voting rights. They may be from any of the following categories: Graduate Faculty, faculty from a department without a graduate program, Academic Staff (including emeritus faculty), visiting faculty, faculty from other institutions, Scientists, Research Associates, and other individuals deemed qualified by the Executive Committee (or its equivalent).

The Department's Executive Committee is responsible for approving the composition of all Ph.D. committees. The CEE Graduate Program Chair, on behalf of the CEE Executive Committee, must approve committee members who are not part of the Graduate Faculty. The CEE Department Chair must sign the "Ph.D. Final Oral Committee Approval Form," thus representing the approval of the CEE Executive Committee, before the form is submitted to the Graduate School for final approval.

The preliminary exam warrant request form must be submitted at least three weeks before the proposed exam date. Warrant request forms can be found under the "Handbook & Forms" tab at https://www.engr.wisc.edu/department/civil-environmental-engineering/academics/ms-phd-civil-and-environmental-engineering/ and should be submitted to the staff in the Student Services Office. Upon completing 32 credits in residence (equivalent to four semesters with a minimum of eight credits taken in each semester), the preliminary examination, and the minor, a student is eligible to become a dissertator. Students must take their preliminary exam at least two semesters before their final oral defense.

Doctoral degree recipients must acknowledge in the dissertation contributions received from other individuals, including co-authors of published work that appears in the document, such as in designing the research, executing the research, analyzing the data, interpreting the data/research, or writing, proofing, or copyediting the manuscript.

4.7.6   Dissertation Research
Attainment of a Ph.D. degree requires the preparation of a dissertation on a research topic selected by common agreement between the student and the advisor. Once a research project is selected, the student must choose his or her final oral exam committee (typically his or her preliminary examination committee).

4.7.7   A Guide to Preparing your Doctoral Dissertation
https://grad.wisc.edu/current-students/doctoral-guide/
Please visit the website listed above for information provided by the Graduate School about the following: (a) producing your dissertation, (b) format requirements, (c) additional guidelines, degree deadlines and (d) samples.

Final Oral Defense
This examination requires a demonstration of the unique contributions of the research and a defense of the methods used and conclusions drawn.

Final Warrant
Students must file the Ph.D. Final Oral Committee Approval Form in the Graduate School a minimum of three weeks before their final oral examination. This form can be found under the "Handbook & Forms" tab at:
https://www.engr.wisc.edu/department/civil-environmental-engineering/academics/ms-phd-civil-and-environmental-engineering/.
Once submitted, the Graduate School reviews and approves the composition of the committee and sends back the final packet of materials to the Graduate Coordinator for the student to use in finishing the administrative details of graduation.

Financial Support
A student is no longer eligible for financial support at the end of the term during which the dissertation has been deposited at the Graduate School. If the student holds an assistantship or a fellowship, the student must consult with his or her advisor and the payroll administrator to determine the end date of the appointment and its ramifications. Status as a student is terminated by the end of the semester in which the final oral defense is accomplished or at the end date of the appointment. See the department's payroll administrator with any questions.

4.7.8   Progress to PhD Degree
(Guidelines for Civil & Environmental Engineering; Geological Engineering)

PhD major coursework
The academic program for each doctoral student is planned on an individual basis with his or her advisor. Advanced coursework in a major area of civil and environmental engineering is required. The Graduate School minimum PhD credit requirement is 51 credits (including minor credits), maintaining a cumulative Grade Point Average (GPA) of 3.00 (on a 4.00 scale). Out of the minimum 51 credits, 32 graduate credits (including minor credits) must be residence credits. 32 graduate residence credits (including PhD minor coursework) must be completed prior to achieving dissertator status (for students who have earned an MS degree, credits accumulated for the MS may be applied towards this coursework requirement, if approved by the faculty advisor). Pre-dissertators will enroll in course number, 890 Pre-dissertator research. Once the preliminary exam is passed and dissertator status is granted then students will enroll in course number 990, dissertator research. The minimum 51 credits may include formal graded graduate level courses; research sections; independent study sections; seminars; minor coursework)
Students may request to complete the MS degree on the way to PhD with advisor approval.
Students will complete the Add/ Change Program (within the same department) approval form.

Timeline for progress to degree (based on a five-year timeline)
(Please note that each induvial student's timeline and specific requirements may vary slightly; discuss concerns with your faculty advisor)

First Year: Submit, faculty advisor approved, tentative curriculum form to the graduate student services coordinator in the first term.
Students who previously attended an MS program at another institution may request to use prior-graduate level coursework to fulfill curriculum credits. Students must discuss with faculty advisor and submit the Prior-Coursework request form in the first term.

Second Year: The qualifying exam may be administered after one year of graduate study beyond the M.S. degree.

Third Year: The qualifying exam may be administered after two years of graduate study for students entering the PhD program without an M.S. Degree

Third/Fourth year: The Preliminary exam may be administered after student have passed the qualifying exam, completed the PHD minor requirement and completed 32 graduate credits in residence. Dissertator status is granted for the following term (ex. Exam pass in fall= dissertator status for spring). The preliminary exam should be taken at least two terms prior to graduation.

Fifth year: Once a research project is finalized, the student must choose his or her final oral exam committee (typically his or her preliminary examination committee) for the final PhD defense. *Preparing You Dissertation >>*

Final term: Students must meet minimum enrollment requirements in the final term (three cr. in 990), hold a cumulative minimum GPA of 3.0, meet the minimum Graduate Coursework (50%) Requirement and credit requirement. Students must request the PhD final oral committee approval form from student services at least three weeks prior to final defense date. Finalized dissertations must be submitted in term in which the student wishes to Graduate. Students must be enrolled during the semester that you defend and deposit. Submit signed Final PhD Oral defense warrant and dissertation.

PhD Requirements and Milestones Seminar requirement:
All graduate students must register for a one-credit seminar course once or twice per academic year; students will discuss seminar options with faculty advisors.

PhD minor coursework:
Option B (Distributed): Requires a minimum of 9 credits in one or more departments/programs and can include course work in the major department/program. The Distributed minor coursework requires the approval of the curriculum committee and department chair.
Option A (External): Requires a minimum of 9 credits (some departments may require more credits, please see the minor department requirements) in a single department/program. Selection of this option requires the approval of the minor department/program. Doctoral Minors

Tentative Curriculum Form: Please complete a tentative curriculum planning form with your faculty advisor before the end of your first term. Turn the form in to the student services office. You will be required to turn in an updated curriculum and minor approval form prior to taking the Preliminary Exam.

Qualifying Exam Milestone:
(required for CEE and GLE students; qualifying exam is not required for EC&T students)
The qualifying exam is usually given after one year of graduate study beyond the M.S. degree. For students entering the PhD program without an M.S. Degree, the qualifying exam may be administered after two years of graduate study. However, the student must consult with their faculty advisor and/or the exam coordinator in the major area of study for the schedule and specific procedures. A letter and/or signature form verifying that a student passed the qualifying exam, must be signed by the student's advisor/committee and returned to the staff in the Student Services Center.

Preliminary Exam Milestone (leading to dissertator status):
The preliminary examination may be taken only after approval of the minor proposal and should be taken at least two semesters prior to graduation. The completion of PhD minor credits and 32 residence credits must be met, or in progress during same term of the exam. This oral examination is based upon a written proposal and a detailed plan to carry out the Ph.D. dissertation. Students must consult with their advisor for specific details of the requirements for the preliminary examination. An exam committee is required; student will discuss committee member options with the faculty advisor. The committee is usually the same as the final PHD final defense committee. At least three weeks prior to sitting for the preliminary exam, PhD major curriculum and PhD minor curriculum forms must be approved, by the curriculum committee, and then submitted to the Graduate Student Services Center with the Preliminary Exam Warrant Request form. When the preliminary exam is passed the student will gain Dissertator Status in the next term. The Graduate School will e-mail an official notification to the student stating dissertator status for the following term (ex. Exam pass in fall= dissertator status for spring).

Dissertation Research and Final Oral PhD Defense:
Full time enrollment for dissertators is continuous enrollment for three credits of dissertator research, 990 (or course directly related to the research) every term up to graduation. Funded students will also enroll in three credits during the eight weeks summer session. Attainment of a Ph.D. degree requires the preparation of a dissertation on a research topic selected by common agreement between the student and the advisor. Once a research project is selected, the student must choose his or her final oral exam committee (typically his or her preliminary examination committee). Students must meet minimum enrollment requirements in the final term, hold a cumulative minimum GPA of 3.0, meet the minimum Graduate Coursework (50%) Requirement and credit requirement. Students must request the PhD final oral committee warrant form from student services at least three weeks prior to final defense date. Finalized dissertations must be submitted in term in which the student wished to Graduate. You must be enrolled during the semester that you defend and deposit; After your graduate program coordinator submits the doctoral degree warrant request, the Graduate School will review this request and send the approved doctoral degree warrant to your graduate program coordinator. The final warrant should be printed out and committee member signatures should be obtained at your defense. Once the final warrant has been signed, an electronic copy should be uploaded in the administrative documents section of the ProQuest/UMI ETD Administrator website (along with your dissertation). The original signed hard copy of the final warrant should be kept with the student and a copy given to the graduate program coordinator.

Doctoral committees (Ph.D.) The chair or one of the co-chairs of the committee must be graduate faculty from the student's program. The committee must have at least four members, from at least two University of Wisconsin—Madison graduate programs. Three of the members must be Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement. At least one of the four members must be from outside of the student's major field (often from the minor field). However, if one of the four members of the doctoral committee is not a member of the Graduate Faculty or former Graduate Faculty up to one year after resignation or retirement, then one of the three Graduate Faculty or former Graduate Faculty members shall be from outside the student's major field. Three of the members of a doctoral committee must be designated as readers.

4.8   Examinations and Certifications

4.8.1   Fundamentals of Engineering (FE) Examination

http://ncees.org/exams/fe-exam/

In the field of Civil and Environmental Engineering, becoming a licensed Professional Engineer is imperative for career advancement and for certifying to the public your commitment to ethical and wise practice with consideration of economic, environmental, and public health and safety issues. Passing the Fundamentals of Engineering (FE) Examination is a pre-requisite for becoming a licensed Professional Engineer.

4.8.2   Principles and Practice of Engineering (PE) Examination

http://ncees.org/exams/pe-exam/

At least four years of professional, post-college experience is required to apply for the Principles and Practice of Engineering (PE) Examination. Passing this examination, along with the required experience and a passing score on the Fundamentals of Engineering (FE) Examination, qualify you to become a licensed Professional Engineer. UW-Madison does not currently have a formal review for the PE Examination. There is a PE Examination review course offered by the UW-Milwaukee School of Continuing Education: http://uwm.edu/sce/courses/civil-engineering-refresher/. Also, there is a company called the School of PE, which offers classes and problem-solving workshops on the weekends. The website for this review course program is: http://www.schoolofpe.com/default.asp.

4.8.3   Engineer-in-Training (EIT) Certificate

https://dsps.wi.gov/pages/Professions/EngineerProfessional/Default.aspx

Contact the State of Wisconsin Department of Regulation & Licensing for information about an engineer-in-training (EIT) certificate.

4.9   UW-Madison Graduate School Requirements for Re-entry students

If you were enrolled as a graduate student, but have had a break in enrollment for a minimum of a fall or spring term, you will need to re-apply to resume your studies. Please review the Graduate School requirements for re-entry students https://grad.wisc.edu/apply/requirements/

Please know that you will also need to follow the CEE department admissions policy for re-entry students, see below:

Before filling out the online application, please ask your previous faculty advisor to contact/e-mail the CEE Graduate Admissions Coordinator in Student Services. They will need to verify that they would like the Graduate Admissions Committee to review your application and also verify that they are willing to advise you if you are re-admitted. Please abide by the CEE department application deadlines for the appropriate term.

5.0   Financial Support/Insurance Benefits

5.1   Project, Research, and Teaching Assistantships
The Civil and Environmental Engineering Department offers several different types of financial support for graduate students. Three common types of financial support are Project Assistantships, Research Assistantships, and Teaching Assistantships (PA/RA/TA, respectively). PAs, RAs, and TAs with at least a 33.33% appointment are eligible to receive tuition remission. Please note that even students who receive tuition remission are still *required to pay segregated fees* by the tuition due date. The amount charged for segregated fees is based upon the number of credits the students is enrolled in. More detailed information about segregated fees can be found online at https://bursar.wisc.edu/tuition-and-fees.

Grants Information Collection
The Memorial Library has a Grants Information Collection. This library collection of print and on-line resources assists students in finding external funding, grants, scholarships and fellowships. Students may make individual appointments with a grants librarian to customize their fellowship search. Please visit http://grants.library.wisc.edu for more information.

5.1.1   Applying for Teaching Assistantships
Any graduate student in the College of Engineering may apply for a TA position in CEE with the exception of accelerated Master's students. First consideration will be given to CEE Graduate Students. In selecting among applicants, the department will consider applicants' preparation and achievement in the relevant subjects and their potential as effective teachers for UW-Madison undergraduates. If no qualified CEE student is available, the department will open the search to include applicants from other departments and programs. Professors in the courses seeking TAs will review applications and make a recommendation to the Department Chair.

Expectations of Teaching Assistants
All new TAs must attend the College of Engineering New Educators' Orientation (NEO) organized by the Engineering Learning Center. More information about the NEO workshop is available at http://ceete.engr.wisc.edu/ta-training/. TAs will receive student evaluations using the College of Engineering Teaching Evaluation Form. The department recommends that supervising faculty evaluate TAs during the fifth or sixth week of their first two semesters. The evaluation will usually involve a planned visit to a classroom/lab section and a subsequent conference between the TA and the faculty member.

5.1.2   Applying for Research Assistantships
Students should contact professors in their area of interest. Professors decide whom they will appoint on their research grants.

Expectations of Research Assistants
It is important for research assistants to remember that research data are the property of UW-Madison.

5.1.3   Applying for Project Assistantships

www.jobcenter.wisc.edu

There are a few project assistant opportunities on campus. Announcements of openings are posted online on the UW-Madison Job Center Website. For PA positions in the department, please submit a resume to the main CEE office (2205 Engineering Hall).

5.1.4   Enrollment Requirements for PAs, RAs, and TAs

https://grad.wisc.edu/documents/enrollment-requirements/

PAs must enroll in <u>four to six</u> graduate credits (unless they are dissertators who must enroll for a minimum of three dissertator credits) in the fall and spring semesters; however, they are not required to enroll in summer classes. PAs with a 33% appointment must enroll in six credits. PAs with a 50% appointment must enroll in four credits.

RAs must enroll in <u>eight</u> credits in the fall and spring semesters and <u>two</u> credits in the regular eight-week summer session. Students who have achieved dissertator status must register for three credits each semester and the regular eight-week summer session.

TAs must enroll in <u>four to six</u> credits (unless they are dissertators who must enroll for a minimum of three dissertator credits) in the fall and spring semesters depending on their appointment. TAs with a 33.33% appointment must enroll in six credits each semester and those with a 50% appointment must enroll in four credits each semester; however, they are not required to enroll in summer classes.

CATEGORIES	MINIMUM ENROLLMENT FOR FULL-TIME STATUS: FALL OR SPRING	MINIMUM ENROLLMENT FOR FULL-TIME STATUS: SUMMER (GENERAL 8-WEEK DHH SESSION)
Dissertator	Exactly 3 credits directly related to research	Not required unless receiving summer degree or if RA, trainee (with 12-month appointment), or fellow (with 12-month appointment), 3 cr. required.
RA, non-dissertator	8 cr.	2 cr.
TA/Lecturer (SA) 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, 2 cr. minimum.
TA/Lecturer (SA) 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, 2 cr. minimum.
PA 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, 2 cr. minimum.
PA 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, 2 cr. minimum.
Fellow, non-dissertator	8 cr.	2 cr. for 12-month appointments. Not required for 9-month appointments.
Trainee, non-dissertator	8 cr.	2 cr.
International student (F-1/J-1 visa), non-dissertator, if no other category in this list	8 cr.	4 cr. when summer is admit semester (2 cr. when summer is admit semester and student holds RA appointment or at least 33% TA or PA appointment)
If none of the above, full time enrollment is:	8 cr.	4 cr.

5.1.5 Assistant Rates for PAs, RAs, and TAs

Civil & Environmental Engineering (CEE) uses a tiered rate structure consistent with college and campus requirements to set stipends for RAs, TAs, and PAs. All graduate assistantships rates are at or above the campus minima.

Students enrolled in graduate programs associated with CEE use a common rate structure for graduate assistantships. Below is a summary of the rates as well as guidelines for identifying the appropriate level. All are based on a standard 50% appointment for 12 months. The rates below are effective July 1, 2020 through June 30, 2022

CEE rate structure and protocols for stipends, July 1, 2021 - June 30, 2022				
Tier	**Description**	**Annual stipend for 50% appointment**	**Typical RA Status**	**TA/PA**
Level 4	NSF fellowship equivalency	$34,000	Students who have finished a major external fellowship, such as the NSF GRFP	
Level 3	CoE Senior rate	$30,500	PhD students with dissertator status	
Level 2	WDGF & AOF equivalency	$28,000	PhD students who have passed quals or are previous WDGF or AOF recipients	Experienced students ("senior")
Level 1	CoE Standard RA rate	$27,333	MS and new PhD students	
Level 0	CoE Standard TA rate	$27,333		New students ("standard")

If you have any questions regarding the graduate assistantship rates, and the designated level for your program status, please contact your advisor, CEE's payroll specialist, or CEE's department administrator.

5.2   Health Insurance

PAs, RAs, TAs, and fellows holding a minimum 33.33% appointment are eligible for group health insurance through the university. The university will pay for most of the premium. Consult the insurance booklet provided for additional details on costs and types of coverage. All UW-Madison students are eligible to receive health care at the University Health Service (UHS) http://www.uhs.wisc.edu/. Hospitalization and emergency room services are not included in UHS benefits. In order to activate your insurance benefits you must see the department's payroll administrator. You are encouraged to take care of this as soon as possible, as the **strict deadline of a 30-day enrollment period** is observed.

Health Insurance for International Students
http://www.uhs.wisc.edu/
International students are required to purchase SHIP insurance unless they have other health insurance that meets certain minimum standards. International students with an RA or RA/TA appointment are eligible for UW health insurance; once the student signs up for a UW health insurance plan he or she is automatically waived from the SHIP requirement.

5.3 Tax Information

All PA, RA, TA, and fellowship income is subject to federal and state income tax. However, only PAs, RAs, and TAs have taxes withheld from their checks; fellows do not. Only TAs are subject to social security tax (but these can be waived if the student submits a Student Enrollment Verification form). The student may want to save receipts for school fees, books, and supplies in case he or she is able to claim tax deductions for them. Tax withholding (W4) forms are available from the department's payroll administrator or online through MyUW. For questions regarding specific tax situations, students are encouraged to contact either the Internal Revenue Service or a tax advisor. The UW-Madison does not provide tax advice.

Tax Information for International Students
Non-US residents from countries with which the US has a tax treaty may be tax exempt. All international graduate students are required to attend a Tax Workshop for International Visitors sponsored by Employee Compensation and Benefits Services.

5.4 Payroll/Timesheets

Student hourly employment forms can be obtained by visiting the main CEE office, 2205 Engineering Hall. All CoE student hourly employees must use HRS to record their work time. Once the appointment is set up, the student will receive instructions on how to access the HRS system.

5.5 **Parental Leave Policy for Graduate Student Assistants**

The College of Engineering (CoE) is fully committed to providing a climate of support for women and their partners who choose to have children during their graduate studies. The goal of this CoE parental leave policy is to reduce academic and financial hardships for a) female graduate students during the late stages of their pregnancy, childbirth, and postpartum periods, and b) any graduate student who is a new parent providing care for his/her infant.

All CoE graduate students with current research, teaching, or project assistantships are eligible to request a parental leave under this policy. Upon request, expectant mothers will be provided with 12 weeks of paid accommodation time for childbirth. Other new parents (father, adoptive mother, adoptive father) will, upon request, be provided with 6 weeks of paid accommodation time. There will be no research or teaching expectations of the student during the leave.

Students should ideally notify their department (through the Department Administrator or Department Chair) six months prior to the expected birth to request the leave. Students should alert their research advisor or TA coordinator at that time as well to ensure that the ongoing research and teaching environment is safe for the expectant mother. It is recognized that each case will be unique in terms of the timing of the pregnancy or adoption relative to the academic calendar, and that creative and supportive solutions will be required on the part of advisors, chairs, TA coordinators, etc.

The leave will ordinarily begin at the time of birth, but other proposals will be considered. Departments – both advisors and chairs – are expected to provide flexibility in working out the details of the leave and to adjust the timeline of the leave as needed to accommodate any unexpected medical issues that arise during pregnancy (e.g. doctor-ordered bed rest).

All academic requirement deadlines (e.g., qualifying exams) will be extended for the student requesting the leave, consistent with department academic timelines.

6.0   Computing in Civil Engineering

The UW offers a wide variety of computing resources. This section of the handbook will act as a guide to some of these resources. Please keep in mind that IT policies and services change. Check these websites regularly to keep up with changes:

- CAE (Departmental Software Support) - http://www.cae.wisc.edu/
- DoIT (Personal Computer Support) - https://it.wisc.edu/

6.1   Research Computer
Your faculty research advisor may provide you with a computer on your office desk. These computers vary widely in age, speed and overall condition. If you need a more powerful computer or you need software beyond Microsoft Office and Internet access, you may want to consider other options:
- Discuss with your advisor about more powerful equipment
- use a CAE lab computer
- bring your own laptop
- rent or borrow a laptop

Bring your own laptop
If you bring your own laptop, you'll have the most freedom to configure it the way you like. The tradeoff: if the laptop is out of warranty, you'll have to pay to have it repaired. We recommend you look at this webpage, https://kb.wisc.edu/cae/page.php?id=32851, to make sure your laptop computer is well-equipped for engineering applications.

Make sure to read the handout "Before Connecting Your Laptop to the Network" **and** section 6.5 for more information about connecting your laptop to the network. Macs do not support the majority of engineering applications and are not recommended for the College of Engineering.

Rent or borrow a laptop
DoIT rents laptops on a daily, weekly, monthly, or semester basis:
https://it.wisc.edu/services/rentals/ .

Use a CAE lab computer
CAE maintains a number of computer labs with Windows 7 or Linux on the Engineering campus. All college of engineering software is available through the CAE labs and certain applications are available for installation on your personal computer. You can obtain more information by visiting http://www.cae.wisc.edu/labs/.

6.2   Graduate Student Computing Responsibilities
If you get a new CEE owned computer that has not been used yet, you need to discuss necessary software with your adviser and consult Civil IT on purchasing.

Backing up computer research data and other important material
You are personally responsible for backing up all University-owned research data on your computer on a regular basis, even if you own the computer personally. Of course, it is a good policy to back up all important material on your computer. If Civil IT needs to rebuild the machine we are not responsible for any existing data, although data recovery may be an option. During the school year, if you store your files on the network drive space CAE provides, the files are backed up for you.
Data Storage: http://www.cae.wisc.edu/policies/

If you do not use the CAE-provided space, see this webpage for backup options: http://www.cae.wisc.edu/services/account-information/backup-and-restore.
Please discuss research data requirements with your advisor and develop a mutually agreed upon back up plan. See section 6.5 for available backup methods.

Guidelines for working with a CEE-owned computer
DO NOT customize the CEE-owned computer by doing any of the following:

- Reformatting the hard drive and reloading the operating system
- Opening the case and adding, removing, or changing anything
- Changing the antivirus or antispyware software
- Removing Microsoft Office
- Removing Novell Netware
- Changing the security settings in any way, including but not limited to turning off the firewall, punching holes in the firewall, and sharing out the hard drive
- Changing/adding/deleting/upgrading computer accounts
- Changing the language settings to a language other than English
- Spraying compressed air at the computer's fan while the computer is running

If you substantially modify the computer from its' original setup by reloading or changing the operating system, Civil IT reserves the right to drop support for the computer entirely. The student will either have to call the DoIT Help Desk or take the computer to DoIT Computer Repair. DoIT Computer Repair's rates are currently $70/hour for non-warranty repair.

6.2.1 Appropriate use guidelines - all UW-owned computers

Certain restrictions exist for using UW-owned computers. Some activities are not proper in a CAE lab because they tie up the computers from other purposes. The following table details which activities are for UW-owned computers:

	Computer Location		
Activity	**CAE Lab**	**UW-Owned Office**	**UW-Owned Research Lab**
Email - school, work related	OK	OK	OK
Email – personal	Limited	OK	OK
Homework	OK	OK	OK
Surfing the Internet	Limited	Limited	Limited
Playing computer games	NO	Limited	Limited
Commercial or political activities	NO	NO	NO
Civil Engineering research	OK	OK	OK
Watching pornography*	NO	NO	NO
Downloading or sharing illegal music or videos*	NO	NO	NO
Creating a webserver or ftp server	NO	NO	NO
Modifying operating system or antivirus software	NO	NO	NO

* These activities will result in revocation of network privileges could result in civil or criminal prosecution.

6.3   Network Access

The College of Engineering has both wired and wireless networks. Wireless access requires being a registered student with UW; wired access requires being a CoE student. Talk with Civil IT about getting your personal computer connected.

Before Requesting Internet Access

Before a computer can be connected to CAE's network, it must be up to date with the latest antivirus updates and operating system patches. If you have a university owned computer, internet access and the updates will be done for you before you receive your computer. If you have a personally owned computer, it is your responsibility to do this from another location before coming to connect your computer to the network. Students and faculty can download antivirus software from DoIT at: http://www.cio.wisc.edu/security/. You will need your NetID to access the software.

Computer Accounts

There are two types of computer accounts at Civil:
- CAE
- UW Campus - DoIT

The types may have different usernames and passwords.

Account Type	What you can use it for	How to activate it
DoIT	• WiscMail, the campus email system http://my.wisc.edu • WisCal, a web-based calendar program • MyWebspace, file server space of 1 gigabyte you can access from anywhere and use to store files, publish web pages, and share files with others • MyUW, a web portal that provides easy access to a number of campus resources, including campus libraries and payroll statements • Engineering's wireless network	Before you can activate your DoIT account, you must first get your UW photo id. This step gets you added to a campus database. Once that's complete, complete this form: https://www.mynetid.wisc.edu/activate
CAE	• CAE computer labs, including printers, plotters, hundreds of software packages and scanners • Networked file storage of 2 gigabytes, backed up nightly • Personal webpage space	About a week after you get your UW photo id, complete this form: https://www.cae.wisc.edu/accounts/newuser/

Four Quick Ways to Keep our Network Safe
- Log off your computer when you leave your office.
- Lock your office when you leave. Secure laptops with a cable or lock them in a desk or cabinet.
- NEVER share your password or post it where others can read it (including email).
- NEVER share out your computer's hard drive or turn off your computer's firewall. Our network is only as strong as the weakest link. Millions of dollars of research are at stake

and universities are natural targets for hackers. Hackers attack our campus network regularly.

If you violate the rules, we will:
- Cut your network connection
- Notify your research adviser
- Notify the department chair
* Additionally, we may suspend your CAE account.

For more information on acceptable use, please visit the following websites:

CAE:
- Computer use guidelines - http://www.cae.wisc.edu/site/public/?title=caepolicies
- Policy on Electronic Devices Connected to the UW-Madison College of Engineering Network http://www.cae.wisc.edu/policies/?title=caepolicies

DoIT:
- Information Technology Policies:
   https://it.wisc.edu/about/office-of-the-cio/cybersecurity/.

6.4   Email

As a CoE graduate student, you receive two email accounts, a WiscMail (at http://my.wisc.edu) and a CAE (at http://webmail.cae.wisc.edu). It is an individual preference as to which email you use. It is recommended that you forward one email address to the other to ensure you receive important emails from both.

What happens to your WiscMail account when you leave or graduate?

You must be enrolled as a student in the current semester for your DoIT NetID account to stay active. If you are no longer eligible, DoIT will send you warning emails. If you do not re-register, DoIT will remove the account and all associated files shortly after the "last day to add" of the Fall and Spring semesters each year. Please log off all email lists before you leave so the incoming email doesn't get redirected when your account is removed.

Graduates are eligible for a free web-based email account through the UW Alumni Association. See this webpage for details: https://www.uwalumni.com/benefits-services/email/.

6.5   Disk Space and Backup Systems

CAE provides grad students with at least 6 gigabytes of networked file storage space, known as your I:\ drive. This space is backed up nightly. **This is where you MUST store your thesis and research documents**. Failure to back up documents can result in losing valuable research to which you will be held accountable for.

Checking your remaining CAE disk space

Go to this webpage and login using your CAE username and password: http://www.cae.wisc.edu

Accessing your CAE disk space in the CAE labs or from your CEE-owned office computer

Open My Computer. Select the I: drive.

Accessing your CAE disk space from off campus
You can login and access your CAE disk space from home through secure FTP. This allows you to download files to your home computer to work with them. Read this webpage for instructions: http://www.cae.wisc.edu.

Restoring a file if you accidentally delete it
If you accidentally delete a file stored in your Windows CAE disk space, you can restore it yourself.
- Open My Computer and double-click the I: drive
- Right-click the folder which contained the file you want to restore. From the popup menu, choose Salvage Files. A window appears showing restorable files.
  - If you don't see the file you want on the list, you'll need to ask CAE to restore it. See the following webpage for details: http://www.cae.wisc.edu/filerstr.
- Select the name of the file you want restored. Click Salvage File. The system restores the file to the same folder you selected.

Requesting more disk space for research
If you need additional disk space, CAE can rent you more space in 1 gigabyte increments at $5 per gigabyte per month. Your research adviser must pay for this space.

What happens to files stored at CAE when you leave or graduate?
CAE closes the accounts of graduating and non-continuing students **2 weeks** into the fall and spring semesters. You are responsible for backing up your data before you leave. This is particularly important if you have to leave and haven't yet completed your thesis - you may lose the thesis document and supporting materials. See this webpage for details on backing up the files: http://www.cae.wisc.edu.

6.6   Printing and Copying

Printing through CAE
Grad students can print to CAE printers located in the CAE computer labs from the CAE labs or from your office. If you choose to print from your office, you'll need to install and configure the Web Print software - see this webpage for instructions: https://kb.wisc.edu/cae/page.php?id=27894.

Printing to Printers in CEE Graduate Student Offices
Some grad student offices have printers. Printer age, speed, and capability vary along with policies on how the printers can be used. Check with your research adviser before printing to an office printer. Please do not disassemble a CEE-owned printer trying to fix a major paper jam. Contact Civil IT support for maintenance issues.

Printing and Copying through the Electrical and Computer Engineering (ECE) Copy Center
CEE copy and printing is can be done in the Electrical and Computer Engineering (ECE) Copy Center located in 2415 Engineering Hall. Courtney Summars in 2415 Engineering Hall can answer any questions that you may have about photocopying and printing. To receive a personal printing code, see the CEE front desk associate in room 2205 for paperwork. This facility is managed by the Duplicating and Supplies Manager and is used exclusively for department administration, instruction, and research. DUPLICATING MACHINES ARE NOT FOR PERSONAL USE. Normally, only students who have research assistantships and teaching assistantships are given a key and required code numbers.

If photocopying or printing is required for your research project, ask your major professor to send an email to duplicating@ece.wisc.edu stating your name and the professor's account you are to be charging to.

Other students must use local photocopy shops or copiers in the libraries and student unions. Photocopiers are available nearby at Wendt Commons and Bob's Copy Shop for personal use. Wendt Commons has photocopiers/scanners that can be used for free to email .pdf documents to yourself.

Plotters
The CAE computer labs have two plotters with 24" rolls in 1249 Engineering Hall and 1262 Mechanical Engineering. For more information: https://kb.wisc.edu/cae/page.php?id=27894

Scanners
Flatbed scanners are available through CAE and DoIT:
- CAE has HP Scanjet 4570c scanners in these computer labs: CAE 170 and 187, Engineering Centers Building M1051, and Wendt Commons 1st and 2nd floors.
- DoIT has slide scanners available in a number of computer labs - check this webpage for details: https://it.wisc.edu/services/computer-labs-infolabs/.
- Wendt Commons has photocopiers/scanners that can be used for free to email .pdf documents to yourself.

6.7   Computing supplies
The sources and funding for computer supplies varies by research group. When in doubt, contact your research adviser. Please note that the printing supplies come from specific vendors and are subject to State and UW purchasing restrictions.

6.8   Engineering and Student Software

Software on CAE Lab Computers
CAE lab computers contain the most software - see this webpage for details:
https://it.wisc.edu/services/software/
All questions on CAE lab software should be directed to the CAE consulting:
http://www.cae.wisc.edu/site/public/?title=hdreq

Software on CEE-owned computers
Research lab computers
Software varies by lab. Do not attempt to install software on the lab computers without specific permission of your research adviser.

Grad student office computers
CEE-owned computers in grad student offices come with the operating system (Windows XP, 7, or 10) and Microsoft Office. Do not attempt to install software on the lab computers without specific permission of your research adviser.

Software available through DoIT
Discounted software
DoIT offers students a number of software packages at a discounted rate through WISC (Wisconsin Integrated Software Catalog) - see this webpage for details:
http://wiscsoftware.wisc.edu/wisc/school.asp?institution=1022.

Free software
DoIT provides a Security Starter Software CD - Symantec antivirus. You should only install this software on personally-owned computers; See this webpage for further details on the DoIT-provided software: http://www.cio.wisc.edu/security/downloads.aspx

6.9 Where to go for Computing Help

Desktop pc's (CEE-owned):	DoIT	CAE	Civil IT	Notes/Website
Email - WiscMail	●			DoIT Help Desk - 264-4357
Network, can't connect			●	civilsupport@engr.wisc.edu
Software, install new			●	civilsupport@engr.wisc.edu
Software, troubleshoot existing			●	civilsupport@engr.wisc.edu
Repair			●	civilsupport@engr.wisc.edu
Viruses, spyware			●	civilsupport@engr.wisc.edu
Disk Space - CAE				
Access from off-campus		●		helpdesk@cae.wisc.edu
Questions, general		●		helpdesk@cae.wisc.edu
Restore deleted files		●		helpdesk@cae.wisc.edu
Printers (CEE-owned)				
Needs toner				Notify your research adviser
Needs repair			●	civilsupport@engr.wisc.edu
Laptops (personally-owned):				
Questions, general	●			helpdesk@cae.wisc.edu, helpdesk@doit.wisc.edu
Network - get connected			●	civilsupport@engr.wisc.edu
Network - troubleshoot connection problems	●			helpdesk@doit.wisc.edu
Repair	●			helpdesk@doit.wisc.edu
Viruses, spyware	●			helpdesk@doit.wisc.edu
Software				
CAE-provided		●		CAE Consulting
Microsoft Office	●			helpdesk@doit.wisc.edu
Questions, general	●			helpdesk@doit.wisc.edu
WisCal	●			helpdesk@doit.wisc.edu
WiscMail	●			helpdesk@doit.wisc.edu
MyTime				helpdesk@doit.wisc.edu

6.10 Software Training (STS)
Software Training for Students (STS) offers free computer training to registered UW-Madison students. STS strives to offer training that is linked to degree-credit course work or future job placement and helps students stay current with software updates.
STS is funded through the Student Information Technology Initiative fee, a portion of student tuition.
https://it.wisc.edu/services/training

7.0 Office/Building/Supplies

7.1 Building Hours
Engineering Hall is open from 7:00 a.m. to 7:00 p.m. Monday through Friday and 7:00 a.m. to Noon on Saturday. The building is closed on Sundays and football Saturdays.

7.2 Keys
Keys are required for access to any assigned office desk space and laboratory rooms.   To obtain room key(s):

1) Pick up an Authorization Form from the staff in the CEE department office (2205 Engineering Hall) for CEE room keys and Engineering Hall building keys.

2) Fill out an Authorization Form with your name and the keys you need, and have your major professor or advisor sign it to authorize you to get those keys.

3) Return the signed authorization to CEE Department Staff.

4) At this time you will receive your key(s). After hours authorization is automatically added to all Engineering student's Wiscard. If you have trouble with after-hours access, contact the UW Police Department dispatch at (608) 264-2677.

5) When you leave the university, return your keys to the person who issued them.

After hours building access is by keypad using your Wiscard.

Lost Keys
There is a $75 fine for lost or unreturned keys.

Rules
Do not share your office, laboratory, or building keys with others. Do not duplicate your office, laboratory, or building keys. Please return keys "in person" (i.e., do not pass them on to others).

7.3 Desk Assignment
Students who are receiving financial support from the CEE department will receive first priority for a desk assignment (incoming graduate students in this category should check with their faculty advisor and CEE department staff for desk assignment details). International students being funded by their country receive next priority for a desk assignment (incoming graduate students in this category should check with their faculty advisors and/or CEE department staff (2205 Engineering Hall) for desk assignment details. Students not receiving financial support can inquire about possible desk availability with the staff in the CEE department office (2205 Engineering Hall).

7.4 Office/Desk Area
Please be mindful of your office-mates and keep your office area clean and professional. (Do not bring in beds, pets, etc.). Many tours take place throughout the semester that also require a clean and professional look.

If you are a teaching assistant and share an office with other graduate students, let them know your office hours. Some TAs have found it helpful to leave a destination indicator at their desk, so if someone is looking for them the visitor will know where they can find them. **When you graduate, or no longer use your desk area, please thoroughly clean your desk!**

Office/Building/Supplies
If you have access to funding through a research and/or teaching assistantship, you may be able to order certain UW-Madison related supplies. See the staff in the CEE department office (2205 Engineering Hall) to discuss your supply purchasing options. In general, graduate students are responsible for obtaining their own office supplies.

7.5   Conference rooms
Engineering Hall has multiple conference rooms for official UW business use. Official use consists of lab/group research meetings, preliminary exams, thesis and defense presentations, etc. Conference rooms are not to be used for TA office hours, study groups, personal meetings, etc.
To reserve a conference room, refer to the knowledgebase for instructions:
https://kb.wisc.edu/cae/page.php?id=60661.
The College of Engineering has space use policy:
https://uwmadison.app.box.com/s/10whdpe8fkr90i57su45jk4sj3n80fk8

7.6   Telephones
Student access to university telephone services is limited to internal university and local calls. University-related (research, teaching, extension) long distance calls may be made on the telephone of your major professor with his/her permission. When making an internal university call it is only necessary to dial the seven digits of the phone number. When making a local call, first dial "1."

Toll-free calls:	1 + 1 + 800 (866, 877, or 888) + 7-digit number
Calling card calls:	dial 1 and follow instructions on the back of the card
Collect or billing to a third number calls:	1 + 0 + area code + number
International calls:	1 + 011 + country code + city code + number
All other long distance calls:	1 + 1 + area code (if outside 608 area) + number

7.7   Mail
Personal mail should be sent to your home address. Mail received for students who do not have a mailbox will be sent an email to let them know they have mail in the front office. The mail will be stored at the front desk, and kept for three weeks. If the student has not picked up their mail in three weeks, it will be thrown away.

Mailing Address
UW - CEE
c/o [Your Name]
1415 Engineering Drive, Room 2205
Madison, WI 53706-1607

Outgoing Mail
Campus mail can be taken to 1342 Engineering Hall (the SW corner of Engineering Hall), where there is a campus mail bin. You can also drop off personal U.S. mail in the U.S. mail bin provided that is already stamped. There is also a UPS drop box located in the mailroom to drop off outgoing and prepaid UPS packages. If you are doing UW-Madison business-related mailing, please see the staff in the CEE department office (2205 Engineering Hall) for assistance.

7.8   Faxes

There is a fax machine located in 2207 Engineering Hall. The CEE fax number is (608) 262-5199. This fax machine is for university-related faxes only. If you are doing UW-Madison business-related mailing, please see the staff in the CEE department office (2205 Engineering Hall) for assistance.

7.9   University Vehicles

In order to drive a UW vehicle, you need to be authorized to drive UW and State Vehicles. Authorizations are submitted electronically through the fleet portal: https://fleetportal.wi.gov. The following items will be needed:

- Network ID and Password
- Driver's license number
- Supervisor's (or other local authority) name and email address
   - Please note that the supervisor listed in the entry will be notified when the agreement has been completed.
- UDDS code for your department. The Civil and Environmental Engineering UDDS code is 191500.
- If using an out-of-state license or Wisconsin license issued less than two years ago, a driving abstract or motor vehicle record will need to be uploaded and a legible copy of the license (front only) via the portal. Students with foreign licenses cannot be authorized.
   - Obtain motor vehicle record from the state that issued license and pay the applicable fee ($8-$12 depending on the state). It does not need to be certified.
   - List of state transportation web sites:
       https://www.fhwa.dot.gov/about/webstate.cfm

Allow 10 days for the processing of these forms.

7.9.1   Fleet Cars

If you are conducting CEE business and driving to your destination, you should attempt to obtain a fleet car before using your personal vehicle.   Please see the staff in the CEE department office (2205 Engineering Hall) to reserve a fleet car. Your driver's license number and a funding code will be needed in order to proceed with the online registration process. Additional information needed for filling out an on-line request will be:

- Type of vehicle
- Date of Departure
- Time of Departure
- Destination
- Estimated Mileage
- Number of occupants of vehicle

There is a 10-day waiting period after you submit your driver authorization application before you will be approved to use a fleet vehicle.

If a car fleet vehicle is not available, you may choose to be put on a waiting list. You may also obtain a certificate of unavailability from UW Car Fleet to ensure full reimbursement for use of a personal car.

You also have the option of choosing to use a vehicle at the Department of Administration (DOA). DOA cars are acquired in the same manner as fleet cars, but DOA is located at 201 South Dickinson Street (on the eastside of Madison). The DOA has different rules and policies than UW Car Fleet.

The UW Car Fleet Office (10 N. Murray Street) is open between 6 a.m. and 4 p.m. When you pick up your vehicle, you must have your student ID and valid driver's license with you. UW Car Fleet personnel will make sure you are an authorized driver by checking the Fleet Portal Database. You will be issued a gasoline credit card, which should cover most areas of the US. Charges made on these cards are billed by UW Car Fleet, so these charges are not personally reimbursable.

If you plan to pick up a car fleet vehicle after hours, you must call the UW Car Fleet Office and arrange to have them drop the keys off at the Campus Police and Security Office (1429 Monroe Street) for you to pick up after hours. The fleet car may be returned after hours. There is a key drop box outside the UW Car Fleet Office.

7.10   Reimbursement of Personal Funds for University Business

To obtain reimbursement for a trip involving UW business/research, you must submit your request using the web-based E-Reimbursement online system. You can find more information on this system at: https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/. Discuss any purchases with the department Financial Specialist before making purchases to ensure full reimbursement.

You may also be reimbursed for any UW-related supplies purchased with personal funds using this same online system. A Fund-Account number and your original receipts are required before you can complete this submission, so have these on-hand. If you are unsure about this, please consult your supervisor.

You must submit all travel receipts (even if paid directly by the UW in advance) in order to be reimbursed. This includes meals if over per diem, forms of transportation (i.e., air fare, bus, taxi, etc.), lodging, parking, and registration. IMPORTANT: Provide justification/explanation of all travel performed while conducting your research, as well as supplies purchased. If you are attending a meeting or conference, please provide any correspondence, flyer, and/or electronic announcement of the meeting. Complete flight itineraries are also required. Please see the financial specialist in 2205 Engineering Hall for assistance with the E-Reimbursement online system.

7.11   Recycling
Recycling is mandatory in the city of Madison. Recyclable containers (aluminum cans, tin/steel, glass, and high-density plastic bottles) should be placed in the blue funnel-topped cans you see in the hallways of Engineering Hall. Newspapers should be put in the blue waste cans labeled "Mixed Paper." See the UW-Madison Recycling Guide https://sustainability.wisc.edu/recycling/ for more details. Trash cans are typically emptied once a week. At other times, full containers may be left in the hallway for emptying.

7.12   SWAP (Surplus with a Purpose)
https://swap.wisc.edu/
SWAP collects, processes, and redistributes surplus property (such as computer equipment, office furniture, lab supplies, etc.) generated by UW-Madison and other state agencies, while providing UW-Madison departments, government agencies and non-profit organizations with low-cost, quality

surplus equipment and supplies and finding reuse and recycling markets for surplus property. If you see furniture, computers, etc. in the hallways of Engineering Hall, it is there to be used for SWAP, it is not to be taken at will! If you have equipment/supplies you no longer need, please contact your advisor and CEE's department administrator so that arrangements can be made for SWAP to pick up the item. DO NOT just leave unwanted items in the hallway for SWAP.

7.13   Coffee/Vending Machines

E^2 (Engineering Eatery) is the deli and coffee shop that is located in the lobby of Engineering Hall. There are also several vending machines located in the lobby of Engineering Hall (near the entrances to 1610 Engineering Hall and 1800 Engineering Hall) and in the basement of Engineering Hall.

8.0   Student Life

8.1   Housing

There are many different housing options in Madison. The key to finding a good fit is to start early. Keep in mind that almost all leases in off-campus housing facilities are 12 months long and start on August 15th of each year. You may want to start your search by visiting the following Websites:

- University Student and Faculty Apartments: https://www.housing.wisc.edu/apartments/
- Campus Area Housing Listing Service: https://campusareahousing.wisc.edu/

8.2   Wiscard – Your Campus ID Card

http://www.wiscard.wisc.edu/

Wiscard is your official UW-Madison identification card and is obtained at the Wiscard office. Wiscard will give you access to libraries, recreational facilities, and other campus services. In many cases, your Wiscard is also scanned to gain building entry during off hours. Your Wiscard is also the campus debit card – accepted at over 45 locations. New, continuing, or returning students may obtain a Wiscard upon verification of enrollment by Wiscard staff. Your first Wiscard is issued to you at no cost. This card is valid throughout your entire academic and/or employment career at the UW-Madison. Lost cards can be replaced for a $25 fee. The Wiscard office is located in room 149 of Union South, 1308 Dayton Street. **Phone:** 608-262-3258. **Email:** wiscard@union.wisc.edu.

8.3   Bus Pass

https://www.asm.wisc.edu/resources/buspass/

One of the perks of being a student at the UW-Madison is an Associated Students of Madison (ASM) Bus Pass, good for unlimited rides on Metro, Madison's local bus and paratransit system. See information on website to determine when and how to get a bus pass.

8.4   Student Organizations

There are over 750 registered student organizations at the UW-Madison. Over 50 of those student organizations are recognized as official student organizations within the College of Engineering. For a complete listing of the student organizations registered at the UW-Madison, please visit https://cfli.wisc.edu/. For a complete listing of the student organizations recognized by the College of Engineering, please visit https://www.engr.wisc.edu/academics/beyond-the-classroom/student-organizations/. The following is a partial list of the student organizations in which many CEE undergraduate and graduate students are involved:

American Society of Civil Engineers (ASCE)
        http://asceuwmadison.weebly.com/
Chi Epsilon Civil Engineering Honor Society
        https://sites.google.com/a/wisc.edu/chi-epsilon-civil-engineering-honor-society---uw-
        chapter/
Concrete Canoe
        http://canoe.slc.engr.wisc.edu/
Construction Club
        http://cclub.slc.engr.wisc.edu/
Engineers without Borders (EWB)
        http://ewbuwmadison.weebly.com/
Geological Engineering Student Chapter
        https://www.engr.wisc.edu/geological-engineering/

Graduate Women in Science – Sigma Delta Epsilon
    http://www.gwis.org/
Multicultural Graduate Network
    http://grad.wisc.edu/diversity/mgn/
National Society of Black Engineers-Wisconsin Black Engineering Student Society
    http://wbess.slc.engr.wisc.edu/
Society of Hispanic Professional Engineers
    https://shpemadison.weebly.com/
Society of Women Engineers
    http://swe.slc.engr.wisc.edu/
Steel Bridge Team
    http://bridge.slc.engr.wisc.edu/
Tau Beta Pi
    http://tbp.slc.engr.wisc.edu/
Women in Science and Engineering
    https://www.housing.wisc.edu/residence-halls/learning-communities/wise/

8.5   Graduate Student Professional Development

https://grad.wisc.edu/professional-development/

The Graduate School offers an extensive array of professional development opportunities for graduate students including a compilation of academic and professional skills resources; programs, awards and workshops; and career planning information. The New Educators Orientation (NEO) and Teaching Improvement Program (TIP) offer new and returning TAs training and support for their teaching roles in COE.

8.6   Engage

https://it.wisc.edu/about/office-of-the-cio/campus-it-strategic-plan/teaching-learning/

The Engage program seeks to transform teaching and learning through the use of technology. The program is sponsored by Transforming Teaching Through Technology (T[4]), a part of the Madison Initiative. It is administered by the Division of Information Technology's (DoIT) Academic Technology (AT) group. Through the Engage program, we're partnering with instructors to transform higher education by exploring, evaluating, and disseminating best practices for teaching and learning with technology.

8.7   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 webECS recruiting system (for resume access), Fall and Spring Career Connection career fairs and on-campus interviews. For more information, email mail to: ecs@engr.wisc.edu.

8.8   Writing Center

https://writing.wisc.edu/

The University of Wisconsin-Madison's Writing Center serves undergraduate students, returning students, graduate students, dissertators, English as a Second Language (ESL) students, faculty, staff,

and teaching assistants.   Please refer to <u>https://writing.wisc.edu/AboutUs/DoForYou.html</u> additional information about the Writing Center's services.

8.9   Delta Program in Research, Teaching & Learning
<u>http://www.delta.wisc.edu/index.html</u>
The Delta Program is a research, teaching and learning community for faculty, academic staff, post-docs, and graduate students that will help current and future faculty succeed in the changing landscape of science, engineering, and math higher education. Through the teaching-as-research idea, and with an integrated care for diverse audiences, the Delta Program in Research, Teaching and Learning (Delta) supports current and future science, technology, engineering and math (STEM) faculty in their ongoing improvement of student learning.

8.10   Wisconsin Union
<u>http://www.union.wisc.edu</u>
The Wisconsin Union is the social, cultural, and recreational center of campus. Comprised of two buildings – Memorial Union, on the shore of Lake Mendota, and Union South, at 1552 University Avenue, the Union serves as a daily gathering place for students, faculty, staff, community members, and visitors. Both establishments also offer a variety of events, programs, and performances through the Wisconsin Union Theater, non-credit Mini Courses, and Hoofers outdoor recreation programs. Countless lectures, films, and musical acts can be seen at either location annually, providing the Madison community and its visitors with endless entertainment options. Memorial Union is located at 800 Langdon Street and can be reached via telephone at (608) 265-3000. Union South is located at 1552 University Avenue and can be reached via telephone at (608) 263-2600.

8.11   Recreational Sports and Facilities
<u>https://recsports.wisc.edu/</u>
UW Madison offers its students, faculty, and staff a variety of alternatives for their recreational, fitness, and athletic needs through the various sports facilities located throughout the campus. Those affiliated with the university can access these venues with a valid ID card, free of charge. A minimal Recreational Membership Fee is required to reserve court and ice times, as well as participate in Group Fitness Classes.

Natatorium (Nat)
Located on the west side of campus on Lake Mendota, The Natatorium (Nat) houses numerous indoor activity areas, such as a racing pool, racquetball courts, and weight and cardio centers.   It also offers acres of land for outdoor fitness options ranging from volleyball courts to scenic trails to run or walk on. The Nat is located at 2000 Observatory Drive. Phone numbers that may be of interest are as follows: (a) Hotline/Daily Activity Schedule/IM Rainout Details: (608) 262-4756; (b) Recreational Sports & Intramural Sports Office: (608) 262-3742; (c) Reservation Line: (608) 262-3742; and (d) Locker Room/Lost & Found: (608) 262-3790.

Nielson Tennis Stadium
Nielson Tennis Stadium (NTS) features 12 indoor tennis courts and 6 squash racquet courts, including one doubles squash court. The stadium has shower and locker areas as well as upper-level seating for more than 1,500 people. The indoor courts plus 6 outdoor tennis courts are available on a reservation basis with priority given to students and faculty/staff. Fees are assessed to cover operational costs. NTS is located at 1000 Highland Avenue. Phone numbers that may be of interest are as follows: (a) Reservation Desk & Pro Shop: (608) 262-0410 and (b) Office: (608) 262-0413.

The Camp Randall Memorial Sports Center (The Shell)

The Camp Randall Memorial Sports Center (The Shell) is situated next to Camp Randall Stadium and houses a Track/Court area and an ice rink. UW-Madison faculty, staff and community members may purchase a membership to the Track/Court area of the facility. This section features a 6-lane, 200 meter track, basketball courts, weight training equipment, as well as numerous machines for cardio training. UW-Madison students are admitted by showing their current UW ID card. All ice rink users, including students, pay an admission fee on a per use basis. The Shell is located at 1430 Monroe Street. Phone numbers that may be of interest are as follows: (a) Front desk: (608) 263-6566, (b) Hotline/daily activity schedule: (608) 262-4756, and (c) Ice Time Rental: (608) 263-7650.

9.0 Grievance Procedures

(Taken from the Graduate School Policy and 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.

9.1 Procedures for proper accounting of student grievances

- The student should speak first with the person toward whom the grievance is directed. In most cases, grievances can be resolved at this level.
- Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor to discuss the grievance. Currently, the CEE Grievance Advisors are:

  Christina Remucal, Professor and Associate Chair for Graduate Programs
  remucal@wisc.edu   141 WSEL   Phone: (608) 262-1820

  William Likos, Professor and CEE Department Chair
  likos@wisc.edu   2205 Engineering Hall   Phone: (608) 890-2662

  If the student prefers to talk with someone outside of the CEE department, contact:
  Chris Brace, Assistant Dean
  > *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.*
- 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 faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment concerns can be found on the UW Office of Compliance website and are included in the next section.
- 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.
- On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program 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.
- The faculty 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.
- 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 College.
- 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 level. These policies are described in the Academic Guidelines.

10.0 Important Policies

10.1   Sexual Harassment and Assault

Taken from https://compliance.wisc.edu/titleix/

Sexual harassment is a community concern. When sexual harassment occurs, it degrades the quality of work and education at the University of Wisconsin-Madison. It erodes the dignity and productivity of the individuals involved and diminishes the quality, effectiveness, and stature of the institution. It can occur in any university setting (an office, a classroom, a university program). Each of us has a collective responsibility not to harass others and to act responsibly when confronted by the issue of sexual harassment, thereby promoting an environment that better supports excellence in teaching, research, and service.

Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is a condition of employment, academic progress, or participation in a university program; or submission to or rejection of such conduct influences employment, academic or university program decisions; or the conduct interferes with an employee's work or a student's academic career, or creates an intimidating, hostile or offensive work, learning, or program environment.

Key Points About Sexual Harassment

- Differences in power or status can be a significant component in sexual harassment. A person who seems to acquiesce to sexual conduct may still experience tangible action harassment or hostile environment harassment if the conduct is unwelcome.
- Harassment can occur between men and women or between members of the same gender.
- Sexual harassment may or may not involve a tangible injury (e.g., economic loss, lowered grades). A sexually harassing environment, in and of itself, may constitute a harm.
- Individuals in positions of authority are responsible for ensuring that employees, students or others do not harass. In an academic or program setting, offenders can be faculty, instructors, lecturers, teaching assistants, coaches, tutors, or fellow students or program participants.
- The person filing a sexual harassment charge does not have to be the person harassed but could be anyone significantly harmed by the harassing conduct.
- Some behavior that is not in violation of university policy may, nonetheless, be unprofessional under the circumstances. Consequences of such unprofessional behavior may include poor performance evaluations or possible discipline.

What to do if you've been sexually harassed:

- Seek advice. Consult Barry Crook at barry.crook@wisc.edu or the CEE Graduate Student Coordinator in the Student Services Center. You may also contact the department chair, another divisional resource person, the Title IX Coordinator Lauren Hasselbacher, or another campus resource to discuss options for resolution.
- You may choose to seek informal resolution or file a sexual harassment complaint. You may find more information on filing a complaint at https://compliance.wisc.edu/titleix/campus-procedures/reporting/complainant/student/student/.
- For additional information, please visit: https://compliance.wisc.edu/titleix/campus-procedures/.

10.2   Hostile and Intimidating Behavior

Hostile and intimidating behavior, sometimes known by the shorthand term "bullying," is defined in university policy as "unwelcome behavior pervasive or severe enough that a reasonable person would find it hostile and/or intimidating and that does not further the University's academic or operational interests."

Hostile and intimidating behavior (HIB) can occur in the university setting. Even individual instances of such behavior can have a significant effect on the person it's aimed at, and can take a physical and emotional toll, reduce the effectiveness of a person's work or learning. It is a significant reason for unhealthy workplace climate and culture, and should be addressed immediately. Hostile and intimidating behavior is prohibited by university policy.

What is Hostile and Intimidating Behavior?

Hostile and intimidating behavior is defined as unwelcome behavior pervasive or severe to the extent that it makes the conditions for work inhospitable and impairs another person's ability to carry out his/her responsibilities to the university, and that does not further the University's academic or operational interests. A person or a group can perpetrate this behavior. The person need not be more senior than or a supervisor to the target. Unacceptable behavior may include, but is not limited to:

1. Abusive expression (including spoken, written, recorded, visual, digital, or nonverbal, etc.) directed at another person in the workplace, such as derogatory remarks or epithets that are outside the range of commonly accepted expressions of disagreement, disapproval, or critique in an academic culture and professional setting that respects free expression;
2. Unwarranted physical contact or intimidating gestures; Conspicuous exclusion or isolation having the effect of harming another person's reputation in the workplace and hindering another person's work;
3. Sabotage of another person's work or impeding another person's capacity for academic expression, be it oral, written, or other;
4. Abuse of authority, such as using threats or retaliation in the exercise of authority, supervision, or guidance, or impeding another person from exercising shared governance rights, etc.

Repeated acts or a pattern of hostile and/or intimidating behaviors are of particular concern. A single act typically will not be sufficient to warrant discipline or dismissal, but an especially severe or egregious act may warrant either.

What to do if you feel you've been the target of hostile and intimidating behavior:

Undesired consequences of hostile and intimidating behavior can be avoided or minimized when the problem is addressed early on, but victims are often hesitant to pursue a formal process before the impact is severe. Educational opportunities and campus resources have been implemented with the intent of aiding all employees and students in defusing situations before they become severe. These resources, including trained personnel who can advise and mediate, comprise the "informal process." It is possible that situations will continue to arise in which

informal interventions are not effective, and the "formal process" has been designed to address those situations.

You are encouraged to seek out advice and consultation after the first instance of hostile and intimidating behavior: consultation is not escalation. Discussing what's happened in a timely way can often prevent continued bullying. Here are some ways to do this:

1. Seek advice from a trusted colleague;
2. You may choose to seek informal resolution by approaching the individual yourself or with an intermediary;
3. Consult your advisor, human resources representative, department chair, director, dean, or any campus resource to discuss options for resolution;
4. Keep notes of what happened, when, where, and who was present. Retain copies of any correspondence.

Graduate Students sometimes experience hostile and intimidating behavior from faculty members. If you are a student who is experiencing such behavior, you are entitled to support as a university employee through the Ombuds office, the Dean of Students office, and (if a grad student) the Graduate School. Graduate student workers should also consult with Graduate Coordinators, TAA Stewards, and/or the Graduate School.

CEE graduate students with concerns may contact the Associate Chair for Graduate Programs, Professor Christina Remucal, the CEE Department Chair, Professor William Likos, or the College of Engineering Assistant Dean for Graduate Affairs. Additional campus information on hostile and intimidating behavior is available at https://hr.wisc.edu/hib/.

11.0 Satisfactory Progress-Conduct Expectations

11.1 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. <u>Honesty and Integrity:</u> 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 HIPAA 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. <u>Interpersonal and Workplace Relationships:</u> 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. <u>Commitment to Learning:</u> 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. <u>Professional Appearance:</u> 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.

11.2 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; or
11. tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:
Graduate School Policy & Procedure: Misconduct, Academic: https://grad.wisc.edu/documents/misconduct-academic/

Dean of Students Office: Information for Students: Why should I know about academic misconduct? How do I avoid academic misconduct? What happens if I engage in academic misconduct? What should I do If I know a classmate is cheating? https://conduct.students.wisc.edu/academic-integrity/ (near bottom)

Dean of Students Office: Academic Misconduct Flowchart: https://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart/

University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures: https://docs.legis.wisconsin.gov/code/admin_code/uws/14

11.3 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.

Additional information regarding Non-Academic Misconduct

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

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

Dean of Students Office: Non-Academic Misconduct Standards Statement:
https://conduct.students.wisc.edu/nonacademic-misconduct/

Dean of Students Office: Non-Academic Misconduct Process
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

11.4 Research Misconduct

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

Please see section on "Misconduct Reporting" for further information on reporting research misconduct of others.   Here are links for additional information regarding Research Misconduct and Responsible Conduct:
Graduate School Policies & Procedures: Responsible Conduct of Research
https://grad.wisc.edu/documents/responsible-conduct-of-research/

Office of the Vice Chancellor for Research and Graduate Education's - Office of Research Policy: Introduction & Guide to Resources on Research Ethics:
research.wisc.edu/respolcomp/resethics/

Office of the Vice Chancellor for Research and Graduate Education's Office of Research Policy: Policies,   Responsibilities,   and   Procedures: Reporting   Misconduct
kb.wisc.edu/gsadminkb/page.php?id=34486

Office of the Vice Chancellor for Research and Graduate Education's Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources
kb.wisc.edu/gsadminkb/search.php?cat=2907

12.0   Satisfactory Progress-Academic Expectations

Continuation in the Graduate School is at the discretion of the Civil & Environmental Engineering Department, the Graduate School, and the student's faculty advisor.

All graduate students are expected to meet both the [Graduate School's minimum policies, requirements, and satisfactory progress](#) and the Department of Civil & Environmental Engineering's program-specific requirements, including course grades, GPA, attendance, incomplete grade resolution, and continuous enrollment.

Satisfactory progress in research is defined by the student's research advisor. Students are expected to meet suggested timelines for milestone completion and meet with advisors regularly to discuss academic progress.

PhD students will follow the timeline towards milestones and satisfactory progress provided in the Progress to PhD Degree guidelines document found in the CEE handbook. Additionally, PhD students are required to complete a self-assessment, Graduate On-Line Assessment & Achievement Learning System (GOAALS), every spring semester. The research advisor independently completes a GOAALS assessment of each PhD student's progress.

Civil & Environmental Engineering programs require that students maintain a minimum graduate GPA of 3.00 in all courses taken as a graduate student (excluding research, audit, credit/no credit, and pass/fail courses), 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 for low grades or for failing to resolve incompletes in a timely fashion. 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. Details on Graduate School policy are at grad.wisc.edu/acadpolicy/#probation

The department requires satisfactory progress to continue guaranteed funding support. A student's failure to comply with the above mentioned expectations for satisfactory progress may result in disciplinary action or dismissal.

13.0   Disciplinary Actions and Dismissal

Disciplinary action will be reviewed by the faculty advisor, director of graduate studies, and department chair.