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Updated August 2020
Welcome to Geological Engineering

August 2020

To our new graduate students:

As the Director of Geological Engineering (GLE) at UW-Madison, I am honored to welcome you to the GLE Badger family! We are excited that you have chosen the University of Wisconsin-Madison to pursue your graduate studies and look forward to working with you. I have no doubt that you will thoroughly enjoy your graduate studies at UW-Madison and obtain a great education that will serve as the foundation for a rewarding career.

I am here to support you and am always available to help. If you have any questions, or would like my input, please stop by my office.

Sincerely,

Professor James M. Tinjum, PE, F.ASCE
Associate Professor, Program Director — Environmental and Energy Geotechnics
Geological Engineering Program, Where the Earth is Your Office
Department of Civil and Environmental Engineering
University of Wisconsin-Madison
jmtinjum@wisc.edu
(608) 262.0785
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. The Graduate Student Services Coordinator for Civil & Environmental Engineering, Geological Engineering, and Environmental Chemistry & Technology is:

Cheryl Loschko  
Email: loschko@wisc.edu  
Phone: (608) 890-2420  
Location: 3182 Mechanical Engineering

2.0 People to Know in Geological Engineering

William (Bill) J. Likos, Gary Wendt Professor and Chair, Dept. of Civil & Environmental Engineering  
likos@wisc.edu  
2205 Engineering Hall  
Phone: (608) 890-2662

James Tinjum, Director of GLE program  
jmtinjum@wisc.edu  
2214 Engineering Hall  
Phone: (608) 262-0785

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

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

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.cfl.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 cfl@studentlife.wisc.edu.

Civil and Environmental Engineering (CEE) Department
https://www.engr.wisc.edu/department/civil-environmental-engineering/
The Civil and Environmental Engineering Department website 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 to “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, well-trained professional staff to answer questions, and 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. The 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, they connect employers with University of Wisconsin-Madison engineering students through an online ECS recruiting system (for resume access), fall and spring 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. They also offer a variety of services and hands-on help to the engineering community. Email: ems@engr.wisc.edu Phone: (608) 890-3325 Address: 1712 Engineering Hall.

Geological Engineering (GLE)
(https://www.engr.wisc.edu/geological-engineering/)
The homepage for Geological Engineering contains information for prospective students, enrolled students, parents and families, faculty and staff, alumni, and industry.

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

Graduate School
https://grad.wisc.edu/
The University of Wisconsin-Madison Graduate School website 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 online 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. Phone: (608) 262-0696.
McBurney Disability Resource Center
http://www.mcburney.wisc.edu/
The McBurney Disability Resource Center provides the following information for students: (1) how to become a McBurney client (2) prospective student information (3) services (4) scholarships (5) Verified Individualized Services and Accommodations (VISA) (6) request core services and (7) 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 Office of the Registrar provides the following information for students: (1) admission (2) academic records (3) email address requirements (4) enrollment (5) fines and holds (6) forms (7) general enrollment information (8) graduation/completion of degree requirements (9) official lists of certificates, departments, degrees, majors, and options (10) personal information record (11) timetable information (12) tuition and fees (13) residence for tuition purposes (14) undergraduate and graduate catalogs and (15) 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: (1) medical
treatment of injuries and illnesses, flu and allergy shots, and travel check-ups; (2) counseling for stress reduction, smoking cessation, nutrition, mental health crises, and more; (3) specialized care in our dermatology, sports medicine, and women’s clinics and; (4) the Blue Bus Clinic for confidential testing and treatment of STDs.

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

Visitor & Information Programs (VIP)
https://info.wisc.edu/
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 must have a faculty advisor. Faculty advisors provide graduate students with academic guidance in their course program and research oversight in their thesis, dissertation, or independent study project. Faculty advisors also help graduate students create a Mentor and Evaluation Committee, which oversees a student’s graduate study. Graduate students should seek advice from their faculty advisor and the Mentor and Evaluation Committee prior to enrolling for courses each term.

When graduate students are first admitted to GLE, they are either assigned to the faculty member providing their financial support, a faculty member that is interested in advising the admitted student, or to the chair of graduate admissions. Students are encouraged to become familiar with all the faculty members in their area of study. If for some reason students are not able to identify a faculty advisor, please contact the Graduate Committee chair.

Changing advisors during the course of a student’s graduate program may be necessary in some cases. Students should discuss a change in advisor with their current faculty advisor and the GLE Director before officially requesting a change of advisor with the CEE/GLE Student Services Office.

4.2 Registering for Classes

Students can register for courses by visiting the “Student Center” within the MyUW portal (https://my.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 (Effective Fall 2014 and after)

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).
**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 trainees, 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/](https://grad.wisc.edu/documents/dissertator-status/)

### 4.3 Graduate Student Enrollment Forms
Graduate students 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/](https://grad.wisc.edu/documents/forms/)

**Get on the waitlist for a Closed 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/](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://my.wisc.edu](http://my.wisc.edu)) by clicking on the “Course Change Request” link in the enrollment area. You must **SAVE** 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:**
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. [https://grad.wisc.edu/documents/overloads/](https://grad.wisc.edu/documents/overloads/)

**Canceling Enrollment/Withdrawal Form**
[https://grad.wisc.edu/documents/withdrawal/](https://grad.wisc.edu/documents/withdrawal/)

### 4.4 Buying Textbooks
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.
4.5 Graduate School Academic Guidelines

The most current Graduate School Academic Guidelines are currently available online https://grad.wisc.edu/academic-policies/ GLE follows the guidelines and policies of the graduate school, unless otherwise noted.

4.6 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.

4.7 Requesting Transcripts

Currently enrolled UW-Madison students (and recent graduates) can order transcripts by logging into the “Student Center” within the My UW portal (https://my.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/

4.8 Master's Degree

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

4.8.1 Master’s Degree Options:

MS degree candidates may choose from two options for their program of study: thesis option or independent study option. The Course Approval form is available under the Handbook & Forms tab at: https://www.engr.wisc.edu/department/civil-environmental-engineering/academics/ms-phd-geological-engineering/

Thesis Option: Students who wish to do advanced work and research in a well-defined area of specialization are encouraged to pursue this program.

Independent Study Option: A written report must be prepared based on the independent study project. This report does not have to meet the UW-Madison Graduate School requirements for a thesis but has to show independent thinking by the student.

Seminar Courses: All graduate students must register for a one-credit seminar course at least once per academic year, students will discuss seminar options with faculty advisors.

The Graduate School requires an average grade of B or better in all coursework (300 or above, not including research credits) taken as a graduate student unless conditions for probationary status require higher grades. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester.
4.8.2 Expecting Your Master’s Degree?
Please visit the following website for information provided by the Graduate School about the following: degree deadlines, thesis deposit, degree warrant, degree completion fee, certification of graduation, window period, transcripts, diploma, international mailing address for diploma and certification of graduation, commencement, and graduate school degree and dissertator deadlines. 
https://grad.wisc.edu/current-students/masters-guide/

Degree Warrant: Students need to complete a warrant request form at least three weeks 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-geological-engineering/

Master’s Defense and Mentor Committee: Students are responsible for coordinating with their advisor and contacting their Mentor Committee to schedule the date and time of their defense. Master’s thesis or independent study degree committees must have at least three members, two of whom must be GLE affiliate graduate faculty (or former graduate faculty up to one year after resignation or retirement).

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

Thesis Option MS: Every student must submit a copy of his/her report or thesis to all Mentor Committee members, at least seven days in advance of the defense. If a shorter time is needed, the student must obtain permission from each member of the committee. The student is expected to prepare a formal presentation that is between 30 and 40 minutes in length on the thesis research or independent study project. Students are expected to defend their thesis or independent study project during the defense.

Following the exam, the student is expected to make all of the appropriate corrections to the thesis or report in consultation with the advisor and to submit the signed warrant to the staff in the Student Services Office. An electronic copy of the completed thesis may also be required at the advisor’s request and should be sent to the GLE Graduate Coordinator in the Student Services office.

MS Thesis Submission: At the conclusion of the research program, a thesis must be prepared. The thesis must:
1. conform to Graduate School and library formats: https://grad.wisc.edu/currentstudents/mastersthesis/ and https://grad.wisc.edu/currentstudents/doctoralguide/
2. be approved by the advisor
3. be emailed (PDF copy) to the Graduate Student Coordinator, in the South Student Services Office, who will deposit it into the Minds@UW, Department of Geological Engineering Thesis Collection. The Minds@UW system provides a permanent URL, safe long-term archiving, and is indexed by Google, Google Scholar, WorldCat and other specialty academic search engines.

MS 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 South Student Services Office inquiring if he or she intends to graduate during the current term. You are responsible for replying to that email message to declare your intended term of graduation. Please visit http://www.commencement.wisc.edu/ and http://graduation.engr.wisc.edu/ for additional commencement information.

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 their advisor 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.

4.9 PhD Degree

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

4.9.1 PhD Degree Requirements
The Doctor of Philosophy degree is the highest degree conferred by the University. The PhD is a research degree and is never conferred solely as a result of any prescribed period of study. Basic requirements for a PhD degree in geological engineering include: (1) PhD major coursework; (2) qualifying examination; (3) PhD minor coursework; (4) preliminary examination; (5) dissertation research; and (6) final oral examination (dissertation defense).

4.9.2 Major Coursework
The academic program for each doctoral student is planned on an individual basis with their advisor and their Mentor Committee. The Graduate School minimum PhD credit requirement is 51 credits, maintaining a cumulative Grade Point Average (GPA) of 3.00 (on a 4.00 scale). 32 credits must be completed prior to achieving dissertator status (for students who have earned an MS degree, credits accumulated for the MS can be applied towards this requirement).
**Seminar Courses:** All graduate students must register for a one-credit seminar course at least once per academic year, students will discuss seminar options with faculty advisors.

The Graduate School requires an average grade of B or better in all coursework (300 or above, not including research credits) taken as a graduate student unless conditions for probationary status require higher grades. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester.

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-geological-engineering/

**4.9.3 Qualifying Examination**
During the qualifying examination, students must demonstrate sufficient depth and breadth of knowledge in their major to pursue the PhD. The qualifying exam is usually given within one year of graduate study beyond the MS degree, unless approved by Mentor Committee. Students will collaborate with Mentor Committee to determine time of exam. After the completion of the exam, the GLE Graduate Committee Chair will email a letter to the student and GLE Graduate Coordinator, detailing the outcome of the exam. All proposed major and minor curriculum forms must be turned in to the Graduate Coordinator in the Graduate Student Services Office by the time of the qualifying examination.

**4.9.4 Minor Coursework**
The purpose of the minor is to add breadth to a PhD program of study, which is separate and distinct from the major, develops specialized skills, and is taken as a graduate student.

Monitoring the course content and credit requirements for the PhD minor 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) by the time of the qualifying exam. A PhD minor proposal form 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 GLE Graduate Coordinator, in the South Student Services Office, by the time of the qualifying exam. 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-geological-engineering/

**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 coursework in the major department/program. Selection of this option requires the approval of the advisor, Mentor Committee, and the GLE Graduate Committee Chair.

**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 minor credit requirements can be found at: https://grad.wisc.edu/documents/minors/
4.9.5 Preliminary Examination
The preliminary examination may be taken only after approval of the major and minor coursework proposal (see Section 4.9.4) and must be taken at least 6 months prior to graduation, unless approved by the Mentor Committee. This oral examination is based on a written proposal and a detailed plan to carry out the PhD dissertation. Students must consult with their academic advisor for specific details of the requirements for the preliminary examination.

The preliminary examination is conducted by the student’s Mentor Committee. This committee, which is formed by the student in consultation with their advisor, must comply with the following rules from the UW-Madison Graduate Committee Composition Policy: Doctoral committees/final oral examination committee (Ph.D. and DMA) must have at least five members representing more than one graduate program, four of whom must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement. At least one of the five members must be from outside of the student’s major program or major field (often from the minor field).

The preliminary exam warrant must be requested at least three weeks before the proposed exam date. Warrant request forms can be obtained and should be returned to the Graduate Coordinator in the South Student Services Office. Upon completing 32 weeks of 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.

4.9.6 Dissertation Research and Doctoral Mentor Committee
Attainment of a PhD degree requires the preparation of a dissertation on a research topic selected by common agreement between the student, the advisor, and the Mentor Committee.

1. The chair or co-chair of the committee must be graduate faculty from the student’s program. The UW-Madison Faculty Policies and Procedures 3.05A 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.” Committee members who have retired or resigned from the University automatically retain graduate faculty status for one year; after one year, they are permitted to serve as co-chair or other non-graduate faculty committee member.

2. Doctoral committees/final oral examination committee (Ph.D. and DMA) must have at least five members representing more than one graduate program, four of whom must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement. At least one of the five members must be from outside of the student's major program or major field (often from the minor field).

3. The required fifth member of a doctoral committee/final oral examination committee, fourth member of an MFA 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, as approved by the program executive committee (or its equivalent): 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).

4. To receive a Ph.D., DMA, MFA, or Master's degree, students must receive no more than one dissenting vote from their committee.
**The GLE Director must approve committee members who are not part of the graduate faculty. The GLE Director must sign the “PhD Final Oral Committee Approval Form” before the form is submitted to the Graduate School for final approval.**

4.9.7 A Guide to Preparing Your Doctoral Dissertation

Please visit the following website for information provided by the Graduate School about the following: producing your electronic dissertation, format requirements, additional guidelines, and samples. [https://grad.wisc.edu/currentstudents/doctoralguide/](https://grad.wisc.edu/currentstudents/doctoralguide/)

An electronic and/or bound copy of the completed dissertation may be required by your advisor.

4.9.8 Completing Your Degree and Degree Deadlines

Visit the Graduate School website for information about the following: degree and dissistor deadlines, paper processing, and other information about your graduation. [https://grad.wisc.edu/current-students/doctoral-guide/](https://grad.wisc.edu/current-students/doctoral-guide/)

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

**Final Warrant:** To obtain a warrant for the Final Oral Defense, students must file the PhD Final Oral Committee Approval Form with 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-geological-engineering/](https://www.engr.wisc.edu/department/civil-environmental-engineering/academics/ms-phd-geological-engineering/)

Once submitted, the Graduate School reviews the composition of the committee and sends back a packet of materials 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 their 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.

**Commencement:**


4.10 Professional Examinations and Certifications

4.10.1 Fundamentals of Engineering (FE) Examination

Becoming a licensed Professional Engineer is important for career advancement in engineering. Passing the Fundamentals of Engineering (FE) Examination is a pre-requisite for becoming a licensed Professional Engineer. For more information, visit: [https://ncees.org/engineering/fe/](https://ncees.org/engineering/fe/) The FE is a computer-based exam that is administered year-round in testing windows at NCEES-approved Pearson VUE test centers.
4.10.2 Principles and Practice of Engineering (PE) Examination
At least four years of professional experience is required post-college 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, qualifies you to become a licensed Professional Engineer.

Information about the PE exam can be found at [http://ncees.org/exams/pe-exam/](http://ncees.org/exams/pe-exam/)

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/](http://uwm.edu/sce/courses/civil-engineering-refresher/). Also, the company School of PE offers classes and problem-solving workshops on weekends. The website for this review course program is: [http://www.schoolofpe.com/](http://www.schoolofpe.com/).

4.10.3 Engineer-in-Training (EIT) Certificate
Contact the State of Wisconsin Department of Regulation & Licensing for information about an engineer-in-training (EIT) certificate: [https://dsps.wi.gov/pages/Professions/EngineerProfessional/Default.aspx](https://dsps.wi.gov/pages/Professions/EngineerProfessional/Default.aspx)

4.10.4 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 apply to resume your studies. Please review The Graduate School requirements for re-entry students [https://grad.wisc.edu/documents/readmission/](https://grad.wisc.edu/documents/readmission/)

***Please know that you will also need to follow the GLE program policy for re-entry students.***
Before filling out the online application, please ask your previous faculty advisor to contact/email the GLE 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 GLE program application deadlines for the appropriate term.
5.0 Financial Support/Insurance Benefits

5.1 Project, Research, and Teaching Assistantships

Geological Engineering 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 percent appointment over a semester are eligible to receive tuition remission. However, all students are required to pay segregated fees by the tuition due date. The amount charge for segregated fees is based on the number of credits in which a student is enrolled. More detailed information about tuition and segregated fees can be found online at https://bursar.wisc.edu/tuition-and-fees

5.1.1 Teaching Assistantships (TA)
Any graduate student in the College of Engineering or the Department of Geoscience may apply for a TA position in GLE. First consideration will be given to GLE Graduate Students. In selecting applicants, the department considers each applicant's preparation and achievement in the relevant subjects. Final selection of TAs is made by the GLE Director in consultation with GLE faculty.

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 https://ceete.engr.wisc.edu/ta-training/. All continuing TAs must attend the College of Engineering Teaching Improvement Program (TIP) organized by the Engineering Learning Center. More information about the TIP 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 GLE program 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 Research Assistantships (RA)
The Graduate Committee Chair in Geological Engineering manages the applications for RAs in consultation with GLE faculty. Questions regarding RAs should be directed to the Graduate Committee Chair.

Professors appoint research assistants using funding from grants and contracts they receive from external sources. To complete the goals and objectives stated in the grants and contracts, RAs are expected to conduct research designated by their research advisor and follow the academic culture of Geological Engineering. RAs should be aware that all research data is the property of UW-Madison.

5.1.3 Project Assistantships (PA)
Announcements of openings for PAs are posted online on the UW-Madison Job Center Website (www.jobcenter.wisc.edu). For PA positions in Geological Engineering, please submit a resume to the GLE Graduate Committee Chair.

5.1.4 Enrollment Requirements for PAs, RAs, and TA
PAs must enroll for a minimum of four to six graduate credits (unless they are dissertators who must enroll for a minimum of three dissertator credits) in the fall and spring semesters. However, PAs 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 **eight** credits in the fall and spring semesters and **two** 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 **four to six** credits (unless they are dissertators, who must enroll for three dissertator credits) in the fall and spring semesters depending on their appointment. TAs with a **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.

More information on enrollment requirements can be found at: https://grad.wisc.edu/documents/enrollment-requirements/

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

### 5.1.5 Grants Information Collection

The Memorial Library has a Grants Information Collection of print and online resources to assist students in finding external funding, grants, scholarships and fellowships. Students may make individual appointments with a grants librarian of Memorial Library to customize a search. Please visit [http://grants.library.wisc.edu](http://grants.library.wisc.edu) for more information.
5.2 Health Insurance

PAs, RAs, TAs, and fellows holding a minimum 33% appointment are eligible for group health insurance through the University. The University pays 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) https://www.uhs.wisc.edu/. Hospitalization and emergency room services are not included in UHS benefits. 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.

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; signing up for a UW health insurance plan automatically waives the SHIP requirement. More information about health insurance for international students can be found at http://www.uhs.wisc.edu/.

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 (these can be waived by submitting a Student Enrollment Verification form). School fees, books, and supplies may be claimed as tax deductions. Save your receipts and check with your tax advisor. Tax withholding (W4) forms are available from the payroll administrator in 2205 EH. For questions regarding specific tax situations, students are encouraged to contact either the Internal Revenue Service or a tax advisor. UW-Madison does not provide tax advice.

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 and Timesheets

Payroll for Geological Engineering is shared with Civil & Environmental Engineering (CEE). 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 your appointment is set up, you will receive instructions on how to access the HRS system.

Paper graders are covered under the UW-Madison Teaching Assistants’ Association agreement. All CoE Paper graders must use HRS to record their work time. This process is done through your MyUW Work Records tab. If you need assistance with this process, please stop by 2205 Engineering Hall.

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 six 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 Services

UW-Madison offers a wide variety of computing resources. This section is a guide to some of these resources. Check these websites regularly to keep up with changes:

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

6.1 Computers

All graduate students in Geological Engineering are provided with a personal computer for research purposes. Sabrina Bradshaw manages assignment of Geological Engineering computers. DoIT rents laptops by the semester: UW InfoLabs loans laptops for short periods: [https://it.wisc.edu/services/rentals/](https://it.wisc.edu/services/rentals/).

CAE maintains a number of computer labs with Windows 7 or Linux. All COE 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/cae-labs](http://www.cae.wisc.edu/cae-labs).

Do not customize the GLE-owned computers by doing any of the following:

- Reformating the hard drive and reloading the operating system
- Opening the case and adding, removing, or changing anything
- Changing the antivirus or antisyware 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

If you substantially modify the computer from the original setup by reloading or changing the operating system, Geological Engineering may drop support for the computer. 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 $80/hour for normal response and $160/hour for 2-hour service (fall 2020).

6.2 Backing up research data and other important material

"Data Storage Possibilities," [https://www.cae.wisc.edu/](https://www.cae.wisc.edu/)

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. If you store your files on the network drive space CAE provides, the files are backed up for you. Please discuss research data requirements with your advisor and develop a mutually agreed upon back up plan.
6.3 Appropriate use

Certain restrictions exist regarding use of UW-owned computers. The following table describes acceptable and unacceptable activities for UW-owned computers:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Computer Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CAE Lab</td>
</tr>
<tr>
<td>Email - school, work related</td>
<td>OK</td>
</tr>
<tr>
<td>Email – personal</td>
<td>Limited</td>
</tr>
<tr>
<td>Homework</td>
<td>OK</td>
</tr>
<tr>
<td>Surfing the Internet</td>
<td>Limited</td>
</tr>
<tr>
<td>Playing computer games</td>
<td>NO</td>
</tr>
<tr>
<td>Commercial or political activities</td>
<td>NO</td>
</tr>
<tr>
<td>Geological Engineering research</td>
<td>OK</td>
</tr>
<tr>
<td>Watching pornography*</td>
<td>NO</td>
</tr>
<tr>
<td>Downloading or sharing illegal music or videos*</td>
<td>NO</td>
</tr>
<tr>
<td>Creating a webserver or ftp server</td>
<td>NO</td>
</tr>
<tr>
<td>Modifying operating system or antivirus software</td>
<td>NO</td>
</tr>
</tbody>
</table>

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

For more information on UW-Madison policies on acceptable use, please visit the following websites:

CAE:
- Computer use guidelines: [https://www.cae.wisc.edu/policies/](https://www.cae.wisc.edu/policies/)

DoIT:
- Information Technology Policies: [http://www.cio.wisc.edu/policies/](http://www.cio.wisc.edu/policies/)

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

6.4 Network Access

COE has both wired and wireless networks. See IT support about getting your personal computer connected. The latest antivirus updates and operating system patches must be installed before a
computer can be connected to the network. If you have a personally owned computer, you are responsible to update the computer before connecting to the network. Students and faculty can download antivirus software from DoIT at: https://it.wisc.edu/services/antivirus-software/. You will need your NetID to access the software.

### 6.5 Computer Accounts

There are two types of computer accounts:

- CAE
- UW Campus - DoIT

The types may have different usernames and passwords.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>What you can use it for</th>
<th>How to activate it</th>
</tr>
</thead>
</table>
| DoIT         | ● WiscMail, the campus email system http://my.wisc.edu  
               ● WiscCal, 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 webform: 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 webform: https://www.cae.wisc.edu/accounts/newuser/ |

### 6.6 Email

GLE graduate students receive a WiscMail account (http://my.wisc.edu) that is activated by a DoIT NetID. You must be enrolled as a student for your DoIT NetID account to remain active. 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 semester each year.

Graduates are eligible for a free web-based email account through the UW Alumni Association. See this webpage for details: https://www.uwalumni.com/resources-services/email/.
6.7 Disk Space and Backup Systems

CAE provides graduate students with at least 6 GB of networked file storage space, known as the I: drive. This space is backed up nightly. This is where you MUST store your thesis and research documents. CAE can provide more space in 1 GB increments at $5/GB/month. Contact your research advisor if more space is needed.

Your remaining disk space can be determined at: http://www.cae.wisc.edu/.

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/ftpsetup.

If you accidentally delete a file stored in your Windows CAE disk space, the file can be restored by following these steps:

- Open My Computer and double-click the I: drive
- Right-click the folder that contained the file to be restored. From the popup menu, choose Salvage Files. A window appears showing restorable files. Select the name of the file to be restored. Click Salvage File. The system restores the file to the same folder you selected.
- If the file to be restored is not on the list, contact CAE to restore the file. See the following webpage for details: http://www.cae.wisc.edu/filerstr.

CAE closes the accounts of graduating and non-continuing students two weeks into the fall and spring semesters. Students are responsible for backing up data before leaving UW. This is particularly important for students who leave without completing their thesis. See this webpage for details on backing up the files: http://www.cae.wisc.edu/.

6.8 Printing and Copying

All GLE graduate student offices are equipped with printers. CAE printers can be accessed from the CAE labs or from your office. If you choose to print from your office, you'll need to install and configure the iPrint software: http://kb.wisc.edu/cae/page.php?id=8460.

Copying work can also be done at the Electrical and Computer Engineering (ECE) Copy Center located in 2415 EH. See Courtney Summars in 2415 EH for questions about photocopying and printing at the ECE Copy Center. 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.
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](https://kb.wisc.edu/cae/page.php?id=27894)

### 6.9 Engineering and Student Software

CAE lab computers contain the most software - see this webpage for details: [http://www.cae.wisc.edu/software/](http://www.cae.wisc.edu/software/)

All questions on CAE lab software should be directed to the CAE consulting: [http://www.cae.wisc.edu/site/public/?title=hdreq](http://www.cae.wisc.edu/site/public/?title=hdreq)

### 6.10 Computing Help

The following table provides information about IT support. GLE shares IT support with CEE.

<table>
<thead>
<tr>
<th>Desktop (university-owned):</th>
<th>PC's</th>
<th>DoIT</th>
<th>CAE</th>
<th>CEE IT</th>
<th>Notes/Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email - WiscMail</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td>DoIT Help Desk - 264-4357</td>
</tr>
<tr>
<td>Network, can’t connect</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:civilsupport@engr.wisc.edu">civilsupport@engr.wisc.edu</a></td>
</tr>
<tr>
<td>Software, install new</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:civilsupport@engr.wisc.edu">civilsupport@engr.wisc.edu</a></td>
</tr>
<tr>
<td>Software, troubleshoot</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:civilsupport@engr.wisc.edu">civilsupport@engr.wisc.edu</a></td>
</tr>
<tr>
<td>Repair</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
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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. Please see the following: https://it.wisc.edu/services/training

7.0 Office/Building/Supplies

7.1 Building Hours

Engineering Hall is open from 7:00 AM to 7:00 PM Monday through Friday and 7:00 AM to Noon on Saturday. The building is closed on Sundays and football Saturdays.

7.2 Keys

GLE shares key distribution with CEE. To obtain keys:

1. Pick up an Authorization Form in 2205 Engineering Hall for GLE 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 the form for authorization.

3. Return the signed authorization to staff in 2205 Engineering Hall.

4. You will receive your key(s). After hours authorization is automatically added to your 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 2205 EH.

Do not share your office, laboratory, or building keys with others. Do not duplicate your office, laboratory, or building keys. Please return your keys in person (i.e., do not pass them on to others). There is a $75 fine for lost or unreturned keys.

7.3 Office/Desk Area

The Department assigns offices and desks to graduate students in GLE. If you have questions about your office or desk, see the front desk in room 2205. Please be mindful of your office-mates and keep your office area clean and professional. If you are a teaching assistant and share an office with other graduate students, please let your office-mates know your office hours. Some TAs leave a destination indicator at their desk so that students know where they can be found without interrupting others in the office.
7.4 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

7.5 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, dial 1 first.

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

7.6 Mailboxes

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. Mail will be stored at the front desk and kept for three weeks. Mail that is not picked up within in three weeks will be thrown away.

7.6.1 GLE Mailing Address

Your Name
Geological Engineering
2205 Engineering Hall
1415 Engineering Drive
Madison, WI 53706-1607

7.6.2 Outgoing Mail

Campus mail can be taken to the campus mail bin at 1342 EH (the SW corner of EH) or to 2205 EH. You can also drop off personal stamped US mail in the US mail bin at 1342 EH or 2205 EH.
If you are doing UW-Madison business-related mailing, please see the staff in 2205 Engineering Hall for assistance. There is also a UPS drop box located 1342 EH for outgoing and prepaid UPS packages.

7.7 Faxes

The fax machine located in 2205 Engineering Hall. The fax number is (608) 262-5199. Dial only the last five numbers for on-campus faxes. Enter the number 9 before dialing local fax numbers. Enter 8 and 1 plus the area code for long-distance faxes.

7.8 University Vehicles

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
    o Please note that the supervisor listed in the entry will be notified when the agreement has been completed.
  • The Civil and Environmental Engineering UDDS code, which 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.
    o 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.
    o List of state transportation web sites: https://www.fhwa.dot.gov/about/webstate.cfm

Allow 10 days for the processing of these forms.

7.8.1 Fleet Cars

If you are conducting GLE business and driving to your destination, you should attempt to obtain a fleet car before using your personal vehicle. Please see Department staff in 2205 Engineering Hall to reserve a fleet car. Your driver's license number and a funding code will be needed to proceed with the online registration process. Additional information needed for filling out an online 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 U.S. 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.

### 7.9 Reimbursement of Personal Funds for University Business

To obtain reimbursement for a trip involving UW business/research, submit your request using the web-based E-Reimbursement online system. More information on this system can be found at: [https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/](https://businessservices.wisc.edu/travel-reimbursement/getting-reimbursed/)

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. If you are unsure about this, please consult your research advisor or supervisor.

You must submit all travel receipts (even if paid directly by the UW in advance) to be reimbursed. This includes meals if over per diem, forms of transportation (i.e., air fare, bus, taxi, etc.), lodging, parking, and registration. 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.

### 7.10 Coffee/Vending Machines

E² (Engineering Eatery) is the deli and coffee shop 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.

### 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)

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 leave unwanted items in the hallway for SWAP. https://swap.wisc.edu/

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: http://www.housing.wisc.edu/universityapartments/
- Campus Area Housing Listing Service: https://campusareahousing.wisc.edu/

8.2 Wiscard (Campus ID Card)

Wiscard is your official UW-Madison identification card (http://www.wiscard.wisc.edu/) and is obtained at the Wiscard office. Wiscard will give you access to libraries, recreational facilities, and other campus services. Your Wiscard is also your 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

UW-Madison students can obtain an Associated Students of Madison (ASM) Bus Pass, good for unlimited rides on Metro, Madison’s local bus and paratransit system. Please see: http://www.asm.wisc.edu/resources/buspass/
8.4 Student Organizations

There are over 750 registered student organizations at 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 list of the student organizations in which many GLE undergraduate and graduate students are involved:

- Engineers without Borders (EWB) http://ewbuwmadison.weebly.com/
- Associated Students of Madison (ASM) http://www.asm.wisc.edu/
- 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/
- Tau Beta Pi http://tbp.slc.engr.wisc.edu/

8.5 Graduate Student 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, workshops, and career planning information. For more information, visit: https://grad.wisc.edu/professional-development/. 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 Engineering Career Services (ECS)

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 with skills assessment, graduate school decisions, and transitioning from student to professional. In addition, they connect employers with University of Wisconsin-Madison engineering students through an online webECS recruiting system (for resume access), fall and spring career fairs, and on-campus interviews. For more information, or visit https://ecs.wisc.edu/

8.7 Writing Center

UW-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 visit https://writingwisc.edu/ for additional information about Writing Center services.
8.8 Delta Program in Research, Teaching & Learning

The Delta Program (http://www.delta.wisc.edu/index.html) 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 high education science, engineering, and math. 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.

8.9 Wisconsin Union

The Wisconsin Union is the social, cultural, and recreational center of campus. Comprised of two buildings— the Memorial Union, on Lake Mendota at 800 Langdon Street, and Union South, at 1308 W. Dayton Street—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. The Memorial Union can be reached by phone at (608) 265-3000. Union South can be reached at (608) 890-3000 or by visiting: https://union.wisc.edu/.

8.10 Recreational Sports and Facilities

UW-Madison offers students, faculty, and staff a variety of options for recreation, fitness, and athletic needs through various sports facilities on 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 to participate in Group Fitness Classes. For information, visit: https://recsports.wisc.edu/

8.10.1 Natatorium (Nat)

The Natatorium (Nat) houses numerous indoor activity areas, such as a racing pool, racquetball courts, and weight and cardio centers. It also provides outdoor space for volleyball and other sports, as well as scenic trails for running and walking. 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.

8.10.2 Nielson Tennis Stadium

Nielson Tennis Stadium (NTS) features 12 indoor tennis courts and six squash racquet courts, including one doubles squash court. The stadium has shower and locker areas as well as upper-level seating for over 1,500 people. The indoor courts and six outdoor tennis courts are available by reservation 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.

8.10.3 Camp Randall Memorial Sports Center (The Shell)

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 six-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

In accordance with 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.

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 GLE program's Grievance Advisor to discuss the grievance. Currently, the GLE Grievance Advisors are:

  **William Likos**, Professor and Chair  
  likos@wisc.edu  
  2215 Engineering Hall  
  Phone: (608) 890-2662

  **Jim Tinjum**, Professor and GLE Program Director  
  jmtinjum@wisc.edu  
  2214 Engineering Hall  
  Phone: (608) 262-0785

  To speak with someone outside of the CEE department, contact **Chris Brace**, Assistant Dean for Graduate Affairs (engr-dean-graduateaffairs@engr.wisc.edu). Chris Brace 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 Equity and Diversity 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 seven 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](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 feel you’ve been sexually harassed:

• Seek advice. Consult Barry Crook at barry.crook@wisc.edu or the GLE/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/reporting-response-options/student/.

For additional information, please visit: https://compliance.wisc.edu/titleix

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;

3. Conspicuous exclusion or isolation having the effect of harming another person’s reputation in the workplace and hindering another person’s work;

4. Sabotage of another person’s work or impeding another person’s capacity for academic expression, be it oral, written, or other;
5. 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 ([https://hr.wisc.edu/hib/addressing-hib](https://hr.wisc.edu/hib/addressing-hib)) 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.

GLE graduate students with concerns may contact the GLE Program Director, [Jim Tinjum](mailto:jim.tinjum@wisc.edu), the CEE Department Chair, [William Likos](mailto:wlikos@wisc.edu), or the [College of Engineering Assistant Dean for Graduate Affairs](mailto:melanie.miller@wisc.edu). Additional campus information on hostile and intimidating behavior is available at [https://hr.wisc.edu/hib/](https://hr.wisc.edu/hib/).

**11. Satisfactory Progress-Conduct Expectations**

**Professional Conduct**

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

1. **Professional Ethics:** Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.

2. **Honesty and Integrity:** Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and 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. **Interpersonal and Workplace Relationships:** Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.

4. **Commitment to Learning:** Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering.
despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

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

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

**Academic Misconduct**

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

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

Examples of academic misconduct include but are not limited to:

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

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:

12. 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 GLE 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 GLE handbook. Additionally, PhD students are required to complete a self-assessment, Graduate Online 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.

Disciplinary Actions and Dismissal

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