Department of Civil & Environmental Engineering

Graduate Student Handbook

2025-2026

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the following programs:

- Civil and Environmental Engineering, Professional MS
- Civil and Environmental Engineering, Research MS
- Civil and Environmental Engineering PhD
- Environmental Chemistry & Technology, Research MS
- Environmental Chemistry & Technology PhD
- Geological Engineering MS
- Geological Engineering PhD

Updated: August 2025

Welcome

A Message from Greg Harrington, Department Chair

Welcome to the Department of Civil and Environmental Engineering (CEE) at the University of Wisconsin-Madison!

Established in 1870, our department has helped push the field of civil and environmental engineering forward for over 150 years. It's remarkable to think about the extent of our long history, about all the classes taught, transformative research advances made, and talented students who have passed through the halls of our campus. We are excited that you have chosen to pursue your graduate studies with us, and we look forward to working with you.

As you embark on this important chapter in your life and career, please know that we are here for you. My door is always open on campus and online, and you will find that the same goes for all our faculty and staff. We are here to answer your questions and help in any way we can.

The Badger Engineering community is like none other. I am confident that you will find the tools and support necessary to succeed beyond your dreams and expectations here at UW-Madison.

If you ever need anything, please don't hesitate to contact me. I look forward to seeing what you accomplish and cheering you on every step of the way.

On, Wisconsin!

Greg Harrington, PhD
Pieper Family Foundation Chair for Servant Leadership
Department of Civil and Environmental Engineering
University of Wisconsin-Madison
Madison, WI 53706
gwharrin@wisc.edu
608-695-3380

Table of Contents

Welcome **2**

A Message from Greg Harrington, Department Chair *2*

Navigating Policy and Resources at UW-Madison **5**

Who to Contact *6*

Department Overview **7**

Community Networking and Professional Development *8*

Getting Started as a Graduate Student **11**

New Graduate Student Checklist *11*

How to Get Involved *11*

On Campus & In the Community 12

Office/Building/Supplies Information *13*

Laboratory Safety Guidelines *17*

University-Sponsored Travel: Vehicles, Airfare, Hotels, and Meals *18*

Student Life Resources *20*

Computers & Technology *22*

Who to Contact for Computer Assistance *28*

Advising & Mentoring **29**

Finding & Selecting an Advisor *29*

Changing Your Faculty Advisor *30*

Mentor/Mentee Expectations *31*

Degree Requirements for all Students **33**

Research Master's Degree Programs *34*

Professional Master's Degree Program *35*

Important Steps for Completing Your Master's Degree *35*

Doctoral Degree *38*

Timeline & Essential Steps for PhD Degree Progress *38*

Enrollment Requirements **41**

Enrolling and Registering for Classes *41*

Satisfactory Academic Progress **43**

Personal Conduct Expectations **45**

Professional Conduct Expectations *45*

Authorship, Publication, and Peer Review *46*

Artificial Intelligence *47*

Academic Misconduct *47*

Non-Academic Misconduct *47*

Research Misconduct *48*

Hostile and Intimidating Behavior (Bullying) *48*

Grievance Process *49*

Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying) **50**

Sexual Harassment and Assault *50*

Funding, Employment, and Finances **50**

Becoming a TA, RA, or PA *51*

Enrollment Requirements for PAs, RAs, and TAs *51*

Pay Rates for PAs, RAs, and TAs *52*

Finding Funding Without a Guaranteed Appointment *52*

Health Insurance *52*

Tax Information *53*

Tax Information for International Students *53*

Parental Leave Policy for Graduate Student Assistants *53*

Professional Development **54**

On Campus *54*

In Our College/Program/Department *54*

Exams and Certifications *55*

Navigating Policy and Resources at UW-Madison

This handbook is one of many sources to consult for the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison.

Who to Contact

Questions about how to meet expectations and thrive as a graduate student will be answered through the policies, procedures, requirements, resources, and norms found in this handbook. Faculty and staff who can help with your remaining questions include:

Title	Name	Email	Phone
Advisor for CEE, EC&T, and GLE Graduate Programs	Anke Hawker-Keuser	keuser@wisc.edu	(608) 890-2420
CEE Graduate Program Director	Daniel Wright Associate Professor	danielb.wright@wisc.edu	(608) 262-1978
EC&T Graduate Program Director	Matt Ginder-Vogel Professor	mgindervogel@wisc.edu	(608) 262-0768
GLE Graduate Program Director	Hiroki Sone Associate Professor	hsone@wisc.edu	(608) 890-0531
Associate Chair for CEE, EC&T, & GLE Graduate Programs	Daniel Wright Associate Professor	danielb.wright@wisc.edu	(608) 262-1978
CEE Department Chair	Greg Harrington Professor	gwharrin@wisc.edu	(608) 695-3380
CEE Department Administrator	Barry Crook	barry.crook@wisc.edu	(608) 262-7812
Building Manager for Water Science and Engineering Lab	James Lazarcik	lazarcik@wisc.edu	(608) 262-2899

The College of Engineering Directory offers a complete list of faculty and staff in the CEE Department.

Graduate Advisor – Anke Hawker-Keuser

Anke Hawker-Keuser is the graduate advisor for Civil & Environmental Engineering, Geological Engineering, and Environmental Chemistry & Technology. Anke is a point person for program policy and procedures in this role. Graduate advisors are well-versed in most elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to anything in this handbook.

Graduate Program Leadership

Each graduate program has a faculty member designated to direct its educational vision and structure. As noted in the chart above, contacts in the CEE Department are:

- Matt Ginder-Vogel, Environmental Chemistry & Technology (EC&T) MS & PhD programs
- Hiroki Sone, Geological Engineering (GLE) MS & PhD programs
- Daniel Wright, Civil and Environmental Engineering MS & PhD programs

Faculty Advisor
Each student is assigned a faculty advisor in the graduate program in which they are enrolled. Your faculty advisor(s) will be a key source of guidance for your academic development. The UW Policy Library provides further definitions. The Advising & Mentoring section of this handbook provides guidelines for finding, changing, and working with your advisor.

Your faculty advisor's name and contact information can be found in your Student Center on MyUW under "Academic Progress" and then "Advisors."

Graduate School Services
For general inquiries and graduate student services from the Graduate School, see contact information at the Graduate School.

Office of the Registrar
Contact the Office of the Registrar for student records, fines, holds, FERPA, and more.

Office of Student Financial Aid
Visit OSFA online for information on all student financial matters at UW-Madison including eligibility details and how to apply for financial aid.

Department Overview

The UW-Madison Department of Civil and Environmental Engineering (CEE) has been home to a community of educators, researchers, and students for over 150 years. Founded in 1870, the Department was established following the passage of the Morrill Act in 1862, which required land-grant colleges to offer instruction in the mechanic arts. A small team of professors and just five students formed the Department at the time it was established, and within a few years early curriculum explored the study of railway, topographic, highway, bridge, hydraulic, and sanitary engineering, as well as land survey and city planning.

Since then, CEE has grown and evolved to include seven cross-disciplinary research areas with over 30 full-time faculty members, 510 undergraduate students, and 140 graduate students. As one of the top-ranked programs of our kind nationally and internationally, we are proud to advance education and research in civil engineering, environmental engineering, geological engineering, and environmental chemistry and technology. From autonomous vehicles to stormwater management, PFAS, natural disasters, and next generation building materials, Badger Engineers are positively impacting the world around us.

We are passionate about engineering and the opportunities it provides to transform society and how we interact with the natural world. The grand challenges we face locally, nationally, and

beyond call for innovative and sustainable solutions. With an eye on the future, we continuously strive to build a supportive environment with access to opportunities and experiences that educate, prepare, and inspire the next generation of Badger Engineers. Today's students are the leaders of tomorrow, and we are honored to help create a foundation for their long-term personal and professional success. To learn more, visit the our website and connect with us on Instagram, LinkedIn, or Facebook.

Community Networking and Professional Development

Student Affairs

Student Affairs includes 900+ people across campus who are dedicated to helping students succeed in and out of the classroom. Programs and services offered span health and wellbeing, leadership and engagement, and student advocacy.

Office of Access, Engagement, and Funding

The Office of Access, Engagement, and Funding (OAEF) offers resources for social networking, community building, and professional development. Visit the OAEF website to learn more and subscribe to their newsletter.

Resources and Support

This section outlines resources that current and previous students in the CEE Department have found helpful. The resources are organized into four categories: research, teaching, professional societies, and student organizations.

- **Research -** Graduate Assistants' Equity Workshops (GAEWs) are professional development sessions that are offered multiple times during the academic year. Participants receive information about relevant laws, policies, regulations and resources; explore the practical application of these policies to teaching, learning, and research environments; and engage in interdisciplinary conversations. For more info, visit the GAEW website.

  UW-Madison Professional Development offers free programs, courses, and seminars. Relevant programs include Inclusion@UW and Thrive@UW.

  Held in fall, the UW-Madison Diversity Forum engages attendees in discourse and education on contemporary issues related to creating supportive learning and working environments.

- **Teaching and Mentoring** - The Delta Program in Research, Teaching, and Learning engages graduate students and postdocs in professional development for teaching, mentoring, outreach, and advising, through courses and workshops.

  Center for the Improvement of Mentored Experiences in Research (CIMER) offers workshops and training for graduate students, post-docs, and professors to improve their mentoring skills.

UW-Madison is a partner in the Center for the Integration of Research, Teaching, and Learning (CIRTL), which works to strengthen STEM undergraduate education by developing future faculty educated in evidence-based teaching practices for all learners.

The Center for Teaching, Learning, and Mentoring supports instructors at all career stages through professional development opportunities and more.

UW-Madison's Inclusive Excellence community offers info on workshops, conferences, lunch & learns, initiatives, and more.

UW-Madison Teaching Academy offers annual retreats on relevant themes in higher education teaching and learning.

- **Professional Societies** – connect with local state chapters of larger professional societies for more opportunities.
  - American Academy of Environmental Engineers & Scientists (AAEES) – provides board certification to those who qualify thorough experience and testing. Also provides workshops, seminars, and more.
  - American Chemical Society – one of the World's oldest scientific organizations.
  - American Concrete Institute (ACI) - With 35,000 members in over100 countries, ACI is the premier, global community dedicated to the best use of concrete.
  - American Institute of Steel Construction (AISC) - membership of over 35,000 fabricators, service centers, producers, engineers, architects, developers, and product suppliers in the structural steel industry, as well as educators and students.
  - American Geophysical Union (AGU) – pioneers of new approaches to grow the exchange of scientific knowledge.
    - Unique opportunities include the Lloyd V. Berkner Travel Fellowship for citizens of economically disadvantaged countries.
    - Mentoring programs for students and early career scientists.
  - American Society of Civil Engineers (ASCE) – represents more than 160,000 members of the civil engineering profession in 177 countries.
  - American Water Works Association (AWWA) - promotes public health, safety, and welfare through the improvement of water quality and quantity.
  - Association of Environmental & Engineering Geologists (AEG) – environmental and engineering geology information for practitioners, scientists, and the public.
  - Geological Society of America (GSA) – advances geoscience research and discovery, service to society, Earth stewardship, and the geosciences profession
    - Committees

        - GSA International
        - On To the Future (OTF) travel grants
    - Gordon Research Conferences (GRC) – an international forum for the presentation and discussion of research advances. Funding programs and initiatives include the GRC Power Hour and Carl Storm Opportunity Fellowships.
    - Institute of Transportation Engineers (ITE) - provides opportunities for professional development and community building through conferences, training, publications, and involvement in projects and products advancing knowledge in the transportation industry. Represents over 18,000 professionals, researchers, and students worldwide.
    - Transportation Research Board (TRB) - As part of the National Academies of Sciences, Engineering, and Medicine, the TRB mobilizes expertise, experience, and knowledge to anticipate and solve complex transportation-related challenges.
    - Water Environment Federation (WEF) - provides water quality professionals with the latest in water quality education, training, and business opportunities.
- **Student Organizations –** This list covers graduate student organizations, clubs, and initiatives that support UW-Madison students in STEM through local, regional, and national chapters. For more information, visit the Wisconsin Engineering Student Council.
    - American Indian Science and Engineering Society (AISES)
        - UW Chapter
        - National Chapter
    - Association for Women in Science (AWIS)
    - Graduate Engineering Research Scholars (GERS)
    - Graduate Women in Science
    - Mexican American Engineers and Scientists (MAES) Latinos in Science and Engineering
    - National Action Council for Minorities in Engineering (NACME)
    - National Organization of Gay and Lesbian Scientists and Technical Professionals (NOGLSTP)
    - National Society of Black Engineers (NSBE)
        - Wisconsin Black Engineering Student Society (WBESS)
        - NSBE National Chapter
    - Out in Science, Technology, Engineering, and Mathematics (oSTEM)
    - Queer and Trans Engineers (QTEs) UW Chapter

Continued on the next page

- Society for Advancement of Chicanos and Native Americans in Science (SACNAS)
  - UW Chapter
  - National Chapter
- Society of Asian Scientists and Engineers (SASE)
- Society of Hispanic Professional Engineers (SHPE)
  - UW Chapter
  - National Chapter
- Society of Women Engineers (SWE)
  - UW Chapter
  - National Chapter
- UW-Madison QGrads Facebook Group
- UW-Madison International Graduate Students
- Wunk Sheek serves students of Indigenous identity and members of the UW community interested in Indigenous issues, culture, and history

Getting Started as a Graduate Student

This section provides helpful information for beginning your journey as a graduate student at UW-Madison.

New Graduate Student Checklist

Review all steps listed on the Graduate School's New Student webpage. In addition to a checklist for new graduate students, this page outlines additional steps to take if you are a new international student, student with a disability, student veteran, student with children, or student with funding.

How to Get Involved

As a graduate student at UW-Madison, you have many opportunities to become involved on campus and in your academic discipline. Over 750 registered student organizations are on campus and more than 50 of those organizations are recognized as official student organizations within the College of Engineering.

Getting involved with a student organization often enhances academic, professional, and personal growth by developing advanced leadership, communication, and collaboration skills. It also provides opportunities for professional networking.

Many organizations that students from the CEE Department are involved with can be found in the previous section of this handbook under the heading Diverse Student Organizations. Other organizations specific to CEE and engineering students include:

- American Society of Civil Engineers
- Concrete Canoe
- Construction Club
- Engineers Without Borders (EWB)
- Environmental Engineering Club (EEC)
- Geological Engineering Student Chapter
- Steel Bridge Team
- Tau Beta Pi
- Women in Science and Engineering (WISE)

For a complete list of UW-Madison registered student organizations, visit the Office for Student Organizations, Leadership & Involvement (SOLI). For a complete list of organizations within the College of Engineering, visit the College of Engineering.

On Campus & In the Community

The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work. Information on how to engage in campus and local community life can be found through the Graduate School.

The Clean Lakes Alliance is a Madison-area nonprofit organization dedicated to improving and protecting lakes, streams, and wetlands in the Yahara River Watershed through community support, advocacy, and education. Explore volunteer opportunities that assist with water quality monitoring, events, shoreline restoration, and other projects.

The Rock River Coalition is a stream monitoring organization for the Rock River watershed. In teams of two or three, volunteers conduct a monthly stream health assessment (DO, temperature, inverts, etc.) and collect samples for nutrient monitoring. This is a great way to get involved with a multi-generational community organization using the skills that many students already have through their studies.

If you are a student actively involved in leadership and service activities, consider nominating yourself for membership in the Edward Alexander Bouchet Graduate Honor Society.

Students should also consider becoming involved with and/or knowledgeable of Associated Students of Madison (ASM), the official student governance body of UW-Madison. ASM includes roughly 50 elected or appointed students, 8 professional staff members, and 200 student appointees on committees that hold legal rights to recommend university policies, budgets, and candidates for UW employment. ASM allocates approximately $50 million in segregated university fees each year and is responsible for management of the Student Activity Center and distribution of the student bus pass.

International Student Services (ISS) provides holistic support for students on F & J visas by providing holistic support through advising on immigration, personal, and cultural matters, and by organizing events and activities to support student engagement and development within the campus community.

Office/Building/Supplies Information

Building Hours & Access

Engineering Hall is open from 7:00 am to 7:00 pm, Monday through Friday and 7:00 am to noon on Saturday. The Water Science and Engineering Laboratory (WSEL) is open Monday through Friday 7:30 am to 4:30 pm. Both buildings are closed on Sundays and football Saturdays. To access Engineering Hall after hours, hold your Wiscard by the keypad outside the door. Access to WSEL after hours requires a key and training. See the “keys” section below for details.

How to Get Keys

Water Science and Engineering Laboratory keys are available after completing safety training for the building. Contact James Lazarcik to arrange WSEL safety training and receive your key. To obtain a key for an office or lab in Engineering Hall:

1. Request your key(s) through the Keylime
2. Retrieve your key(s) from the main office (2205 Engineering Hall) after you receive a confirmation email
3. After-hours access to the building is automatically added your Wiscard. If you need assistance with after-hours access, contact the UW Police Department at (608) 264-2677.
4. When you leave the university, return your keys to the front office. There is a $75 fine for lost or unreturned keys.

Rules for Keys

1. Do not share office, laboratory, building keys, or Wiscard with others
2. Do not duplicate office, laboratory, or building keys
3. Return keys "in person" (i.e., do not pass them on to others)

Desk Assignment

In Engineering Hall, students with an RA or TA appointment with funding from CEE- or GLE-oriented research or teaching receive priority for desk assignments. International students funded by their country receive next priority for desk assignments. Check with your faculty advisor and/or CEE Department staff in 2205 Engineering Hall for desk assignment details. Students not receiving financial support can inquire about desk availability at the CEE Department office (2205 Engineering Hall). In the Water Science and Engineering Laboratory, desk assignments are coordinated by James Lazarcik. Please contact James for details.

Office Etiquette

Please be mindful of your office mates and keep your office area clean and professional (do not bring in beds, pets, etc.). Tours also take place throughout the semester, so a clean and professional office is appreciated.

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

Recycling

Recycling is mandatory in the city of Madison. Recyclable containers (aluminum cans, tin/steel, glass, and high-density plastic bottles) should go in the blue receptacles. Newspapers should be put in the waste cans labeled "Mixed Paper." Office trash cans are typically emptied once a week. At other times, full containers may be left in the hallway for emptying. For more information, see the UW-Madison Recycling Guidelines.

SWAP (Surplus with a Purpose)

SWAP collects, processes, and redistributes surplus property (like computer equipment, office furniture, lab supplies, etc.) from UW-Madison and other state agencies. **If you see furniture, computers, etc. in campus hallways, it is there for SWAP and is not to be taken at will.** If you have equipment/supplies you no longer need, please contact your advisor and Barry Crook to arrange for SWAP pick up. DO NOT leave unwanted items in the hallway without contacting the department.

Coffee/Vending Machines

There is a small deli and coffee shop located in the lobby of Engineering Hall. Several vending machines are also located in the lobby of Engineering Hall (near the Engineering Drive entrance and bathrooms in the northwest corner).

Purchasing & Supplies

In general, graduate students are responsible for obtaining their own office supplies, but funds for research/teaching and/or official university-related business may be available. Contact Alicia Henning in 2205 Engineering Hall or Justin Bozza 150 WSEL to discuss your needs and options for purchasing. While reimbursement of personal funds is possible, graduate students are encouraged to work directly with department staff if purchasing is necessary to streamline the process and avoid using their own funds.

College of Engineering (COE) Design Innovation Lab

The College of Engineering Design Innovation Lab is accessible to all students in the College of Engineering. An online reservation system is available for reserving high-use machines. The lab provides hands-on instruction and consultation to students who wish to design and/or construct physical components or systems.

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. Review the College of Engineering's Space Use Policy for more information.

Engineering Hall conference rooms are reserved through the EMS system. See the CAE KnowledgeBase for details on how to reserve a conference room in EMS. To reserve a conference room in the Water Science and Engineering Laboratory, contact Justin Bozza or James Lazarcik.

Telephones

Student access to university phone services is limited to internal university and local calls. University-related (research, teaching, extension) long distance calls may be made on the phone of your faculty advisor with their permission. Guidance on how to dial out based on call type is provided below.

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

Mail

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

Engineering Hall CEE Department Mailing Address
UW – Civil and Environmental Engineering
c/o [Your Name]
1415 Engineering Drive, Room 2205
Madison WI 53706-1607

Water Science and Engineering Laboratory Mailing Address
WSEL
c/o [Your Name]
660 N Park Street
Madison WI 53706

Outgoing Mail

Campus mail can be taken to room 115 in WSEL or 1342 in Engineering Hall (the SW corner of Engineering Hall), where there are campus mail bins. There are also UPS drop boxes at these locations. If you are doing UW-Madison business-related mailing that requires postage/shipping costs, please see the staff in 2205 Engineering Hall or 150 WSEL for assistance.

Faxes

CloudFax service facilitates the university's transition from analog fax lines and machines to a system that leverages Microsoft 365 email to send and receive faxes electronically. Visit UW Information Technology CloudFax for more information.

Logos, Letterhead, & Branded PowerPoint Templates

These items are available in Box with your UW NetID on the CoE communications page.

Research Poster Resources

Follow UW Design Lab poster guidance to streamline your design and ensure readability.

Connect with the CEE Department Online & Share Your News

Stay current with CEE Department news by connecting with us on social media. You can find us on Instagram, LinkedIn, and Facebook. From research milestones to awards, field trips with students, and more—we also want to hear from you. Contact Amanda Thuss to share your news with the Badger engineering community.

Laboratory Safety Guidelines

Before beginning research in any laboratory affiliated with the Department of Civil and Environmental Engineering (CEE), you must complete the required safety training as mandated by the respective laboratory managers. This training typically takes place within the first one to two weeks of your official start date.

Contact information for laboratory managers in the CEE Department is as follows:

Jackie Bastyr Cooper
Environmental Engineering Core Facility
Room 3206, Engineering Hall
jackie.cooper@wisc.edu
(608) 262-3149

James Lazarcik
Core Facility for Advanced Water Analysis
Room 142, Water Science and Engineering Laboratory
lazarcik@wisc.edu
(608) 262–2899

Incident Reporting
If you experience a medical or safety incident while conducting research, seek first aid immediately and call 911 in the case of an emergency. Please report a near-miss, first-aid incident, work-related injury, or safety concern, within the College of Engineering using the online form.

Additional Resources

- College of Engineering (CoE) Safety Website
    - CoE Safety Manual
- UW Environment, Health & Safety (EHS)
- UW Police

University-Sponsored Travel: Vehicles, Airfare, Hotels, and Meals

How to Become an Authorized Driver

If you are conducting CEE or other university business and driving to your destination, you should attempt to obtain a UW-Madison fleet vehicle before using your own.

To use a fleet vehicle, you must first become an authorized driver, which has up to a 10-day waiting period. To complete the authorization form, you will need:

- UW NetID and password
- Driver's license number
- Supervisor's (or other local authority) name and email address. Please note that the supervisor listed will be notified about your authorization.
- The CEE Department's UDDS code, which you can get from your supervisor or a member of the CEE accounting staff.

For questions or assistance with how to become an authorized driver, please contact Alicia Henning in Engineering Hall or Justin Bozza at WSEL.

How to Make a Fleet Reservation

Once you are authorized, use the Wisconsin Fleet Management System to make, view, or cancel a fleet vehicle reservation. Select "UW" in the drop-down menu, choose your home institution, and then log in with your NetID (or other institution log-in information).

A T-number is needed to reserve a UW Fleet vehicle. Check with your faculty advisor and Alicia Henning in Engineering Hall or Justin Bozza at WSEL for the T-number you should use. Other info needed for a fleet vehicle request includes:

- Preferred type of vehicle
- Date and time of departure and return
- Destination city and state
- Number of vehicle occupants

If a UW-Madison fleet vehicle is not available, you may choose to be put on a waiting list or reserve a fleet vehicle from the Wisconsin Department of Administration (DOA). DOA fleet vehicles are acquired in the same manner as UW-Madison fleet vehicles, but they have different office locations. The UW-Madison fleet office is on campus, while the DOA fleet is off campus. The DOA also has different rules and policies than UW-Madison. If neither option is available, you may obtain a certificate of unavailability to ensure reimbursement for personal vehicle use.

To pick up a fleet vehicle, you must have your Wiscard and valid driver's license with you. You will be issued a credit card for gasoline, which should cover most of the U.S. Charges made on these cards are billed to UW-Madison Fleet.

To pick up a fleet vehicle after hours, you must make prior arrangements with the Fleet Office. Fleet vehicles may be returned after hours using the key drop box outside the UW-Madison Fleet Office or DOA Fleet Office. Fleet vehicles must be returned to the same location they were picked up from.

For questions or assistance with how make a fleet reservation, please contact Alicia Henning in Engineering Hall or Justin Bozza at WSEL.

Airfare

When booking air travel, review the University's airfare policy. Contact Alicia Henning in 2205 Engineering Hall or Justin Bozza in 150 WSEL to discuss your travel needs and options for purchasing. While reimbursement of personal funds is possible, graduate students are encouraged to work directly with department staff to streamline the process and avoid using their own funds.

All university-sponsored airfare must be booked through Concur. The Division of Business Services offers guidance on how to book a flight. Using a third-party online travel booking site (e.g. Travelocity, Orbitz) or booking directly with an airline is prohibited.

Hotels

Before booking, review the University's lodging policy. Contact Alicia Henning in 2205 Engineering Hall or Justin Bozza 150 WSEL to discuss your lodging needs and options for purchasing. While reimbursement of personal funds is possible, graduate students are encouraged to work directly with department staff to streamline the process and avoid using their own funds.

All lodging must be reserved through the Concur online system, directly with an agent at the University's contracted travel agency, by booking directly with the lodging facility, or through AirBnB. Use of other third-party booking sites (e.g. VRBO, Hotels.com, Travelocity) is prohibited. The University has contracts with various lodging suppliers in top travel destinations. UW contract rates are only offered through Concur. Additional details and a link to book are available through Business Services.

Meals and Incidentals While Traveling

You may be reimbursed for meals and incidental expenses (M&IE) during travel that requires an overnight stay on a per diem basis. Travelers cannot claim M&IE for other travelers. The M&IE

per diem rate varies by location and sometimes from month-to-month. Visit the Division of Business Services for more info and an online calculator to determine your per diem allowance. Contact Alicia Henning in 2205 Engineering Hall or Justin Bozza in 150 WSEL with questions about M&IE.

Reimbursement of Personal Funds for University Business
Meals, lodging, transportation and more related to your university-sponsored travel may be eligible for reimbursement if paid for using personal funds. Receipts must be kept and submitted, along with an expense report, within 90 days of travel.

To be reimbursed for a trip involving UW business/research, you must submit a request online. Forms, a list of eligible expenses, and other reimbursement details are available through the Division of Business Services. Contact Alicia Henning in 2205 Engineering Hall or Justin Bozza in 150 WSEL for assistance with e-reimbursement.

It's recommended that you discuss any purchases you may need to make ahead of time with Alicia Henning or Justin Bozza to ensure reimbursement. Consult with your faculty advisor on which specialist you should talk to if you are not sure. A fund account number and original purchase receipts are required for reimbursement.

IMPORTANT: You must submit all travel receipts, even if paid directly by the UW. Provide justification/explanation of all travel and supplies purchased. If you are attending a meeting or conference, please provide an invite, flyer, and/or electronic announcement of the meeting. Complete flight itineraries are also required.

Student Life Resources

Bus Pass
A perk of being a student at UW-Madison is an Associated Students of Madison (ASM) Bus Pass, which is good for unlimited rides on Metro, Madison's bus and paratransit system. For details on when and how to get a bus pass, visit the ASM website.

Campus and Visitor Information
General campus and visitor information and guidance for navigating the community is found online through UW Campus and Visitor Relations.

Housing
There are many housing options in Madison. The key to finding a good fit is to start early. Most off-campus housing leases are 12 months long and start in August. University Apartments and the Campus Area Housing listing service are helpful online resources.

Libraries

A variety of campus resources including databases, study rooms, equipment, and more can be accessed through the UW-Madison library system. The closest library to Engineering Hall is the Steenbock Library on Babcock Drive.

Mental Health Resources

University Health Services (UHS) offers no-cost mental health services for students including 24/7 crisis support, group or individual counseling, and survivor services. Choose from options without an appointment or flexible, short-term counseling and psychiatric services by appointment.

Uwill is another option for no cost, virtual counseling during flexible hours, including nights and weekends. Students can get in quickly to see a counselor, with appointments typically available within 24 hours.

A 24/7 Mental Health Crisis Line is staffed 24/7 by licensed professionals. Students can call **608-265-5600 (option 9)** at any time for immediate support.

McBurney Disability Resource Center

The McBurney Disability Resource Center is the office for students with disabilities and classroom accommodations at UW-Madison. Learn about McBurney services, resources, scholarships, and more via the link above.

Recreational Sports and Facilities

UW-Madison students have access to a variety of recreational, fitness, and athletic offerings on campus with a valid Wiscard, free of charge. A minimal membership fee is required to reserve court and ice times and to participate in group fitness classes. For locations and more, visit UW Recreation & Wellbeing.

University Health Services (UHS)

The University Health Services (UHS) clinic on campus is open to all current UW-Madison students. The UHS team combines routine health care with specialty clinics. You can choose to see the same clinician throughout your UW years. The services offered include:

- treatment for injuries and illnesses, flu and allergy shots, and travel check-ups
- counseling for stress reduction, smoking cessation, nutrition, mental health, etc.
- specialized care in dermatology, sports medicine, and women's health
- confidential testing and treatment of STDs

Wiscard

Your UW-Madison ID card is called a Wiscard, which gives you access to libraries, recreational facilities, and other campus services. Wiscard is also scanned for after-hours building access and

may be used as a campus debit card at over 45 locations. Your first Wiscard is free and valid during your entire academic and/or employment career at the UW-Madison. Lost cards can be replaced for $25. The Wiscard office is in room 149 of Union South. For more information, visit the Wiscard website.

Wisconsin Union

The social, cultural, and recreational center of campus are the Memorial Union on the shore of Lake Mendota and Union South across from Engineering Hall. The Union is a gathering place for students, faculty, staff, and the public. Both buildings offer events, programs, and performances through the Wisconsin Union Theater, non-credit mini courses, and outdoor recreation programs.

Computers & Technology

Research Computer

Your faculty advisor may provide you with a research computer. These computers vary widely in age, speed, and overall condition. If you need a more powerful computer or software beyond Microsoft Office and internet access, consider:

- Talking with your faculty advisor about getting more powerful equipment and consulting with Computer-Aided Engineering (CAE) before purchasing.
- Using a CAE lab computer – CAE maintains several computer labs on the Engineering campus. All College of Engineering software is available through the CAE labs and certain applications are available for installation on your personal computer. To learn more, visit the CAE website.
- Bring your own laptop – this gives you the most freedom to configure a computer the way you like. The tradeoff is that if the laptop is out of warranty, you'll have to pay to have it repaired. Make sure your laptop is well-equipped for engineering applications by reviewing the specifications listed in the CAE KnowledgeBase.
- Borrow a laptop – DoIT offers free loaner equipment to students on a weekly or semester basis via the Computer Lending Program.

Backing Up Your Data

Keeping your data safe from loss and easily accessible is an important aspect of your studies. Laptops can get lost or stolen and drives fail. There are several ways to make sure that your work is backed up on the CAE website.

In addition, CAE offers College of Engineering undergraduates 25GB of file space that is automatically tied to the CAE lab computers as well as XenApp. **Known as the I:\ drive, this 25GB of file space is where you must store your thesis and research documents.** Failure to

back up documents can result in the loss of research to which you will be accountable for. Learn more about CAE file space through the CAE KnowledgeBase.

UW-Madison also provides free online file storage through Box. Box provides you with a place to store and access files that are needed for active collaboration and process workflows. Individual Box accounts and project directories have a 50GB storage quota.

File Storage After You Graduate or Leave

CAE closes the accounts of graduating and non-continuing students **2 weeks** into the fall and spring semesters. Access to FTP to retrieve your files is retained for another 4 weeks until the inactive account, including all files, are deleted. You are responsible for backing up your data before you leave. This is particularly important if you must leave and haven't completed your thesis yet as you may lose the thesis document and supporting materials. For more information, visit the CAE KnowledgeBase.

Guidelines for Working on a UW-Madison Computer

Please DO NOT customize a UW-Madison owned computer by doing any of the following:

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

If you substantially modify the computer from the original setup by reloading or changing the operating system, CAE reserves the right to drop support for the computer entirely. The student will need call the DoIT Help Desk or take the computer to DoIT Computer Repair for assistance.

Continued on the next page

Appropriate Use Guidelines – *for all UW-owned computers*

Certain restrictions exist for using UW-owned computers. Some activities are not proper in a CAE Lab because they tie up resources for other purposes. The following table details appropriate uses for UW-owned computers.

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

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

Network Access

The College of Engineering has wired and wireless networks. Wireless access requires being a registered UW student, faculty, staff member. Wired access requires being a CoE student. Contact CAE to connect your personal computer to the campus network.

Antivirus Requirements and Software Access

Before a computer can be connected to CAE's network, it must have the latest antivirus updates and operating system patches. If you have a university owned computer, internet access and system updates will be done before you receive your computer. If you have a personally owned computer, it is your responsibility to do this from another location before connecting your computer to the network. Students and faculty can download antivirus software with their NetID from DoIT on UW's services webpage.

Continued on the next page

Computer Accounts

The Civil Engineering Department has two types of computer accounts: CAE and UW Campus–DoIT, for which you will have different usernames and passwords.

Account Type	Uses	How to Activate
DoIT	• WiscMail, campus' email system • WisCal, a web-based calendar program • MyWebspace, 1 gigabyte of file server space you can access from anywhere to store files, publish web pages, and share files • MyUW, a web portal for easy access to campus resources, including campus libraries and payroll statements • Engineering's wireless network	Before you can activate your DoIT account, you must get your Wiscard, which gets you added to a campus database. Once you have your Wiscard, complete NetID account activation.
CAE	• CAE computer labs, including printers, plotters, software packages and scanners • Networked file storage of 2 gigabytes, backed up nightly • Personal webpage space	Once you have your NetID, activate your CAE account.

Four Ways to Keep Our Network Safe

1. Log off your computer before leaving your office
2. Lock your office when you leave. Secure laptops with a cable or lock them in a desk or cabinet.
3. NEVER share your password or post it where others can access it (including email)
4. NEVER share 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, CAE will:

- Remove your network connection
- Notify your research adviser
- Notify the department chair
- Possibly suspend your CAE account

For more information, visit CAE Policies and Information Technology resources.

Email

As a CoE graduate student, you receive two email accounts, a WiscMail and a CAE. It is an individual preference as to which email you use, but we recommend that you forward one email address to the other to ensure you receive all important emails.

Printing through CAE

Grad students can print to CAE printers in CAE computer labs from the labs or their office. To learn more about printing through CAE, visit the CAE KnowledgeBase. To print from your office, install and configure web print/mobility print software.

Printing to Printers in Graduate Student Offices

Some grad student offices have printers. Printer age, speed, and capability vary along with policies on how the printers can be used. Check with your research adviser before printing to an office printer. Please do not disassemble a CEE-owned printer to fix a paper jam. Contact CAE support for printer maintenance or performance issues.

Plotters

CAE has two plotters for printing black-and-white documents larger than tabloid (11”x17”) and/or color documents larger than letter (8.5”x11”) in 1249 Engineering Hall and 1262 Mechanical Engineering. For more information, visit the CAE KnowledgeBase.

Scanners

CAE does not maintain scanners. The nearest scanners are at the Steenbock and MERIT libraries, or at the Info Lab on the second floor of Union South. Learn more about library scanners on the UW Libraries webpage.

Engineering and Student Software

- Info on software for CAE lab computers is on the CAE website.
- Software on CEE-owned computers may be different in labs and offices.
    - **Research lab computers** - Software varies by lab. Do not install software on lab computers without permission from your research adviser.
    - **Grad student office computers** - CEE-owned computers in grad student offices come with Microsoft Windows and Office. Do not install software on office computers without permission from your research adviser.
- UW-Madison provides a variety of no-charge software through the campus software library. To learn more, visit the UW Information Technology website.
- DoIT also offers helpful software resources on the UW IT Services webpage.

Computer Supplies
Sources and funding for computer supplies varies by research group. When in doubt, contact your research adviser or a financial specialist. Please note that printing supplies come from approved vendors and are subject to State and UW purchasing restrictions.

Software Training for Students (STS)
Software Training for Students (STS) offers free training for students and instructors on the technology skills needed in the classroom and beyond. STS strives to offer training that is linked to degree-credit coursework or future job placement and helps students stay current with software updates.

Campus Account Access after you Leave Campus
Once your appointment or student status changes, you will lose access to Microsoft 365, Google Drive, Box, Qualtrics, Zoom, and your wisc.edu email address.

- Steps to take before your access changes are detailed in the KnowledgeBase.
- Deactivation of your wisc.edu email takes place 90 days after your student status has changed. Deactivation timelines for other campus accounts are in the KnowledgeBase.

Who to Contact for Computer Assistance

Desktop PCs (CEE-Owned)	DoIT	CAE	Contact
Email – Wisc.edu account	x		Contact DoIT by phone, email, or live chat
Network, can't connect		x	helpdesk@cae.wisc.edu 608-262-5349 Visit the KnowledgeBase for CAE help desk hours
Software, install now		x	
Software, troubleshoot existing		x	
Repair		x	
Viruses and spyware		x	
Printers (CEE-owned)	**DoIT**	**CAE**	**Contact**
Needs toner		x	helpdesk@cae.wisc.edu 608-262-5349 Visit the KnowledgeBase for CAE help desk hours
Needs repair		x	
Connecting to a printer		x	
Laptops (personally owned):	**DoIT**	**CAE**	**Contact**
Campus VPN	x		Contact DoIT by phone, email, or live chat or visit the KnowledgeBase for VPN info
Questions, general	x		
Network, can't connect (wifi only)	x		
Repair	x		
Viruses and spyware	x		
CoE VPN		x	helpdesk@cae.wisc.edu 608-262-5349 Visit the KnowledgeBase for CAE help desk hours
Engineering specific software (e.g. Solidworks)		x	
Campus Services	**DoIT**	**CAE**	**Contact**
CAE account questions		x	helpdesk@cae.wisc.edu 608-262-5349 Visit the KnowledgeBase for CAE help desk hours
CAE Duo		x	
NetID account questions	x		Contact DoIT by phone, email, or live chat
Campus Duo	x		
Microsoft Office	x		
Wisc.edu email	x		

Engineering Media Services

Engineering Media Services (EMS) maintains equipment in College of Engineering conference rooms, classrooms, and labs. Contact EMS for help with CoE media equipment or technology needs.

Advising & Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike. The Graduate School's definition of an advisor can be found in the UW Policy Library.
Your faculty advisor has the following roles:

1. To assist you in acquiring the highest possible level of knowledge and competence in the field, and
2. For those students in a PhD or MS Research program, to chair the committee that will determine whether you have performed at an acceptable level in each of your degree milestones (see "Degree Requirements" section below for further information on building your committee).

Other roles of your faculty advisor may include tracking your progress toward completing your degree (which may include using the Graduate Student Tracking System), assisting with course selection and planning your academic path, and helping you identify possible research mentors, committee members, and research opportunities.

Both the student and faculty advisor are responsible for making their goals and expectations clear to each other. These goals and expectations should be documented in writing and reviewed once per semester. Revisions should be made when review indicates this is necessary. Initial and revised versions of goals and expectations should include documentation of approval by both faculty advisor and student. Be sure to discuss this with your faculty advisor.

Finding & Selecting an Advisor

When graduate students are admitted to an area of study within the CEE Department, they are either assigned to the faculty member providing their financial support or to the Director of Graduate Admissions within their area of study.

The name and contact information of your faculty advisor can be found in your Student Center in MyUW under "Academic Progress" and then "Advisors."

Changing Your Faculty Advisor

The advisor-student relationship is one of mutual agreement, so it may be terminated by either party. There are many reasons why a graduate student in an MS-research or PhD degree program may wish to change their advisor, including changes in their interests or funding sources. Two of those reasons and their solutions are:

- **Changing your advisor due to change in research interest:** A graduate student in an MS-research or PhD degree program may change research advisors due to a change in research interest by:
    1. Initiating discussions with the proposed research advisor and obtaining assurance that the new research advisor is willing to accept the advising role. An existing research assistantship will not transfer with the student, so the student needs to obtain assurance from the proposed research advisor that a new research assistantship will be available to the student, if needed.
    2. Informing their current advisor of their wish to move to a different research program. The student, current advisor, and future advisor shall indicate agreement by completing the appropriate form located on the CEE intranet. The signed form should be emailed to the graduate advisor for department approval.
- **Changing your research advisor due to concerns about the research environment:** The Department and College expect that graduate student climate and culture is conducive to learning and research scholarship, innovation, and entrepreneurship. Graduate students who find themselves in an environment that does not meet those expectations, as substantiated through the course of an appropriate investigation, will be given the opportunity to continue their studies under a different faculty research advisor. In this case, the department will facilitate the transition by guaranteeing funding, as needed, to cover the student's stipend as well as research expenses (tuition remission costs and funds needed to conduct the research) for up to one year. The student, current advisor, and future advisor shall indicate agreement by completing the necessary form from the CEE intranet, which can then be emailed to the graduate advisor for department approval.

A student who is considering a changing their faculty research advisor is encouraged to speak with Daniel Wright, the Associate Department Chair for Graduate Programs housed in CEE, or Joanna Gurstelle, the Assistant Dean for Graduate Affairs in the College of Engineering.

Mentor/Mentee Expectations

Clearly defined expectations for both the student and faculty advisor are a crucial starting point for a strong relationship. Graduate programs in the CEE Department are guided by a set of baseline expectations for the conduct of students and faculty that help to establish a safe, collegial, and productive environment. These Graduate Assistantship Policies and Procedures reflect professional guidelines provided by the UW-Madison College of Engineering and the UW-Madison Graduate School Policies and Procedures for Project (PA) Teaching (TA) and Research (RA) Assistants. Individual laboratories in the CEE Department may have additional or more specific guidelines/requirements.

Workload and Progress Toward Your Degree

- Research mentors and mentees are expected to collaboratively develop a research program plan including a clear set of responsibilities and timeline required to make progress toward degree completion. The plan shall be developed at the outset of the appointment and at least once per semester thereafter. Graduate students are expected to acknowledge that they have the primary responsibility for successful completion of their degree.
- Mentors are expected to provide timely guidance on student progress, including course planning, qualifying exams, thesis proposal, thesis committee, thesis preparation and defense.
- Mentors are expected to provide annual performance evaluations for each mentee using the College of Engineering's Graduate Online Assessment and Achievement Learning System (GOAALS). Evaluations are expected to be individually reviewed with each student.
- Self-supported graduate students assigned to a research project are expected to recognize that responsibilities, workload expectations, and progress toward degree completion apply.
- Department staff are expected to assist graduate students with assistantships, payroll, benefits, work-related travel and purchasing, and reimbursements.
- Mentors are expected to recognize Graduate School policy that research assistant (RA) appointments are for performing work that is relevant to the student's course of study. Occasional other duties are not to exceed 5 hrs/week, regardless of percentage of RA appointment. None of these other duties should require a commitment of more than a few weeks.
- Graduate students should expect that coursework, research, and assistantship duties amount to a full-time professional commitment. Students should recognize that fluctuations above and below the hours reflected in the appointment level are expected

and that the pursuit of research may demand occasional periods of intense workload to meet important deadlines or to accommodate research activity that falls outside of regular work hours (e.g., overnight travel or extended field study).

- Mentors are expected to support their student's success in their coursework, including recognition of temporary periods of intense coursework activity such as exam periods.
- Mentors and mentees are expected to follow university policies on work hours, leave, and vacation. Students are expected to coordinate absences, vacations, and religious observances with their advisors in advance.
- Students supported by teaching assistant (TA) appointments are expected to balance the time commitments to research and teaching after consultation with their advisor and the faculty member responsible for the course to which they are assigned.
- Mentors are expected to provide disability accommodations as approved by the McBurney Disability Resource Center during timed exams (e.g., the qualifying exam for PhD students). Please work with your exam committee members and/or the director of graduate studies to address your specific situation. For more information, see Campus Disability Policies.

Physical Environment

- The CEE Department and research groups are expected to provide adequate and safe work facilities. Examples include but are not limited to access to a printer and copier; access to a computer or laptop; instructional/research supplies; software necessary for instructional tasks/job duties; a departmental mailbox; personal protective equipment; access to equipment operation manuals; records of equipment safety inspection reports; appropriate lockout/tag out procedures; and hazardous chemical Safety Data Sheets (SDSs). Modes of access are expected to vary among research groups.
- Mentors and mentees are expected to collaboratively maintain a comfortable and clean working environment.
- Research advisors are expected to develop and maintain lab safety plans and to advise students of any required safety training. Safety guidelines will be followed at all times, including formal reporting of safety incidents and near misses online through the College of Engineering Safety.
- Mentors are expected to provide disability accommodations as approved by the McBurney Disability Resource Center.

Continued on the next page

Professionalism and Climate

- Mentors and mentees are expected to conduct research activities without plagiarism, with proper attribution of contributions from students and collaborators, and with respect for applicable professional ethical considerations.
- Mentors and mentees are expected to uphold UW-System policies and procedures in place for academic and non-academic misconduct.
- Mentors and mentees are expected to be responsive to communications, including a regular schedule of meetings and electronic communications during defined working hours.
- Mentors and mentees are expected to treat each other with mutual respect. Advisors will not display hostile and intimidating behavior and will participate in any required recurring training for HIB, bias, and professional ethics. Students should not expect or fear any form of retribution for reporting hostile and intimidating behavior.
- Mentors will uphold the University's statement on inclusive excellence and will treat students fairly and without bias.
- Mentees are expected to engage in professional development activities including documenting research, interacting with peers in their discipline, reading relevant publications, and for PhD students, grant writing, and attending and presenting research at meetings and conferences. Advisors are expected to try to secure and facilitate funding for such activities.
- Mentors are expected to help publish their mentee's work in a timely manner.

Degree Requirements for all Students

Graduate students are responsible for staying aware of the requirements for completing their graduate degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.). Degree requirements are in the Graduate Guide. Navigate to the website, then select "Degrees/Majors," your program's name, the "Named Option" of your program (if applicable; found near the bottom of the Requirements tab), and then "Requirements" from the navigation bar on the right side.

You will be taken to a subsection of your program's Guide page that has all the official requirements for your degree. Similarly, see "Policies" from the navigation bar of your program's page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.). Note that when you look at the Guide to learn about program requirements, you will be viewing the current year's version. For past versions of program requirements, see the Guide Archive and search for your program and the year you would like to reference.

Research Master's Degree Programs

The CEE Department offers several master's degree programs and selection of a master's degree program is dependent upon the educational objectives of the candidate. Students enrolled in the research or independent study MS program (depending on your program Pathway A, Pathway B, Pathway C) are not permitted to transfer to the Professional MS degree without consent from the Department Chair and Graduate Program Chair.

The CEE Department also offers a professional course-only MS degree program with six tracks of study (see details on the next page). Information on all graduate degree programs offered by the CEE Department is in the Civil and Environmental Engineering Guide. For information on Environmental Chemistry and Technology Programs, visit the Engineering College-Wide Guide.

Master's Degree Options

Minimum degree requirements, course and seminar requirements, and details on satisfactory progress for students pursuing a MS research degree are available in Guide for each degree:

- Civil and Environmental Engineering, MS
- Environmental Chemistry and Technology, MS
- Geological Engineering, MS

Master's Degree Plans

During the first semester of graduate study, students will complete a proposed degree plan. Degree plans for individual MS programs can be found on the CEE intranet and are approved are approved by the student's faculty advisor. The CEE Pathway C Approval form also needs to be signed by the Associate Chair for Graduate Programs using the MS Pathway C Approval Form.

Completed forms should be emailed to your graduate advisor with a copy sent to your faculty advisor. These forms (i.e. thesis or independent study) can be accessed and downloaded from CEE intranet with your NetID.

Professional Engineering Licensure for CEE and GLE Degree Students

To be eligible for licensure as a Professional Engineer, you are required by most states to have an undergraduate degree from an accredited engineering program. Some states allow exceptions to this. For example, some states allow an MS degree in engineering to count if it is earned from an institution with an accredited undergraduate program such as UW-Madison. Some of these states may require additional engineering courses beyond those required to complete MS degree requirements. Students in Option C should discuss their individual case with their graduate advisor and faculty advisor. More importantly, these students should check with the state licensing board for the state or states in which they have been offered jobs after graduation.

Professional Master's Degree Program

The CEE professional master's degree program offers six pathways of study for engineers. These are one-year, coursework-only programs that are intended to be completed in 12 months (fall, spring, and summer semesters). Students in these programs are not eligible for TA, RA, or PA positions or a thesis or advanced independent study which results in tuition remission.

Specific pathways of study are:

- Construction engineering and management
- Environmental science and engineering
- Geological engineering
- Structural engineering
- Transportation engineering
- Water resources engineering

Program details, course listings, and more info is available in Guide under Civil and Environmental Engineering: Professional, MS. During the first semester of graduate study, students should complete a proposed degree plan. Degree plans are approved by the student's graduate advisor using the CEE MS Professional Curriculum Form located on the CEE intranet. Completed forms should be emailed to your graduate advisor with a copy sent to your faculty advisor.

Important Steps for Completing Your Master's Degree

Please visit the Graduate School's website for essential information on steps to complete and things you need to know to receive your master's degree.

Final Curriculum Approval Forms and Degree Warrant
Students should submit a final curriculum form and complete a warrant request form **at least three weeks** before they plan to defend their thesis or independent study project. The final curriculum form must be signed by the student's committee before it is sent to the graduate advisor for processing. Forms are available on CEE intranet with your NetID.

Master's Degree Defense
Students in a thesis plan, or if requested by faculty under the Advanced Independent Study plan, are responsible for coordinating with their faculty advisor and contacting their committee members to schedule the date and time of their oral defense. Master's thesis or independent study degree committees, regardless of degree option, must have at least three members. For CEE graduate students, two of the committee members must be CEE graduate faculty or former graduate faculty within one year of their resignation or retirement. For EC&T graduate students, two of the committee members must be EC&T graduate faculty or former graduate faculty within one year of their resignation or retirement. A directory of EC&T faculty for committees is available on the intranet. For GLE graduate students, two of the committee members must be GLE-affiliate

graduate faculty or former graduate faculty within one year of their resignation or retirement. Policies can be waived by the respective program chair on case-by-case basis, although waivers must meet Graduate School minimum requirements for MS thesis committee composition.

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

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

A student taking an oral exam is expected to prepare an approximately 30-minute formal presentation of their work. Computer projection can be used in the presentation and is typically recommended. The student will be expected then to defend the results of their work. A typical oral exam for a master's student lasts up to two hours. Students can reserve a conference room for their exam through the EMS website.

The day before the exam, the student should notify the graduate advisor to confirm the date and move the signature process forward. Degree warrants are now signed electronically, so your graduate advisor will send an email notification to your faculty advisor/committee requesting their signature. You should follow up to confirm that your warrant is signed. After the exam, the committee and/or advisor may choose to withhold signature(s) until the student has made appropriate corrections to the report or thesis.

Following the exam or report review, the student is expected to make all appropriate corrections to their report or thesis in consultation with their advisor. An electronic copy of the completed thesis may also be required at the advisor's request and should also be uploaded to Minds@UW, if requested by your advisor. See the next page for details on master's thesis depositing.

Master's Thesis Depositing

Students who elect the Thesis Option perform research in consultation with a faculty advisor. At the conclusion of the research program, a thesis must be submitted. Your thesis must:

1. meet Graduate School requirements
2. be approved by your faculty advisor
3. be uploaded into the Minds@UW, Department of Civil and Environmental Engineering Thesis Collection, if requested by your advisor. Discuss this step with your advisor in

advance to determine if it applies. If this step is required, your advisor will check the appropriate box on your warrant. Minds@UW provides a permanent URL address and safe long-term archival, and is indexed by Google, Google Scholar and other academic search engines.

a. To submit your thesis to Minds@UW, email the Master's Degree Coordinator at elena.hsu@wisc.edu with your student ID number and:
    i. A copy of your signed master's degree warrant
    ii. A signed (by you) copy of the Minds@UW Distribution License form
    iii. A signed (by you) copy of the Proxy authorization form. List "Graduate School" as the Name of Proxy on this form.
    iv. A copy of your completed thesis.

As a courtesy, some students provide their advisors with bound copies, but you are under no obligation to do so. Printing and binding can be done through DoIT.

Commencement

Students must apply to graduate and indicate their intention to attend commencement. Keep an eye out for emails from the graduate advisor about applying for graduation.

Commencement events are held on the department, college, and campus level and have separate registrations.

- The CEE Department hosts events in May and December
- The College of Engineering hosts a celebration at the Kohl Center in May
- Campus-wide event at Camp Randall in May and the Kohl Center in December

Helpful commencement resources include:

- UW-Madison graduate checklist
- Commencement FAQ
- College of Engineering Commencement

Financial Support

Once an 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, they must consult with their faculty advisor(s) and Tonya Messer, the CEE payroll specialist, 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.

Doctoral Degree

The Doctor of Philosophy degree (PhD) is the highest degree conferred by the University. It is a research degree and is never conferred solely for any prescribed period of study, no matter how faithful. The degree is only granted on evidence of general proficiency, distinctive attainment in a special field, and, particularly, the ability for independent investigation as demonstrated in a dissertation presenting original research or creative scholarship with a high degree of literary skill. If necessary, students should consult with their faculty advisor, members of their committee, or campus resources about improving their technical writing and presentation abilities.

Basic requirements for PhD degrees are:

- **CEE PhD** – (1) Major Coursework; (2) Qualifying Examination; (3) PhD Minor Coursework; (4) Preliminary Examination; (5) Dissertation Research; and (6) Final Oral Examination
- **EC&T PhD** – (1) PhD Major Coursework; (2) PhD Minor Coursework; (3) Preliminary Examination; (4) Dissertation Research; and (5) Final Oral Examination
- **GLE PhD** - (1) PhD Major Coursework; (2) Qualifying Examination; (3) PhD Minor Coursework; (4) Preliminary Examination; (5) Dissertation Research; and (6) Final Oral Examination

PhD curricular and academic requirements can be found in the Graduate Guide:

- CEE PhD requirements
- EC&T PhD requirements
- GLE PhD requirements

Timeline & Essential Steps for PhD Degree Progress

A list of major milestones and steps to take for the successful completion of a PhD degree based on a five-year timeline is available on the CEE intranet under “General Student Services Forms.” Refer to this document for information on the required exam(s) and final defense as well as details on the warrant submittal process. Please note: Your individual timeline and specific requirements may vary, so please discuss any concerns with your faculty advisor.

PhD Major Coursework

For students pursuing a PhD in CEE or GLE, their academic program is planned on an individual basis with their advisor. For EC&T PhD students, their academic program is developed with the EC&T Academic Planning Committee (APC), in addition to their advisor.

The Graduate School minimum PhD credit requirement is 51 credits (including minor credits), Out of the minimum 51 credits, 32 graduate credits (including minor credits) must be residence credits.

The 32 graduate residence credits (including PhD minor coursework) must be completed prior to achieving dissertator status (for students who have earned an MS degree, credits accumulated for the MS may be applied towards this requirement, if approved by the faculty advisor).

Pre-dissertators will enroll in 890 Pre-Dissertator Research. Once the preliminary exam is passed and dissertator status is granted, the student will enroll 990, Dissertator Research. The minimum 51 credits may include formal graded graduate level courses, research sections, independent study sections, seminars, and minor coursework.

All graduate students in the CEE Department must register for seminar courses. Contact your faculty advisor to discuss seminar options for your goals and interests. For more information on required seminar courses, see your degree page in the Graduate Guide:

- Civil and Environmental Engineering PhD
- Environmental Chemistry and Technology PhD
- Geological Engineering PhD

Major and minor coursework forms for course planning are available on the CEE intranet with your NetID. Students may request to complete the MS degree on the way to PhD with advisor approval. To do this, students will complete and submit a Request Change/Add Program approval form, which is available on the CEE intranet.

Minor Coursework

The purpose of the minor is to add breadth to a PhD major. Students should develop their minor plan with input from their faculty advisor. Monitoring the course content and credit requirements for PhD minors is the responsibility of the minor department/program.

Major departments/programs are responsible for indicating the expected minor (either Option A, B, or C, as noted below) at the time of the preliminary warrant request. A PhD minor agreement form must be approved before, or by the time, the student has completed 6 credits for the minor. The form is available on the CEE intranet with your NetID and must be submitted to the graduate advisor when complete.

- 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. Some departments or programs may require more than 9 credits.
- Option B (Distributed): Requires a minimum of 9 credits in one or more departments/programs and can include course work in the major department/program. Selection of this option requires the approval of the major department/program.

- Option C (Graduate/Professional certificate): Requires successful completion of a Graduate/Professional certificate in a program outside of the student's doctoral major program.

Additional information about doctoral minors is available in the Graduate Guide.

Doctoral Committees

All PhD programs in the Department of Civil and Environmental Engineering follow the Graduate School requirements for Graduate committees, with several clarifications. The Graduate Committee Composition Policy is detailed online in the UW Policy Library.

CEE, EC&T, and GLE Graduate Program Directors have authority to approve the proposed composition of a PhD committee based on the policies established by the university and the graduate faculty within the program they direct. This includes approval of committee members who are not graduate faculty.

The doctoral candidate should complete the "Final Oral Committee Approval Form" for their program and email it to their faculty advisor for the required signature. The signed form should be emailed to the graduate advisor who will assist in obtaining the Program Director's signature prior to submitting it to the Graduate School. The form for CEE, GLE, and EC&T committees are located on each respective tab of CEE intranet.

Assessments & Exams

PhD programs within the Department of Civil and Environmental Engineering have qualifying and/or comprehensive preliminary/oral exams. For details on assessments and exams in your PhD program, see your program's page in the Graduate Guide:

- Civil and Environmental Engineering PhD
- Environmental Chemistry and Technology PhD
- Geological Engineering PhD

A Guide to Preparing your Doctoral Dissertation

Visit the UW Graduate Programs & Services website for information from the Graduate School about producing your dissertation, format requirements, degree deadlines, samples, and more.

Commencement

Students must apply to graduate and indicate their plans to attend commencement. Watch for emails from the graduate advisor about applying for graduation. Commencement events are held on the department, college, and campus level and have separate registrations. A summary of events and when they are held is as follows:

- The CEE Department hosts events in May and December
- The College of Engineering hosts a celebration at the Kohl Center in May
- Campus-wide event at Camp Randall in May and the Kohl Center in December

Helpful commencement resources include:

- UW-Madison graduate checklist
- Commencement FAQ
- College of Engineering Commencement

Financial Support

A student is no longer eligible for financial support at the end of the term during which their dissertation has been deposited at the Graduate School. If the student holds an assistantship or a fellowship, they consult with their faculty advisor and Tonya Messer, the CEE payroll specialist, 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.

Enrollment Requirements

You are responsible for following Graduate School policies related to course enrollment requirements and limitations:

- Add or drop courses
- Auditing courses
- Canceling enrollment
- Continuous enrollment requirement for dissertators
- Enrollment accountability

Enrolling and Registering for Classes

Students can register for courses by visiting the "Course Search and Enroll" within the MyUW portal. Guidance on how to enroll is available through the Office of the Registrar.

Full-time Enrollment

The Graduate School considers full-time enrollment depending on the semester. For fall and spring semesters, 8-15 graded credits taken at 300 or above graduate-level credits is considered full time. For the summer term, 4-12 credits are considered full time.

All semesters exclude pass/fail and audit classes from the semester credit count. Any exceptions to the maximum credit load permitted must be obtained via an Overload Request form (see Academic and Enrollment Forms on the next page).

If a student elects not to enroll full-time 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 number of credits they need. For more information, see enrollment requirements in the UW Policy Library.

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. For more information, see enrollment requirements in the UW Policy Library.

Dissertators

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

Academic and Enrollment Forms

Enrollment forms and guidance are available through the Graduate School, including:

- Add/change program request
- Credit overload
- Late initial enrollment form
- Late course add or drop
- Degree completion fee request
- Transcript request
- Withdrawal

Graduate School Academic Policies

All graduate degree programs in the CEE Department follow Graduate School guidelines and policies unless otherwise noted. The Graduate School's Policies and Procedures Glossary is the official record of graduate academic and administrative policies/procedures.

Join the Wait List for a Closed Course

Guidance on how to join the wait list for a full course is found in the KnowledgeBase.

Pass/Fail Requests

Pass/fail courses do not satisfy credit, coursework, or degree requirements, nor do they fulfill minimum or maximum credits required for each term, and tuition is charged for pass/fail courses. For these reasons, very few graduate students choose pass/fail for courses numbered 300 or above. Seminars, independent study, and research may not be taken pass/fail. The pass/fail

option is not to be confused with the S/U (Satisfactory/Unsatisfactory) grading option. For more information, visit the UW Policy Library.

Buying Textbooks
Textbooks can be purchased online from the University Book Store (UBS) or in person at 711 State Street (on the Library Mall, west of Lake Street, across from the Memorial Library). Please review course requirements for textbooks before purchasing.

Requesting Transcripts
Guidance on how to request transcripts is available at the links below.

- Official vs. unofficial transcripts
- Ordering official transcripts
- Ordering unofficial transcripts

Re-Entering Graduate School
If you were enrolled as a graduate student but have had a break in enrollment for the minimum of a fall or spring term, you will need to re-apply to resume your studies. Details and requirements for re-entry are available through the Graduate School.

Before applying online, please ask your previous faculty advisor to contact the CEE Graduate Advisor. They will need to verify that they would like the Graduate Admissions Committee to review your application and that they are willing to advise you if you are re-admitted. Please abide by application deadlines for the appropriate term.

Satisfactory Academic Progress

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your faculty advisor. Any student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress and this can impact your academic standing (detailed below), financial aid, or funding (consult your funding sources, as applicable).

Programs within the Department of Civil and Environmental Engineering have their own definition of satisfactory academic progress and related procedures that supplement Graduate School policy, as described in this section.

All graduate students are expected to meet both the Graduate School's minimum policies, requirements, and satisfactory progress and the Department of Civil & Environmental

Engineering's program-specific requirements, including those for course grades, GPA, attendance, incomplete grade resolution, and continuous enrollment.

Information about how the Graduate School determines satisfactory academic progress is in the UW Policy Library. In addition to the Graduate School's monitoring of satisfactory academic progress, the CEE Department reviews the satisfactory academic progress of its students. Aspects of satisfactory progress in all graduate programs within the CEE Department include:

- 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 Timeline & Essential Steps for Degree Progress section of PhD Degree Requirements in this handbook. Additionally, PhD students are required to complete a self-assessment, the Graduate Online Assessment & Achievement Learning System (GOAALS), every spring semester. Research advisors independently complete a GOAALS assessment of each PhD student's progress.
- Students must maintain a GPA of 3.0 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, following the Graduate School Grading System. The Graduate School 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 the minimum standards to continue their studies on probation, upon recommendation and support from their advisor. For more information, visit the UW Policy Library.

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

Personal Conduct Expectations

Professional Conduct Expectations

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and fosters integrity and accountability. You are responsible for keeping aware of their policies and procedures.

CEE Department graduate programs, the Graduate School, and the Division of Student Life all uphold 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 as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers, and the public is significant in evaluating and promoting students. In turn, we expect the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions.

Concerns about infractions of professional conduct may be handled informally between the instructor/advisor and student. A graduate program representative may be consulted if a resolution is not achieved. Students may be disciplined or dismissed from a 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 regarding the same action. Students are responsible for reading the information here and the information published on all relevant websites. 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 the interpretation of data, commitment to an unbiased understanding 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 professionals, honesty and

integrity also extend to personal behavior outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession.

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 responses 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 constructively, and the right of others to hold different opinions shall be respected.
4. **Commitment to Learning:** Students are expected to consistently meet their educational responsibilities. 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. Students should notify the instructor at least one day in advance of a planned absence if possible. Students who cannot 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 to adapt to change. Students shall strive for academic excellence and pursue and incorporate all positive and negative critiques in acquiring knowledge to understand and respect the community in which they work.
5. **Professional Appearance:** Students shall convey a positive, professional appearance 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).

Authorship, Publication, and Peer Review

Key ethical issues surrounding the submission and review of manuscripts and grant proposals include: how to appropriately acknowledge contributions on joint projects, what is expected of authors, and what is expected of reviewers.

Please familiarize yourself with rights and responsibilities as they pertain to authorship, publication, and peer review. It is also recommended that you review responsible conduct of research guidance from the Graduate School.

Artificial Intelligence

The use of artificial intelligence and other such technological advances is an area of concern. Students should familiarize themselves with the University's overarching policy, Generative Artificial Intelligence – Office of Student Conduct and Community Standards – UW–Madison.

As a matter of practice, faculty will include their expectations in course syllabi and assignment instructions. In general, students will be allowed to use AI tools if they enhance the student's academic performance and are properly cited. The advent of web-based platforms that produce solutions to problems (e.g., Chegg) should be avoided as these tend to decrease the student's ability to independently solve problems and further undermine their academic mastery of the topic. If a student has a doubt, they should clarify their understanding and course's policies with the instructor.

Academic Misconduct

Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

- UW-Madison Policy Library Academic Misconduct
- Office of Student Conduct and Community Standards Academic Misconduct

Non-Academic Misconduct

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

- UW-Madison Policy Library Student Nonacademic Disciplinary Procedures
- Office for Student Conduct and Community Standards Nonacademic Misconduct
- Wisconsin State Legislature
    - Chapter 17: Student Nonacademic Disciplinary Procedures
    - Chapter 18: Conduct on University Lands

Research Misconduct

Graduate students are held to the same standards of responsible research conduct as faculty and staff. For further information about these standards and related policies and procedures, visit the links below.

- The Graduate School: Responsible Conduct of Research
- Office of the Vice Chancellor for Research: Research Policies

Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as "bullying," is prohibited by university policy applicable to faculty, academic staff, and university staff.

Definitions, policies, and procedures related to HIB are available through the Office of Human Resources and the Office of the Provost. Students who feel they have been subject to HIB are encouraged to review the informal and formal options on the "Addressing HIB" section of the HIB website.
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 to aid 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 advice and consultation after the first instance of hostile and intimidating behavior. Keep in mind, consultation is not escalation, and we are here to help. Discussing what's happened in a timely way can often prevent continued bullying. Ways to do this include:

- Keeping notes of what happened, when, where, and who was present. Retain copies of any correspondence.
- Seeking advice from a trusted colleague or an HIB liaison who can serve as a confidential source of guidance
- Consulting with resources (either local or campus) to gather information on options for an informal resolution.

- Seeking informal resolution by approaching the individual yourself or with an intermediary
- Consulting with your advisor, human resources representative, department chair, director, dean, or any campus resource to discuss options for resolution. In the CEE Department these contacts include:
    - Dan Wright, Associate Professor and Chair for Graduate Programs
    - Hiroki Sone, GLE Director of Graduate Studies
    - Matt Ginder-Vogel, EC&T Director of Graduate Studies
    - Greg Harrington, CEE Department Chair and Professor
    - Joanna Gurstelle, CoE Assistant Dean for Graduate Studies

A graduate student who is experiencing hostile and intimidating behavior is also entitled to support as a university employee through the Ombuds office, Office of Student Assistance and Support, and the Graduate School, among others.

Grievance Process

Students who feel that they have been mistreated have the right to a prompt hearing of their grievance. Such complaints may involve course grades, classroom treatment, advising, harassment, and other issues. Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. The grievances, appeals processes, and related policies for each graduate program are linked below.

- Civil and Environmental Engineering: Research, MS
- Civil and Environmental Engineering: Professional, MS
- Civil and Environmental Engineering, PhD
- Environmental Chemistry and Technology, Research, MS
- Environmental Chemistry and Technology, PhD
- Geological Engineering: Professional, MS
- Geological Engineering, PhD

Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)

The Office of Student Assistance and Support maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison. In addition, as noted in the previous section "Personal Conduct Expectations," students who feel they have been subject to hostile and intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing the behavior on the HIB website.

Sexual Harassment and Assault

The Sexual Misconduct Resource and Response Program (formerly called the Title IX Program) is overseen by the Title IX Coordinator. The Program receives reports of sexual harassment and sexual violence—including sexual assault, dating/domestic violence, stalking, and sexual exploitation—and coordinates the University's response. If you've been sexually harassed:

- Seek advice – Consult a trusted colleague, your graduate advisor, department chair, Title IX Coordinator, HIB liaison, or other campus resource to discuss your options.
- Seek informal resolution or file a sexual harassment complaint. Information and support for students can be accessed through the UW Office of Compliance.

Funding, Employment, and Finances

"Funding" is a term used to describe university employment or support to cover some or all of your graduate education costs. It varies in kind, amount, and level of guarantee. The Civil and Environmental Engineering Department offers graduate students several types of financial support. Three common types of financial support are Project Assistantships, Research Assistantships, and Teaching Assistantships (PA/RA/TA, respectively).

PAs, RAs, and TAs with at least a 33.33% appointment can receive tuition remission. **Please note that even students who receive tuition remission must pay segregated fees by the due date**. The amount charged for segregated fees is based on the number of student enrollment credits. Detailed information about segregated fees is available through the UW Bursar's Office.

Grants Information Collection

The Memorial Library has a Grants Information Collection (GIC), which consists of print and online resources to help students find external funding, grants, scholarships, and fellowships. Students can make individual appointments with a grants librarian to customize their fellowship search.

Becoming a TA, RA, or PA

Applying for Teaching Assistantships
Any graduate student in the College of Engineering may apply for a TA position except for accelerated master's degree students. First consideration will be given to CEE/EC&T/GLE graduate students. In selecting applicants, the department will consider applicants' preparation and achievement in relevant subjects and their potential to be effective teachers for UW-Madison undergraduates. If no qualified students are available in the department, the search will be opened to include applicants from other departments and programs. Professors in the courses seeking TAs will review applications and make recommendations to department leadership.

Expectations of Teaching Assistants
All new TAs must attend the College of Engineering New Educators' Orientation (NEO) organized by the Engineering Learning Center. More information about the NEO workshop is available through UW CEETE.

TAs will receive student evaluations using the College of Engineering Teaching Evaluation Form. The department recommends that supervising faculty evaluate TAs during the fifth or sixth week of the first two semesters. The assessment will usually involve a planned visit to a classroom/lab section and a subsequent conference between the TA and faculty member.

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

Expectations of Research Assistants
Research assistants must remember that all research data is the property of UW-Madison.

Applying for Project Assistantships
Project assistant opportunities and how to apply are on the UW-Madison Jobs site.

Enrollment Requirements for PAs, RAs, and TAs

For information on minimum enrollment requirements, visit the UW Policy Library. Other Graduate School policies related to graduate student funding/employment include:

- Maximum levels of appointments
- Concurrent appointments for fellows/trainees
- Eligibility for summer RA, TA, PA, and LSA appointments

Pay Rates for PAs, RAs, and TAs

All graduate degree programs in the CEE Department use a standard rate structure consistent with college and campus requirements to set stipends for RAs, TAs, and PAs. All graduate assistantship rates are at or above the campus minimum. Below is a summary of the rates and guidelines for identifying the appropriate level. All are based on a standard 50% appointment for 12 months.

Please contact your advisor, the CEE payroll specialist Tonya Messer, or the CEE department administrator Barry Crook with questions about graduate assistantship rates and the designated level for your program status.

CEE Rate Structure for Stipends: July 1, 2025 – June 30, 2026

Description	Annual stipend for 50% appointment	Typical RA Status	TA/PA
NSF fellowship equivalency	$35,636	Students who hold or have finished a major external fellowship, such as the NSF GRFP	
Flat rate	$37,440	All students	All students
WDGF rate	$35,636		

Finding Funding Without a Guaranteed Appointment

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits, and links to applicable human resources policies (e.g. GAPP) at:

- Graduate School: Funding and Financial Aid
- Fellowship Database

Health Insurance

University Health Services offers medical care to all UW–Madison students. Most fee-based services at UHS are covered at no cost for members of the UW–Madison Student Health Insurance Plan (SHIP). Information about eligibility, benefits, rates, and more is available on their website.

PAs, RAs, TAs, and fellows holding a minimum of a one-third appointment are eligible for group health insurance through the University, for which the University pays most of the premium. You

must contact the Department's payroll administrator Tonya Messer to activate your insurance benefits. There is a 30-day enrollment period, so you are encouraged to take care of this as soon as possible.

Tax Information

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

Tax Information for International Students

Non-U.S. residents from countries with which the U.S. 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.

Parental Leave Policy for Graduate Student Assistants

UW–Madison's new Paid Parental Leave policy became effective July 1, 2024. This policy reflects our commitment to supporting the well-being of employees and their families at an important time in their lives. Visit UW-Madison Human Resources for information on the paid parental leave policy, FAQs, and guidance on requesting paid parental leave.

Please note that campus policy provides 6 weeks of paid parental leave. If a student wishes to have an additional paid leave of 6 weeks for a total of up to 12 weeks, they could use a combination of vacation and sick leave as provided in the campus Graduate Assistantship Policy and Procedures (GAPP). The GAPP policy also allows for the option to take a leave of absence.

Additional Policies & Resources

- Graduate School Policy: Residence for Tuition Purposes
- Employee Disability Resources
- Graduate Assistantship Policies and Procedures (GAPP)

Professional Development

Professional development helps build the skills to succeed academically and thrive in your career. We recommend professional development activities on and off campus, as noted below.

On Campus

The **Graduate School** develops and curates a variety of resources for professional development, including a tool to assess your skills, set goals, and create a plan with recommended activities on campus (e.g., the popular "Individual Development Plan" or IDP) as well as programming to help you explore careers, prepare for a job search, build your network, manage projects, communicate about your research, and more.

DiscoverPD helps master's and doctoral students advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations in the DiscoverPD database are available in various formats to meet your needs, including in-person, virtual, asynchronous, and synchronous opportunities.

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, which all graduate students receive at their wisc.edu email. Offerings include programs, awards, workshops, and career planning information. The New Educators Orientation (NEO) and Teaching Improvement Program (TIP) offer training and support for new and returning TAs in their COE teaching roles. To learn more, visit professional development on the UW Graduate School's website.

The Office for Student Organizations, Leadership & Involvement (SOLI). offers helpful resources for the professional development of leadership skills. Its mission is to cultivate and engage students through practical leadership skill development and involvement experiences.

The Teaching & Learning Programs Office is another excellent resource that collaborates with faculty, instructional staff, and campus administrators to help students develop the skills, attitudes, and knowledge base needed to become efficient, effective users and producers of information.

In Our College/Program/Department

Delta Program – A research, teaching, and learning community for faculty, academic staff, postdocs, and graduate students that supports their success in the changing landscape of science, engineering, and mathematics higher education through courses, workshops, events, and more.

Engineering Career Services (ECS) – Provides resources and guidance for career exploration, resume writing, interview skills, co-ops, internships, and more. ECS also connects employers and students through the campus system Handshake.

UW-Madison Information Technology – Instructional technology, tools, and resources for teaching and learning. This includes learning management systems, in-class and online course development, learning analytics, course evaluation, lecture capture, webinars, and other academic tools for faculty and students.

Writing Center – A community of trained readers and writers that offers resources and support for students, faculty, and staff during all stages of the writing process, across all disciplines and at all skill levels.

Traveling to meetings and conferences – An important part of professional development as a graduate student is participating in professional meetings and conferences. Consult with your advisor about the appropriate venues to attend and possible funding sources to cover associated costs. Some advisors may have access to funds to help support travel costs from research grants. Students should also explore volunteer opportunities at conferences to offset registration costs. Students invited to present research at a conference or need additional funds to support research travel in preparation for their dissertation, final exhibition, or thesis should consider applying for a Student Research Grants Competition (SRGC) Award.

Exams and Certifications

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

Principles and Practice of Engineering (PE) Examination:
At least four years of professional, post-college experience is usually required to apply for the Principles and Practice of Engineering (PE) Examination. Passing this exam, having the required experience, and a passing score on the Fundamentals of Engineering (FE) Examination qualify you to become a licensed Professional Engineer.

UW-Madison does not currently have a formal review for the PE Examination. The National Society of Professional Engineers (NSPE) offers test prep resources online. There is also a

company called the School of PE, which offers classes, tutoring, and other resources via its website. To learn more about the exam and access resources from the NCEES, visit the NCEES PE Exam website.

Engineer-in-Training (EIT) Certificate

Contact the State of Wisconsin Department of Safety and Professional Services for information about an engineer-in-training (EIT) certificate in the State of Wisconsin. For EIT certification in other states, contact the state's bureau or department of professional licensure.