



Online Master of Engineering in Civil and Environmental Engineering – Environmental Engineering Named Option **Program Handbook**

2024-2025

Department of Civil & Environmental Engineering

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the Online Master of Engineering in Environmental Engineering Program.

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1.0 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, concrete canoes raced, transformative research advances made, and talented students who have passed through Engineering Hall. 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 wildest 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!

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2.0 Navigating Policy & Resources at UW-Madison

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison:



2.1 Who to Contact

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed above. Several key positions in this department and on campus are ready to answer your remaining questions:

[Jane Carlson](#), Director of Graduate Studies, serves as Program Director and faculty (academic) advisor to students

jane.carlson@wisc.edu (608) 334-3402

[Anke Hawker-Keuser](#), Graduate Student Services/Graduate Admissions/Graduate Program Advisor
keuser@wisc.edu (608) 890-2420

[Greg Harrington](#), Pieper Family Foundation Chair for Servant Leadership and CEE Department Chair
gwharrin@wisc.edu (608) 695-3380

[Daniel Wright](#), Associate Professor, Graduate Program Director, and Associate Chair of Graduate Programs

danielb.wright@wisc.edu (608) 262-1978

[Barry Crook](#), Department Administrator

barry.crook@wisc.edu (608) 262-7812

[Vicki Kelly](#), Divisional Disability Representative

vicki.kelly@wisc.edu (608) 262-0431

All other program and department faculty and staff: <https://directory.engr.wisc.edu/cee>

Graduate Program Advisor

Anke Hawker-Keuser is your graduate advisor. In this role, Anke is a point person for program policy and procedures. 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.

Director of Graduate Studies

As the director of graduate studies for the MEng EnvE program at UW-Madison, Jane Carlson is the faculty member designated to direct the educational vision and structure of the program. Jane's contact can be found above, and on the program's page in the *Graduate Guide* (guide.wisc.edu/graduate). Simply navigate to the "Major/Degree" tab, click on your program's name, and look for the contact information box on the righthand side.

Faculty Advisor

In addition to serving as the Director of Graduate Studies, Jane Carlson is also the faculty advisor for students in the MEng EnvE program. In this role, Jane is a key source of guidance in your academic development. Further definition can be found on the [UW-Madison Policy Library](#). Guidelines for finding, changing, and working with your advisor can be found in the Advising & Mentoring section below. Jane's contact information is located on the previous page and 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, start with your graduate program advisor. You may also see the operations and front desk contact information on the [UW-Madison Graduate School website](#).

3.0 Department & Program Overview

The Master of Engineering in Civil and Environmental Engineering – Environmental Engineering Named Option (MEng EnvE) is a fully online degree program within the Department of Civil and Environmental Engineering (CEE) at UW-Madison. Information regarding admissions, requirements, learning outcomes, and people in the department and the program that is not included in this handbook may be found in the UW-Madison [Graduate Guide](#). Additional information about the department and our programs may be found online via the links below.

- [College of Engineering website](#)
- [Instagram](#)
- [LinkedIn](#)
- [Twitter](#)

This program includes a full curriculum of courses incorporating the latest research and practices in water supply, wastewater conveyance and treatment, resource recovery, solid and hazardous waste management, contamination remediation, sustainability, air pollution control, and storm water management. The MEng EnvE degree program is designed to give practicing environmental engineers the knowledge and skills needed to address contemporary and future challenges. Additional information specific to the program can be found on the [Professional Degrees and Certificates](#) page of the UW-Madison website. A student course planning guide, forms, and other resources for current students can be accessed with your NetID and password on the CEE [intranet](#).

3.1 Diversity & Inclusion

UW-Madison Diversity Statement

“Diversity is a source of strength, creativity, and innovation for UW–Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals. The University of Wisconsin–Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background — people who as students, faculty, and staff serve Wisconsin and the world.”

UW-Madison Graduate School Diversity Statement

“Community—one that is strong, supportive and diverse—is at the center of a sound graduate education. The Graduate School at the University of Wisconsin–Madison is committed not only to providing a robust education in a world-class research enterprise, but also to building a diverse community of scholars. We are working to help departments and programs across the university recruit and reward talented and diverse faculty, students and staff to demonstrate our ongoing commitment to these values.”

Diverse Student Organizations

This subsection lists and details various graduate student organizations, clubs, and initiatives that support underrepresented students in STEM at UW-Madison with local, regional, and national chapters. For further information, visit the [UW Wisconsin Engineering Student Council website](#).

- [Graduate Engineering Research Scholars \(GERS\)](#)
- [National Action Council for Minorities in Engineering \(NACME\)](#)
- Society for Advancement of Chicanos and Native Americans in Science (SACNAS)
 - [UW Chapter](#)
 - [National Chapter](#)
- National Society of Black Engineers (NSBE)
 - [Wisconsin Black Engineering Student Society \(WBESS\)](#)
 - [National Chapter](#)
- American Indian Science and Engineering Society (AISES)
 - [UW Chapter](#)
 - [National Chapter](#)
- Society of Hispanic Professional Engineers (SHPE)
 - [UW Chapter](#)
 - [National Chapter](#)

- Society of Women Engineers (SWE)
 - [UW Chapter](#)
 - [National Chapter](#)
- [Queer and Trans Engineers \(QTEs\) UW Chapter](#)
- [UW-Madison QGrads](#)
- [UW-Madison International Student Services](#)
- [UW-Madison International Graduate Students](#)
- [Wunk Sheek](#)
- [Association for Women in Science \(AWIS\)](#)
- [Mexican American Engineers and Scientists \(MAES\) Latinos in Science and Engineering](#)
- [National Organization of Gay and Lesbian Scientists and Technical Professionals \(NOGLSTP\)](#)
- [Out in Science, Technology, Engineering, and Mathematics \(oSTEM\)](#)
- [Society of Asian Scientists and Engineers \(SASE\)](#)

3.2 Getting Involved in Professional & Other Organizations

As a graduate student at UW-Madison, you have many opportunities to become involved in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunity for professional networking, which can be very helpful when seeking or giving advice about job opportunities or technical or professional support.

3.2.1 In Our Discipline

You are strongly encouraged to become an active member of at least one professional organization. This provides additional opportunities for the exchange of knowledge and networking. Several organizations that may be of interest to you are listed below, but the list is not all-inclusive. Note that some organizations may offer a lower membership fee for students; however, this may depend on the number of credits per semester the student is taking. Some of these organizations also offer reduced rates to young professionals or those who are new to the profession.

- [Water Environment Federation](#) and its member associations. Refer to the listing of Member Associations to find one near you. For example, Wisconsin's member association is the [Central States Water Environment Association](#).
- [American Academy of Environmental Engineers and Scientists](#)
- [American Society of Civil Engineers](#). See the Environmental and Water Resources Institute, in particular. ASCE typically has local chapters that are active throughout its US and international regions.
- [Institute for Sustainable Infrastructure](#)

3.2.2 On and Off 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. You will find a list of ways to promote the Wisconsin Idea on the [UW-Madison Wisconsin Idea](#) webpage.

4.0 Getting Started as a Graduate Student

This section guides you through important steps to take as you begin your journey as a graduate student at UW-Madison.

4.1 Graduate School Student Resources

Be sure to review the applicable information on these webpages:

- [The Graduate School's new student page](#)
- [The Graduate School's current student page](#)

4.2 In Our Program

As an online program, we have an online orientation and meeting space which can be found on the [Canvas site](#). The site contains information about navigating our learning management system (Canvas), the program, and the department. You can post a note about yourself under the Introduce Yourself discussion forum and find posts from other students there. Review the Recent Announcements page for news about online course offerings for upcoming semesters and other program information. This site can also serve as a meeting venue for students and faculty, advisors, or other students, using the Zoom link. The CEE [intranet](#) provides additional resources and forms for current students.

5.0 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 a faculty advisor can be found here in the [UW-Madison Policy Library](#). Your faculty advisor has two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to determine whether you have performed at an acceptable level in your degree milestones (see "Degree Requirements" section below for further information). Other roles of your faculty advisor may include tracking your progress in completing your degree (note: this may include use of the [Graduate Student Tracking System](#)), assisting with course selection and planning your academic path, and helping you identify possible independent study mentors and topics.

Both the student and faculty advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advisor.

5.1 Finding & Selecting an Advisor

Your academic, or faculty, advisor should be a faculty member in the program whose expertise and project/research interests match closely with those that you intend to acquire. In this online MEng EnvE program, your faculty advisor will almost always be the Program Director (Director of Graduate Studies), as they are the most knowledgeable about the courses available and the program requirements. Your Graduate Program Advisor will also be assigned as one of your advisors and can assist you with onboarding, Graduate School requirements, special situations, graduation logistics, and other areas as described in this handbook.

It is also acceptable for a student in the program to select a different faculty member as faculty advisor if that faculty member has experience teaching in the MEng EnvE program and the student has a prior relationship, such as working with the faculty member when an undergraduate at UW-Madison. No faculty member is obligated to accept a student's request to serve as advisor, although invitations are often accepted unless the faculty member judges that a different advisor would serve your needs better.

5.2 Changing Your Advisor

As the advisor-student relationship is one of mutual agreement, it may be terminated by either party. If you decide that you would prefer working with a different advisor, discuss this with your prospective advisor to seek the change.

If you change your advisor, you must notify your Graduate Program Advisor and follow any related procedures.

Every graduate student must have an advisor or else they may be suspended from graduate study at UW-Madison by the Graduate School. Online students will be assigned an advisor on admission. Be sure to follow procedures to re-select a new advisor (described above) if necessary, prior to finalizing the termination of your current advising relationship. You can confirm that the name of your advisor has been updated in the official record by looking in your Student Center on MyUW (my.wisc.edu) under "Academic Progress" and then "Advisors."

5.3 Mentoring Networks

In addition to a formal advisor, you are encouraged to develop a broad network of individuals who can provide academic and professional mentorship during and beyond your time as a graduate student.

6.0 Degree Requirements & Recommendations

All students in the MEng EnvE program are responsible for keeping aware of the degree requirements and recommendations for completing their degree.

For all current and official requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) see the [Graduate Guide](#). Similarly, see the "[Policies](#)" section to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time

constraints, grievances and appeals, etc.). For prior catalog year policies that may be applicable to you, see the [Guide Archive](#).

6.1 Course Planning

Refer to the Student Course Planning Guide on the CEE [intranet](#). This Guide includes several example plans of study for students entering the program in various semesters. When possible, we recommend a 700 series course be taken prior to its associated 800 series course, e.g., CivEngr 721 before CivEngr 821. However, we recognize this is not always possible because of the timing of course offerings, and it is not necessary to take the courses in this order.

It is strongly recommended that you prepare a Student Course Plan (plan of study for the degree) before or during your first semester in the program and review the plan with your faculty advisor, who has a form for this purpose. The Student Course Plan can be modified, if necessary, during your time in the program.

6.2 Independent Study

CivEngr 699 – Mentored Independent Study – is an elective course available to MEng EnvE students who wish to delve deeper into an environmental engineering topic or to study a topic for which they were not able to take a course because of scheduling conflicts. Independent study may be taken in increments of 1 to 6 credits a semester, for up to 6 credits total during your time in the program.

Your faculty advisor can also provide guidance on selecting your independent study topic and mentor. Please let your advisor know the timing of your proposed CivEngr 699 course(s) and potential topic(s) as soon as possible so mentor availability can be determined.

6.3 Design Project

CivEngr 823 – Environmental Engineering Design Project – is a required course that involves students working in teams to complete a project. As this is the “capstone” course in the Program, it is recommended that the course be taken as late as possible in the student’s program, and that you don’t enroll in other 3-credit courses during the same semester. Your faculty advisor can assist with your course planning.

6.4 Sample Course Schedule

Refer to the Program’s Student Course Planning Guide, which may be found on the program’s [Intranet](#) pages. Your faculty advisor can help you develop a course plan that is tailored to your needs.

6.5 Master’s Degree Checklist: Timeline & Deadlines

The Graduate School maintains a list of steps to complete your master’s degree, including deadlines and important things to know as you progress toward graduation, which can be found on the [Graduate School website](#). In addition to what is posted online from the Graduate School, you must meet all required steps of the program as listed in the [Guide](#).

7.0 Enrollment Requirements

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

- [Adding / Dropping Courses](#)
- [Auditing Courses](#)
- [Canceling Enrollment](#)
- [Enrollment Accountability](#)
- [Minimum Enrollment Requirements](#)

8.0 Academic Exception Petitions

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

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. The student's faculty advisor (if different from the Director of Graduate Studies) must provide written support for the petition.
3. All course work substitutions and equivalencies will be decided by appropriate program faculty and/or the Director of Graduate Studies.

More generally, the Director of Graduate Studies, in consultation with the student's advisor if different, may grant exceptions for students who face circumstances as noted in university regulations. This includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program.

Some academic exceptions may need to be approved by the Graduate School. For further information about this, contact the Graduate Program Advisor and Director of Graduate Studies and see the [Graduate School](#) website.

9.0 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. A student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress, and this can impact their academic standing (detailed below), financial aid (see the [policy page](#)), or funding (consult your sources of funding, as applicable).

9.1 Definition

Information about how the Graduate School determines satisfactory academic progress can be found at their [policy page](#). In addition to the Graduate School's monitoring of satisfactory academic progress, this program regularly reviews the satisfactory academic progress of its students. Information is in [Guide](#).

The Graduate School and the program require that students maintain a minimum GPA of 3.00 for courses taken as a graduate student (excluding audit, credit/no credit, and pass/fail courses), unless probationary admission conditions require higher grades. Graduate School courses numbered 300 and above in which a student earns a grade of D or F are included in the GPA but do not count towards the program's credit requirements. The Graduate School also considers Incomplete (I) grades to be unsatisfactory if they are not removed during the subsequent semester of enrollment; however, the instructor may impose an earlier deadline. A student may be placed on probation or suspended for low grades or for failing to resolve incompletes in a timely fashion. In special cases, the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

Details on the Graduate School probation policy are available in the Graduate School's [Academic Policies and Procedures Glossary](#).

Refer also to the [Policy Library](#) and the Graduate School's [Academic Policies & Procedures](#).

9.2 Not Meeting Academic Expectations

Student progress will generally be reviewed through coursework and through advisor meetings. A student's failure to comply with the above-mentioned expectations for satisfactory progress may result in disciplinary action or dismissal.

10.0 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, found at [Student Affairs website](#).

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires.

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers, and the public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the program for misconduct or disregard for professional conduct

expectations regardless of their academic standing in the program. Separate and apart from a violation of professional conduct, a student may face University disciplinary action with regard to the same action.

Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Students are responsible for reading the information here as well as the information published on all the 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 including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the Program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the Program, UW-Madison, and the profession as a whole.
3. **Interpersonal and Workplace Relationships:** Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.
4. **Commitment to Learning:** Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and

negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

5. Professional Appearance: Students shall convey a positive, professional appearance 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).

10.1 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 Academic Misconduct Policy](#)
- [Office of Student Conduct and Community Standards Academic Misconduct](#)

10.2 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 Student Nonacademic Disciplinary Procedures](#)
- [Office for Student Conduct and Community Standards Non-Academic Misconduct](#)
- [University of Wisconsin System Chapter 17: Student Non-Academic Disciplinary Procedures](#)
- [University of Wisconsin System Chapter 18: Conduct on University Lands](#)

10.3 Hostile & 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.

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 get in touch with 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 your advisor, human resources representative, department chair, director, dean, or other 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](#)

If you are a graduate student who is experiencing hostile and intimidating behavior, you are also entitled to support as a university employee through the [Ombuds office](#), [Office of Student Assistance and Support](#), and the [Graduate School](#), among others.

Further [definition, policy, and procedures related to HIB](#), is 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” tab of this website.

10.4 Grievance Process

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. This program's grievance process can be found in [Guide](#).

10.5 Process & Sanctions for Violations of Conduct Standards

The Office of Student Assistance and Support (OSAS) may have grounds to issue one or more of the following:

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

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

[OSAS 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.

As noted above under “Personal Conduct Expectations,” students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) through the [HIB website](#).

12.0 Tuition, Funding, Employment, & Finances

As of the 2024-25 academic year, tuition is \$1,300 per credit regardless of your residence location. This tuition rate is subject to change in future academic years. Students in the program do not pay segregated fees. Current and previous tuition rates can be accessed through the [UW-Madison Budget Office](#).

12.1 Finding Funding

“Funding” is a term used to describe financial support to cover some of your costs of graduate education. It varies in kind, amount, and level of guarantee.

12.1.1 Campus-Wide & External Sources

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, and links to applicable human resources policies.

- [Graduate School Funding and Financial Aid](#)
- UW-Madison Libraries
 - [Grants Information Collection](#)
 - [Grants/Scholarships](#)
- **Student loans** may be available through local sources or by applying through [FAFSA](#). Students may need to enroll in at least 4 credits a semester to be eligible for FAFSA loans. For more information visit the [Office of Student Financial Aid](#).

12.1.2 In Our Program/Department

Students in this program are generally not eligible for UW-Madison teaching or research assistantships because they are not located on campus and are not eligible for tuition remission. Rarely, students may be granted permission to work for UW-Madison as a grader or teaching assistant. However, students would not be eligible for tuition remission regardless of the hours worked or their assistantship level. For more information, see [Guide](#).

We recommend you contact the Director of Graduate Studies or Department Administrator before considering or accepting UW-Madison employment. Based on past information from students, students in this program often obtain financial assistance from their employer, student loans, the GI Bill if applicable, or they self-fund their education. Occasionally grants can be obtained through professional or other organizations. As a starting point, refer to the [Office of Student Financial Aid](#).

12.2 Additional Policies & Resources

GI Bill Funding – this funding may require students to maintain a minimum number of credits for half-time or full-time status. Full benefits may require one or more credits a semester of “brick and mortar” coursework, where the class has to be on-campus. Refer to the [GI Bill federal website](#), and if you have specific questions, you may contact a [University Veteran Services at UW-Madison](#) representative and also refer to the [UW Veterans Facebook page](#).

13.0 Professional Development

When you participate in professional development, you build skills needed to succeed academically and thrive in your career. The following are professional development activities that we recommend for your consideration.

13.1 UW-Madison Resources

The [Graduate School develops and curates a wide variety of resources for professional development](#), including a tool to assess your skills, set goals, and create a plan as well as programming to help you explore careers, prepare for a job search, build your network and learn from alumni, manage projects, communicate about your research, and much more.

DiscoverPD through the Graduate School helps master's and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. All of this can be found at the link above.

[Beyond Graduate School](#) is another resource that is specifically designed for master's students and provides guidance for resume-writing, interviewing, networking, and more.

By [joining UW on Handshake](#), you're able to view career events, explore job postings and internships, manage interviews, and more.

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in online degree programs, including this Program, receive the newsletter every other week during the academic year and monthly during the summer.

13.2 In Our Program & Discipline

Refer to the section in this handbook titled *Department & Program Overview* for tips on getting involved in student and professional organizations, which can help your professional development.

Your faculty advisor or program faculty can assist you with professional development and information about career subtracks. They can sometimes assist with employment opportunities, too. Feel free to contact them by e-mail or make an appointment for a virtual meeting or phone call.

14.0 Mental Health Resources

University Health Services offers resources and confidential support for individuals in times of crisis including:

- Free 24/7 Mental Health Crisis Support Line staffed by licensed professionals: **(608) 265-5600 (option 9)**
- [Let's Talk](#) – Free 20-25 minute virtual or in-person counseling sessions
- [UWill](#) Virtual Therapy – flexible, virtual, no-cost therapy
- [Care Managers](#) – If you need or want long-term, more frequent or specialized assistance, a UHS Care Manager can help you navigate off-campus resources.
- [Thrive Workshops](#) – Build skills and gain tools to support academic performance, relationships, and overall wellbeing with free workshops offered virtually or in-person.
- [Group Counseling](#) – Connect with others in a safe, confidential and supportive space. Check for sessions “open to all students” online.
- On Demand Resources: [Connecting Badgers Podcast](#).

In addition, there is a National Suicide and Crisis Lifeline in the United States. Call or text 988, or [chat online](#) to connect with a counselor.