

# UNIVERSITY OF WISCONSIN-MADISON

## Academic Policies and Procedures Handbook

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### Master of Science in Design + Innovation

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Summer 2022

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## I. PROGRAM OVERVIEW

### **Intention/Role of Handbook**

This handbook is intended for graduate students who are pursuing Master of Science in Design + Innovation degree. The UW-Madison Graduate School is the ultimate authority for granting graduate degrees at the University. This program is administered under the authority of the Graduate School. The Graduate School's Academic Policies and Procedures provide essential information regarding general University requirements. The Graduate *Guide* references program-specific policies, rules and regulations as well as Graduate School-level policies regarding admission, coursework, the awarding of degrees and certificates, and the general criteria governing satisfactory progress in a degree program. Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the Master of Science in Design + Innovation program. The policies described in this handbook have been approved by the program as a whole. Degrees and course requirements may change over time. However, students must meet the degree and course requirements that were in effect when they entered the program. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook, as well as those listed in the Graduate *Guide*. The information in this handbook should also be supplemented by individual consultation with your advisor so that individual needs/interests and all degree requirements are met. Additional information is available via the Department's website. Students may also wish to consult the Graduate School's website.

### **Key Individuals and Roles**

Please review the program webpage (<https://mdi.wisc.edu/>) for updated information regarding the following roles:

- Academic Director/Director of Graduate Studies
- Program Director/Director of Graduate Studies
- Graduate Coordinator/Advisor
- Steering Committee

### **Program Structure**

The Master of Science in Design + Innovation program is an interdisciplinary degree combining engineering, human ecology, business, art, and user experience. It is a collaboration between the College of Engineering, School of Human Ecology, School of Business, the Art Department within the School of Education, and the Information School in the College of Letters and Science. The degree will prepare students to solve complex problems by providing them with a robust set of design thinking strategies and tools from multiple perspectives. Graduates will be equipped to work across disciplines and innovate in their respective field. The program has a steering committee consisting of representatives from each school and college. This program is considered to be face-to-face with an emphasis on two hands-on capstone courses.

The program includes a graduate coordinator, program director, and academic program director. The academic program director currently also serves as the career specialist. Students enrolled in this program are not permitted to be concurrently enrolled in any other UW-Madison graduate or certificate program or obtain any campus funding position that offers tuition remission. UW-Madison is currently accredited by the National Association of Schools of Art and Design. It is anticipated that the program will become part of the National Association of Schools of Art and Design accreditation in the 2025-2026 academic year.

### **Program statistics/prospects**

As this is the second cohort in this program, there are few program statistics and reports. Future statistics and reports may be found on the Graduate School Data webpage: <https://grad.wisc.edu/data/>.

## II. INFORMATION FOR NEW STUDENTS

### **Activate your NetID**

You will need your NetID and password to access the My UW-Madison portal at [my.wisc.edu](https://my.wisc.edu). To activate your NetID click on the ACTIVATE NETID button from the My UW Madison login screen. Enter your 10 digit student campus ID number and birthdate. The NetID you create and password you enter are keys to your access to the MyUW portal, so make a record of it and keep it private. If you are unsure about your NetID and password, contact the [DoIT Help Desk](https://doit.wisc.edu) at 608-264-4357.

### **Tuition Account Refunds**

Set up e-Refund for direct deposits of refunds that post to the bank account in 1-3 business days. Students may enroll and manage their eRefund status/bank information on their MyUW Student Center. Bursar's Office: <https://bursar.wisc.edu/>.

### **Enroll in classes**

New students will receive an email from the Graduate Coordinator with information regarding enrollment. Office of the Registrar enrollment help: <https://registrar.wisc.edu/howto/>.

### **Get your UW Photo ID Card (Wiscard)**

Get your UW ID card - Wiscard - photo taken at the Wiscard Office ([wiscard.wisc.edu/contact.html](https://wiscard.wisc.edu/contact.html)) in Union South, room 149, M-F 8:30 am - 5:00 pm. You must be enrolled and have valid identification, such as a valid driver's license, passport, or state ID) to get your photo ID.

### **Pick up your free Madison Metro bus pass**

As a UW student, you can pick up a bus pass at no charge from the Memorial Union at the beginning of the fall and spring semesters. Visit the ASM Web site for more information on Madison Metro bus services: <https://www.asm.wisc.edu/resources/buspass/>. Be sure to bring your UW Photo ID card.  
Prerequisite: You must be enrolled.

### **Attend the New Graduate Student Welcome, hosted by the Graduate School**

This event provides a great opportunity to mingle with Graduate School deans and staff, hear from a panel of current students about grad student life, learn about the many campus and community resources available to you, and meet other new graduate students from across campus. Learn more and register here: <https://grad.wisc.edu/new-students/>

### **Graduate Student Life**

*Graduate Student Life* is published annually by the Graduate School and contains a wealth of essential information for new graduate student. It covers information about the city of Madison, student services, finances, employment, housing, transportation, shopping, local services, recreation, and healthy living. Check it out at <https://grad.wisc.edu/new-students/>

### **Attend Program Orientation Event**

Program Orientation information will be sent in the new student email prior to the beginning of the first term.

### **Program Resources for Students**

- Master of Science in Design + Innovation program website: <https://www.mdi.wisc.edu>
- Engineering provides printers in the CAE labs listed [here](#), which MDI students will have access to through their CAE account (provided to all students enrolled in an engineering degree program / course). For staff / instructors, the front desk of the Makerspace can help. If demand increases for students / instructors we

can come up with a different plan (e.g. purchase a printer, ask CAE to add a printer to the Makerspace, etc.)

- IT support offered by the department / who to contact: <https://www.cae.wisc.edu/>
- For administrative / operations questions (reservations, space setup, etc.), please contact Maggie ([mmmuldowney@wisc.edu](mailto:mmmuldowney@wisc.edu))
- Shop / tool questions (access, policies, procedures, etc), please contact Karl ([kjwilliamso2@wisc.edu](mailto:kjwilliamso2@wisc.edu))
- Departmental mailing address to be used by students for professional correspondence, check with your advisor prior to use

UW Makerspace  
Attn: MDI Program  
215 Randall Ave  
Madison, WI, 53715

### **Intellectual Property**

Graduate students should seek to understand their rights and obligations related to intellectual property, including how patents and copyrights protect their work and when invention disclosure policies apply. This is especially important if there are special considerations related to external funding sources.

The primary campus resource for intellectual property policy and information is the Office of the Vice Chancellor for Research and Graduate Education's website, [research.wisc.edu/intellectual-property](http://research.wisc.edu/intellectual-property). Additionally, the Graduate School Office of Professional Development maintains a collection of online resources (<https://grad.wisc.edu/professional-development/>) aimed at highlighting intellectual property topics of interest to graduate students.

## **III. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS**

### **International Student Services (ISS)**

International Student Services (ISS) is your main resource on campus and has advisors who can assist you with visa, social and employment issues. Visit their website for more information at [iss.wisc.edu](http://iss.wisc.edu) or to schedule an appointment.

### **Mandatory Orientation**

The U.S. Department of Homeland Security requires you to register with UW-Madison prior to starting your program of study in the United States. By completing the Immigration Check and attending International Student Orientation ([a mandatory orientation program for new students](#)), you will fulfill this obligation. Visit <https://iss.wisc.edu/orientation/#iso-steps> for more information, including orientation dates and registration steps.

### **Student Visas**

Graduate Admissions issues the federal I-20 form for initial F-1 Visa procurement. Initial J-1 Visa document (DS-2019) is handled by [International Student Services](#) (ISS). The Graduate Admissions office sometimes must collect financial information for the DS-2019, which is then forwarded to ISS. After the student is enrolled, all Visa matters are handled by ISS. After admission, all international students will be granted access to Terra Dotta by the International Student Services Office. Students will maintain their international documents through this system.

### **Documents required of new international students**

Many students are admitted with a condition that they submit their final academic documents after arrival on campus. Please submit your documents to the admissions office at 232 Bascom Hall. The admissions requirements page <https://grad.wisc.edu/apply/requirements/> lists the documents required for each country.

### **Students with ESL requirements**

Any student who was admitted with a TOEFL score below 92, or an IELTS score below 7.0 will be required to take the English as a Second Language Assessment Test (ESLAT) <https://esl.wisc.edu/international-students/placement/> and any required English course during their first semester.

## **IV. ADVISING**

### **Advising Resources**

Students should always reference the program's website, this Handbook, the Graduate School's website ([grad.wisc.edu](http://grad.wisc.edu)), and the Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/academic-policies/>) for answers on various program-related questions.

### **Graduate Coordinator**

When students need further clarification on any of these policies or procedures they should contact the Graduate Program Coordinator. The Graduate Program Coordinator may often play a role in tracking the student's progress toward degree completion, assisting with course selection and academic planning, issues including satisfactory academic progress, academic deadlines, graduation completion, program-related forms, advising/course holds and permissions, and course offerings.

### **Advisor**

Advisors in the Master of Science in Design + Innovation program are assigned to students. Students may see their official advisor listed in MyUW. (The official advisor is entered in the Student Information System (SIS) by the graduate program coordinator.) The advisors will assist the student with course selection, career questions, and general guidance.

### **Advisee**

Since the advisor's role can vary, students should discuss roles and expectations with their advisors. It is the advisee's responsibility to learn and understand degree requirements, satisfactory progress requirements, and ask for assistance when needed.

Both the student and the advisor have a responsibility to make their expectations clear to each other.

## **V. MASTER'S DEGREE REQUIREMENTS**

**Please refer to the [Graduate Guide](#) for program basics such as curriculum/specializations, credits and courses, and learning outcomes or learning goals.**

- Students in the Master of Science in Design + Innovation program are not eligible for any type of campus funded/employment positions that include tuition remission, including Assistantships (research, teaching, project) greater than or equal to 33% time.
- Tuition for the Master of Science in Design + Innovation program for the Summer 2022, Fall 2022, and Spring 2023 is \$1600 per credit plus fees. This program does not use residency for tuition purposes.
- Specific courses may also include additional course related fees. If a course has an additional fee, that information will be listed in the Course Search & Enroll app.

### **Additional Program Resources**

- Graduate Guide: <https://guide.wisc.edu/graduate/>
- Graduate School Current Student resources: <https://grad.wisc.edu/current-students/>

- Graduate School policies: <https://grad.wisc.edu/academic-policies/>. These are minimum policies. The Master of Science in Design + Innovation program may have more stringent policies and additional policies.
- Individual Development Plan (IDP): Visit [grad.wisc.edu/pd/idp](https://grad.wisc.edu/pd/idp) if interested in creating an IDP.

### **Collaborative Capstone Courses (INTER-HE 940, INTEREGR 941)**

The collaborative capstone courses allow students to apply what they have learned in their core and elective coursework through projects with real-world clients. As such, in these two courses:

- Students will work with partner organizations on active, real-world projects. These projects will be chosen by the MDI program staff to advance student learning and career readiness.
- Partner organizations may require students to sign non-disclosure or intellectual property agreements in order to maintain confidentiality while students work on a project. These agreements will be vetted by the College of Engineering or the School of Human Ecology to follow fair and student-centric practices.
  - Signing any agreement is students' choice.
  - Prior to being asked to sign any agreements, Capstone instructors will explain the details of the project and the partner organization arrangement (NDA, IP, etc.) with students and answer questions.
  - If students choose not to sign course agreements, they will not work on the partner organization project. Instead, students will work with the Capstone instructors to create or choose an alternative project with the equivalent learning potential.
  - Students should discuss project questions or concerns with instructors as soon as possible in order to align milestones with class and independent work.

### **Timelines and Deadline Requirements**

The MS Design + Innovation program begins in summer term, which aligns with the “4-week session” when accessing the UW-Madison Academic Calendar (<https://secfac.wisc.edu/academic-calendar/>). For Summer 2022, classes start on May 23, 2022. **Please note that undergraduate degrees must be conferred before starting the MDI program.**

This program is designed to be a full-time, 12-month, 3 term program (Summer, Fall, and Spring).

- Students in the program may extend the length of the program to 4 terms with advisor approval. The core courses must be taken in order and as planned in the curriculum. Completion of specialization electives may be extended into a 4<sup>th</sup> term.
- Program deadlines/time limits; Graduate School deadlines/time limits (including graduation deadlines: <https://grad.wisc.edu/current-students/masters-guide/> at the bottom of the page)

## **VI. ENROLLMENT**

### **Enrollment Requirements**

The Graduate School's policy on enrollment requirements is as posted at <https://grad.wisc.edu/documents/enrollment-requirements/>. The Master of Science in Design + Innovation expects all students to enroll in and complete the core courses in the format specified in the curriculum. Specialization electives may be moved around to accommodate the student.

### **Auditing Courses**

Graduate School policy on Auditing Courses may be found at: <https://grad.wisc.edu/documents/auditing-courses/>.



## **Continuous Enrollment**

Graduate School policy on Continuous Enrollment may be found at:

<https://grad.wisc.edu/documents/continuous-enrollment-requirement/>.

## **Prior Coursework/Transfer Policies:**

The Master of Science in Design + Innovation program prior coursework policies are as follows. To meet the program minimum residency credit requirement (see [Guide](#)), students are required to successfully complete a minimum of 16 credits (out of 30 required degree credits) at UW-Madison, while in graduate student status.

### **Undergraduate Credits Earned at UW-Madison**

With advisor approval, up to 6 credits numbered 300 or above may be counted toward the degree specialization areas (not the core degree requirements). These credits may be counted toward the minimum graduate coursework (50%) requirement if they are in courses numbered 700 or above. No credits may be counted toward the minimum graduate residence credit requirement. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

### **Undergraduate Credits from all other institution**

Undergraduate credits are not permitted to be used in the Master of Science in Design + Innovation program.

### **Graduate Program Credits earned in other UW-Madison Graduate Programs**

With advisor approval: a) Students with an earned UW-Madison MS degree, may be permitted to use up to 7 credits toward the MS in Design + Innovation program. Students without an MS degree, but have completed MS credits, may be permitted to use up to 12 credits in the MS in Design + Innovation program. c) Students with PhD credits or an earned PhD degree, may be permitted to use up to 12 credits in the MS in Design + Innovation program. (*Students must comply with the UW-Madison Double Degree Policy: <https://policy.wisc.edu/library/UW-1205>.*)

### **Graduate Program Credits earned at other Institutions**

Previously earned graduate credits are not permitted to be used in the Master of Science in Design + Innovation program.

### **Special Student Credits: UW-Madison**

With program approval, and payment of the difference in tuition, students are allowed to count up to 15 credits of coursework numbered 300 or above taken as a UW–Madison Special student toward the minimum graduate residence credit requirement and the minimum graduate degree credit requirement. These credits may be counted toward the minimum graduate coursework (50%) requirement if they are in courses numbered 700 or above. Coursework earned five or more years prior to admission is not allowed to satisfy requirements.

### **MAD-UX Certificate Credits:**

With program approval, and payment of the difference in tuition, students are allowed to count up to 9 credits from the MAD-UX Certificate. Courses must be 300 level or above, earned “B” or better grade, and earned less than 5 years prior to the start of the MS in Design + Innovation program.

## VII. SATISFACTORY PROGRESS – ACADEMIC EXPECTATIONS

Please refer to the [Academic Policies and Procedures webpage](#) for Graduate School minimum requirements, and the [Graduate Guide](#) for program-specific requirements, including course grades, GPA, attendance, milestone completion, incomplete grade resolution, and continuous enrollment.

Students in the Master of Science in Design + Innovation program are required to maintain a minimum 3.0 term GPA and a minimum 3.0 cumulative GPA. Any student not meeting either or both of these requirements is subject to removal from the program. It is the student responsibility to discuss course and GPA issues with their advisor prior to failure to meet the term and/or cumulative GPA requirements.

Students are required to enroll in the required core courses, in the order and term, as stated by their graduate program coordinator/advisor per the requirements of their cohort curriculum. Students are expected to complete the Master of Science in Design + Innovation program in the one calendar year set forth in the curriculum. On an individual basis, the program may permit students to extend the length of the program by altering when specialization electives are taken. To discuss this option, students should speak with their graduate coordinator/advisor.

## VIII. SATISFACTORY PROGRESS - CONDUCT EXPECTATIONS

### **Professional Conduct**

Please note that programs are allowed to hold more stringent policies regarding conduct for their students. General university policy regarding conduct (including academic integrity and nonacademic misconduct) may be found at: <https://conduct.students.wisc.edu/>.

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

1. **Professional Ethics:** Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.
2. **Honesty and Integrity:** Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in projects/research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document project/research activities, protect subject/client confidentiality and applicable regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of

interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.

3. **Interpersonal and Workplace Relationships:** Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.
4. **Commitment to Learning:** Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.
5. **Professional Appearance:** Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).

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

### **Academic Misconduct**

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

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

Examples of academic misconduct include but are not limited to:

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

Additional information regarding Academic Misconduct:

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

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

Dean of Students Office: Academic Misconduct Flowchart:

<https://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart/>

University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures:

[https://docs.legis.wisconsin.gov/code/admin\\_code/uws/14](https://docs.legis.wisconsin.gov/code/admin_code/uws/14)

### **Non-Academic Misconduct**

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

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

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

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);

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

#### Additional information regarding Non-Academic Misconduct

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

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

Dean of Students Office: Non-Academic Misconduct Standards Statement:

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

Dean of Students Office: Non-Academic Misconduct Process

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

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

[https://docs.legis.wisconsin.gov/code/admin\\_code/uws/17](https://docs.legis.wisconsin.gov/code/admin_code/uws/17)

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

[https://docs.legis.wisconsin.gov/code/admin\\_code/uws/18](https://docs.legis.wisconsin.gov/code/admin_code/uws/18)

#### **Project/Research Misconduct**

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

Please see section on “Misconduct Reporting” for further information on reporting research misconduct of others. Here are links for additional information regarding Research Misconduct and

Responsible Conduct:

Graduate School Policies & Procedures: Responsible Conduct of Research

<https://grad.wisc.edu/documents/responsible-conduct-of-research/>

Office of the Vice Chancellor for Research and Graduate Education's - Office of Research Policy: Introduction & Guide to Resources on Research Ethics:

[research.wisc.edu/respolcomp/resethics/](https://research.wisc.edu/respolcomp/resethics/)

Office of the Vice Chancellor for Research and Graduate Education's Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct

[kb.wisc.edu/gsadminkb/page.php?id=34486](https://kb.wisc.edu/gsadminkb/page.php?id=34486)

Office of the Vice Chancellor for Research and Graduate Education's Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources

## IX. ACADEMIC EXCEPTION PETITION

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

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. The student's academic advisor must provide written support for the petition.
3. All course work substitutions and equivalencies will be decided by appropriate area-group faculty or curriculum chair.

More generally, the program, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations, this includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted *only in the event of highly extraordinary circumstances*. Extensions will be granted formally with a note of explanation to be placed in the student's file.

## X. GRIEVANCE POLICY

There are two options for grievance policies and procedures that apply to students in the Master of Science in Design + Innovation program. Links and policy information for both follow. Additionally, there are several resource individuals you may contact if you would like to discuss these policies or have questions.

### a. Resource Individuals

Chris Brace, College of Engineering Assistant Dean for Graduate Student Services: [clbrace@wisc.edu](mailto:clbrace@wisc.edu)

Elaine Goetz, Graduate Student Assistance Specialist, [egoetz2@wisc.edu](mailto:egoetz2@wisc.edu)

Sara Hladilek, Student Services Coordinator, [shladilek@wisc.edu](mailto:shladilek@wisc.edu)

Michelle Kwasny, Academic Director, [mkwasny@wisc.edu](mailto:mkwasny@wisc.edu)

Lee DeBaillie, Program Director, [debaillie@wisc.edu](mailto:debaillie@wisc.edu)

**b. College of Engineering Grievance Policy**

*(The Master of Science in Design + Innovation program is academically housed in the College of Engineering and as such this policy applies to all MDI students.)*

The policy may be reviewed here: <https://www.engr.wisc.edu/academics/student-services/academic-advising/policies-and-procedures/>. Please review this webpage for any policy updates and additional information.

How Can I File A Grievance?

In compliance with Title IX regulations, the College of Engineering has a grievance procedure to handle student complaints. Students should follow these steps until a resolution is achieved:

1. Attempt to resolve the grievance directly with the individual involved.
2. If that approach seems unsatisfactory, and the grievance involves a teaching assistant (TA), consult the professor in charge of the course.
3. If necessary, discuss the grievance with the appropriate department chair.
4. The next level involves the academic dean. Undergraduate students should contact Manuela Romero in 2620 Engineering Hall or at [mromero@wisc.edu](mailto:mromero@wisc.edu). Graduate students should contact Chris Brace in 2640 Engineering Hall or at [clbrace@wisc.edu](mailto:clbrace@wisc.edu).
5. All students have the right to appeal to the dean of the college, Ian Robertson, 608/262-3482, if they feel their case has not been justly handled by another dean.

Only a few grievances are really serious and difficult to resolve. In these instances, the dean seeks a solution that, as best as can be determined, is appropriate, just, legal and in the best interests of all concerned.

**c. Graduate School Grievance Policy**

Please review this webpage for the policy and additional information:

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

## XI. FINANCIAL INFORMATION

### Overview

Students in the Master of Science in Design + Innovation may be eligible to seek out hourly positions both on- and off- campus. Students may seek out positions through the [UW-Madison Student Job Center](#).

### Graduate Assistantships (TAs, PAs, RAs, Lecturer [SA] positions)

Students in the Master of Science in Design + Innovation program are not eligible to receive tuition remission from graduate assistantship appointments at this university.

### Loans

The Office of Student Financial Aid (OSFA) (<https://financialaid.wisc.edu/>) assists graduate students whose personal and family resources are not adequate to cover the expenses involved in attending the University of Wisconsin-Madison. The office also provides counseling to help students manage their money effectively, information on other potential sources of financial assistance (such as employment), debt management counseling, and small short-term loans for emergency situations.

The Dean of Students Office additionally provides short term loans through its Crisis Loan initiative (<https://doso.students.wisc.edu/services/crisis-loan/>).

### Funding for International Students

“Most F-1 and J-1 students at UW-Madison are eligible to work on- and off- campus at different times during their studies. Students are responsible for following the regulations that govern international student

employment benefits, such as getting approval before starting any off-campus position.” (iss.wisc.edu/employment/). More information about student employment may be found at the International Student Services webpage and office: <https://iss.wisc.edu/>.

## XII. PROFESSIONAL DEVELOPMENT AND CAREER PLANNING

UW-Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. Starting your very first term on campus, it is expected that you will take full advantage of the career and professional development resources that best fit your needs and support your goals. Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to be in-tune, holistic, and innovative our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW-Madison and to thrive professionally in your chosen career.

### Local Resources for Professional Development and Career Planning

- Handshake: <https://ecs.wisc.edu/handshake/>
  - Handshake allows UW-Madison students explore career events, jobs, and internships.
- College of Letters & Science SuccessWorks Career Fair: <https://successworks.wisc.edu/career-internship-fairs/>
- College of Engineering Career Fair: <https://ecs.wisc.edu/students/career-fairs/>
- Graduate School Professional Development: <https://grad.wisc.edu/professional-development/>

### Campus-wide Resources for Professional Development

In addition to opportunities at the local level, the **Graduate School Office of Professional Development** provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus. The best way to stay informed is to watch for the weekly newsletter from OPD, **GradConnections Weekly**, and to visit the webpage <https://grad.wisc.edu/uw-events/> for an up-to-date list of events. For example, typical topics covered throughout the year are:

- Individual Development Plans (IDPs)
- Planning for academic success
- Communication skills
- Grant writing
- Teaching
- Mentoring
- Research ethics
- Community engagement
- Entrepreneurship
- Career exploration: academic, non-profit, industry, government, etc.
- Job search support

Be sure to keep a pulse on programs offered by the following campus services as well.

- Writing Center [writing.wisc.edu/](http://writing.wisc.edu/)
- Grants Information Collection [grants.library.wisc.edu/](http://grants.library.wisc.edu/)
- Student Technology Training (STS) [sts.doit.wisc.edu/](http://sts.doit.wisc.edu/)
- Delta Program [delta.wisc.edu](http://delta.wisc.edu)
- UW Center for the Humanities [humanities.wisc.edu](http://humanities.wisc.edu)
- Morgridge Entrepreneurial Bootcamp <https://bus.wisc.edu/degrees-programs/non-business-majors/morgridge-entrepreneurial-bootcamp>



## Individual Development Plans

The Graduate School webpage <https://grad.wisc.edu/professional-development/individual-development-plan/> offers a collection of IDP resources to support graduate students. The university recommends the use of IDPs for all graduate students, and requires their use for all postdoctoral researchers and graduate students supported by National Institutes of Health (NIH) funding.

As you begin your Graduate School career, an Individual Development Plan (IDP) is an essential tool to help you:

- 1) Assess your current skills and strengths
- 2) Make a plan for developing skills that will help you meet your academic and professional goals
- 3) Communicate with your advisors and mentors about your evolving goals and related skills.

The IDP you create is a document you will want to revisit again and again, to update and refine as your goals change and/or come into focus, and to record your progress and accomplishments. It also serves to start – and maintain – the conversation with your faculty advisor about your career goals and professional development needs.

The onus to engage in the IDP process is on you, although your mentor, PI, or others may encourage and support you in doing so. The IDP itself remains private to you, and you choose which parts to share with which mentors. Through the IDP process, you may decide to identify various mentors to whom you can go for expertise and advice.

We recommend using one of the following two IDP tools, or a more specific IDP tool that your program or training grant has developed. Each tool will include a self-assessment of skills, interests, and values; goal-setting guidelines; and reference to skill building and career exploration resources.

### *IDP tool for all graduate students and postdocs*

UW-Madison IDP template, which includes instructions and examples, is flexible and appropriate for all disciplines. <https://grad.wisc.edu/professional-development/individual-development-plan/>

### *IDP tool for sciences and engineering*

For graduate students in the natural sciences and engineering, the American Association for the Advancement of Science (AAAS) online tool “myIDP” provides a comprehensive set of materials and exercises that will guide you through the process of self-assessment, career exploration, goal-setting, and implementation of your plan. Set up a free account and create and monitor your IDP at [myidp.sciencecareers.org](http://myidp.sciencecareers.org).

## XIII. OPPORTUNITIES FOR STUDENT INVOLVEMENT

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement enhances your academic, professional, and social development.

### **Student Representation in Governance**

**Associated Students of Madison (ASM)** - The Associated Students of Madison (ASM) is composed of roughly 50 elected or appointed students, 50 student employees, 12 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 \$51 million in segregated university fees each year and is responsible for management of the Student Activity Center, distribution of the student

bus pass, and the day to day operations of StudentPrint. ASM is not a Registered Student Organization. The roles of ASM can be divided into three categories: direct action, governance, and service. Learn more here: [asm.wisc.edu/](http://asm.wisc.edu/)

### **Registered Student Organizations**

There are more than 750 student organizations on campus. The best way to seek out current organizations is to visit the **Center for Leadership and Involvement (CFLI)** website, [cfl.wisc.edu](http://cfl.wisc.edu), and visit the Registered Student Organization directory. This list will not include unregistered student organizations, and you may find that there are groups in your department that you would like to get involved with as well. If you are interested in officially registering an organization you are involved, you must register at [cfl.wisc.edu](http://cfl.wisc.edu). Once registered through CFLI, your organization is eligible for funding from ASM, and your group can reserve rooms in the Union and access other resources.

### **Outreach and Community Connections**

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. Learn how you can get involved at [wisc.edu/public-service/](http://wisc.edu/public-service/).

The Morgridge Center for Public Service connects campus with community through service, active civic engagement, community-based learning and research, and more. Explore opportunities at [morgridge.wisc.edu/](http://morgridge.wisc.edu/).

### **Engagement with the Graduate School**

The Graduate School facilitates opportunities by which graduate students can interact with and provide feedback to leadership on important graduate education topics. Email [graduateschooldean@grad.wisc.edu](mailto:graduateschooldean@grad.wisc.edu) to find out more.

The Graduate School's Multicultural Graduate Network, part of the Office of Diversity, Inclusion, and Funding, hosts events throughout the year that specifically target underrepresented and marginalized graduate students and their allies. Students interested in being part of such a campus-with community of diverse graduate students should visit <https://grad.wisc.edu/diversity/multicultural-graduate-network/> for additional information. Underrepresented graduate students interested in engaging with others from similar academic programs should also explore opportunities to connect with their local Graduate Research Scholar community (<https://grad.wisc.edu/funding/graduate-research-scholars/>).

## **XIV. STUDENT HEALTH AND WELLNESS**

UW-Madison has a holistic resource for all things wellness called "UWell". The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community. Go to [uwell.wisc.edu/](http://uwell.wisc.edu/)

Students who pay segregated fees are eligible for University Health Services (<https://www.uhs.wisc.edu/>). There is no charge to students for many basic services including counseling sessions, because services are paid through tuition and fees. Personal health and wellness services are also available in addition to medical services.

### **Securing Health Insurance Coverage**

Graduate students without an assistantship or fellowship who are currently enrolled can use the services of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5000. For more info, visit the UHS web site at [uhs.wisc.edu](http://uhs.wisc.edu).

Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

### **Disability Information**

Students with disabilities have access to disability resources through UW-Madison's McBurney Disability Resource Center. As an admitted student, you should first go through the steps to "Become a McBurney Client" at [mcburney.wisc.edu/students/howto.php](http://mcburney.wisc.edu/students/howto.php)

Additional [non-academic] disability campus resources (not found through the McBurney Center) can be found at [mcburney.wisc.edu/services/nonmcburney/index.php](http://mcburney.wisc.edu/services/nonmcburney/index.php)

The UW-Madison Index for Campus Accessibility Resources can be found at [wisc.edu/accessibility/index.php](http://wisc.edu/accessibility/index.php)

### **Mental Health Resources On and Off Campus**

University Health Services (UHS) is the primary mental health provider for students on campus. UHS Counseling and Consultation Services offers a wide range of services to the diverse student population of UW-Madison. They offer immediate crisis counseling, same day appointments and ongoing treatment. Go to <https://www.uhs.wisc.edu/mental-health/> or call 608-265-5600.

UHS service costs are covered for students through tuition and fees.

Graduate students of color who want to be part of a support group specifically for that population are also encouraged to connect with the Multicultural Graduate Network to be part of their group in partnership with campus Mental Health Services (see event calendar at <https://grad.wisc.edu/diversity/multicultural-graduate-network/> and contact [mgn@grad.wisc.edu](mailto:mgn@grad.wisc.edu) for additional information)

There are many mental health resources throughout the Madison community, but UHS Counseling and Consultation Services is the best resource for referrals to off-campus providers. Call 608-265-5600 for assistance in finding an off-campus provider.