Academic Policies and Procedures Handbook

Energy Analysis and Policy
Graduate Certificate
Administered by
The Nelson Institute for Environmental Studies
in partnership with
The Wisconsin Energy Institute
https://eap.wisc.edu

November 2020

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I.   PROGRAM OVERVIEW

Program Leadership
Faculty Chair: Dr. Rob Anex, Professor, Biological Systems Engineering
Academic Coordinator: Mr. Scott Williams, Research and Education Coordinator, Wisconsin Energy Institute
Nelson Institute Graduate Administrator: Mr. Jim Miller

Program Vision and Mission
Energy Analysis and Policy (EAP) is an interdisciplinary program providing students the opportunity to earn a graduate-level certificate or doctoral minor in understanding energy systems and the policies that shape them. Neither the 13-credit graduate certificate nor the 12-credit minor are stand-alone graduate degrees. The EAP credential can only be earned as a supplement to a master's or doctoral degree at UW-Madison. The certificate is administered by the Nelson Institute for Environmental Studies with support from the Wisconsin Energy Institute, but it is available to graduate students in any graduate program at UW-Madison that permits enrolling in certificate or minor programs.

Through EAP, students gain the knowledge, skills, and credentials to become leaders in industry, government, academia, consulting, non-profits, and other organizations. EAP's interdisciplinary curriculum considers scientific, technical, economic, political, and social factors that shape energy policy formulation and decision-making. It examines topics in energy resources, market structures, public utilities, technology, linkages to the environment, demand for energy services, and public policy. The curriculum acquaints students with relevant skills, including: quantitative analysis of energy issues, technology assessment, life-cycle analysis, business analysis, and environmental quality assessment. Every EAP student also gains experience in structuring and communicating analysis for real-world clients.

The EAP certificate/minor is earned in conjunction with any graduate degree at the University of Wisconsin-Madison. There are no restrictions on the number of courses that can be used for both the primary graduate degree and the certificate, though the doctoral minor requires that courses be taken outside of one's major. The Nelson Institute's Environment and Resources (E&R) M.S. and Ph.D. graduate degrees provide complete curriculum overlap with the EAP certificate. Additionally, a number of graduate programs actively promote their overlap with EAP, including:
- La Follette School of Public Affairs
- Agriculture and Applied Economics
- Urban and Regional Planning (URPL)
- Electrical Engineering
- Atmospheric and Oceanic Sciences
- Mechanical Engineering

Intention of Handbook
This handbook is intended for graduate students who are pursuing the EAP certificate or minor. Any graduate student at UW-Madison whose program allows enrollment in certificate or minor programs is eligible to earn the EAP credential. Please refer to your graduate degree program's Handbook for information related to the completion of a graduate degree and whether there are restrictions on enrolling in outside courses, certificates, or minors. The Graduate School's Academic Policies and Procedures Handbook provides essential information regarding general University requirements.

The policies described in this handbook have been approved by the EAP program faculty. Degrees and course requirements change over time. However, students must meet the degree and course requirements in effect when they entered the program. In addition, administrative procedures and processes can change over time. The information in this handbook should be supplemented by individual consultation with your advisor and, where relevant, your thesis committee so that individual needs, interests and all degree requirements are met. Additional information is available via the EAP program's Web page: https://eap.wisc.edu
Students may also wish to consult the Graduate School's Web page: http://grad.wisc.edu/

Program Background
The EAP program has its origins in the 1970s, a period of intense public interest in energy issues. An important precursor of the EAP program occurred in the mid-1970s when Professors Wes Foell, John Steinhart, Charlie Cicchetti, and John Mitchell initiated an energy seminar and developed the Wisconsin energy modeling capacity. This model led to a highly productive "Wisconsin Idea" exchange between students, state agencies, and the WI Public Service Commission. This collaboration, which ultimately involved hiring students to work in state government, led to analytical support for state policy making, transfer of the modeling capability, the development of an annual Wisconsin Energy Statistics report (which is still produced), as well as initiatives in renewables and energy efficiency.

In the late 1970s George Bunn, Professor of Law and Environmental Studies discussed with State Senators Joe Strohl and Tom Harnish and Representative Sharon Metz the prospect of UW-Madison offering a graduate degree in "energy studies." Letters were sent to UW-Madison in 1979 from Senator Tom Harnish and Representative Sharon Metz inquiring about the intentions of the campus to offer a degree program in energy studies and urging creation of such an option. This led to George Bunn assembling a faculty committee whose task it was to shape a curriculum focusing on energy issues. From its inception, cross-campus collaboration has been central to the program, as committee members included: Steve Born (URPL), Charles Cicchetti (Economics, Environmental Studies), Wes Foell (Engineering Experimental Station), Duncan Harkin (Agricultural Economics), Leon Lindberg (Political Science), Jim Skiles (Electrical and Computer Engineering), John Steinhart (Geology and Geophysics), and Rodney Stevenson (Business). The EAP program was approved by the Graduate School to begin enrolling students in Fall 1980.

At its inception, EAP was designed as a 40-credit program that could be earned concurrently with a M.S. degree in E&R (at that time called Land Resources), URPL, or La Follette. During its first 20 years, approximately 90 students completed the EAP certificate, but by year 2000 enrollment had dropped to only 2 students. In response to low enrollment numbers, in 1999 EAP was modified to become a more tightly defined 18-credit certificate that could be earned concurrently with any graduate degree at UW-Madison.

EAP enrollment grew as students from a wider array of programs, especially in engineering, registered for the certificate. Over the next 19 years, approximately 130 students earned the EAP certificate. In the fall of 2020, EAP's curriculum underwent a further update to 13 credits. This shift helped make the program accessible to even more students. Although Ph.D. students could already count EAP as a distributed minor to satisfy their degree requirements, the 2020 changes also introduced an official 12-credit EAP doctoral minor.

Since the change from its original 40-credit form, roughly 2/3 of students have come from the three original disciplines (E&R, URPL, Public Affairs), while roughly 1/5 of the graduates have come from the College of Engineering. Roughly 80% of the graduates have earned MS degrees while 20% have earned a Ph.D. As of Spring 2020 there were approximately 250 EAP alumni. They are employed in non-profits, government, the private sector, and academia among other types of organizations.

The current EAP program committee includes the EAP Program Coordinator and UW-Madison faculty members, representing several different UW academic programs and four colleges. The group includes the four faculty hired from 2001–07 through the University-wide Cluster Hiring Initiative in Energy Sources and Policy (the "Energy Cluster Faculty"), Prof. Wilson, Prof. Holloway, Prof. Nemet, and Prof. Lesieutre. Besides the Energy Cluster Faculty, all other committee members serve EAP without any structural commitment. EAP faculty teach classes, advise students, and provide graduate student assistantships. EAP faculty interact with the broader UW-Madison academic community on issues related to energy technology, energy and the environment, energy economics and energy policy. Cross-campus collaboration is further enhanced through the faculty's participation in the leadership of the Wisconsin Energy Institute (WEI).

Chairs of the EAP program have been:

George Bunn	1980-1983
John Steinhart	1983-1993
Rodney Stevenson	1993-1997
John Mitchell	1997-1999
Douglas Reinemann	1999-2005
Michael Corradini	2005-2008
Paul Wilson	2008-2013
Greg Nemet	2013-2018
Paul Wilson	2018-2020
Rob Anex	2020-Present

II. FACULTY INVOLVEMENT, ADVISING AND STUDENT INVOLVEMENT

Advisor / Advisee Roles

Advisor

The Program Coordinator serves as the EAP advisor for all EAP students. EAP students should meet with the advisor at least once per year in order to formulate a Study Plan (see Appendix B) and coordinate a strategy to register for appropriate courses. In order to maximize overlap between the graduate degree program, EAP students should notify their faculty advisor or program coordinator in their home department of their enrollment in the EAP program. It is not necessary that the home department advisor be directly associated with EAP.

EAP Academic Advisor

Scott Williams

EAP programs, curriculum, policies and support are coordinated by EAP's Program Faculty. Additional affiliated faculty routinely teach EAP classes and advise EAP students. It can be a good strategy for prospective EAP students to select a faculty advisor in their home department that already shares an affiliation with the EAP program.

EAP Program Faculty

Rob Anex (Chair)	Biological Systems Engineering
Alan Carroll	Geoscience

Morgan Edwards	Public Affairs
Tracey Holloway	Nelson Institute (based in SAGE[1]), AOS[2]
Bernard Lesieutre	Electrical Engineering
Greg Nemet	Public Affairs, Nelson Institute (based in SAGE)
Jonathan Patz	Global Health Inst., Pop. Health Sci., Nelson Institute
Scott Williams (Academic Coordinator)	Wisconsin Energy Institute
Paul Wilson	Engineering Physics

<u>Affiliated Faculty</u>

Vicki Bier	Industrial Systems Engineering
Sheldon Du	Agricultural and Applied Economics
Sarah Johnston	Agricultural and Applied Economics
J. Paul Kelleher	Medical History, Bioethics, Philosophy
Douglas Reinemann	Biological Systems Engineering
James Tinjum	Geological Engineering
Matt Turner	Geography
Dan Vimont	AOS[2], Nelson Institute (based in CCR[3])

Student Involvement

Each of the programs and departments housed in the Nelson Institute select graduate student representatives ("Student Reps"). Student reps ensure effective communication of student ideas, questions, and concerns with Nelson Institute administration and EAP faculty. Student reps are invited to attend Nelson Institute monthly Governance Faculty Meetings and they typically lead coordination of social and extra-curricular activities. EAP has an informal process for selecting student representatives, whereby students interested in being the EAP Student Rep contact the outgoing Student Rep to indicate their willingness to serve. If more than one person volunteers to serve, EAP will have multiple Student Reps.

Communication: academic and social activities

EAP students come from multiple home departments spread across the UW-campus. Building an academic and social cohort is important for linking students and faculty. The student reps organize 3-4 activities each semester, such as lectures, review of energy-related films, and debates on energy issues. Students, faculty and staff announce activities using the EAP listserv eap-all@g-groups.wisc.edu, which is open to students with energy interests, whether or not they are enrolled in EAP. The EAP webpage also includes a link to an evolving list of these activities, at https://eap.wisc.edu/eap-program-events/

Campus-wide student involvement opportunities

Graduate students at UW-Madison have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement enhances the academic, professional, and social experience.

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[1] SAGE is the Center for Sustainability and the Global Environment, part of the Nelson Institute. Students who work with SAGE faculty often have offices at SAGE, located at 1710 University Ave.

[2] AOS is the Department of Atmospheric and Oceanic Sciences

[3] CCR is the Center for Climatic Research, Part of the Nelson Institute.

Associated Students of Madison (ASM) - The Associated Students of Madison (ASM) is the campus-wide student governance organization at UW–Madison. Graduate and undergraduate representatives are elected to the 33-member ASM Student Council based on their respective college or school. The student council has regular biweekly meetings open to all students. Learn more here: http://www.asm.wisc.edu/

Teaching Assistants' Association (TAA) - The Teaching Assistants' Association (AFT Local 3220) is the labor union for TAs and PAs at UW-Madison. As a result of decades of organizing and by working together as a union, graduate students at UW-Madison have achieved good health benefits, tuition remission, and many other gains. The TAA is a democratic union run by the members. All key policy decisions are made at monthly membership meetings. Learn more here: http://taa-madison.org/

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, www.cfli.wisc.edu, and visit the Registered Student Organization directory, https://win.wisc.edu/organizations . This list will not include unregistered student organizations, and there may be groups in each department that provide opportunities for involvement. Students can officially register an organization at: www.cfli.wisc.edu. Once registered through CFLI, an organization is eligible for funding from ASM, and a recognized 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 to get involved at http://www.wisc.edu/public-service/.

The EAP Capstone course is the most direct implementation of the Wisconsin Idea in the EAP Curriculum. This required class for EAP involves students working in teams to solve "real world" energy problems.

The Wisconsin Energy Institute, which involves EAP faculty and students in its activities, also engages in energy outreach. Discover education and outreach opportunities at https://energy.wisc.edu/education or contact outreach@energy.wisc.edu if interested in developing outreach activities.

In addition, 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 http://www.morgridge.wisc.edu/.

III.   FUNDING AND FINANCIAL INFORMATION

EAP Student Funding Overview

There are five general mechanisms available for students to pay for their graduate education at UW-Madison:
1) Students fund their own education (often with external loans)

2) Research Assistantship (RA) positions are funded by a faculty advisor, usually through an external grant or contract, to work on thesis research relevant to the funded project. RA positions typically include tuition, stipend, and benefits.

3) Teaching Assistantship (TA) positions are awarded through academic departments, to support the teaching activities of the university. Students are usually most competitive for TA positions in the department through

which they are enrolled as a degree student. TA positions typically include tuition, stipend, and benefits. Occasionally, advanced students are hired as Lecturers, but this is relatively rare.

4) Project Assistantship (PA) positions are to support work that is relevant to academic endeavors but is not teaching (TA) nor thesis research (RA). PA positions typically include tuition, stipend, and benefits.

5) Fellowship positions support the education and research activities of a student, with no specific work duties associated with the support. However, the student is responsible for completing class and thesis responsibilities, which typically have responsibilities determined by individual professors and the student's thesis advisor. Fellowships may be offered through UW-Madison, or by external organizations including the National Science Foundation. Each fellowship is different, and students should talk to their advisor or program staff to determine whether tuition is covered and/or what additional funding issues may be specific to the fellowship.

Over the years, many EAP students have been successful at securing RA, TA, or PA positions, either prior to enrolling at UW-Madison or after arriving. However, there is no guarantee of funding, and students should talk with their advisor to understand the opportunities available for funding, both in the short-term, and looking ahead over the course of the degree.

EAP faculty members often hire EAP students as TAs, RAs and PAs. EAP students should make contact with faculty members who share research interests. EAP students should check with faculty in their home departments to take advantage of additional student support opportunities.

The EAP program is fortunate to have one fellowship that is awarded to an outstanding EAP student. Through the generous contribution of Dr. George Bunn, one of the founding faculty members of the EAP program, the Nelson Institute provides one full-year fellowship (with tuition and benefits) to an EAP student approximately two out of every three years. To date, 8 graduate students have benefited from this important gift and have been awarded the Bunn Distinguished Graduate Fellowship at the Nelson Institute. The Bunn Fellowship is not limited to students in the Nelson Institute, but only students who have been accepted into the EAP program are considered for the Bunn.

Graduate Assistantship Policies and Procedures
The labor contract between the state and the Teaching Assistants Association covering TAs and PAs (https://taa-madison.org/rights/) is no longer in force; however, the university has developed a new policy document to provide formal guidance on employment-related matters for TAs, PAs, RAs, and their supervisors. The Graduate Assistantship Policies and Procedures (GAPP) document covers practices such as appointment letters, probationary periods, job orientation and training, performance evaluations, and leave benefits. This document can be found at https://hr.wisc.edu/policies/gapp/

Stipend Levels and Paychecks
Stipend rates for graduate assistantships are set by the University. Current rates for TAs, PAs, and RAs can be found on the Graduate School's website: https://grad.wisc.edu/funding/graduate-assistantships/

Graduate assistants are paid on a monthly basis and stipends are usually deposited directly into student's bank accounts. You can authorize direct deposit by filling out the Authorization for Direct Deposit of Payroll form (https://uwservice.wisc.edu/docs/forms/pay-direct-deposit.pdf) and returning it to the Graduate Coordinator.

Tuition Remission and Payment of Segregated Fees

TAs, PAs, RAs, and Lecturers (Students Assistants) with appointments of 33.3% or higher (approximately 13 hrs/week) receive remission of their full tuition (in- and out-of-state, as applicable). Students with these appointments are still responsible for paying segregated fees.

Health Insurance Benefits

TAs, PAs, RAs, and Lecturers (Student Assistants) with appointments of 33.3% or higher (approximately 13 hrs/week) for at least the length of a semester are eligible to enroll in a health insurance program. Information about health insurance options can be found at https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-not-covered-by-the-wrs/.

Current monthly premiums can be found at https://www.wisconsin.edu/ohrwd/benefits/premiums/.

Maximum Appointment Levels

The Graduate School sets the maximum levels of graduate assistantship appointments. International students should be especially aware of maximum levels of employment. For more information on these policies, please visit https://grad.wisc.edu/documents/maximum-levels-of-appointments/.

Enrollment Requirements for Graduate Assistants

Students with graduate assistantships must be enrolled appropriately. Detailed information about enrollment requirements can be found in the Graduate School's academic policies at https://grad.wisc.edu/documents/enrollment-requirements/

Fellowships

There are many different kinds of fellowships on campus. Some are awarded by the department, some are awarded by the school/college, and still others are awarded by the Graduate School. In addition, a number of students have applied for and won fellowships from federal agencies, professional organizations, and private foundations. The terms and conditions of fellowships across campus vary widely. If you have a fellowship, make sure you understand the obligations and benefits of that fellowship, including stipend, health insurance eligibility, eligibility for tuition remission, pay schedule, etc.

Graduate School Fellowships

The Graduate School administers a number of different fellowships on campus, including: the University Fellowships, Chancellor's Fellowships, Mellon-Wisconsin Fellowships, the Dickie Fellowships, and a variety of external fellowships. See this webpage for a complete list: https://grad.wisc.edu/funding/fellowships/ If you have questions about these fellowships, please contact the Office of Fellowships and Funding Resources at offr@grad.wisc.edu.

External Funding/Fellowships

We encourage all students to seek out and apply for funding from sources external to the university (e.g., federal agencies, professional organizations, private foundations). The Graduate School supports selected federal/private fellowships through the provision of tuition support and health insurance, see more here https://grad.wisc.edu/funding/fellowships/#external-fellowships and here https://kb.wisc.edu/grad/page.php?id=73571.
The Graduate School also provides remission of the non-resident portion of students' tuition (if applicable) to students who win external fellowships that are payrolled through the university and provide an academic year (9-month) stipend of $11,350 (2013-14 rate) or an annual year (12-month) stipend of $13,872.

Students should be aware that fellowships and awards from external sources will each have unique terms and conditions that external fellowships can be directed to the Office of Fellowships and Funding Resources.

The following are some sources of information on external funding:

1. Major external fellowships, prepared by the Graduate School:
   https://kb.wisc.edu/grad/page.php?id=73571

2. The Grants Information Collection (GIC) on the 2nd Floor of Memorial Library
   http://grants.library.wisc.edu/
   The GIC is a great collection of print and on-line resources to help students find external fellowships and scholarships. You can learn how to set up a personalized profile on several on-line funding databases, and get regular notices of relevant funding opportunities. PLEASE REMEMBER: the timetable for identifying, applying for and receiving such external funding is generally quite long; plan on 9-12 months between the time you start your search and the time you may receive funding.

Once you find a fellowship, scholarship, or award to which you want to apply, consider contacting the Writing Center (https://writing.wisc.edu/individual/locationsandhours/). The Writing Center staff can provide valuable advice on crafting your application.

Fellows with Concurrent Appointments
Students with fellowships payrolled through the university may hold concurrent graduate assistantships and/or student hourly appointments up to a total maximum combined annual stipend of $41,616 (2013-2014 maximum). If you have any questions about concurrent work along with your fellowship, please feel free to contact the Office of Fellowships and Funding Resources at offr@grad.wisc.edu.

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.

IV.   ADMISSIONS REQUIREMENTS AND APPLICATION POCEDURES

Eligibility and Application Process
EAP has a rolling admissions policy. Students may apply to EAP concurrent with their application to the graduate school or students may apply at any point during their graduate studies. However, EAP registration and completion is contingent upon enrollment in an approved UW-Madison graduate program. EAP welcomes applications from students in any graduate degree program at UW-Madison. While there are no prerequisites to the program, it is recommended that EAP applicants have completed at least one college-level course in each of the following subjects:
- physical science (physics or chemistry)
- natural science (biology, environmental, geology or atmospheric and oceanic)
- economics
- social sciences or humanities (besides economics)
- calculus or statistics

The following materials are required for a completed application:

1. A completed online application form: https://go.wisc.edu/EAP-apply
2. A one-page Statement of Interest (included in online application form)
3. Copies of any undergraduate and graduate school (current and previous) transcripts. Unofficial transcripts are accepted if official transcripts have been submitted through their graduate school application. Students may request a copy of their transcripts from the office of the Graduate Student Coordinator in their home department.

In addition to the online form, additional application materials should be sent via campus mail, email attachment, or US post to:

Scott Williams
spwilliams@wisc.edu
Room 2162 Wisconsin Energy Institute
1552 University Ave.
Madison, WI 53726

Students accepted into the program should receive email notification within 3 weeks of the receipt of their completed application. Upon acceptance, new EAP students will be added to the listserv for student announcements: eap-students@g-groups.wisc.edu. This student listserv is also incorporated into the listserv eap-all@g-groups.wisc.edu, which is the primary vehicle for communication among members of the EAP community: students, faculty, staff, and local alumni and friends of the program.

V.   CURRICULUM AND PROGRAM REQUIREMENTS

Course Requirements
Students may choose to complete either the certificate (open to Master's and doctoral students) or the doctoral minor (only open to PhD students), but not both. If you have questions on which option is more appropriate for your situation, please contact the EAP program coordinator.

- Certificate: 13 credits (five courses), courses **may** overlap with major
- Doctoral Minor: 12 credits (four courses), courses **cannot** overlap with major

Course requirements are the same for both the certificate and doctoral minor, **except** doctoral minor students are not required to take the 1-credit EAP Program Seminar (900), however it is recommended. See a summary of the course requirements below:

- Introductory Course (3 credits)
    - EnvSt/URPL/PubAff 809, Introduction to Energy Analysis and Policy (Fall)
- Energy Analysis Elective Course (3 credits)
    - Courses in the Energy Analysis category involve quantitative analysis of the technical and economic factors that shape society's use of energy resources.
- Energy Policy Elective Course (3 credits)
    - Courses in the Energy Policy category involve the social, political, and environmental factors that underlie decision-making around energy choices.
- Capstone (3 credits)
    - EnvSt/URPL/PubAff 810, Capstone Seminar (Spring)
- EAP Program Seminar (1 credit—Required for Certificate; Optional for Ph.D. Minor)
    - EnvSt 900, Professional Skills in Energy Analysis and Policy (Fall)

Introductory class (809)
"Introduction to Energy Analysis and Policy" (EnvSt/URPL/PubAff 809) is offered every Fall semester. Students are Introduced to the units, language and methodologies essential for analysis of energy issues. 809 also provides an opportunity to form a cohort with other program EAP students, especially those who are outside of the student's primary discipline. It is strongly recommended, though not required, that EAP students take this course before other EAP courses.

Program Seminar (900) [optional for Ph.D. Minor]
"Professional Skills in Energy Analysis and Policy" (Env. Studies 900: Section number may vary) is offered every Fall Semester. In this 1-credit course, professionals from across the energy industry share insights from their careers with EAP students. Additional assignments provide opportunities for networking with invited speakers and EAP alumni.

Capstone (810)
"Energy Analysis and Policy Capstone Project" (EnvSt/URPL/PubAff 810) is offered every Spring semester. It is recommended that students enroll in this course as they are nearing completion of all EAP requirements. Under the supervision of an EAP Faculty member, EAP students break into small teams and choose an energy-related project meeting the following criteria:
1. there must be a "real-life" client (e.g. a non-profit organization, company, or public institution)
2. the quality of the analysis satisfies the supervising faculty member
3. the students present their analysis to this client

Courses in two breadth categories: Energy Analysis and Energy Policy
Courses in the Energy Analysis category involve quantitative analysis of the technical and economic factors that shape society's use of energy resources. Courses in the Energy Policy category involve the social, political, and environmental factors that underlie decision-making around energy choices.

A variety of Faculty across the UW-Madison campus teach classes that can be used to satisfy EAP requirements. Because the scheduling of these classes is coordinated with the needs of their home departments, EAP cannot guarantee that specific classes will always be offered at specific times or rotations. However, there is a list of pre-approved courses that have been offered at a level of regularity (see page 13). These courses are not offered every semester – where possible, the likely semester (Spring, Fall) of the course timetable listing is indicated. Each semester the EAP Academic Coordinator distributes (via the EAP student listserv) a list of EAP-eligible course offerings for the upcoming semester, which is also posted at https://eap.wisc.edu/curriculum/

Regularly Offered EAP Courses

REQUIRED COURSES
- EnvSt/URPL/PubAff 809, Introduction to Energy Analysis and Policy (Fall)
- EnvSt/URPL/PubAff 810, EAP Capstone (Spring)
- EnvSt 900, Professional Skills in Energy Analysis and Policy (Fall) (optional for doctoral minor)

ENERGY ANALYSIS
* EB=Economics and Business, TR=Technology and Resources, HE=Health and Environment

- A A E/ECON 371 – Energy, Resources and Economics (Fall)[EB]
- A A E/ENVIR ST/POP HLTH/PUB AFFR 881 – Benefit-Cost Analysis (Fall)[EB]
- AGROECOL/AGRONOMY/ENVIR ST 724 – Agroecosystems and Global Change (Fall)[TR]
- ENVIR ST/A A E/ECON/URB R PL 671 – Energy Economics (Spring)[EB]
- BSE 460 – Biorefining: Energy and Products from Renewable Resources (Spring)[TR]
- CBE 512 – Energy Technologies and Sustainability (Fall)[TR]
- CIV ENGR/G L E 421 – Environmental Sustainability Engineering (Fall)[HE]
- CIV ENGR 639 or G L E 401 – Special Topics in Geotechnical Engineering (Topic: Wind Energy Site/Design) (Occasionally)[TR]
- E C E 356 – Electric Power Processing for Alternative Energy Systems (Fall)[TR]
- E C E 427 – Electric Power Systems (Fall)[TR]
- ENVIR ST/BSE 367 – Renewable Energy Systems (Fall, Spring, Summer)[TR]
- GEOSCI/ENVIR ST 411 – Energy Resources (Fall, Summer)[TR]
- M E 466 or CIV ENGR 423 – Air Pollution Effects, Measurements and Control (Spring)[HE]
- M E 469 – Internal Combustion Engines (Fall)[TR]
- M E/CBE 567 – Solar Energy Technology (Fall)[TR]
- N E 571 – Economic and Environmental Aspects of Nuclear Energy (Spring)[TR]

ENERGY POLICY
* P=Policy, HE=Health and Environment

- ENVIR ST 349 – Climate Change Governance (Fall)[P]
- ENVIR ST/ATM OCN 355 – Introduction to Air Quality (Fall)[HE]
- ENVIR ST/ECON/POLI SCI/URB R PL 449 – Government and Natural Resources (Summer)[P]
- ENVIR ST/POP HLTH 471 – Introduction to Environmental Health (Spring)[HE]
- ENVIR ST/POP HLTH 502 – Air Pollution and Human Health (Fall)[HE]
- ENVIR ST/POP HLTH 560 – Health Impact Assessment of Global Environmental Change (Fall)[HE]
- ENVIR ST/POLI SCI/PUB AFFR 866 – Global Environmental Governance (Spring)[P]
- LAW 848 – Introduction to Environmental Law (Occasionally)[P]
- POP HLTH/M&ENVTOX 789 – Principles of Environmental Health: A Systems Thinking Approach (Spring)[HE]

Course Substitutions
Students may propose course substitutions by contacting the Academic Coordinator or the Faculty Chair. The EAP Chair makes the final decision. It is best to propose a course substitution before you actually take the class. Provide a course syllabus and a letter of endorsement from the Faculty member teaching the class. The substitution proposal will be considered based upon the following criteria:
1. the extent to which the course content is devoted to energy
2. the rigor of methodology applied to the course material
3. the context of the class with respect to the student's study plan (see section VII and Appendix B)

VI. ENROLLMENT, RESIDENCY AND TRANSFER CREDITS

The Graduate School has minimum requirements for enrollment each semester. Students should refer to their home department's Handbook for specific information that pertains to their graduate program. The Graduate School's policy on enrollment requirements is as posted at https://grad.wisc.edu/documents/enrollment-requirements/.
Graduate School policy on Continuous Enrollment may be found at https://grad.wisc.edu/documents/continuous-enrollment-requirement/.

Residence for Tuition Purposes
Residency is used to determine tuition rates on campus. Each program may have a particular residency requirement. The details of the Graduate School Residency for Tuition Purposes can be found here as well as the full Registrar's Office policy. http://registrar.wisc.edu/residence.htm

Transfer of Graduate Work from Other Institutions or Prior Undergraduate Coursework
The EAP program allows students to count no more than 2 graduate classes from other institutions towards completion of the EAP curriculum. Courses taken as an undergraduate cannot be used towards the EAP program, with one exception: EAP will accept 1 course taken as an undergraduate at UW-Madison if the student's home department also accepts that course toward fulfillment of minimum graduate degree requirements.
 Students should refer to their home department's Handbook for specific information that pertains to course transfers towards their graduate program. The Graduate School policies on prior coursework are available at: https://grad.wisc.edu/documents/prior-coursework/

VII. COMPLETION OF CERTIFICATE– ACADEMIC EXPECTATIONS

Completion of Certificate or Minor

The EAP certificate or minor is posted to the official student graduate transcript only after the following steps have been completed:

1. The EAP certificate may be posted to a student's transcript upon completion of all certificate requirements, even if that occurs before completing a master's degree or attaining dissertator status. However, the EAP doctoral minor is only posted once a student attains dissertator status. Students should refer to their home department's Handbook for specific information that pertains to the completion of their master's degree or attaining dissertator status. The graduate school also has specific rules outlining successful progress. This information can be found at: https://grad.wisc.edu/documents/satisfactory-progress/
2. The EAP student submits a final Study Plan (see Appendix A, page 25) indicating which courses they have used to fulfill the 13- or 12-credit course requirements. The Study Plan should be developed at the start of the EAP experience, in consultation with the Academic Coordinator. The Academic Coordinator secures the signature of the EAP Faculty Chair. The signed Study Plan is submitted to the Nelson Institute at the end of the semester in which the student completes the requirements.
3. The EAP Academic Coordinator reviews the student's graduate transcript to confirm that the classes indicated on the Study Plan have been completed. Students must maintain a grade-point average of at least 3.0 in all EAP courses, with a minimum grade of BC in any one course.

4. The official certification form will be forwarded to the Registrar's office only after the student submits a completed Exit Survey at https://uwmadison.qualtrics.com/SE/?SID=SV_d5YoxQ4ijEltcwZ . See Appendix B (page 27) for a printed sample of the Exit Survey.

5. The EAP certification may not be posted to a student's transcript for several weeks following completion of the certificate or minor. The Academic Coordinator will provide a formal letter of EAP certification for personal, professional or academic purposes, if the EAP graduate needs documentation of the completion of the certificate or minor before it is posted.

Alumni Relations

All EAP graduates are strongly encouraged to keep in contact with the program. We enjoy engaging with our alumni and hearing any career updates. Alumni and students can connect with each other through EAP events and finding each other on the EAP LinkedIn group (https://www.linkedin.com/groups/1776253/). This allows EAP alumni to locate classmates, find jobs, hire new employees and network. Students are provided with a list of alumni of the program. In addition, several alumni profiles are provided on the website: https://eap.wisc.edu/alumni/

Please send updates on alumni status to the EAP Engagement Coordinator:
Colleen Schmit
ckschmit@wisc.edu

VIII.   SATISFACTORY PROGRESS - CONDUCT EXPECTATIONS

Professional Conduct

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

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

2. Honesty and Integrity: Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPPA 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),

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

3. Interpersonal and Workplace Relationships: Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.

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

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

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

Academic Misconduct
Academic misconduct is an act in which a student (UWS 14.03(1)):
1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;

5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts.

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

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

Office of Student Conduct and Community Standards: Information for Students: How to 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-misconduct/

Office of Student Conduct and Community Standards: 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.pdf

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/

Office of Student Conduct and Community Standards: Information about Non-Academic Misconduct:
https://conduct.students.wisc.edu/nonacademic-misconduct/

Office of Student Conduct and Community Standards: Non-Academic Misconduct Procedures:
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.pdf

University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:
https://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf

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

Please see section on "Grievance Procedures and 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:
https://research.wisc.edu/respolcomp/resethics/

Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct
http://kb.wisc.edu/gsadminkb/page.php?id=34486

Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources
https://kb.wisc.edu/gsadminkb/search.php?cat=2907

Additional Information
Links for additional information regarding Academic Misconduct:

https://grad.wisc.edu/documents/misconduct-academic/
https://conduct.students.wisc.edu/academic-misconduct/
https://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart/
https://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf

Links for additional information regarding Non-Academic Misconduct:
https://grad.wisc.edu/documents/misconduct-nonacademic/
https://conduct.students.wisc.edu/nonacademic-misconduct/
https://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf
https://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf

Links for additional information regarding Research Misconduct and Responsible Conduct:
https://grad.wisc.edu/documents/responsible-conduct-of-research/
http://kb.wisc.edu/gsadminkb/page.php?id=34486
https://kb.wisc.edu/gsadminkb/search.php?cat=2907

IX.   GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

Grievance Procedures
If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals:
https://grad.wisc.edu/documents/grievances-and-appeals/

Procedures for proper accounting of student grievances:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor or Director of Graduate Study to discuss the grievance. The Grievance Advisor or Directory of Graduate study will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for reporting incidents of sexual harassment, bias or hate, and other related concerns can be found on the Dean of Students Office website: https://doso.students.wisc.edu/report-an-issue/.
3. Other campus resources include
   o The Graduate School - grad.wisc.edu at https://grad.wisc.edu/documents/grievances-and-appeals/
   o McBurney Disability Resource Center - mcburney.wisc.edu
   o Employee Assistance Office - hr.wisc.edu/employee-assistance-office/
   o Ombuds Office - ombuds.wisc.edu
   o University Health Services – uhs.wisc.edu
   o Division of Diversity, Equity & Educational Achievement - https://diversity.wisc.edu/
4. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
5. On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
6. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

Reporting Misconduct and Crime

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, Graduate Program Coordinator, or other campus resources (such as the Division of Diversity, Equity & Educational Achievement, Graduate School, Mc Burney Disability Resource Center, Employee Assistance Office, Ombuds Office, and University Health Services).

Research Misconduct Reporting

The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at https://research.wisc.edu/kb-article/?id=34484

Academic Misconduct Reporting

If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.

Sexual Assault Reporting

Faculty, staff, teaching assistants, and others who work direct with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials, specifically the Division of Diversity, Equity & Student Achievement or the Division of Student Life. This effort is not the same as filing a criminal report. Disclosing the victim's name is not required as part of this report. Please find full details at https://doso.students.wisc.edu/report-an-issue/sexual-assault-dating-and-domestic-violence/.

Reporting can be done here: https://cm.maxient.com/reportingform.php?UnivofWisconsinMadison&layout_id=11

Child Abuse Reporting

As a UW-Madison employee (under Wisconsin Executive Order #54), you are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at https://youthsafety.wisc.edu/report-child-abuse/

Reporting and Response to Incidents of Bias/Hate

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such

incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details at http://www.students.wisc.edu/rights/what-if-i-witness-or-experience-a-bias-related-incident/
Bias report form available here:
https://cm.maxient.com/reportingform.php?UnivofWisconsinMadison&layout_id=1

X.   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 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 who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond University Health Services. Contact the staff benefits and payroll coordinator in the unit where you have been hired to select one of several health care plans within 30 days of your hire date.

Graduate students without an assistantship or fellowship who are currently enrolled can use the serves 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 www.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 http://www.mcburney.wisc.edu/students/howto.php

The McBurney Center also lists additional [non-academic] disability campus resources:
- Transportation: https://mcburney.wisc.edu/category/transportation/
- Housing Accommodations: https://mcburney.wisc.edu/housing-accommodations/
- Personal Care Resources: https://mcburney.wisc.edu/personal-care-resources/
- Policies & Grievances: https://mcburney.wisc.edu/policies-and-grievances/
- Mental Health Resources: https://mcburney.wisc.edu/resources/mental-health-resources/

More information and resources regarding accessibility at UW-Madison can be found here:
https://www.wisc.edu/accessibility/

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.

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.

XI.   MISCELLANEOUS 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. 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 at 608-264-4357.

Get your UW Photo ID Card (Wiscard)
Get your UW ID card - Wiscard - photo taken at the Wiscard Office (http://www.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://asm.wisc.edu/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:
http://grad.wisc.edu/newstudents/#new-graduate-student-welcome

Program/Department Resources for Students
- Computers, offices, copiers, supplies, mailboxes, phones, student lounge, etc.
- Departmental mailing address to be used by students for professional correspondence
- Professional promotion services: business cards / departmental professional webpage
- HR contacts Identify HR contacts if they have an assistantship in your department
- IT support offered by the department / who to contact

XII.   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 http://www.iss.wisc.edu or to schedule an appointment.

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 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.

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 228 Bascom Hall. Or departments may collect the documents and send them to the admissions office via campus mail. The admissions requirements page http://grad.wisc.edu/admissions/requirements/ has a drop-down menu under "degrees" which 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 6.5 will be required to take the English as a Second Language Assessment Test (ESLAT) https://esl.wisc.edu/testinginformation/ and any required English course during their first semester.

Funding for International Students
International students are eligible for Teaching, Project, and Research Assistantships on campus as well as university fellowships through the Graduate School. They may not be employed more than 20 hours per week on campus while enrolled full-time.

New international students with assistantships should work with International Students Services to obtain a social security number (http://www.iss.wisc.edu/employment/social-security). New students with fellowships and no other appointment types are not considered employees and are not eligible for social security numbers. These students should work with ISS to obtain an International Taxpayer Identification Number (ITIN, https://iss.wisc.edu/employment/individual-taxpayer-identification-number-itin/).

Appendix A

Energy Analysis and Policy Certificate Program
Nelson Institute for Environmental Studies
University of Wisconsin-Madison

STUDY PLAN

Last Name		First Name		M.I.
Email Address:		**Campus ID#:**		
Department/ Academic Program:		**Intended Degree (MS, PhD, etc.):**		
Major Advisor:		**Expected Graduation Term:**		

Previous Undergraduate and Graduate Degrees:

University or College	Major Field	Degree	Date Rec'd	GPA

CERTIFICATE COURSES:

	Course Dept/Number	Credits	Sem/Yr	Grade
EnvrSt/URPL/PubAffr 809 – Intro. Energy Analysis & Policy (3 credits)				
Energy Analysis (3 credit minimum)				
Energy Policy (3 credit minimum)				
EnvrSt 900 – Professional Skills Seminar (1 credit minimum)				
EnvrSt/URPL/PubAffr 810 – Energy Analysis Capstone Seminar (3 credits)				
Total Credits (13 Credit Minimum)			**GPA:**	

Program Chair's Approval _____   _____
                                                    (Signature)   *(Date)*

CERTIFICATE CONFERRED ON:

Energy Analysis and Policy Doctoral Minor Program
Nelson Institute for Environmental Studies
University of Wisconsin-Madison

STUDY PLAN

Last Name		First Name		M.I.
Email Address:		**Campus ID#:**	
Department/ Academic Program:		**Intended Degree (MS, PhD, etc.):**	
Major Advisor:		**Expected Graduation Term:**	

Previous Undergraduate and Graduate Degrees:

University or College	Major Field	Degree	Date Rec'd	GPA

MINOR COURSES:

	Course Dept/Number	Credits	Sem/Yr	Grade
EnvrSt/URPL/PubAffr 809 – Intro. Energy Analysis & Policy (3 credits)				
Energy Analysis course (3 credits)				
Energy Policy course (3 credits)				
EnvrSt/URPL/PubAffr 810 – Energy Analysis Capstone Seminar (3 credits)				
Total Credits (12 Credit Minimum)			**GPA:**	

Program Chair's Approval _____   _____
                                  (Signature)   *(Date)*

MINOR CONFERRED ON:

Energy Analysis and Policy program

Exit Survey

Q1 Please answer all questions to the best of your ability. The EAP program is collecting this information as part of its annual program assessment activities. Responses will not be attributed to individuals for any reports that are generated from survey results.

Q2 Your Name

_____

Q3 Primary Department (Degree Program(s))

_____

Q4 Graduate degree(s) you are earning while completing the EAP certificate/minor

☐ MS/MA (1)

☐ MPA/MIPA (7)

☐ MBA (4)

☐ PhD (2)

☐ JD (3)

☐ MD (5)

☐ Other (6) _____

Q5 Indicate the year and semester (e.g. Fall 2018) that you:

○ Began a graduate degree program at UW-Madison (1) _____

○ Joined the EAP program (2) _____

○ Completed the EAP certificate/minor (3) _____

Q6 The thing I liked best about my EAP experience

_____

Q7 The thing I liked least about my EAP experience

_____

Q8 The most interesting thing I've learned from my EAP experience

_____

Q9 If there's one thing I could change about the EAP program

_____

Q10 Thinking back to how you first discovered the EAP program, what recommendations would you have to help prospective students become more aware and interested in the EAP program?

_____

Q11 What other recommendations for the program do you have?

_____

End of Block: Default Question Block

Start of Block: Block 1

Q12 The following statements are some of the learning outcomes from the EAP certificate/minor. How would you describe your proficiency in these areas **BEFORE** taking any courses that satisfy the EAP certificate/minor?

	Extremely proficient (5)	Very proficient (4)	Moderately proficient (3)	Slightly proficient (2)	Not proficient at all (1)
Outcome 1: Students demonstrate an awareness of the variety of energy sources and energy conversion technologies and master the language required to engage in the analysis of energy topics. (1)	○	○	○	○	○
Outcome 2: Students analyze and compare the sustainability of different energy sources/technologies from the perspective of economics, environmental impacts and security of supply. (2)	○	○	○	○	○
Outcome 3: Students demonstrate an awareness of the socio-political institutions that govern the energy industry. (3)	○	○	○	○	○

Q13 The following statements are some of the learning outcomes from the EAP certificate/minor. How would you describe your proficiency in these areas **AFTER** completing EAP certificate/minor?

	Extremely proficient (5)	Very proficient (4)	Moderately proficient (3)	Slightly proficient (2)	Not proficient at all (1)
Outcome 1: Students demonstrate an awareness of the variety of energy sources and energy conversion technologies and master the language required to engage in the analysis of energy topics. (1)	○	○	○	○	○
Outcome 2: Students analyze and compare the sustainability of different energy sources/technologies from the perspective of economics, environmental impacts and security of supply. (2)	○	○	○	○	○
Outcome 3: Students demonstrate an awareness of the socio-political institutions that govern the energy industry. (3)	○	○	○	○	○
Outcome 4: Students prepare for energy-related career pathways in industry, government, academia, NGOs, regulatory agencies and energy consulting. They gain experience by participating in "real-life" projects for actual clients in multidisciplinary student groups. (4)	○	○	○	○	○

Q14 Which certificate courses were effective (or ineffective) in meeting any of the four outcomes listed above? If possible, write the course number along with one or more of the outcomes as numbered above (e.g. "Effective: Econ 101, Outcome 2&3" or "Ineffective: BME 101: Outcome 1").

Also, feel free to elaborate as to why a course was effective or ineffective.

_____

_____

_____

_____

_____

End of Block: Block 1

Start of Block: Block 2

Q15 Rank the following career pathway options in the order that match your own career goals

_____ Regulatory Agency (1)
_____ "For Profit" Organization (2)
_____ "Non-Profit" Organization (3)
_____ Utility Company (4)
_____ Entrepreneurial Activity (5)
_____ Academic Institution (6)

Q16 On a scale from 0-10, how likely are you to pursue a career that is directly related to your EAP experience?

○ 0 (0)

○ 1 (1)

○ 2 (2)

○ 3 (3)

○ 4 (4)

○ 5 (5)

○ 6 (6)

○ 7 (7)

○ 8 (8)

○ 9 (9)

○ 10 (10)

Q17 In what ways did EAP prepare you for this career choice?

_____

_____

_____

_____

_____

Q18 In what ways could EAP have better prepared you for your career?

_____

_____

_____

_____

_____

Q19 It would help EAP to know which of the following positively affected your path through graduate school (check all that apply)

☐ Fellowship or award through the EAP program (1)

☐ Other Fellowship or award (not EAP) (2)

☐ Interaction with alumni via organized events (3)

☐ Interaction with alumni via one-on-one or informal conections (4)

☐ EAP Field Trip to Chicago (5)

Q20 As a new EAP alumni, which of the following would be of interest to you?

☐ Attend alumni events (social, workshops, seminars) (1)

☐ Provide advice to students (e.g. mentoring, giving talks, serving as a resource) (2)

☐ Financial gift to support the EAP program (3)

☐ Other (4) _____

End of Block: Block 2