GRADUATE GUIDE

The information, policies, and rules contained herein are subject to change. No part of this publication should be construed as a contract or offer to contract. The information in the Guide is current as of June 1, 2017. The Guide is an official document of record and is reviewed and updated every year. Archived editions from past years are available in the Guide and Catalog Archive (http://guide.wisc.edu/archive). Students are responsible for meeting the academic requirements that were in effect at the time that they matriculated, including satisfactory progress and degree requirements. In situations where academic requirements have changed during a student’s time of enrollment, the Graduate School and the academic program, together with the student, may elect to enforce requirements that are in the best interest of the student. University offices can provide current information about possible changes. The Guide is published only online; printed copies are not available.

THE GUIDE

The Guide provides an overview of UW–Madison programs that offer graduate degrees, doctoral minors, graduate/professional certificates, and capstone certificates. Some major programs have identified sub-majors, known as named options. These official named options are approved by university governance, and appear on the transcript with degree conferral. Some programs also have unofficial specializations that do not appear on the transcript.

The 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.

OTHER GRADUATE SCHOOL PUBLICATIONS

The Graduate School’s Academic Policies and Procedures (http://grad.wisc.edu/acadpolicy) complements Graduate Student Life (https://grad.wisc.edu/newstudents) and provides information about Graduate School academic and administrative policies and procedures.

Graduate Student Life (http://grad.wisc.edu/newstudents), published by the Graduate School Office Communications Office, offers information about a wide range of topics related to the graduate experience, and advice about the university and community from a student’s perspective. It is distributed electronically to all new graduate students before they arrive on campus.

GRADUATE STUDENT PROFESSIONAL DEVELOPMENT

The Graduate School Office of Professional Development (OPD) coordinates, develops, and promotes learning opportunities to foster the academic, professional, and life skills of graduate students and postdoctoral researchers and scholars.

Professional development topics include Individual Development Plans (https://grad.wisc.edu/pd/idp), communication, mentoring, grant writing, dissertation writing, career exploration, job search strategies, and more. OPD collaborates with the Writing Center, Libraries, DoIT Software Training for Students, Delta, career centers, and others to provide a wealth of resources and events tailored to the needs of UW–Madison graduate students.

The office developed and maintains DiscoverPD (https://my.grad.wisc.edu/DiscoverPD), an innovative tool for UW-Madison graduate students to advance their academic and professional goals. DiscoverPD introduces nine areas (or “facets”) of professional development, includes a self-assessment, and provides a customized report of areas of strength and weakness. The report comes with recommendations to help graduate students strengthen their ability within each area.

More information on campus resources for student professional development is available at Graduate Student Professional Development (http://grad.wisc.edu/pd). Students may keep up-to-date by reading GradConnections (http://grad.wisc.edu/pd/gradconnections), the weekly newsletter for graduate students, and bookmarking the Events Calendar (https://grad.wisc.edu/events) to keep tabs on upcoming workshops of interest.

USEFUL LINKS FOR STUDENTS

University websites useful to students are listed below. In addition, most program entries in this catalog provide links to program and department websites.

- Campus and Visitor Relations (https://info.wisc.edu)
- Center for Leadership and Involvement (http://cfli.wisc.edu)
- Committee on Institutional Cooperation (CIC) (http://www.btaa.org/splash)
- Office of Financial Aid (http://finaid.wisc.edu)
- Graduate School (http://grad.wisc.edu)
- Graduate School Academic Policies and Procedures (http://grad.wisc.edu/acadpolicy)
- Graduate Student Professional Development (http://grad.wisc.edu/pd)
- Graduate Funding Information (http://grad.wisc.edu/studentfunding/prospective)
- Guide to Graduate Student Life (http://grad.wisc.edu/studentfunding)
- Information Technology, Division of (DoIT) (http://it.wisc.edu)
- International Student Services (ISS) (http://www.iss.wisc.edu)
- Libraries (http://www.library.wisc.edu)
- McBurney Disability Resource Center (http://mcburney.wisc.edu)
- My UW–Madison (http://my.wisc.edu)
- Office of the Registrar (https://registrar.wisc.edu)
- Division of Student Life (https://students.wisc.edu)
- University Health Services (UHS) (http://www.uhs.wisc.edu)
- Wisconsin Union (https://union.wisc.edu)
- The Writing Center (http://writing.wisc.edu)

AFFIRMATIVE ACTION AND COMPLIANCE STATEMENT

The University of Wisconsin–Madison is committed to providing equal opportunity and equal access and to complying with all applicable federal and state laws and regulations and University of Wisconsin System and university non-discrimination policies and procedures. For information on all covered bases, the names of the Title IX and Americans with Disabilities Act Coordinators, and the processes for how to file a complaint alleging discrimination, please contact the Office of
Compliance (https://compliance.wisc.edu). The Office of Compliance is located at 361 Bascom Hall, 500 Lincoln Drive, Madison WI 53706 and can be reached at Voice: 608-265-6018 (relay calls accepted); Fax: 608 263-4725; Email: uwcomplianceoffice@wisc.edu.

The following are the nondiscrimination bases for covering students and applicants for admission to the university; university employees and applicants for employment at the university; and those wishing to take part in university programs and activities, including visitors to campus.

**STUDENTS/EDUCATIONAL PROGRAMS**
- age
- ancestry
- color
- creed
- disability
- ethnicity (specifically involving harassment by UW employees)
- gender identity or expression
- marital or parental status
- national origin
- pregnancy
- race
- religion
- retaliation for opposing discrimination, making a complaint of discrimination or taking part in an investigation relating to discrimination
- sex
- sexual orientation
- or any other category protected by law, including physical condition or developmental disability as defined in Wisconsin Statutes§51.01(5).

**EMPLOYEES/APPLICANTS**
- age
- ancestry
- arrest record
- color
- conviction record
- creed
- disability
- ethnicity (specifically involving harassment by university employees)
- gender identity or expression
- genetic information including genetic testing
- honesty testing
- marital or parental status
- military service
- national origin
- pregnancy
- race
- religion
- retaliation for opposing discrimination, making a complaint of discrimination or taking part in an investigation relating to discrimination
- sex
- sexual orientation
- use or nonuse of lawful products off the employer’s premises during nonworking hours,
- veteran status
- declining to attend a meeting or participate in any communication about religious matters or political matters, or any other category protected by law

**VISITORS AND PROGRAM PARTICIPANTS/UNIVERSITY ACTIVITIES**
- age
- ancestry
- color
- creed
- disability
- national origin
- race
- retaliation for making a complaint of discrimination, or taking part in an investigation relating to discrimination, or opposing discrimination
- sex
- sexual orientation
- or any other non-discrimination category that may be subsequently added, even if not included in the above list, as a result of federal or State of Wisconsin court, legislative, or regulatory action, or action taken by UWS or the University.

**INFORMATION FOR STUDENTS WITH DISABILITIES**
The University of Wisconsin–Madison is committed to providing equal opportunity and equal access to people with disabilities who are members of the University community. The McBurney Disability Resource Center provides disability-related services and accommodations to undergraduate, graduate, professional, Special, and guest students. The center works closely with students and faculty on the provision of reasonable accommodations to ensure access to the learning environment. Common accommodations include extended time and/or small group environment for exams, class notetakers, sign language interpreting, real time and media captioning, and conversion of printed materials to an accessible format. McBurney staff members also collaborate with students and faculty to determine reasonable flexibility with regard to attendance, participation, and deadlines for disorders that fluctuate in severity over the course of enrollment. The center makes referrals to other campus offices or community resources for nonclassroom accommodations related to housing, transportation, personal care needs, and so on. Students should contact the center upon admission to begin the eligibility for services process. Early notice is essential in order to have accommodations in place prior to the start of the semester. For detailed information, see How to Become a McBurney Client (http://mcburney.wisc.edu/students/howto.php).

**McBurney Disability Resource Center**
702 West Johnson Street, Suite 2104
Madison, WI 53706
608-263-2741 (voice)
608-225-7956 (text)
608-265-2998 (fax)
mcburney@studentlife.wisc.edu
www.mcburney.wisc.edu (http://www.mcburney.wisc.edu)
ACCREDITATION

The University of Wisconsin–Madison is accredited by the:

Higher Learning Commission (http://www.hlcommission.org)
230 South Lasalle Street, Suite 7-500
Chicago, IL 60604
telephone 1-800-621-7440
www.hlcommission.org (http://www.hlcommission.org)

UW–Madison, which was first accredited in 1913, was last accredited in 2009, and will go through a reaccreditation process again in 2018–19.

Registration with the Minnesota Office of Higher Education: The University of Wisconsin–Madison is a public institution registered as a “Private Institution” with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

ACADEMIC CALENDAR

Establishment of the academic calendar (https://www.secfac.wisc.edu/academic-calendar.htm) for the University of Wisconsin–Madison falls within the authority of the faculty as set forth in Faculty Policies and Procedures. Construction of the academic calendar is subject to various rules and guidelines prescribed by the Board of Regents, the Faculty Senate and State of Wisconsin legislation. Approximately every five years, the Faculty Senate approves a new academic calendar which spans a future five-year period. The current calendar was adopted by the Faculty Senate in September 2016.

DEGREES/MAJORS

Explore Graduate Opportunities (http://guide.wisc.edu/mas)

UW–MADISON GRADUATE SCHOOL

The UW–Madison Graduate School confers the Master of Arts, Master of Science, Master of Accountancy, Master of Business Administration, Master of Music, Master of Engineering, Master of French Studies, Master of International Public Affairs, Master of Music, Master of Public Affairs, Master of Social Work, Master of Fine Arts, Doctor of Audiology, Doctor of Musical Arts, Doctor of Nursing Practice, Doctor of Occupational Therapy, and Doctor of Philosophy. Additionally, several programs that do not award graduate degrees may offer doctoral minors, specialist certificates, graduate/professional certificates, or capstone certificates.

The master’s degree is conferred only upon completion of a coherent and focused program of advanced study.

The master of fine arts degree offers superior students advanced training and opportunities for creativity. The program is for the prospective professional artist and teacher in the fine arts at the college level and emphasizes creative work.

The doctor of philosophy, the doctor of nursing practice, the doctor of audiology, the doctor of occupational therapy, and the doctor of musical arts are the highest degrees conferred at UW–Madison. None are conferred solely as a result of any prescribed period of study; no matter how faithfully pursued. The Ph.D. degree is a research degree and is granted on evidence of general proficiency, distinctive attainment in a special field, and particularly on ability for independent investigation as demonstrated in a dissertation presenting original research or creative scholarship with a high degree of literary skill. The DMA degree is granted on evidence of a high degree of competence in performance, conducting, or composition. The DNP, OTD, and Au.D. degrees are clinical doctorates granted on evidence of clinical knowledge and expertise in their respective disciplinary areas.

The Ph.D., DNP, Au.D., OTD and DMA degree programs must be rationally unified, with courses that must contribute to an organized program of study and research. Courses must be selected from groups embracing one principal subject of concentration called the major (see Degrees), and if required, from one or more related fields called the doctoral minor. The major field is normally coextensive with the work of a single department or with one of the subjects under which certain programs have been formally arranged. A major may be permitted to extend beyond the above limits with the prior approval of the Dean of the Graduate School. The doctoral minor is designed to represent a coherent body of work, taken as a graduate student, and should not be simply an after-the-fact ratification of a number of courses taken outside the major department.

Graduate School minimum credits and other requirements necessary to earn these degrees are listed in the Graduate School Minimum Degree Requirements and Satisfactory Progress (p. 8) section; each program may set degree requirements and expectations more rigorous than the Graduate School.

SCHOOLS AND COLLEGES

• College of Agricultural and Life Sciences
• School of Business
• Division of Continuing Studies
• School of Education
• College of Engineering
• Gaylord Nelson for Environmental Studies
• Graduate School
• School of Human Ecology
• Law School
• College of Letters & Science
• School of Medicine and Public Health
• School of Nursing
• School of Pharmacy
• School of Veterinary Medicine

DISTANCE OR FLEXIBLE PROGRAMS

The university offers several degree and capstone certificate programs that are fully or partially available at a distance or that are flexible to working schedules with evening and/or weekend courses. To learn more about the graduate-level degrees and certificates offered in flexible and online formats, visit the Wisconsin Advance Your Career (https://advanceyourcareer.wisc.edu) portal.

OTHER PROFESSIONAL DEGREES

UW–Madison offers a number of post-baccalaureate professional degrees that are not administered by the Graduate School, but instead are solely supported by their home school.

Doctor of Juridical Science—SJD (https://law.wisc.edu/grad/prospective/sjd/overview-sjd.html?)
Doctor of Law—J.D. (http://law.wisc.edu)
Doctor of Medicine—M.D. (http://www.med.wisc.edu/education/md-program/main/276)
Doctor of Physical Therapy—DPT (http://ortho.wisc.edu/Home/DoctorOfPhysicalTherapy.aspx)
Doctor of Veterinary Medicine—DVM (http://www.vetmed.wisc.edu/dvm-students)
Master of Genetic Counseling—MGC (http://www.med.wisc.edu/education/graduate-programs/genetic-counseling/main/26910)
Master of Laws—LLM (https://law.wisc.edu/grad/prospective/llm/overview-llm.html)
Master of Physician Assistant Studies—P.A. (http://www.fammed.wisc.edu/pa-program)
Master of Public Health—MPH (https://mph.wisc.edu)

DOCTORAL MINORS

Doctoral minor options are as follows:

• Option A (external): Requires a minimum of 9 credits in a minor program (single disciplinary or multidisciplinary). Fulfillment of this option requires the approval of the minor program.
• Option B (distributed): Requires a minimum of 9 credits in one or more programs forming a coherent topic, and can include coursework in the program. Fulfillment of this option requires approval of the major program. See Minors (http://grad.wisc.edu/acadpolicy/#minors) in the Graduate School Academic Policies and Procedures for minimum course requirements for the minor.

GRADUATE/PROFESSIONAL CERTIFICATES

The university offers several programs of study that may not grant graduate degrees but coordinate teaching and research among scholars active in interrelated disciplines. Graduate/professional certificates are available to degree-seeking graduate and professional students (GRAD, LAW, MED, PHARM, VMED “careers”). There is no formal admission to graduate/professional certificate programs. Programs offering the following certificates monitor all course and satisfactory progress requirements.

SPECIALIST CERTIFICATES

The Specialist Certificate represents work beyond the master’s level. For more information, contact the program.

CAPSTONE CERTIFICATES

Capstone certificates allow students with a bachelor’s degree to obtain additional professional skills and certification. Designed for nontraditional students and working professionals, capstone certificates reflect a focused collection of graduate-level courses approved by the Graduate School. Capstone certificate programs do not lead to the conferral of a degree, but do appear on a student’s UW–Madison transcript. Programs offering capstone certificates monitor all application, academic, and satisfactory progress requirements.

Capstone certificate students fall under the campus category of University Special students as these students are not in degree status. Adult Career and Special Student Services (ACSSS) is the admitting and academic dean’s office for all University Special students. The academic dean is responsible for issues related to student enrollment and the student’s official record, including credit limits, eligibility to continue, disciplinary holds, and withdrawal approval.

The ACSSS dean and student services coordinator work closely with each department’s capstone certificate coordinator at each step of the process: advising, admissions, enrollment eligibility, and program completion. Eligibility rules for University Special students apply, including a minimum 2.0 GPA and good academic standing. Each specific capstone certificate has additional criteria for program eligibility, final admission, and progress. Capstone certificates typically follow rules of the Graduate School (https://grad.wisc.edu/acadpolicy) (https://grad.wisc.edu/acadpolicy/#enrollmentrequirements) for tuition, credit limits, and grading (including no Pass/Fail option).

Once admitted, candidates will receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with enrollment instructions and information about tuition and deadlines. The capstone certificate coordinator will send specific information pertaining to enrollment in and completion of the capstone program.

• Actuarial Science, Capstone Certificate (http://guide.wisc.edu/nondegree/capstone/actuarial-science-capstone-certificate)
• Bioinformatics, Capstone Certificate (http://guide.wisc.edu/nondegree/capstone/bioinformatics-capstone-certificate)
• Clinical Nurse Specialist – Adult/Gerontology (http://guide.wisc.edu/nondegree/capstone/clinical-nurse-specialist-adult-gerontology-capstone-certificate)
• Clinical Nutrition, Capstone Certificate (http://guide.wisc.edu/nondegree/capstone/clinical-nutrition-capstone-certificate)
• Clinical Nutrition-Dietetic Internship, Capstone Certificate (http://guide.wisc.edu/nondegree/capstone/clinical-nutrition-dietetic-internship-capstone-certificate)
• Clinical and Community Outcomes, Capstone Certificate (http://guide.wisc.edu/nondegree/capstone/clinical-community-outcomes-research-capstone-certificate)
• Communication Sciences and Disorders, Capstone Certificate (http://guide.wisc.edu/nondegree/capstone/communication-sciences-disorders-capstone-certificate)
• Computer Sciences for Professionals, Capstone Certificate (http://guide.wisc.edu/nondegree/capstone/computer-sciences-professionals-capstone-certificate)
• Consumer Health Advocacy, Capstone Certificate (http://guide.wisc.edu/nondegree/capstone/consumer-health-advocacy-capstone-certificate)
• Foundations of Professional Development, Capstone Certificate (http://guide.wisc.edu/nondegree/capstone/foundations-professional-development-capstone-certificate)
• French Studies at the Graduate Level, Capstone Certificate (http://guide.wisc.edu/nondegree/capstone/french-graduate-level-capstone-certificate)
ADMISSIONS AND FINANCIAL AID

The University of Wisconsin–Madison has offered graduate study for more than a century. Its advanced instruction actively involves graduate students in research. The faculty of more than 2,000 distinguished scholars and teachers, supported by an academic staff exceeding 6,000 confers graduate degrees in more than 160 fields of study.

As one of the nation’s major research institutions, the university maintains extensive research facilities. More than 40 campus libraries, three museums, and numerous research centers support nearly 7,500 active local, national, and international research projects.

The Graduate School website (http://grad.wisc.edu) offers links to admission information, including program profiles and contacts, websites and the online application, funding resources, diversity, graduate student life and other resources.

Deadlines for applications, fellowships and other types of funding vary among programs. Requirements also vary; therefore, it is important to check program websites before applying. All transcripts are sent directly to the program. If applying to more than one program transcripts should be sent to each program. All transcripts become part of the university files and will not be returned. The application fee is set by the legislature and is nonrefundable.

When the Graduate School receives the application, the data are entered into a campuswide student administration system. The program performs the initial application review, and if desired, makes a positive admission recommendation to the Graduate School. Admission is based on demonstrated scholastic ability, letters of recommendation, the statement of purpose/reasons for graduate study, and in most programs, scores on standardized tests, such as the GRE, TOEFL or IELTS (for international students) and GMAT for Business School applicants. Program requirements may be more rigorous than Graduate School requirements.

GRADUATE SCHOOL MINIMUM ADMISSION REQUIREMENTS

Upon receipt of a positive admission recommendation from the department, the Graduate School will review the application and make the final admission decision. All applicants must meet the following requirements:

GRADES

- A minimum undergraduate grade-point average (GPA) of 3.00 (on a 4.00 scale) on the equivalent of the last 60 semester hours (approximately two years of work), or a master's degree with a minimum cumulative GPA of 3.0 (on a 4.00 scale).
- International applicants must have a strong academic performance comparable to a B or above grade-point average. The Graduate School will use the grading scale from the applicant's institution. Applicants should not convert their grades to a 4-point scale.

DEGREE

- A bachelor's degree from a regionally accredited U.S. institution, or a comparable degree from an international institution is required.
- International applicants must have a degree comparable to an approved U.S. bachelor's degree.
- An international applicant's undergraduate institution should provide an official translation of the applicant’s documents. If a translation is not provided, an applicant can have a translation done by the undergraduate institution, or by an official translator. In some countries, these translators are also notaries. Applicants should not submit an evaluation from a credential-evaluation service in lieu of a translation.

ENGLISH PROFICIENCY

Every applicant whose native language is not English, or whose undergraduate instruction was not in English, must provide an English-proficiency test score. Puerto Rican residents are not required by the Graduate School to provide an English-proficiency test score, but programs may require one. The required minimum scores are:

- Test of English as a Foreign Language (TOEFL): 80 for Internet (iBT) and 550 for paper test
- Michigan English Language Assessment (MELAB): 77
- International English Language Testing Services (IELTS): 6

An applicant whose TOEFL Internet-based test (iBT) score is below 92; TOEFL paper-based test score below 580; IELTS score below 7; or MELAB below 82 must take an English-assessment test upon arrival. Depending on the score, an applicant may need to register for a recommended English as a Second Language (ESL) course in the first semester he or she is enrolled.
INTERNATIONAL FINANCIAL INFORMATION

International applicants are required to have adequate financial resources to cover expenses for the duration of their studies at UW–Madison. For more information see International Applicant Financial Information ([http://grad.wisc.edu/admissions/internationalfinancial](http://grad.wisc.edu/admissions/internationalfinancial)). Do not send financial statements until requested by the Graduate School. This will occur after the program has made a positive admission recommendation.

ADMISSION CATEGORIES

FULL STANDING

Applicants admitted with full graduate standing must have satisfied the minimum Graduate School requirements and the requirements of the program in which they plan to enroll. A program may justify a recommendation of full standing to the Graduate School even though the applicant does not meet the minimum requirements. The Graduate School makes the final admission decision based on the program’s recommendation.

MASTER’S DEGREE ONLY

The program may decide to recommend an applicant for the master’s degree only. The program is responsible for monitoring this decision.

ADMISSION WITH DEFICIENCIES

An applicant may be admitted with deficiencies on program recommendation. Applicants normally have at least 12 credits of academic work in the field of proposed graduate study or, in special cases, 12 credits of academic work in related fields approved by the department. Students are ordinarily expected to make up deficiencies by the end of the first full semester of enrollment. The Graduate School makes the final admission decision based on the program’s recommendation. The program is responsible for monitoring the deficiencies.

ADMISSION ON PROBATION

An applicant who does not meet Graduate School minimum GPA or institution/degree requirements may be admitted on probation, provided other substantial evidence of capacity to do satisfactory graduate work is presented. The Graduate School makes the final admission decision based on the program’s recommendation. If the applicant is admitted, the Graduate School will monitor the program review of probation and automatically end probationary status if the student meets the stipulated requirements. Failure to meet the requirements may result in the student being dropped from graduate school. It is the program’s responsibility to inform students who have been admitted on probation.

PROBATION WITH DEFICIENCIES

An applicant may be admitted on probation with deficiencies. The program is responsible for monitoring the deficiencies, and the Graduate School will monitor the program review of probation.

PROBATION, NO GRADE BELOW B

Applicants may be admitted on probation with the stipulation that they receive no grade below B in the first semester as a UW–Madison graduate student. The Graduate School will monitor the program review of probation.

PROBATION, FIRST-SEMESTER GPA SPECIFIED

Applicants may be admitted on probation with the stipulation that they receive a specified first-semester GPA. The Graduate School will monitor the program review of probation.

UNIVERSITY SPECIAL STUDENT (NONDEGREE CANDIDATE)

In some cases, strong performance as a University Special student will be considered as evidence leading to favorable action on a request for admission. After admission to a graduate program, the student’s program may decide to accept up to 15 credits earned as a University Special student as fulfillment of the minimum graduate residence, graduate degree, or doctoral minor credit requirements on occasion as an exception (on a case-by-case basis). In all these cases, the student would have to pay the difference in tuition for the terms in question.

UW–Madison course work taken as a University Special student would not be allowed to count toward the 50% graduate course work minimum unless taken at the 700 level or above. This work will not appear on the graduate career portion of the UW–Madison transcript nor count towards the graduate career GPA. For more information, contact:

Adult Career and Special Student Services Center
21 North Park Street, 7th floor
Madison, WI 53715
608-263-6960
advising@dcs.wisc.edu
continuingstudies.wisc.edu/advising/ ([http://www.continuingstudies.wisc.edu/advising](http://www.continuingstudies.wisc.edu/advising))

DOUBLE DEGREES (2 DEGREES, 2 MAJORS)

Double degrees are two same-level (master’s or doctoral) degrees from two separate graduate programs and can be earned at either the master’s or doctoral level. A student completing a double degree earns two degrees (two programs), and receives two diplomas. The student has two advisors and two separate committees, and completes two theses (master’s) or dissertations (Ph.D.). Students may apply for an additional program at the time of original application, add a program at any time during enrollment, or reapply and pursue a second degree after completion of the first. Please review the Graduate School’s [Academic Policies and Procedures](https://grad.wisc.edu/acadpolicy/#61) for the most up-to-date information about double degrees.

DUAL DEGREES (2 DEGREES FROM 2 STUDENT CAREERS, SUCH AS 1 FROM THE GRADUATE SCHOOL AND 1 FROM A PROFESSIONAL SCHOOL)

A dual degree is two degrees, one of which is granted in a graduate program, and the other in another career (e.g., professional degrees like M.D., J.D., D.V.M., D.Pharm., M.P.H. or undergraduate degrees at UW–Madison). To receive a dual degree students must be admitted to both programs and complete the specific degree requirements for each school (including the Graduate School minimum credit requirement for the graduate degree). Please review the Graduate School’s [Academic Policies and Procedures](https://grad.wisc.edu/acadpolicy/#61) for the most up-to-date information about dual degrees.

JOINT DEGREES (1 DEGREE, 2 MAJORS)

A joint degree consists of one graduate degree with two programs. A student completing a joint degree writes one thesis or dissertation and receives one diploma. Students can earn a joint master’s or a joint doctorate. Such degrees are relatively rare. To receive a joint degree students must be admitted to both programs and submit an approved joint degree proposal to the Graduate School for review no later than
the beginning of their second year of graduate study. The proposal must outline how the requirements for both programs will be met. Please review the Graduate School’s Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy) for the most up-to-date information about joint degrees.

SPECIAL GRADUATE COMMITTEE DEGREES
Special graduate committee degrees are one-of-a-kind master’s or doctoral degrees built around unique needs of individual students that cannot be satisfied by approved programs (i.e., by existing program/minor combinations, joint degrees, distributed minors, etc.) and may permit individual degrees in new and emerging fields or combinations of disciplines. Prospective students who may have an interest in a special graduate committee degree should apply to the degree program that is closest to their program interest and attend classes before a proposal for a special graduate committee degree will be considered by the Graduate School. The student’s advisor authors and submits the special graduate committee degree proposal on behalf of the student as early in the student’s program as possible. Please review the Graduate School’s Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/161) for the most up-to-date information about special graduate committee degrees.

FACULTY ADMISSION
A UW–Madison faculty member may pursue a graduate degree provided arrangements have been made to avoid conflicts of interest and time commitment. Faculty should refer to section 8.03 of Faculty Policies and Procedures for specific regulations.

PREVIOUSLY ENROLLED GRADUATE STUDENTS
Previously enrolled graduate students must reapply for admission to the Graduate School if they wish to resume studies after an absence of a semester or more (not including summer session). The readmission procedure assures the Graduate School that a student is in good standing with his/her academic program and activates the student’s registration eligibility. Procedures and more information for returning to Graduate School are available at grad.wisc.edu/admissions/alreadyenrolled/ (http://grad.wisc.edu/admissions/alreadyenrolled).

The Graduate School recommends that students contact the program when they desire a leave; some programs have strict leave-of-absence policies.

FINANCIAL SUPPORT
Financial support is available to many graduate students on campus and comes in the form of Graduate Assistantships (e.g., Teaching, Project, or Research Assistantships), Fellowships, and Traineeships. The best source of information about these types of financial support is the faculty and staff in academic programs. Decisions about most graduate assistantships, fellowships, and traineeships are made at the program level; however, some cross-campus graduate assistantships are listed at the main Student Job Center. The Graduate School’s Office of Fellowships and Funding Resources (OFFR) provides general information and direction to students about funding opportunities on and off campus.

Graduate School Office of Fellowships and Funding Resources
231 Bascom Hall, 500 Lincoln Drive
Madison, WI 53706-1380
608-265-5522; 608-262-9597
grad.wisc.edu/studentfunding/ (http://grad.wisc.edu/studentfunding)

ASSISTANTSHIPS
Student assistants are enrolled graduate students. There are several general categories of student assistant appointments at UW–Madison.

TEACHING ASSISTANTS (TA)
Teaching assistantships provide financial support to graduate students as well as opportunities for acquiring valuable teaching experience. A teaching assistant is a graduate student enrolled in the University of Wisconsin–Madison who is regularly assigned to teaching under the supervision of a faculty member or academic staff employee.

Teaching assistants who are awarded a minimum appointment of 33.33% receive full tuition remission and are eligible for comprehensive health insurance benefits. They are, however, still responsible for paying segregated fees.

For more information, visit Types of Funding Available (https://grad.wisc.edu/studentfunding/types) and reference Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/#researchassistant).

PROGRAM ASSISTANTS (PA)
A program assistant or project assistant (PA) is a graduate student enrolled in the University of Wisconsin System who is assigned to conduct research, training, administrative responsibilities, under the supervision of a faculty or academic staff member, primarily for the benefit of the university.

Program/project assistants are included in a labor agreement between the state of Wisconsin and the Teaching Assistants Association.

Program/project assistants who are awarded a minimum appointment of 33.33% receive full tuition remission and are eligible for comprehensive health insurance benefits. They are, however, still responsible for paying segregated fees.

For more information, visit Types of Funding Available (https://grad.wisc.edu/studentfunding/types) and reference Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/#projectassistant).

RESEARCH ASSISTANTS (RA)
A research assistant (RA) must be a graduate student working toward a master’s or Ph.D. degree. The main function of a research assistantship is to further the education and training of the student, through the individual’s course of study and research directly applicable to his/her thesis or dissertation.

Research assistants who are awarded a minimum appointment of 33.33% receive full tuition remission and are eligible for comprehensive health insurance benefits. They are, however, still responsible for paying segregated fees.

For more information, visit Types of Funding Available (https://grad.wisc.edu/studentfunding/types) and reference Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/#researchassistant).

FELLOWSHIPS ADMINISTERED BY THE GRADUATE SCHOOL
The Graduate School administers a number of university-funded fellowships for different purposes and in different disciplines. For example, some fellowships are awarded by division, while others are offered by school or college. Applicants do not apply directly to the
Graduate School for fellowship support. Academic programs nominate their most competitive students for these university-wide awards.

Fellowships may be awarded for a semester, academic (nine-month), or annual (12-month) tenure. Stipends vary according to the type of award. In 2014-2015, fellowship awards ranged from $6,455 for summer support up to $25,820 for 12 months. These awards provide for payment of tuition and fees and include eligibility for comprehensive health insurance benefits.

Federal or national fellowships currently administered by the Graduate School include: Ford Foundation Predoctoral and Dissertation Fellowships, National Physical Science Consortium (NPSC) Fellowships, National Science Foundation (NSF) Graduate Fellowships, Charlotte Newcombe Fellowships, Spencer Dissertation Fellowships, CIC–Smithsonian Institution Fellowships, Soil Science Research Council (SSRC) Fellowships, Mellon-Council for European Studies (CES) Fellowships and ACLS/Mellon Dissertation Completion Fellowships. These programs require direct application by the student to the agency and generally have early fall deadlines.

FELLOWSHIPS FOR INTERNATIONAL TRAVEL, RESEARCH, AND STUDY

The International Fellowships Office, a unit of the International Institute, serves as a resource center and provides information and support to faculty, students, and staff interested in identifying international research grants, scholarships, and other funding opportunities. The International Fellowships Office also manages and coordinates a number of international fellowship competitions for UW–Madison faculty and students. Contact the International Institute at:

328 Ingraham Hall
(608) 262 9632
intl-institute.wisc.edu/funding/students.htm (http://fellowships.international.wisc.edu).

COLLEGE AND PROGRAM TRAINEESHIPS AND FELLOWSHIPS

Many colleges and programs have fellowships, scholarships, and traineeship awards for students at all stages of graduate study. Awards are made available from federal training programs, research grants, gifts and trusts, and special program funds. Information on these awards is available from the program.

OFFICE OF STUDENT FINANCIAL AID

The Office of Student Financial Aid assists students (U.S. citizens and Permanent Residents) whose personal and family resources are not adequate to cover the expenses involved in attending UW–Madison. For more information about processing financial aid forms to determine eligibility, part-time employment or information about scholarships and more, see the Office of Student Financial Aid website (http://finaid.wisc.edu).

Effective July 1, 2012, graduate students are no longer eligible for Federal Direct Subsidized loans. For more information about changes to federal direct loans for graduate students check here.

Counseling is available to students who would like more information about financial assistance, debt management, or personal budgeting.

Office of Student Financial Aid
333 East Campus Mall, #9701

608/262-3060
finaid@finaid.wisc.edu
www.finaid.wisc.edu (http://www.finaid.wisc.edu)

COUNCIL OF GRADUATE SCHOOLS POLICY RESOLUTION

Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement (based on a Resolution of the Council of Graduate Schools) which both the student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15.

However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

POLICIES AND REQUIREMENTS

MINIMUM DEGREE REQUIREMENTS

The Graduate School sets minimum standards that must be met by all graduate students in the university. Continuation in the Graduate School is at the discretion of the major program, the Graduate School, and the major professor. The table of Graduate School Minimum Degree Requirements and Satisfactory Progress includes the minimum credits required for each type of degree program.

The requirements of most programs exceed the Graduate School minimum criteria. These additional requirements, referred to as Minimum Degree Requirements and Satisfactory Progress, are described in each major program entry in this catalog. Students are responsible for obtaining specific degree requirements from the program. Many programs publish a graduate student handbook, which provides details about graduate study, admissions criteria, faculty interests, and the curriculum.

GRADUATE SCHOOL MINIMUM DEGREE REQUIREMENTS AND SATISFACTORY PROGRESS

Schools/colleges, departments and programs may set more rigorous expectations and requirements than the Graduate School.

MASTER’S DEGREES

M.A., M.S., M.Acc., MBA, M.M., M.Eng., MFS, MiPA, MPA, MSW

Minimum Graduate Degree Credit Requirement 1
30 credits

Minimum Graduate Residence Credit Requirement 1
16 credits
Minimum Graduate Coursework (50%) Requirement

At least 50% of credits applied toward the graduate degree credit requirement must be in graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university's Course Guide (http://my.wisc.edu/CourseGuideRedirect/BrowseByTitle).

Prior Coursework Requirements: Graduate Work from Other Institutions

For well-prepared advanced students, a student's program may decide to accept prior graduate coursework from other institutions. This coursework does not appear on a UW–Madison transcript nor count toward graduate career GPA. The Graduate School's minimum graduate residence requirement can be satisfied only with courses taken as a graduate student at UW–Madison. The only exception is graduate-level coursework taken as a CIC Traveling Scholar.

Prior Coursework Requirements: UW–Madison Undergraduate

For well-prepared advanced students, a student's program may decide to accept up to 7 credits numbered 300 or above of required or elective courses from the undergraduate work completed at UW–Madison toward fulfillment of minimum degree and minor credit requirements. However, this work would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. This work will not appear on the graduate career portion of UW–Madison transcript nor count toward the graduate career GPA.

The Graduate School's minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison.

Prior Coursework Requirements: UW–Madison University Special

After admission to a graduate program, the student's program may decide to accept up to fifteen University Special student credits as fulfillment of the minimum graduate residence, graduate degree, or minor credit requirements on occasion as an exception (on a case-by-case basis). UW–Madison coursework taken as a University Special student would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. This work will not appear on the graduate career portion of UW–Madison transcript nor count toward the graduate career GPA.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

Credits per Term Allowed

Up to 15 credits

Overall Graduate GPA Requirement

3.00

Other Grade Requirements

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

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

Probation Policy

The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

Advisor / Committee

Every graduate student is required to have an advisor. To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

A committee often accomplishes advising for the students in the early stages of their studies.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

Assessment and Examinations

Requirements determined by the program.

Time Constraints

Master's degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; that coursework may not count toward Graduate School credit requirements.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

Language Requirements

Each program sets its own language requirements. Some programs require competence in one or more languages before students can take preliminary examinations.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

MASTER OF FINE ARTS DEGREE OR SPECIALIST CERTIFICATE

MFA, Specialist Certificate

Minimum Graduate Degree Credit Requirement

42 credits

Minimum Graduate Residence Credit Requirement

24 credits

Minimum Graduate Coursework (50%) Requirement

At least 50% of credits applied toward the graduate degree credit requirement must be in graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university's Course Guide (https://public.my.wisc.edu/portal/f/u12411s4/p/CourseGuide-Browse-Courses.u12411n31/detached/render.up?pCm=view&pP_action=advancedSearch&pP_form-submit=true).
Prior Coursework Requirements: Graduate Work from Other Institutions

For well-prepared advanced students, a student’s program may decide to accept prior graduate coursework from other institutions. This coursework does not appear on a UW–Madison transcript nor count toward graduate career GPA. The Graduate School’s minimum graduate residence requirement can be satisfied only with courses taken as a graduate student at UW–Madison. The only exception is graduate-level coursework taken as a CIC Traveling Scholar.

Prior Coursework Requirements: UW–Madison Undergraduate

For well-prepared advanced students, a student’s program may decide to accept up to 7 credits numbered 300 or above of required or elective courses from the undergraduate work completed at UW–Madison toward fulfillment of minimum degree and minor credit requirements. However, this work would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. This work will not appear on the graduate career portion of UW–Madison transcript nor count toward the graduate career GPA.

The Graduate School’s minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison.

Prior Coursework Requirements: UW–Madison University Special

After admission to a graduate program, the student’s program may decide to accept up to fifteen University Special student credits as fulfillment of the minimum graduate residence, graduate degree, or minor credit requirements on occasion as an exception (on a case-by-case basis). UW–Madison coursework taken as a University Special student would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. This work will not appear on the graduate career portion of UW–Madison transcript nor count toward the graduate career GPA.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

Credits per Term Allowed
Up to 15 credits

Overall Graduate GPA Requirement
3.00

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

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

Probation Policy
The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

Advisor
Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

Assessment and Examinations
Requirements determined by the program.

Time Constraints
Master’s degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; that coursework may not count toward Graduate School credit requirements.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

Language Requirements
Each program sets its own language requirements. Some programs require competence in one or more languages before students can take preliminary examinations.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy)

DOCTORAL DEGREES
Au.D., DMA, DNP, OTD, Ph.D.

Minimum Graduate Degree Credit Requirement
51 credits

Minimum Graduate Residence Credit Requirement
32 credits

Minimum Graduate Coursework (50%) Requirement
At least 50% of credits applied toward the graduate degree credit requirement must be in graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university’s Course Guide (https://public.my.wisc.edu/portal/f/u12411s4/p/CourseGuide-Browse-Courses.u12411n31/detached/render.up?pCm=view&P_action=advancedSearch&pP_form-submit=true).

Prior Coursework Requirements: Graduate Work from Other Institutions
For well-prepared advanced students, a student’s program may decide to accept prior graduate coursework from other institutions. This coursework does not appear on a UW–Madison transcript nor count toward graduate career GPA. The Graduate School’s minimum graduate residence requirement can be satisfied only with courses taken as a
graduate student at UW–Madison. The only exception is graduate-level coursework taken as a CIC Traveling Scholar.

**Prior Coursework Requirements: UW–Madison Undergraduate**⁴
For well-prepared advanced students, a student’s program may decide to accept up to 7 credits numbered 300 or above of required or elective courses from the undergraduate work completed at UW–Madison toward fulfillment of minimum degree and minor credit requirements. However, this work would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. This work will not appear on the graduate career portion of UW–Madison transcript nor count toward the graduate career GPA. The Graduate School’s minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison.

**Prior Coursework Requirements: UW–Madison University Special**⁴
After admission to a graduate program, the student’s program may decide to accept up to fifteen University Special student credits as fulfillment of the minimum graduate residence, graduate degree, or minor credit requirements on occasion as an exception (on a case-by-case basis). UW–Madison coursework taken as a University Special student would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. This work will not appear on the graduate career portion of UW–Madison transcript nor count toward the graduate career GPA.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

**Credits per Term Allowed**⁴
Up to 15 credits

**Doctoral Minor/Breadth Requirements**⁴
The Graduate School requires doctoral programs to have a doctoral minor requirement to achieve breadth. Only those doctoral programs which have an accepted minor opt-out request on file may excuse their students from the doctoral minor requirement with alternate paths to breadth.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

**Overall Graduate GPA Requirement**⁴
3.00

**Other Grade Requirements**⁴
The Graduate School requires an average grade of B or better in all coursework (300 or above, not including research credits) taken as a graduate student unless conditions for probationary status require higher grades. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

**Probation Policy**⁴
The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

**Advisor**
Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. An advisor generally serves as the thesis advisor. In many cases, an advisor is assigned to incoming students. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects them to meet with their advisor on a regular basis.

A committee often accomplishes advising for the students in the early stages of their studies.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

**Assessment and Examinations**⁴
Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral dissertation in the Graduate School is required. Additional requirements are determined by the program.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

**Time Constraints**⁴
Doctoral degree students who have been absent for ten or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; that coursework may not count toward Graduate School credit requirements.

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may be required to take another preliminary examination and to be admitted to candidacy a second time.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

**Language Requirements**⁴
Each program sets its own language requirements. Some programs require competence in one or more languages before students can take preliminary examinations.

For more information, please consult the Graduate School Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy).

¹ Schools/colleges, departments, and programs may set more rigorous expectations and requirements than the Graduate School.

² References to preliminary/oral examinations and dissertations to not apply to clinical doctorate degrees (such as Au.D., DNP). Consult the program for specific requirements.

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**ACADEMIC CALENDAR**

Establishment of the academic calendar (https://www.secfac.wisc.edu/academic-calendar.htm) for the University of Wisconsin–Madison falls within the authority of the faculty as set forth in Faculty Policies and
Procedures. Construction of the academic calendar is subject to various rules and guidelines prescribed by the Board of Regents, the Faculty Senate and State of Wisconsin legislation. Approximately every five years, the Faculty Senate approves a new academic calendar which spans a future five-year period. The current calendar was adopted by the Faculty Senate in September 2016.