LIBRARY AND INFORMATION STUDIES, SPECIALIST CERTIFICATE

The Specialist Certificate is only available to students who have been admitted to, and are registered for courses in, the iSchool Ph.D. program (http://guide.wisc.edu/graduate/information/library-information-studies-phd). It is an alternative degree for iSchool Ph.D. students who choose not to complete the full requirements for the Ph.D. program. Current Ph.D. students interested in the Specialist Certificate option should discuss it with their major advisor or the Ph.D. program advisor.

ADMISSIONS

It is not possible to apply directly to the Specialist Certificate. The Specialist Certificate is only available to students who have been admitted to, and who are making progress toward, the iSchool Ph.D. program.

FUNDING

GRADUATE SCHOOL RESOURCES

Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding) is available from the Graduate School. Be sure to check with your program for individual policies and processes related to funding.

REQUIREMENTS

MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum academic progress and degree requirements (http://guide.wisc.edu/graduate/#policiesandrequirementstext), in addition to the program requirements listed below.

MAJOR REQUIREMENTS

MODE OF INSTRUCTION

<table>
<thead>
<tr>
<th>Mode of Instruction</th>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
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<tbody>
<tr>
<td>Yes</td>
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<tr>
<td>No</td>
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Mode of Instruction Definitions

- **Evening/Weekend**: These programs are offered in an evening and/or weekend format to accommodate working schedules. Enjoy the advantages of on-campus courses and personal connections, while keeping your day job. For more information about the meeting schedule of a specific program, contact the program.
- **Online**: These programs are offered primarily online. Many available online programs can be completed almost entirely online with all online programs offering at least 50 percent or more of the program work online. Some online programs have an on-campus component that is often designed to accommodate working schedules.

- **Hybrid**: These programs have innovative curricula that combine on-campus and online formats. Most hybrid programs are completed on-campus with a partial or completely online semester. For more information about the hybrid schedule of a specific program, contact the program.
- **Accelerated**: These on-campus programs are offered in an accelerated format that allows you to complete your program in a condensed time-frame. Enjoy the advantages of on-campus courses with minimal disruption to your career. For more information about the accelerated nature of a specific program, contact the program.

CURRICULAR REQUIREMENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Minimum Credit Requirement</td>
<td>42 credits</td>
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<tr>
<td>Minimum Residence Credit Requirement</td>
<td>24 credits</td>
</tr>
<tr>
<td>Minimum Graduate Coursework Requirement</td>
<td>Half of degree coursework must be completed graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university’s Course Guide (<a href="http://my.wisc.edu/CourseGuideRedirect/BrowseByTitle">http://my.wisc.edu/CourseGuideRedirect/BrowseByTitle</a>). All coursework must be above 300 level and may not include iSchool undergraduate coursework.</td>
</tr>
<tr>
<td>Overall Graduate GPA Requirement</td>
<td>3.00 GPA required.</td>
</tr>
<tr>
<td>Other Grade Requirements</td>
<td>n/a</td>
</tr>
<tr>
<td>Assessments and Examinations Requirements</td>
<td>The candidate is required to prepare and publicly defend a major project/paper in addition to completing credit hour requirements.</td>
</tr>
<tr>
<td>Language Requirements</td>
<td>No language requirements unless assigned by program.</td>
</tr>
</tbody>
</table>

REQUIRED COURSES

- For a Ph.D. student to move to the Specialist Certificate, they must have completed 42 credits toward their Ph.D. degree; 24 of those must be graduate credits completed after admission to the Information School Ph.D. program. All coursework must comply with Graduate School minimum requirements.
- Up to half of the credits should be from academic units related to the student’s specialization (including but not limited to the iSchool).
- The candidate is required to prepare and publicly defend a major project/paper in addition to completing credit hour requirements.
- Students may count up to 10 credits of graduate coursework from an iSchool M.A. degree.

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School’s Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the
degree program faculty. Policies set by the academic degree program can be found below.

**MAJOR-SPECIFIC POLICIES**

**GRADUATE PROGRAM HANDBOOK**

A Graduate Program Handbook containing all of the program’s policies and requirements is forthcoming from the program.

**PRIOR COURSEWORK**

**Graduate Work from Other Institutions**

Students may count up to 10 credits of approved graduate coursework from other institutions.

**UW–Madison Undergraduate**

No credits from a UW–Madison undergraduate degree may count toward the specialist certificate.

**UW–Madison University Special**

No courses taken as UW–Madison Special student may count toward the specialist certificate.

**PROBATION**

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.

**ADVISOR / COMMITTEE**

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.

**CREDITS PER TERM ALLOWED**

8 to 12 credits in a regular semester is considered full time at the graduate level.

**TIME CONSTRAINTS**

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.

**OTHER**

n/a

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**PROFESSIONAL DEVELOPMENT**

**GRADUATE SCHOOL RESOURCES**

Take advantage of the Graduate School’s professional development resources ([https://grad.wisc.edu/pd](https://grad.wisc.edu/pd)) to build skills, thrive academically, and launch your career.

**PEOPLE**

**Faculty:** Professors Eschenfelder (Director), Downey, Kim, Whitmire; Associate Professors Rubel, Arnott-Smith, Willett; Assistant Professors Royston, Senchyne

For a complete faculty/staff directory see [https://ischool.wisc.edu/](https://ischool.wisc.edu/)