LIBRARY AND INFORMATION STUDIES, SPECIALIST CERTIFICATE

REQUIREMENTS

MINIMUM DEGREE REQUIREMENTS AND SATISFACTORY PROGRESS
To make progress toward a graduate degree, students must meet the Graduate School Minimum Degree Requirements and Satisfactory Progress (http://guide.wisc.edu/graduate/#policiesandrequirementstext) in addition to the requirements of the program.

SPECIALIST CERTIFICATE
Specialist Certificate

MINIMUM GRADUATE DEGREE CREDIT REQUIREMENT
42 credits

MINIMUM GRADUATE RESIDENCE CREDIT REQUIREMENT
24 graduate credits after admission to the Information School

MINIMUM GRADUATE COURSEWORK (50%) REQUIREMENT
Half of degree coursework (21 out of 42 total credits) must be completed 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). All coursework must be above 300 level and may not include iSchool undergraduate coursework.

PRIOR COURSEWORK REQUIREMENTS: GRADUATE WORK FROM OTHER INSTITUTIONS
Students may count up to 10 credits of approved graduate coursework from other institutions.

PRIOR COURSEWORK REQUIREMENTS: UW–MADISON UNDERGRADUATE
No credits from a UW–Madison undergraduate degree may count toward the specialist certificate.

PRIOR COURSEWORK REQUIREMENTS: UW–MADISON UNIVERSITY SPECIAL
No courses taken as UW–Madison Special student may count toward the specialist certificate.

PRIOR COURSEWORK REQUIREMENTS: UW–MADISON INFORMATION SCHOOL M.A.
Students may count up to 10 credits of graduate coursework from an iSchool M.A. degree.

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

PROGRAM-SPECIFIC COURSES REQUIRED
Up to half of the credits should be from academic units related to the student’s specialization (including but not limited to the iSchool). All coursework must be 300 level or above and may not include iSchool undergraduate courses (e.g., 301, 351). 999s and 990s are appropriate.

See program website for details.

OVERALL GRADUATE GPA REQUIREMENT
At least a 3.0 GPA required; see program website for more details.

OTHER GRADE REQUIREMENTS
3.0 GPA required.

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.

See program webpage for any program-specific additional probation policies.

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.

See program webpage for any program-specific additional details.

ASSESSMENTS AND EXAMINATIONS
The candidate is required to prepare and publicly defend a major project/paper in addition to completing credit hour requirements.

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.

See program website for any program-specific time constraints.

LANGUAGE REQUIREMENTS
No language requirements unless assigned by program.
Faculty: Professors Eschenfelder (director), Downey, Kim, Whitmire; Associate Professors Smith; Assistant Professors Rubel, Senchyne, Willett.