JAPANESE, MA

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

PRIOR COURSEWORK
Graduate Credits Earned at Other Institutions
With program approval, students are allowed to transfer no more than 9 credits of graduate coursework from other institutions. Coursework earned ten or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

Undergraduate Credits Earned at Other Institutions or UW–Madison
Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

Credits Earned as a Professional Student at UW–Madison (Law, Medicine, Pharmacy, and Veterinary careers)
Refer to the Graduate School: Transfer Credits for Prior Coursework (https://policy.wisc.edu/library/UW-1216/) policy.

Credits Earned as a University Special Student at UW–Madison
With program approval, students are allowed to transfer no more than 9 credits of graduate coursework (as defined above) taken as a UW–Madison University Special student. Coursework earned ten or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

PROBATION
If a student’s GPA falls below 3.0 in a given semester, the department will decide whether the student may continue on probation. A specific plan will be arranged with dates and deadlines in place in regard to removal of probationary status.

ADVISOR / COMMITTEE
Starting in fall 2018, all students are required to have two co-advisors, identified at the time of admissions. During the course of study, students meet regularly with their advisors to ensure satisfactory progress.

CREDITS PER TERM ALLOWED
15 credits

TIME LIMITS
Most students take four semesters to complete the coursework necessary for the MA degree, and officially earn the degree in the following summer (an exception to this schedule may be considered on a case-by-case basis).

The maximum time for completing all MA requirements and passing the MA examination is three years.

Refer to the Graduate School: Time Limits (https://policy.wisc.edu/library/UW-1221/) policy.

GRIEVANCES AND APPEALS
These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
- Hostile and Intimidating Behavior Policies and Procedures (https://hr.wisc.edu/hib/)
- Office of the Provost for Faculty and Staff Affairs (https://facstaff.provost.wisc.edu/)
- Employee Assistance (http://www.eao.wisc.edu/) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (https://employeedisabilities.wisc.edu/) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (https://grad.wisc.edu/) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (https://compliance.wisc.edu/) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (https://osas.wisc.edu/) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (https://conduct.students.wisc.edu/) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

Students should contact the department chair or program director with questions about grievances. They may also contact the L&S Academic Divisional Associate Deans, the L&S Associate Dean for Teaching and Learning Administration, or the L&S Director of Human Resources.

OTHER
The program offers limited financial assistance in the form of fellowships and teaching assistantships to candidates who are highly qualified. Applicants should consult the program website for selection criteria and application materials for assistantships.