

# FRENCH, M.A.

## 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 Work from Other Institutions

With program approval, students are allowed to count no more than 9 credits of graduate coursework from other institutions. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

##### UW–Madison Undergraduate

No credits from a UW–Madison undergraduate degree are allowed to count toward the degree.

##### UW–Madison University Special

With program approval, students are allowed to count no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

#### 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

Upon entering the department, students are each assigned a faculty advisor with whom they will work (in most cases) until they have completed all the requirements for the M.A. Students who wish to change advisors should speak to the Director of Graduate Studies for French. Within two months of completing the requirements for the M.A., students are requested to choose the Chair of their Prelims Committee, who may be but need not be the same as the originally assigned advisor; students' evolving research interests, among other factors, may warrant a change. The Chair of their Prelims Committee assists students with the process of preparing for the preliminary examination. Until the students complete the last preliminary examinations, they should work with their originally assigned advisor in regards to all matters other than the content and scope of the prelims (for instance: choice of classes, etc.). Upon completion of the preliminary exams, the chair of the student's dissertation proposal committee, to be set up by the student in consultation with faculty, usually becomes the advisor, but a change of director is also possible at that time.

Students consult their advisor at least three times a year: once in September to become acquainted and address any issues related to the

start of the academic year; a second time later in the fall, before course registration for the spring, in order to discuss course selection; and a third time in the spring, before course selection for the fall. Students are encouraged to contact their advisor concerning any academic problems or issues that may arise, and to engage with their advisor on an ongoing basis about their own short- and long-term concerns, plans, and interests. Advisors will mentor their advisees as well as attending to administrative functions like course selection and requirements. Advisors will actively participate in the end-of-the-year assessment of all graduate students. Additional information and clarification about requirements can be obtained from the Director of Graduate Studies for French or the Graduate Coordinator.

### CREDITS PER TERM ALLOWED

15 credits

### TIME CONSTRAINTS

**Timely completion of M.A. requirements:** The M.A. exam is usually taken by the end of the 4th semester of study, although earlier is possible. All requirements including the M.A. exam should be satisfied before the beginning of the 5th semester of graduate studies. Academic probation will be considered if all requirements including the M.A. exam are not completed by the beginning of the 6<sup>th</sup> semester.

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.

### 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/>)
- Dean of Students Office (<https://doso.students.wisc.edu/>) (for all students to seek grievance assistance and support)
- 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://employee disabilities.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 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**

Fellowships are available for high-ranking incoming students and dissertators. The department has a number of teaching assistantships which are granted on the basis of a candidate's previous academic record, knowledge of French, and seriousness of purpose in pursuing the Ph.D.