

# FRENCH STUDIES: FRENCH STUDIES SUMMER INSTITUTE, MFS

## 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.

### NAMED OPTION-SPECIFIC POLICIES

#### PRIOR COURSEWORK

##### Graduate Work from Other Institutions

No graduate coursework from other institutions is allowed to count towards the degree.

##### 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, University Special students enrolled in the capstone certificate "French Studies for Teachers" may count up to 9 credits of coursework taken while they are capstone students toward the MFS degree.

#### PROBATION

Students are reviewed annually by program leadership and may be placed on probation if they are not making satisfactory progress on program requirements.

#### ADVISOR / COMMITTEE

Students are advised by the PFMP Director, and their master's project is assessed by a three-person master's committee.

#### CREDITS PER TERM ALLOWED

13 credits

#### TIME LIMITS

Students who have allowed a session to "lapse" without enrolling during that session, and without approval to take a leave of absence, must reapply to the program if they desire to continue. See program "Requirements and Policies" document for more details.

Leaves of absence are viable for one semester only.

### 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://employeeabilities.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

French Studies, MFS and certificate students may not be simultaneously enrolled in other UW–Madison graduate programs, nor are they eligible for project assistantships, teaching assistantships, or other forms of graduate support that provide tuition remission. French Studies students are automatically eligible for selected small scholarships.