

# GERMAN, 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

Students are generally not allowed to transfer 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

With program approval, students may transfer up to 7 credits of coursework numbered 600 or above taken as a UW-Madison undergraduate. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

##### 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 may transfer up to 15 credits of coursework numbered 600 or 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

Students admitted on probation must maintain a GPA of at least 3.50 in graduate work done during each of their first two full-time semesters or the equivalent at this university, otherwise they will be dropped from the program. After performing satisfactorily during the probation period, students are expected to perform as well as students granted admission in full standing.

Current students should refer to the Graduate School: Probation (<https://policy.wisc.edu/library/UW-1217/>) policy.

#### ADVISOR / COMMITTEE

All incoming MA candidates are advised by the department graduate advisor (DGA) during the first year of study. MA candidates are expected to select (by mutual consent) their individual graduate advisor during the third semester of coursework. The individual graduate advisor is likely to be chair of the MA examination committee, the PhD preliminary examination committee, and the dissertation committee.

### CREDITS PER TERM ALLOWED

15 credits

### TIME LIMITS

The MA examination must be completed by the end of the fourth semester in the German program.

### 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://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 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

n/a