

# GRADUATE GUIDE

## POLICIES AND REQUIREMENTS

The Graduate School sets minimum standards that must be met by all graduate students in the university. Continuation in the Graduate School is at the discretion of the major program, the Graduate School, and the major professor.

The requirements of most programs exceed the Graduate School minimum criteria. These additional requirements are described in each major program entry in the *Guide* on the Requirements tab. Students are responsible for reviewing *Guide* and obtaining specific degree requirements from the program. Many programs publish a graduate student handbook, which provides more details about graduate study and other policies and processes.

## GRADUATE SCHOOL MINIMUM DEGREE REQUIREMENTS AND SATISFACTORY PROGRESS

Schools/colleges, departments and programs may set more rigorous expectations and requirements than the Graduate School.

### MASTER'S DEGREES

M.A., M.S., M.Acc., MBA, M.M., M.Eng., MFS, MIPA, MPA, MSW

**Minimum Graduate Degree Credit Requirement**  
30 credits

**Minimum Graduate Residence Credit Requirement**  
16 credits

**Minimum Graduate Coursework (50%) Requirement**  
At least 50% of credits applied toward the graduate degree credit requirement must be in graduate-level coursework. Details can be found in the Graduate School's Minimum Graduate Coursework (50%) policy (<https://policy.wisc.edu/library/UW-1244> (<https://policy.wisc.edu/library/UW-1244/>)).

### Prior Coursework Requirements: Graduate Work from Other Institutions

For well-prepared advanced students, a student's program may decide to accept prior graduate coursework from other institutions. This coursework does not appear on a UW-Madison transcript nor count toward graduate career GPA. The Graduate School's minimum graduate residence requirement can be satisfied only with courses taken as a graduate student at UW-Madison. The only exception is graduate-level coursework taken as a CIC Traveling Scholar.

### Prior Coursework Requirements: UW-Madison Undergraduate

For well-prepared advanced students, a student's program may decide to accept up to 7 credits numbered 300 or above of required or elective courses from the undergraduate work completed at UW-Madison toward fulfillment of minimum degree and minor credit requirements. However, this work would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. This work will

not appear on the graduate career portion of UW-Madison transcript nor count toward the graduate career GPA.

The Graduate School's minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW-Madison.

### Prior Coursework Requirements: UW-Madison University Special

After admission to a graduate program, the student's program may decide to accept up to fifteen University Special student credits as fulfillment of the minimum graduate residence, graduate degree, or minor credit requirements on occasion as an exception (on a case-by-case basis). UW-Madison coursework taken as a University Special student would not be allowed to count toward the 50% graduate coursework minimum unless taken at the 700 level or above. This work will not appear on the graduate career portion of UW-Madison transcript nor count toward the graduate career GPA.

For more information, please consult the Graduate School Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>).

### Credits per Term Allowed

Up to 15 credits

### Overall Graduate GPA Requirement

3.00

### Other Grade Requirements

The Graduate School requires that students maintain a graduate grade-point average (GPA) of 3.00 (on a 4.00 scale) for all graduate courses (excluding research) to receive a degree. Many programs impose higher standards. Students should check with their program. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester.

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### 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.

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### Advisor / Committee

Every graduate student is required to 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.

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. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies.

A committee often accomplishes advising for the students in the early stages of their studies.

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## Assessment and Examinations

Requirements determined by the program.

### Time Constraints

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.

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### Language Requirements

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## MASTER OF FINE ARTS DEGREE, EDUCATIONAL SPECIALIST DEGREE, OR SPECIALIST CERTIFICATE

MFA, Ed.S., Specialist Certificate

### Minimum Graduate Degree Credit Requirement

42 credits

### Minimum Graduate Residence Credit Requirement

24 credits

### Minimum Graduate Coursework (50%) Requirement

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### Credits per Term Allowed

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## DOCTORAL DEGREES

Au.D., DMA, DNP, OTD, Ph.D.

### Minimum Graduate Degree Credit Requirement

51 credits

### Minimum Graduate Residence Credit Requirement

32 credits

### Minimum Graduate Coursework (50%) Requirement

At least 50% of credits applied toward the graduate degree credit requirement must be in graduate-level coursework. Details can be found in the Graduate School's Minimum Graduate Coursework (50%) policy (<https://policy.wisc.edu/library/UW-1244> (<https://policy.wisc.edu/library/UW-1244/>)).

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## Credits per Term Allowed

Up to 15 credits

## Doctoral Minor/Breadth Requirements

The Graduate School requires doctoral programs to have a doctoral minor requirement to achieve breadth. Only those doctoral programs which have an accepted minor opt-out request on file may excuse their students from the doctoral minor requirement with alternate paths to breadth.

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## Overall Graduate GPA Requirement

3.00

## Other Grade Requirements

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## Assessment and Examinations

Doctoral students are required to take a comprehensive preliminary/oral examination after they have cleared their record of all Incomplete and Progress grades (other than research and thesis). Deposit of the doctoral

dissertation in the Graduate School is required. Additional requirements are determined by the program.<sup>1</sup>

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### **Time Constraints**

Doctoral degree students who have been absent for ten 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.

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may be required to take another preliminary examination and to be admitted to candidacy a second time.

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#### **1**

References to preliminary/oral examinations and dissertations do not apply to clinical doctorate degrees (such as Au.D., DNP). Consult the program for specific requirements.