

# INFORMATION, PHD

## 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 may transfer up to 9 credits of approved graduate coursework from other institutions. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

##### Undergraduate Credits Earned at Other Institutions or UW-Madison

A student may request that the Information School PhD program consider up to seven credits numbered 300 or above of undergraduate work completed at UW-Madison towards fulfillment of minimum degree and minor credit requirements. Credits earned at other institutions are not permitted.

##### 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

Students are allowed to count up to 9 approved credits of coursework numbered 300 or above taken as a UW-Madison University Special student. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

#### PROBATION

Students who fail to meet any of the assessment criteria as described in the Doctoral Program Student Handbook will receive a letter of warning from the PhD program director placing them on probationary status. They will have one additional semester (not including summer) to change their status. If they do not successfully change their status, they will be asked to leave the program. If students do not expect to successfully change their status within the probationary semester, they can request that the PhD committee grant a probation extension; however, an extension will be granted only if the student can prove likelihood of success in the upcoming semester. The student should send a letter asking for an extension and providing evidence of likelihood of success to the PhD program director.

#### ADVISOR / COMMITTEE

The Information School PhD Committee serves as the Progress Evaluation Committee for doctoral students. Upon admission, the PhD committee chair serves as the default advisor for all students. At any point, the

student may switch to a major professor/advisor based on similarities in research interests.

#### CREDITS PER TERM ALLOWED

8 to 12 credits in a regular semester is considered full time at the graduate level. Course load maximums are 12 credits in a regular semester, 8 credits in the summer term and 3 credits in the intersession.

#### TIME LIMITS

Completion of the degree should be within a three- to four-year period beyond earning the master's degree.

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing their program portfolio and statement of intent may be required to take additional coursework, redefend their program portfolio and statement of intent, and to be admitted to candidacy a second time.

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://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**

A complete set of Information School PhD program policies can be found in the PhD program planning guide on the iSchool PhD program website. (<https://ischool.wisc.edu/programs/phd-program/>)