

PHILOSOPHY, MA

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (<https://policy.wisc.edu/>). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 6 credits of graduate coursework taken as a graduate student 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

No credits from a UW-Madison undergraduate degree are allowed to transfer toward the degree.

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 are allowed to transfer no more than 9 credits of coursework numbered 500 or above taken as a UW-Madison University Special student. Coursework earned ten or more years prior to admission to a master's is not allowed to satisfy requirements.

PROBATION

Students who have four or more grades of "Incomplete" may not register for further work until these Incompletes have been removed. It is the policy of the philosophy department not to give Incompletes, except when illness or events beyond the student's control prevent the completion of course work.

If a student who is not making satisfactory progress (a) has at any one time three or more Incompletes that have been on the student's record for one semester or more, or (b) has not passed the dissertation prospectus examination by the end of the ninth semester of residency, or (c) has at any time a cumulative GPA of less than 3.5 in philosophy graduate seminars (those numbered 800 and above), then the student will be placed on probation; and if after two semesters there is still a deficiency, the student will be removed from the program.

No student while on probation is eligible for appointment as a TA, PA, or RA nor will that student be recommended by the department for a fellowship.

ADVISOR / COMMITTEE

Every graduate student is required to have an advisor. An advisor is a faculty member, or sometimes a committee, from the major department responsible for providing advice regarding graduate studies. Students can be suspended from the Graduate School if they do not have an advisor.

To ensure that students are making satisfactory progress toward a degree, the Graduate School expects students to meet with their advisor on a regular basis.

The assistant to the chair serves as the advisor for the first year or so. Students then select an advisor and, as coursework and other requirements are completed, a committee of faculty is selected by the student to serve as advisors.

CREDITS PER TERM ALLOWED

12 credits

TIME LIMITS

The program of study that you work out will be designed for completion, normally, by the end of the sixth or seventh semester of full-time graduate studies.

To make satisfactory academic progress, a student must attempt to complete the logic requirement by the end of his or her first year. If the student does not fulfill the requirement, then another attempt must be made in the third semester. If the student fails to satisfy the requirement again, another attempt must be made in the fourth semester. If the student fails to pass the requirement by the end of his or her fourth semester, then this will constitute failure to make satisfactory academic progress. Subject to instructor's willingness, a student may attempt to pass the requirement more than once in a semester.

All entering graduate students will participate in a proseminar in their first term in residence. All graduate students must take the Teaching Philosophy course during their first year of teaching.

A student who is normally enrolled and in residence in the PhD program is making satisfactory progress unless that student:

- has not attempted to complete the logic requirement by the end of the first year in residence and continued to attempt to complete the logic requirement in each subsequent semester until completing this requirement, or
- has not completed the logic requirement by the end of the second year in residence, or
- has not satisfied the history of philosophy requirement by the end of the third year of residence, or
- as not become a dissertator by the end of the fourth year of residence, or
- has not passed the examination on the dissertation prospectus by (a) the end of the ninth semester in residence or (b) within one year after passing the prelim, whichever is later.

Moreover, failure to submit a passing prelim by the end of the seventh semester will result in dismissal from the program.

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)

L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (<https://kb.wisc.edu/lis/22258/>).
- Incidents of bias or hate, hostile and intimidating behavior (<https://hr.wisc.edu/hib/>), or discrimination (Title IX (<https://compliance.wisc.edu/titleix/>), Office of Compliance (<https://compliance.wisc.edu/eo-complaint/formal-investigations/>)). Direct these to the linked campus offices appropriate for the incident(s).

Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
 - a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
 - b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
 - c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (<https://grad.wisc.edu/documents/grievances-and-appeals/>) (see: Graduate School Appeal Process).

OTHER

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