A proposed program for a M.S. candidate satisfying the minimum course requirements must be approved by the certification committee by the end of the first semester of M.S. graduate work. It is the responsibility of the student and the major professor to complete the departmental M.S. certification forms, arrange to be certified by the certification committee, and arrange for approval of revisions in the initial program if this becomes necessary.

**CREDITS PER TERM ALLOWED**
15 credits

**TIME CONSTRAINTS**
Students enrolled full time are expected to complete their degree requirements within two to three years.

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. Students may petition the department for an appeal of the five year limit on a case-by-case basis.

**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/](https://doso.students.wisc.edu/bias-or-hate-reporting/))
- Graduate Assistantship Policies and Procedures ([https://hr.wisc.edu/policies/gapp/#grievance-procedure](https://hr.wisc.edu/policies/gapp/#grievance-procedure))
- Hostile and Intimidating Behavior Policies and Procedures ([https://hr.wisc.edu/hib/](https://hr.wisc.edu/hib/))
  - Office of the Provost for Faculty and Staff Affairs ([https://facstaff.provost.wisc.edu/](https://facstaff.provost.wisc.edu/))
- Dean of Students Office ([https://doso.students.wisc.edu/](https://doso.students.wisc.edu/)) (for all students to seek grievance assistance and support)
- Employee Assistance ([http://www.eao.wisc.edu/](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://employeedisabilities.wisc.edu/](https://employeedisabilities.wisc.edu/)) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School ([https://grad.wisc.edu/](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/](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/](https://conduct.students.wisc.edu/)) (for conflicts involving students)
- Ombuds Office for Faculty and Staff ([http://www.ombuds.wisc.edu/](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/](https://compliance.wisc.edu/titleix/)) (for concerns about discrimination)
The student should first talk with the person at whom the complaint is directed. Most issues can be settled at this level. Others may be resolved by established departmental procedures.

2. If the student is unsatisfied, and the complaint involves any unit outside CALS, the student should seek the advice of the dean or director of that unit to determine how to proceed.
   a. If the complaint involves an academic department in CALS the student should proceed in accordance with item 3 below.
   b. If the grievance involves a unit in CALS that is not an academic department, the student should proceed in accordance with item 4 below.

3. The student should contact the department's grievance advisor within 120 calendar days of the alleged unfair treatment. The departmental administrator can provide this person’s name. The grievance advisor will attempt to resolve the problem informally within 10 working days of receiving the complaint, in discussions with the student and the person at whom the complaint is directed.
   a. If informal mediation fails, the student can submit the grievance in writing to the grievance advisor within 10 working days of the date the student is informed of the failure of the mediation attempt by the grievance advisor. The grievance advisor will provide a copy to the person at whom the grievance is directed.
   b. The grievance advisor will refer the complaint to a department committee that will obtain a written response from the person at whom the complaint is directed, providing a copy to the student. Either party may request a hearing before the committee. The grievance advisor will provide both parties a written decision within 20 working days from the date of receipt of the written complaint.
   c. If the grievance involves the department chairperson, the grievance advisor or a member of the grievance committee, these persons may not participate in the review.
   d. If not satisfied with departmental action, either party has 10 working days from the date of notification of the departmental committee action to file a written appeal to the CALS Equity and Diversity Committee. A subcommittee of this committee will make a preliminary judgement as to whether the case merits further investigation and review. If the subcommittee unanimously determines that the case does not merit further investigation and review, its decision is final. If one or more members of the subcommittee determine that the case does merit further investigation and review, the subcommittee will investigate and seek to resolve the dispute through mediation. If this mediation attempt fails, the subcommittee will bring the case to the full committee. The committee may seek additional

4. If the alleged unfair treatment occurs in a CALS unit that is not an academic department, the student should, within 120 calendar days of the alleged incident, take his/her grievance directly to the Associate Dean of Academic Affairs. The dean will attempt to resolve the problem informally within 10 working days of receiving the complaint. If this mediation attempt does not succeed the student may file a written complaint with the dean who will refer it to the CALS Equity and Diversity Committee. The committee will seek a written response from the person at whom the complaint is directed, subsequently following other steps delineated in item 3d above.

OTHER

Financial support is available to qualified M.S. and Ph.D. students in the form of research assistantships. Most assistantships are funded through research grants, and the final decision rests with the professor(s) supervising the research. A research assistantship for at least one-third time qualifies a student for remission of all tuition. The department offers a limited number of teaching assistantships. Graduate School fellowships are also available.