

SPANISH, 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

Master's students are not allowed to transfer in graduate credits from other institutions.

Undergraduate Credits Earned at Other Institutions or UW-Madison

No credits from undergraduate courses from a UW-Madison or other institution's undergraduate degree are allowed to fulfill degree requirements. But students who have taken graduate level courses are allowed to petition with their advisor's consent up to a maximum of 7 credits.

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 6 credits of coursework numbered 300 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 must take a minimum of two graduate-level courses in Spanish and/or Portuguese for credit each semester, exclusive of independent reading courses and audited courses. A student who is not in compliance with this requirement is not making good progress toward the degree, and will therefore be deemed not in good academic standing. Advisors should be aware that only the Graduate Studies Committee may grant exemptions.

Satisfactory progress depends on: maintaining a GPA of at least 3.0, adhering to the rule whereby students must take two courses within the department (or have the rule waived by petition), and fulfilling all academic requirements. Students who are not in good standing will not be given sections to teach as Teaching Assistants, and those whose GPA goes below 3.0 are put on academic probation. If a semester of 3.0 is not attained during the subsequent semester, the student may be dismissed from the program.

ADVISOR / COMMITTEE

An advisor is assigned to incoming students when they join the program. The student and the advisor will plan a program that takes into account the candidate's interest, strengths and deficiencies. If, for example, the student has a strong undergraduate background in a particular period of literature, the advisor will not recommend further exposure to the same field. Likewise, a student with extensive experience abroad and/or undergraduate preparation in composition or conversation may not need further study in these areas.

All students must have a substantial meeting with their advisor every semester to review their progress and work out the best strategies for future coursework and degree progress.

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

The MA/PhD portfolio is submitted in the fourth or fifth semester of the MA program, very rarely beyond that.

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://employeeabilities.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

Guaranteed funding through teaching assistantships. Many additional sources of funding are available on a competitive basis, including the Advanced Opportunity Fellowship, summer research Mellon fellowships, one-semester dissertation fellowships, Title VI FLAS fellowships for summer and year-long foreign language study, Nave summer research travel grants, and numerous others.