

# SPANISH, 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

After one semester in residence, students from other institutions may petition the Graduate Studies Committee to transfer. Students may transfer up to 9 credits (three courses) to satisfy degree requirements, except in the major field, and no more than three credits may be granted in one but not both of the student's supporting fields. Each petition must be approved by the advisor, validated by a faculty member specializing in that field, and assessed by the Graduate Studies Committee with regard to its level and appropriateness. Only in rare circumstances will exceptions be considered. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

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

No credits from undergraduate courses from a UW-Madison or an other institution's undergraduate degree are allowed to fulfill degree requirement. 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 doctoral 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 (SPANISH 899 Independent Reading) courses, with the following exceptions:

- Students may count up to three courses taken toward their PhD minor. Students must submit the appropriate form with the advisor's signature to the Graduate Coordinator each time an exception is requested.
- Audited course do not count toward the two-course minimum requirement.

- If the two-course rule impedes the student's progress toward completion of the degree, students may petition an exception, with the written support of their advisor. This regulation does not apply to students who have passed the PhD Preliminary Examination.

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

The doctoral candidates arrange their program with an assigned graduate advisor, representing one of the areas of concentration, at the beginning of their studies in this department. The advisor represents a field in which the student has expressed primary interest. The candidate may, of course, seek advice and suggestions from individual professors, but it is important to maintain frequent and ongoing contact with the regular advisor. At the beginning of the second semester in residence the academic advisor and the candidate make a detailed review of the first semester's progress.

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 Department of Spanish and Portuguese enforces the Graduate School policy that establishes a five-year deadline for completion and defense of the doctoral dissertation, unless they receive an extension. If the candidate does not complete the dissertation within five years of the preliminary examination, the candidate must retake this examination.

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

Credits earned in the master's program (with the exception of SPANISH 770 Introduction to the Profession and SPANISH 323 ) and any transfer credits used to satisfy master's requirements, **satisfy** the PhD course requirements.

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.