

# CHINESE, M.A.

## 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 Work from Other Institutions

With program approval, students are allowed to count no more than 9 credits of graduate coursework from other institutions. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

##### UW–Madison Undergraduate

This program follows the Graduate School's policy for Satisfying Requirements with Coursework from Undergraduate Career at UW–Madison. (<https://policy.wisc.edu/library/UW-1216/>)

##### UW–Madison University Special

With program approval, students are allowed to count no more than 9 credits of graduate coursework (as defined above) taken as a UW–Madison Special student. Coursework earned five or more years prior to admission to a Master's degree is not allowed to satisfy requirements.

#### PROBATION

If a student's average falls below 3.0 in a given semester, the department will decide whether the student may continue on probation. A specific plan will be arranged with dates and deadlines in place in regard to removal of probationary status.

#### ADVISOR / COMMITTEE

Starting Fall 2018, all students are required to have two co-advisors, identified at the time of admissions. During the course of study, students meet regularly with their advisors to ensure satisfactory progress. Choice of co-advisors can be changed with consent of new advisors.

#### CREDITS PER TERM ALLOWED

15 credits

#### TIME LIMITS

The maximum time for completing all M.A. requirements and passing the M.A. examination is three years.

Master's degree students who are absent for five or more years will not be given credit for prior work.

#### 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/>)
- Dean of Students Office (<https://doso.students.wisc.edu/>) (for all students to seek grievance assistance and support)
- 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://employeeedisabilities.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 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

The program offers limited financial assistance in the form of fellowships and teaching assistantships to candidates who are highly qualified. Applicants should consult the program website for selection criteria and application materials for assistantships.