

# CLASSICAL AND ANCIENT NEAR EASTERN STUDIES: CLASSICS, 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.

### NAMED OPTION-SPECIFIC POLICIES

#### PRIOR COURSEWORK

##### Graduate Credits Earned at Other Institutions

With program approval, students are allowed to transfer no more than 9 credits of graduate course work 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 numbered 300 or above taken as a UW-Madison University Special student. Credits may not satisfy the 50% graduate coursework minimum unless taken in coursework numbered 700 or above or are taken to meet the requirements of a capstone certificate and has the "Grad 50%" attribute. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

#### PROBATION

Refer to the Graduate School: Probation (<https://policy.wisc.edu/library/UW-1217/>) policy.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).

3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

#### ADVISOR / COMMITTEE

Candidates form a provisional thesis committee no later than the first week of the semester in which they plan to graduate. The MA committee should consist of the thesis advisor (committee chair) and two other faculty members from Classical and Ancient Near Eastern Studies or affiliated with Classical and Ancient Near Eastern Studies.

Candidates meet with the thesis committee by the end of the first month in the semester in which they plan to graduate. In order to evaluate the viability of the thesis topic, candidates should submit an abstract of one to two pages to the committee.

#### CREDITS PER TERM ALLOWED

15 credits

#### TIME LIMITS

The thesis, written in consultation with the thesis advisor, must be completed no later than two semesters after work begins.

#### 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://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 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**

All applications received by January 5 are eligible for fellowship, scholarship, and graduate assistantship opportunities. For applications received after the deadline, applicants will not be eligible for university fellowships or scholarships, although they may be eligible for department funds such as teaching assistantships, project assistantships, research assistantships, or department fellowship.