

COMMUNICATION ARTS, PH.D.

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

This program follows the Graduate School's policy for Transfer from UW–Madison University Special Student Career at UW–Madison. (<https://policy.wisc.edu/library/UW-1216/>)

PROBATION

All graduate students must stay "in good standing" in the department to be eligible for teaching assignments, awards, and fellowships, and in order to be considered to be making satisfactory progress in the program. Students whose progress is rated unsatisfactory by their faculty may face loss of funding and/or dismissal from the program.

The department's minimum criteria for good standing are:

1. Timely progress through the program, consisting of successful completion of M.A. requirements and compliance with coursework, advising, and thesis/comprehensive exam expectations.
2. A cumulative grade point average for coursework within the department of 3.5 or above.
3. No grades of Incomplete on the student's record.
4. Fulfillment of responsibilities for teaching/project assistantships or lectureships.

ADVISOR / COMMITTEE

Although an initial faculty advisor is assigned to each student during the summer prior to matriculation in the graduate program, students should seek out regular advisors by the end of their first year in residence. The regular advisor should be a faculty member whose research interests and methodological expertise match closely to those that the student intends to acquire. While no faculty member is obliged to accept a student's

request to serve as advisor, invitations are usually accepted except where the faculty member judges that a different advisor would serve the student's needs and interests better.

Early in the semester in which the preliminary exams will be completed, students will form a **prelim committee** consisting of three to four faculty members, one of which is the student's advisor. In the case of preliminary examinations, all committee members will write exam questions, read the answers, and sit on the prelim defense.

Upon passing preliminary examinations, students will form a **dissertation proposal committee**, consisting of three to four faculty members, one of which is the student's advisor. Before the student may proceed with writing the dissertation, the proposal must be approved by the dissertation proposal committee. While writing the dissertation, a student must obtain the approval of the advisor for modifications to the dissertation that depart significantly from the proposal.

Once the dissertation proposal has been approved, the student must form a **dissertation committee**. The dissertation committee serves as the final oral committee before whom the student must defend the completed dissertation manuscript. Often the members of the dissertation proposal committee serve on the dissertation committee as well, but the membership of the two committees may differ. A dissertation committee consists of at least four members, three of whom must be UW–Madison graduate faculty: the student's advisor, at least two additional members from the student's primary area of concentration, and at least one member from outside the department which may be someone on campus or from another institution. All members of a student's dissertation committee must be designated as "readers," defined as committee members who commit themselves to closely reading and reviewing the entire dissertation.

In exceptional circumstances, the student may seek a **formal co-advisor** for their dissertation committee. The department recognizes two situations in which this may be appropriate: (1) the student's dissertation project genuinely pursues an interdisciplinary topic that requires the equal involvement of a faculty member in Communication Arts and a faculty member in another department at UW–Madison; or (2) the student's advisor retires or resigns from the University, and the student cannot complete the dissertation within one year of the retirement or resignation, which requires the student to seek a new advisor in the department. (For the second situation, this person becomes the newly selected advisor.)

CREDITS PER TERM ALLOWED

10-credit maximum unless additional credits are approved by faculty advisor, up to 15

TIME LIMITS

A candidate for a doctoral degree who fails to take the final oral examination and deposit the dissertation within five years after passing the preliminary examination may be required to take another preliminary examination and to be admitted to candidacy a second time.

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

Incoming M.A. students are generally offered 5 academic years (fall semester and spring semester) of support in the form of teaching assistantships, project assistantships, fellowships, and lectureships. Incoming Ph.D. students are generally offered 3 years of support. This support includes a stipend, tuition remission, and benefits.