

LINGUISTICS, PHD

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) serve as the official document of record for Graduate School academic and administrative policies and procedures and are updated continuously. Note some policies redirect to entries in the official UW-Madison Policy Library (<https://policy.wisc.edu/>). Programs may set more stringent policies than the Graduate School. Policies set by the academic degree program can be found below.

MAJOR-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 coursework from other institutions. Coursework earned ten years or more 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 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 of coursework numbered 300 or above taken as a UW-Madison Special student. Coursework earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

PROBATION

Probation is a warning to a student who is not making satisfactory progress in the Linguistics graduate program. Departmental probation for grades or failure to make satisfactory progress lasts for one academic year (two consecutive semesters), while probation for an unsatisfactory prelim paper or unfinished Incompletes lasts for one semester.

If a student on probation clears up the problem that led to probation within the time period allotted, nothing else happens, and the student can continue with the program.

If the student does not resolve the problem (e.g., raise the GPA or successfully complete a prelim), the student is dropped from the program at the end of the probationary period.

ADVISOR / COMMITTEE

Every graduate student must have an official faculty advisor. New students are assigned to the program director by default. By the end of the first year, students must decide whom they would like to work with and must

ask that person if they are willing to serve as advisor. If the faculty member agrees, the student is responsible for having the faculty member sign the advisor agreement form, and for making sure that it is placed in the student's file. All permanent faculty members in the Language Sciences program (including affiliated faculty but excluding visiting faculty) may serve as advisors. Faculty from outside Language Sciences may not serve as official advisors, although they may co-chair committees.

Every faculty member has the right to refuse to become a student's advisor. Every graduate student has the right to choose any faculty member as advisor, so long as the faculty member agrees. Students should also feel free to change advisors at any time, without fear of offending a faculty member. If a student changes advisors, a new advisor agreement form must be signed and filed, and the previous advisor must be notified by the student in writing.

The advisor guides the student in the choice of appropriate courses, in the planning of prelims and the dissertation, in choosing prelim committees and the dissertation committee, and in other professional matters. Students are reminded, however, that the fulfillment of departmental requirements is ultimately the student's responsibility.

Each semester, the student must consult in person with the advisor about courses for the following semester. Registration is blocked until this is done and is only unblocked when the student turns in the relevant form to the department, signed by the advisor.

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

The first prelim paper must be completed by the fourth semester, the second prelim paper must be completed by the eighth semester, all language and course requirements must be completed by the end of the semester in which the second prelim paper is defended, and a dissertation proposal must be submitted and defended within two weeks of the defense of the second prelim paper.

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)

L&S POLICY FOR GRADUATE STUDENT ACADEMIC APPEALS

Graduate students have the right to appeal an academic decision related to an L&S graduate program if the student believes that the decision is inconsistent with published policy.

Academic decisions that may be appealed include:

- Dismissal from the graduate program
- Failure to pass a qualifying or preliminary examination
- Failure to achieve satisfactory academic progress
- Academic disciplinary action related to failure to meet professional conduct standards

Issues such as the following cannot be appealed using this process:

- A faculty member declining to serve as a graduate student's advisor.
- Decisions regarding the student's disciplinary knowledge, evaluation of the quality of work, or similar judgements. These are the domain of the department faculty.
- Course grades. These can be appealed instead using the L&S Policy for Grade Appeal (<https://kb.wisc.edu/lis/22258/>).
- Incidents of bias or hate, hostile and intimidating behavior (<https://hr.wisc.edu/hib/>), or discrimination (Title IX (<https://compliance.wisc.edu/titleix/>), Office of Compliance (<https://compliance.wisc.edu/eo-complaint/formal-investigations/>)). Direct these to the linked campus offices appropriate for the incident(s).

Appeal Process for Graduate Students

A graduate student wishing to appeal an academic decision must follow the process in the order listed below. Note time limits within each step.

1. The student should first seek informal resolution, if possible, by discussing the concern with their academic advisor, the department's Director of Graduate Studies, and/or the department chair.
2. If the program has an appeal policy listed in their graduate program handbook, the student should follow the policy as written, including adhering to any indicated deadlines. In the absence of a specific departmental process, the chair or designee will be the reviewer and decision maker, and the student should submit a written appeal to the chair within 15 business days of the academic decision. The chair or designee will notify the student in writing of their decision.
3. If the departmental process upholds the original decision, the graduate student may next initiate an appeal to L&S. To do so, the student must submit a written appeal to the L&S Assistant Dean for Graduate Student Academic Affairs within 15 business days of notification of the department's decision.
 - a. To the fullest extent possible, the written appeal should include, in a single document: a clear and concise statement of the academic decision being appealed, any relevant background on what led to the decision, the specific policies involved, the relief sought, any relevant documentation related to the departmental appeal, and the names and titles of any individuals contributing to or involved in the decision.
 - b. The Assistant Dean will work with the Academic Associate Dean of the appropriate division to consider the appeal. They may seek additional information and/or meetings related to the case.
 - c. The Assistant Dean and Academic Associate Dean will provide a written decision within 20 business days.
4. If L&S upholds the original decision, the graduate student may appeal to the Graduate School. More information can be found on their website: Grievances and Appeals (<https://grad.wisc.edu/documents/grievances-and-appeals/>) (see: Graduate School Appeal Process).

OTHER

Full-time enrollment is assumed in order to satisfy requirements on satisfactory progress as defined in the graduate student handbook.